**Sprowston Town Council: Invitation to Tender Document**

**ITT Part A - Instructions and Information**

**Contract for LED Conversion; Management and Maintenance of Sprowston Town Council Streetlights**

**CPV Code: 50232100 - Street-lighting maintenance services**

Welcome to the Invitation to Tender Part A - Instructions and Information document for Contract for LED Conversion; Management and Maintenance of Sprowston Town Council Streetlights

Part A contains all the information you need to submit a compliant completed tender. This tender is for one agreement, divided into three parts.

For the avoidance of doubt, this tender is for one agreement, divided into three parts, none of which are “lots”.

**Part 1**: Conversion of Sprowston Town Council’s non-LED Streetlights to LEDs of a specification suitable for footway lighting, as per the Highways Act 1980

**Part 2**: Supply and installation of a Central Management System (CMS) for the entirety of Town Council’s lighting stock (including the newly converted LEDs and any pre-existing LEDs)

**Part 3**: Annual management and maintenance of Sprowston Town Council’s streetlights (including the newly converted LEDs and any pre-existing LEDs – as per part 1) and the new Central Management System (as per part 2).

Part B is the Response Pack which needs to be completed and returned by the tender deadline.

You will need to complete TWO Part B documents: a single Part B document for Part 1 and Part 2 combined, and a separate Part B document for Part 3. Please ensure you return your completed Part B documents and any other necessary information by the tender deadline.

Please read the instructions and information carefully and clarify anything about which you are unsure.

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### Section A: Overview of the tender

