



Broseley Town Council
The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EW

Invitation to Tender for LED Street Lighting Upgrade 2025

CONTRACTOR DETAILS:

Name:	
Position:	
Address:	
Telephone:	
Email:	

Details to assist with the tender:

The objectives of this project are to:

1. Improve efficiency and energy costs
2. Replace aging concrete lighting columns
3. To work towards Carbon reduction

Tenders are invited for the design, supply and installation for converting:

- 17 Sodium street lights on concrete columns to LED with new steel or aluminium columns
- 3 LED street lights on concrete columns to new steel or aluminium columns.

The streetlights are situated at various locations throughout Broseley. An inventory and map is included with this invitation to tender.

CONTRACT BUDGET £20,000

CONTRACT DETAILS

- Ownership, liability and responsibility for insurance of the lighting will lie with the contractor until satisfactory electrical safety, and column installation Reports have been accepted by Broseley Town Council.
- A project co-ordinator 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.
- The Contractor will be required to liaise closely with Broseley Town Council prior to commencement of works and during installation works.
- Whilst construction is taking place, the areas must be contained within security fencing.
- Storage of columns, machinery, equipment, and materials, etc will be the responsibility of the Contractor.
- All excess materials and spoil from excavations and discarded surfacing are to be disposed of at a licensed recycling centre and at the Contractor's cost.

- Any area or private property damaged by the Contractor during installation works must be reinstated to its original state at the Contractor's cost.
- Please include a price within the quotation for any necessary grass reinstatement works that may be required following completion of works, including top dressing and seed.
- Any areas requiring hard digging will be refinished to the match the existing surface.

EVALUATION AND AWARDING OF CONTRACT

The contract will be awarded to the company that complies with all written requirements, has satisfactory references and offers the best value for money.

This contract will be evaluated on the following basis:

- Demonstrated ability to deliver similar projects to a high quality 50%
- Price fit within the budget £15%
- Quality and Value for money 15%
- Use of local resources and skills 20%

PAYMENT

Payment for the completed project will be made to the Contractor on satisfactory completion of works and following receipt by the Town Council of a satisfactory electrical safety and column Installation report. The report should be commissioned, paid for, and supplied to Broseley Town Council by the Contractor.

TIMESCALES FOR INSTALLATION

Please provide a timeline of project targets assuming the award date is as stated, this will not be a binding part of your submission.

CONTRACT HEALTH & SAFETY

- Risk of exposure of Statutory Undertakers Plant: Drawings giving approximate location using NRSWA notices received from Statutory Undertakers. Contractor to locate apparatus as part of contractual requirements prior to commencement of any works. Excavation in the vicinity to be in accordance with HSE recommendations.
- Exposure to pollution and pollution to the environment must comply with Environmental Protection Act 1990.
- Working at height the contractor to comply with workplace regulations and also the personal protective equipment at work regulations 1992 (head protection) and working at height regulations 2005.
- COSHH assessments to be provided for all materials but especially Bituminous Asphalt's, Grout, Deck Waterproofing, Silane, Concrete.
- Working in the Vicinity of LV or HV - The Contractor shall comply with (and not limited to) Health and safety executive booklet HS(G)47 "avoiding danger from underground services" and the electricity association engineering recommendation g39/1, safety code of practice E4 covering electrical safety and planning, installation, commissioning and maintenance of public lighting and other street furniture.
- Electrical testing should be carried out in accordance with BS7671, the electricity at work regulations, Health and Safety at work Act and CDM.
- Disposal of materials where lamps contain chemical elements such as mercury and sodium. Disposal methods must be agreed with the district E.S.O and also comply with COSHH regulations.
- To prevent risk of Staff and operatives on site being injured by the Construction works, all works must comply with the following;
 - CDM regulations
 - Highways Act 1980
 - The Lifting Operations and lifting equipment regulations 1992
 - The Construction (Health, Safety and Welfare) Regulations 1996
 - Control of substances Hazardous to Health Regulations 1988
 - Noise at work Regulation 1989
 - New Roads and Street Works Act 1991
 - Street Works (Qualifications of Supervisors and Operatives) Regulations 1992
 - Personal Protective Equipment at Work Regulations 1992
 - Health and Safety at Work etc. Act 1974

Measures must be taken to minimize any risk to the public. For example, tools must not be left on the pavement where they could present a trip hazard. Any motor vehicle or plant machinery used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

The following items must be submitted with your tender:

- Proof of G39 Category 1 qualifications
- Proof of IPAF Training
- Proof of NICIEC accreditation.

