

Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

Town Clerk:
Mrs. P. E. O'Hagan

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2025

Dear Contract Manager

Street Lighting Maintenance Contract

Wem Town Council are currently in the process of awarding the contract for the maintenance of the streetlights in the parish for the next 3 years.

The Town Council has a lighting stock of 234 streetlights. Those that it was possible to convert (99%) were converted in 2018 to Holophane DMAX LED lights (dimmable and non dimmable) and some CLARA LED lights. More recently some TRT Aspect LED heads have been installed.

The Council is inviting quotes for the following –

- 1) A 'report only' contract for repairs. Faults will be reported to the contractor by Wem Town Council and repaired within two weeks. If repairs cannot be completed within this period the Clerk is to be informed of the reasons and estimated repair timescales so that residents can be kept informed. Please fill in the attached sheet to outline repair costs.
- 2) An annual condition survey of all the Town Council's streetlight columns, heads and brackets.
- 3) An electrical inspection of all the Town Council's street lighting (to comply with the current I.E.E. Regulations). To be split over the 3 years of the contract.
- 4) Updating of the council's streetlight inventory.
- 5) Undertake the Town Council's concrete column replacement programme at a rate of approximately 15 per year (subject to budget). There are approximately 30 concrete columns remaining.

Following the structural inspections, a comprehensive report must be provided to the Town Council together with the electrical test certificates and a list of suggested refurbishment works (and costs).

It is anticipated that the contractor who is awarded this contract will be the Town Council's preferred contractor for any maintenance or replacement work identified as a result of these inspections however this is not guaranteed.

The contract will run for 3 years from 1st May 2026 with a possible extension to 2031. The contract will be reviewed after the first year.

All returned quotes must provide individual prices for repairs and maintenance during the period of the contract as outlined in Table 1. At the end of this document

All invoices for payment must include a detailed breakdown of repairs and maintenance carried out in the period.

Contract Specification

Overall Purpose

To ensure the street lights of Wem remain operational, safe and are well maintained.

1. Locality of Street Lights

The contractor shall be deemed to have examined all Streetlights listed in the Register supplied by the Council (at contract commencement) and to be fully conversant with the location of each lamp to be maintained under this contract,

2. Reporting of Maintenance

The Council will report, by email any street lights that require attention directly to the contractor as and when faults become known. The Contractor will acknowledge receipt of the email and attend within **two weeks** of receiving the report,

3. Emergency Maintenance

Repairs arising from vandalism, accidents or adverse weather shall be undertaken as an emergency call out. The Council will contact the Contractor via telephone or email. The Contractor will acknowledge receipt of the email / telephone and will attend no later than **24 hours** from time of the initial report. The Contractor will immediately take measures to make the street light safe and provide the Council with a report / pictures on the necessary temporary repairs required, to restore the street light to working order.

4. Column Replacement

The contractor will also be expected to continue the Town Council's streetlight column replacement programme, currently operating at a rate of approximately 15 columns per year. The cost of column replacement should be provided in the quotation schedule (Table 1), and the contractor shall liaise with the Council annually to agree the specific columns to be replaced, and be responsible for applying for section 50 permits and liaising with SP Energy Networks regarding connection as part of this ongoing programme.

Requirements

- Staff employed on this contract must be formally accredited with G39 Category 1 qualifications.
- Staff to have received IPAF training for MEWP Highways working.
- Your company must be NICIEC accredited or equivalent (please provide evidence of such accreditation including levels of accreditation with your quote).
- All the works and requirements are to be carried out by the Contractor within the Codes of Practice of the Highway Electrical Association (HEA) observing all industry set training and safety standards, including full PPE and Traffic Management.
- The Contractor must ensure that risk assessments and method statements are adhered to and made available for inspection at every visit

As part of your quote please also provide the following information

- A reference from one other council or organisation where you have undertaken this type of work in the last 3 years.
- A copy of your Certificate of Public Liability Insurance must also be submitted with your quote.
- A copy of your Health and Safety Policy must be submitted along with your quote.

The Town Council may request further information from contractors after submission of quotes.

Freedom of Information Act and Environmental Information Statement

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable request.

If contractors consider that any of the information provided in their quote is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with contractors and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or

In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

Contract Extension

The contract will initially be awarded for a period of three (3) years, from 1st May 2026 to 30th April 2029.

Subject to satisfactory performance, the Council reserves the right to extend the contract for:

- one (1) additional year at the end of Year 2, and
- a further one (1) year extension at the end of Year 3.

Each extension will be offered at the absolute discretion of the Council, based on a review of performance, value for money, responsiveness, and compliance with contract requirements.

The maximum total contract term shall not exceed five (5) years.

Contract Management and Performance Review

The Town Council will monitor the contractor's performance throughout the duration of the contract. Formal performance review meetings will be held annually and may also be arranged at other times if required. These reviews will assess the contractor's performance against the following key criteria:

- Quality and timeliness of maintenance and repair works
- Communication and responsiveness to reported faults
- Compliance with health and safety regulations and site procedures
- Record-keeping, reporting, and documentation standards
- Value for money and efficiency of service delivery
- Contribution to the Council's environmental and sustainability objectives

Where performance concerns are identified, the Council will notify the contractor in writing and may request an improvement plan. Failure to achieve satisfactory performance levels may impact eligibility for any future contract extensions.

Evaluation and awarding of contract

All quotes received will be evaluated based on the following criteria

- Price 60% Value for money
- Local Context 10% Evidence of proximity to Wem
- Experience 20% Evidence of working on a similar contract for a local authority
Evidence of capability of key personnel
Capacity within the business to take on a new contract
- Climate Change 10%
Evidence of companies' approach to becoming more carbon efficient
Evidence of ways to minimise the carbon footprint of this contract

Quotes must be submitted either via email or post by 12.00 on Friday 5th December 2025

To: Penny O'Hagan
Town Clerk
Wem Town Council
Wem Library
High Street
Wem, SY4 5AA
Tel 01939 232733
Email: info@wem.gov.uk

It is anticipated that all companies who have submitted quotes for this contract will be informed whether their quote has been successful by 31.12.25

If you have any queries or would like to arrange a meeting to discuss the contract, please contact The Town Clerk as above.

Penny O'Hagan
Town Clerk

STREET LIGHTING CONTRACT WEM TOWN COUNCIL

Please provide prices for the following

1	Ad hoc repair – call out rate please state if there is a minimum of an hourly charge for a repair	£
2	Replace LED lantern (please state preferred LED lantern type and provide an example in Shropshire of where this lamp can be viewed)	£
3	Replace column with Steel Column	£
4	Removal of old column and make good tarmac	£
5	Replace pole bracket	£
6	(a) Annual – clean all lamps, covers, lenses, tubes and reflectors. (b) Annual Cut away any foliage which may hinder the light output or affect column.	£ £
7	Cost of Annual Electrical testing and provision of certificates of 33% of lights on rolling programme.	£
8	Cost of Annual structural inspection of all light columns, heads, doors and brackets	£
9	Emergency call out charge to make safe column.	£
10	Cost of numbering all columns to correspond with the inventory	£

Please also provide answers to the following questions

1 Emergency Works

What arrangements can you offer for out of hours emergency works if required?

2 Repairs to Faults

What turn-around time have you included in your existing prices for the full repair of faults which are not classed as Emergency i.e. not instances where there might be risk to life or limb?

3 Competitive Pricing for Independent Connection of Supplies

Are you qualified to offer Independent Mains Connections and if so at what price can you offer such a service?

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