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| --- | --- | --- |
| What are we looking to purchase? | The contracting Authority is Sprowston Town Council (the **“Authority**”).  The Authority currently has a mixture of street lighting.  The Authority owns approximately 700 non-LED lights which require conversion to LED. The majority of these lights are in the region of 25 to 30 years old.  In addition, the Authority owns approximately 140 existing LED lights of varying ages and specifications. Of these, approximately 22 LED lights were installed on new-build housing estates by a mix of housing developers. The remaining 118 have been installed on an ad-hoc basis as replacements for irreparable sodium lights.  **Objectives of this Scheme**   1. Improve lighting quality and reliability. 2. Reduce street lighting energy usage and carbon emissions. 3. Reduce street lighting maintenance costs. 4. Reduce fault detection time and time-to-repair; achieving this by virtue of a fully managed Central Management System (CMS) to which all lights self-report faults. 5. Gain the ability to fully remotely control and adjust the attributes of individual lights and groups of lights, as and when need and as often as needed. | |
| Price/Budget | For  **Part 1** (Conversion of the Authority’s existing non-LED streetlights to LED lights),  and  **Part 2** (Supply and installation of a Central Management System for the Authority’s entire lighting stock )  **£300,000** is allocated.  For **Part 3** (Annual management and maintenance of the Authority’s streetlights )the annual Service contract:  **£20,000 per year** is allocated, to a maximum of 5 years (£100,000 max). | |
| Contract Details | The Authority’s form of Agreement, including separate terms and conditions for Part 1 and Part 2, and Part 3, a copy of which is attached at Appendix A.  The Authority will not accept any amendments to the contract which are deemed as substantial.  The Authority wishes to award this contract by 12th March 2025 (subject to standstill period) and have this project commenced as soon as possible after that date.  **Term**  **Please note:**  The Agreement will commence on the date it is executed and will run for a two year period, initially, which an additional maximum of three annual extensions, making a maximum of five years in total. The budget for years one and two will be:   * £300,000 for Parts 1 and 2 * £40,000 for Part 3   £340,000 | |
| Award criteria | 100% quality AND mandatory Pass/Fail requirements as below. If you fail any of the mandatory requirements, your tender will not continue in the procurement process.   |  |  | | --- | --- | | **Subject Area** | **Score** | | Price | 40 | | Outputs and outcomes | 30 | | Project Outline | 10 | | People and Experience / Capacity | 10 | | Wider impact / Legacy | 10 | | Insurance | Pass/Fail | | Financial Viability | Pass/Fail | | Mandatory declaration Form | Pass/Fail | | Additional Information | For information only | | |
| Additional Relevant Information | **1. Environmental Context**  1.1 You must be able to advise the Authority on lighting profiles suitable for existing columns in or adjacent to areas inhabited by wildlife (such as bats and insects).  1.2 Disposal of all replaced lights and associated materials should be in a manner which has a low-environmental-impact, and preferably which prioritises recycling of components and material.  1.3 The Authority’s lights currently stay on during dark hours, but this may change in the future. Therefore, any fitments must be fully remotely controllable, on an individual and group basis.  1.4 The majority of the Authority’s streetlights are along residential roads. Consideration should be given to reduce any potential nuisance to residents during the LED installation process.  **2. Health and Safety Requirements**  2.1 Staff employed on this contract must as minimum hold G39 Category 1 accreditation, or equivalent.  2.2 A copy of your certificate of public liability insurance must also be submitted along with your tender.  2.3 Your company must be NICIEC accredited or equivalent (please provide evidence of such accreditation including levels of accreditation with your quote).  2.4 A copy of your company's Health and Safety policy must be submitted along with your tender.  **3. Timescales for installation**  3.1 Timescales for installation are to be agreed between the preferred contractor and the Authority. Within your submission, please provide:  3.2 an outline of your timescales for delivery of this project; and  3.3 a detailed implementation plan  **4. Payment**  4.1 Payment for the LED conversion and associated works will be made on completion of the contract, or at agreed stages of the contract.  **5. Other Requirements**  5.1 A project coordinator or single point of contact must be nominated by the successful tenderer whom should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract is awarded until satisfactory completion of the project.  5.2 The contractor should be prepared to give the Authority’s Councillors a presentation (20 minutes maximum) in support of its tender and to assist with any question’s that may raise. Presentations will take place week commencing Monday 3rd February 2025.  5.3 Contractors should be able to evidence their experience with delivery, management and maintenance of similar contracts. | |
| Invitation to tender issued\* | | Friday 6th December 2024 |
| Clarifications closure deadline\* | | Friday 20th December 2024 |
| Closing date for invitation to tender \* | | 4:00 pm Friday 24th January 2025 |
| Tenders Opened | | 10:00am Monday 3rd February 2025 |
| Bidders’ presentations to Councillors | | w/c Monday 3rd February 2025 |
| Evaluation period\* | | To Wednesday 26th February 2025 |
| Notification of outcomes | | Thursday 27th February 2025 |
| Award of contract (inclusive of 10 day Standstill Period) \* | | Wednesday 12th March 2025 |
| Contract Mobilisation Meeting\* | | Monday 31st March 2025 |

\*The Authority reserves the right to change the dates.

### Section B: How to submit a tender

Tenders should complete a tender questionnaire and include any requested supporting documentation, plus any applicable additional information they may deem relevant.

Tenders should be submitted electronically, via email to [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk), or on a USB drive. All submissions must be clearly labelled “Streetlighting Tender”.

This ITT details the application deadline and contract timetable.

After reading through this document please look at Part B- Response Pack. Make sure you complete all mandatory fields and that you sign the form at the end, ideally with an electronic signature, but if not possible handwritten is acceptable.

When completing your tender:

|  |  |
| --- | --- |
| C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\Kliponious-green-tick[1].pngDO | C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\x[1].pngDON’T |
| * Ensure that your tender is fully completed including answering all questions * Check the closing date/time and ensure tenders are submitted on time. * Ensure that the price submitted is fully inclusive of all overheads. * Ensure that the price is displayed in Pounds/Sterling. * Ensure that the mandatory requirements are completed. * Ensure that your tender submission uses the following formats:   + For text: Microsoft Word (or equivalent open document text) or PDF   + For spreadsheets: Microsoft Excel (or equivalent Open document spreadsheet) * Comply with any tender specific instructions in the tender documents. * Check you can comply with the supplied contract terms * Keep within the word count for each question. * Submit a single Part B document covering Parts 1 and 2 together and a separate Part B document for Part 3. | * Attach any additional documents to your submission, unless specifically requested by the Authority. * Make any alterations or additions to the Form of Tender * Discuss the tender that you intend to make with anyone other than professional advisors or joint tenderers that may need to be consulted. * Embed documents or add electronic links into your tender submission. Any embedded links or documents will not be evaluated. * Discuss details of the tender with others outside the tender process or unconnected to your proposed bid. * Exceed the maximum file limit of 50mb (no limit on number of attachments which can be uploaded) * Assume you can negotiate the terms of the contract post tender- in most cases the Authority cannot. |