Full risk assessments and method statements must be completed by the contractor and submitted to the Town Clerk prior to the start date.

BUILDING STANDARDS

We expect construction should meet the following standards:

- All lighting columns must conform to expected BS5489 and BSEN 13201-3:2015.

INSURANCE

It is a requirement that the contractor is adequately insured, with public liability cover. A copy of your current insurance certificate must be included with Cover £5m minimum.

VARIATIONS

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties.

ADDITIONAL INFORMATION

It will be expected that the Contractor, prior to submitting a tender will have made any necessary site visits and satisfied their self of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs.

A Town Council representative will monitor the work carried out on a regular basis, and any concerns will be reported to the Town Clerk who will agree an appropriate course of action with the Contractor.

All tenders received will be considered by the Town Council on **11 November 2025** and all tenders will can expect to receive a response from the Town Council by week commencing **8 December 2025**.

PLEASE PROVIDE A QUOTATION FOR THE FOLLOWING:

Specification:	<p><u>Upgrade of lighting columns</u></p> <p>To provide professional advice and guidance on the most appropriate design and LED lighting system for Broseley, the design must meet the equivalent design to current lighting.</p> <p>Lighting must meet the following regulations BS5489 and BSEN 13201-3:2015</p> <p>To provide costs for replacing the existing 49 Sodium street lights to LED, Including replacing the existing 59 concrete columns with new steel or aluminium columns, and disconnection costs of old columns to be included.</p> <p>To provide a full specification for the proposed column and lantern including column material and lantern colour temperature.</p> <p>To include safe disposal of existing Sodium lamps and concrete columns.</p> <p>To provide details of the type of LED you propose to use, including the reason and benefits.</p> <p>To provide systems of traffic management in accordance with chapter 8 and contractors procedures within CDM documentation.</p>
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	<p>To provide details of typical energy savings, and maintenance features plus any additional ad hoc installation costs.</p> <p>The light specified in your quote should also be able to be adjusted onsite and offsite after installation if necessary.</p> <p>To cost for columns to be constructed of steel and aluminium, and hinged to assist with on-site maintenance.</p> <p>Costs within the quotation to include any necessary grass reinstatement works that may be required following completion of works, including top dressing and seed.</p> <p>Any areas requiring hard digging will be refinished to the match the existing surface.</p> <p>Any hard excavations to replace with suitable matching surface.</p> <p>To cost all items individually.</p>
Deadline for submission:	4 November 2025 at 12 noon
To arrange a site, visit please contact:	<p>Jenna Munday, Town Clerk 01952 882172 townclerk@broseley-tc.gov.uk</p>

PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS	Please tick the box below for all documents included
Current public liability certificate	
Highway Electrical Registration Scheme	
Health and Safety Policy	
Details of proposed LEDs and product warranty	
Any other pertinent documents/certificates	

<p>TENDER PROCEDURE</p> <p>The following procedure must be followed when submitting quotations:</p>
<p>All invitations to tender are subject to the Town Council’s Standing Order number 17 and the terms of the Bribery Act 2010.</p> <p>No contractor shall contact councillors or staff to encourage or support their tender outside the prescribed process.</p> <p>Tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk. The envelope should be clearly marked “Tender”.</p> <p>Tenders shall be opened by the Town Clerk in the presence of at least two councillors after the deadline for submission of tenders has passed.</p> <p>Tenders will be reported to and considered by the Town Council at a properly convened meeting.</p>

For office use only	
Date approved:	
Approved by:	Town Council

Minute number:	
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