### Section C: Specification

**This Specification will form the Service Level Agreement within any award of a contract for Services.**

**Part 1.**

**Conversion of the Authority’s existing non-LED streetlights to LED lights**

**Requirements of the Contract, for Part 1:**

1.1 Supply, install and commission reliable, high efficiency replacement LED lights (“LEDs”) for approximately 700 non-LED lights. Replacement lights must be of a specification suitable for footway lighting, as per the Highways Act 1980 and comply with all applicable UK regulations and guidelines. Replacement LEDs should have at least the following characteristics:

1.1.1 Minimal blue-light content.

1.1.2 Minimal perceptible flicker.

1.1.3 The appropriate socket for any CMS node required by your CMS, as proposed in Part 2.

1.1.4 The ability to support the requirements, functionality and goals set out in Part 2.

1.2 With reference to the requirements in Part 2, 2.2; if necessary, draft and implement a plan to relocate and re-use as many of the Authority’s existing LED lights as possible.

1.3 Obtain and/or provide all legally required installation safety certification prior to commissioning of the new LEDs and any relocated existing LEDs.

1.4 As may be required; provide all information necessary to register the new LED lights with the DNO and any other applicable body.

1.5 Provide to our unmetered energy supplier precise energy consumption data and any other information that may be required in order to obtain accurate billing for the entirely of the Authority’s lighting stock (new and existing LEDs)

1.6 Removal and disposal of all replaced lights and associated materials

1.7 As a minimum; conduct a visual survey of all columns and lights to determine any defects or local conditions that may prevent or impact conversion to LED.

1.8 Conduct an inventory of the Authority’s existing lights to determine the precise number of non-LED lights and existing LED lights, immediately prior to commencement of the conversion programme (due to ongoing fault replacements, the quantity of LEDs is constantly changing).

1.9 Lights shall have an option to retrofit shields/shades, which shall reduce unwanted spill. The colour of the shields shall match the body of the light.

1.10 Up to 12 calendar months after completion of this Part 1; any LED light found to exhibit light spill or pose any other nuisance to residents is to have a shade or other suitable remedial measure applied at no extra cost to the Council.

1.11 Weekly project progress meetings to be held during the period of installation and commissioning.

1.12 The Council reserves its right to claim Service Credits reasonably proportionate to any loss incurred resulting from failure (“Service Failure”) to meet the SLA/KPI as set out above.

**Part 2.**

**Supply and installation of a Central Management System for the Authority’s entire lighting stock (including the newly converted LEDs and any pre-existing LEDs)**

**Requirements of the Contract, for Part 2:**

2.1 Supply, install and commission a Central Management System (CMS) for the Authority’s entire lighting stock, to provide at least the following functionality:

2.1.1 Each light to self-report faults to a central management system.

2.1.2 Full remote monitoring and reporting of lights (in real-time, or near real-time).

2.1.3 Full remote control and adjustment of each light’s attributes, including but not limited to:

* Lighting times.
* Dimming profile (if any).
* Lumen level/power consumption.
* The ability to exercise this control and make the required adjustments to individual lights, groups of lights, and all lights, after installation.
* The ability to exercise this control, and make adjustments remotely, without the need to physically attend each light.
* The ability to exercise this control, and make adjustments, as often as desired by the Authority.

2.2 Integrate the Authority’s existing LEDs into the new CMS. This will need to be planned hand-in-hand with delivery of Part 1. Should integration not be possible; work with the Authority to draft and implement a plan to relocate and re-use as many of the existing LED lights as possible.

2.3 The CMS must be capable of, in future, integrating an unknown quantity and specification of new streetlights (provided by housing developers) on new build estates in Sprowston, at minimal cost to the Authority.

2.4 The Authority wishes to avoid ‘supplier-lock-in’. Therefore, the CMS must be ‘portable’ to another contractor so that, if need be, at the end of the management and maintenance contract period the CMS can be taken over by a 3rd party.

2.5 To advise and work with the Authority to design lighting and dimming profiles for ALL of the Authority’s lights, including bespoke profiles for any specific roads or areas for which the Authority may desire different lighting and dimming solutions. To implement these profiles on the first night of operation.

2.6 To re-number and label ALL streetlight columns (new and old lights) and prepare a full asset register for the Authority.

2.7 To apply for any planning permissions that maybe required.

2.8 Your bid must list and specify all equipment, items, assets and software (if applicable) to be supplied to the Authority as part of the Central Management System and the LED conversion programme.

2.9 The Council reserves its right to claim Service Credits reasonably proportionate to any loss incurred resulting from failure (“Service Failure”) to meet the SLA/KPI as set out above.

**Part 3.**

**Annual management and maintenance of Sprowston Town Council’s streetlights (including the newly converted LEDs and any pre-existing LEDs – as per part 1) and the new Central Management System (as per part 2).**

**Requirements of the Contract, for Part 3:**

3.1 Take over maintenance of our existing lighting stock whilst the replacement programme is under way.

3.2 Monitor the CMS for fault notifications on a (at minimum) daily basis and action repairs within a maximum of 10 working days (preferably fewer).

3.3 Provide a contact number, email address and ideally a web-based option for members of the public to report light faults to you. To monitor these reporting channels at least daily and act on reports accordingly. Display these contact detail on column labels, as per Part 2, 2.5.

3.4 At any point during the contract; make any changes to lighting times and dimming profiles for individual lights or groups of lights as may be required by the Authority, at no extra cost.

3.5 Regular reports on contract performance (minimum monthly reporting).

3.6 Provide all routine maintenance at no further cost to the Authority. As a minimum this should include at least the following:

3.6.1 All reasonable labour costs, including non-emergency call outs.

3.6.2 Replacement of all components under guarantee.

3.6.3 Replacement of capacitors, fuses, ballast/chokes/drivers, wiring, lamp holders, ignitors, photocells and non-LED lamps, whether under guarantee or not.

3.6.4 Management of any legal requirements for highway working or traffic management.

3.6.5 Annual clean of all lamps.

3.6.6 Annual condition inspection of all lamps and columns.

3.6.7 Coordination of mains supply connection for new lighting.

3.6.8 Maintenance of a lighting asset inventory and sufficiently regular communication with our unmetered energy supplier to ensure precise energy consumption data is provided to them, so that the Authority may benefit from the cost savings arising from reduced energy use and accurate billing.

3.7 A rolling programme of electrical testing and record keeping, to satisfy safety legislation.

3.8 The ability to attend and make safe damaged and/or dangerous columns within 24 hours from report.

3.9 The Council reserves its right to claim Service Credits reasonably proportionate to any loss incurred resulting from failure (“Service Failure”) to meet the SLA/KPI as set out above.

### Section D: Evaluation criteria

The formula below demonstrates how your pricing score is calculated:

PRICING SCORE: Pass/Fail. Bidders are asked to confirm they can deliver the required service in line with the specification and their response for the money allocated to each part.

The marking scheme for each quality question has been included in the Part B Response Pack. An example is included below:

|  |  |
| --- | --- |
| **Points** | **Marking Criteria** |
| 0 | **No response-** No response/ No evidence provided |
| 2 | **Inadequate response** – Little evidence of experience/skill/understanding/ability to deliver. |
| 4 | **Poor response** – Limited evidence of experience/skill/understanding/ability to deliver. |
| 6 | **Acceptable response** – Sufficient evidence of experience/skill/understanding/ability to deliver. |
| 8 | **Good response** – Considerable evidence of experience/skill/understanding/ability to deliver. |
| 10 | **Excellent response** – Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value. |

Scores achieved for each question under this marking scheme will then be divided by 10 and multiplied by the points available for that question as identified in the award criteria.

All compliant bids will be evaluated and scored by a panel appointed by the Authority . If there is more than one bid with an equal number of points, then the deciding criteria will be the response to question one Outputs and Outcomes.

Tenderers will the notified at the same time and as soon as possible by the Authority of the results of the evaluation. The Authority will debrief unsuccessful tenderers about the characteristics and advantages of the winning tender.

### Section E: Terms and conditions of tendering

* The Authority will not reimburse any tender costs.
* Tenderers must satisfy themselves as to the accuracy of the information provided in this document and no responsibility is accepted by the Authority for any loss or damage of whatever kind and howsoever caused arising from the use of tenderers of this information.
* In the event that a contract is awarded based upon false information supplied by the tenderer, the Authority will proceed to seek damages.
* The tenderer must ensure it has full power and authority to enter into the contract and will perform the obligations of the contract.
* The Authority is not bound to accept the lowest tender, nor indeed any tender.
* The tenderer must be of sound financial standing and be operationally capable of performing the obligations of the contract.
* Where there appears to be an error in a submission, or where the tender reveals errors which could affect the total then the Authority may give the tenderer an opportunity to correct or withdraw their offer.
* Before rejecting a tender that appears to be abnormally low, an explanation from the tenderer will be requested and the response and evidence will be taken into account.
* If the Authority considers a cover price has been submitted, the tender will be rejected, and the Competition and Markets Authority may be informed.
* If an organisation is awarded an ‘Authority’ contract then all information relating to the contract may be published in whole or in part without consent subject to redaction of some limited details therein on specific legal grounds determined by the Authority, if any, including the protection of national security, or compliance with the Freedom of Information Act 2000.
* If your company has reservations over sharing information in respect of your contract, please formally state this in your tender submission, otherwise the Authority may reject the tender.
* Requests for clarifications (but not their source) and responses to them will be circulated to all tenderers unless it is deemed to be commercially sensitive.
* Details of the successful tenderer will be published on the Authority’s website.
* Work undertaken without written notification of an award of contract by the Authority and prior to an agreed commencement date is done entirely at the Supplier’s risk.
* The following documents shall form part of the contract between the Authority and the successful tenderer:

1. The draft Agreement and schedules
2. The Specification in this ITT
3. Other schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies and so on).
4. The pricing model/schedule (as completed by the successful tenderer).
5. Responses to requirements **or** method statement questions (as completed by the successful tenderer).

* Contract award is subject to the formal approval process of the Authority. Until all necessary approvals are obtained and the standstill period completed, no contract will be entered into.
* Once the Authority has reached a decision in respect of a contract award, it will notify all bidders of that decision and provide for a standstill period in accordance with PCR 2015 before entering into any contract.
* A contract will only be created between the Authority and the successful tenderer upon completion of the contract which will be issued by the Authority. The process for completion of the contract will be administered by the Authority and will take place only once the contract has been signed by the parties and duly dated.
* The tender must be completed in the name and voice of the economic operator.
* The Authority reserves the right to use a third-party credit checking agency to support and evidence the financial information requested in this document.
* The Authority reserves the right to ask for further financial information at any time during the procurement process.
* Failure to complete all required fields in Part B- Response Pack will make your tender noncompliant and it will not continue in the procurement process.
* Should you be the winning tenderer you will be required to provide proof of documents such as insurance certificates and any other documents requested by the Authority.

Sprowston Town Council’s Standing Orders set out the requirements for entering into a contract with a successful tenderer.

https://sprowston-tc.gov.uk/your-council/policies-procedures-and-protocols/

The value of this contract is above the Public Procurement Threshold (currently set by the Public Contracts Regulations 2015), it will be executed as a deed.

### Section F: Appendices

Appendix A- Draft copies of:

i) Form of Agreement

ii) Services Terms and Conditions