

March 2022

SHERINGHAM TOWN COUNCIL

STREET LIGHTING UPGRADE

TENDER

This tender is in two parts and the Town Council would prefer quotes for both parts but would consider separate quotes.

1. Invitation to tender for conversion of Town Council street lighting stock to galvanised steel columns and LED lanterns.
2. Invitation to tender for annual streetlight maintenance contract.

Timescales for tendering:

Invitation to tender:	22.03.2022
Closing date for tenders:	22.04.2022
Decision by Sheringham Town Council:	17.05.2022
Start of contract:	ASAP

Tenders should be submitted by post to the following address: Samantha Haywood, Town Clerk, Sheringham Town Council, Community Centre, Holway Road, Sheringham. NR26 8NP. They should be in a sealed envelope and be clearly marked: private and confidential: Street light conversion.

1. INVITATION TO TENDER FOR CONVERSION OF TOWN COUNCIL STREETLIGHTING STOCK TO GALVANISED STEEL COLUMNS AND LED LANTERNS

Sheringham Town Council currently has a mixture of street lighting columns and lanterns (131 in total). We are looking to upgrade our street light assets and invite quotes for this conversion process.

Objectives of the scheme

- To reduce energy use
- To reduce street lighting maintenance costs
- To reduce risks from outdated installations
- To improve flexibility in lighting levels

Details of the contract

We invite quotes for the following work:

- a) Replace existing concrete columns (63) with galvanised steel columns.
- b) Replace all non- LED lanterns (101) with dimmable LED lanterns.
- c) Re-number and label ALL street lights and work with the Town Council Administrator in preparing a new asset register.

Please note the figures listed are correct at 1/2/2022 and may be subject to change if replacements are required in the intervening period.

Additional scope of contract:

- a) Redundant columns and lanterns must be removed from site and disposed of appropriately.
- b) The LED lantern specified in the quote must be dimmable overnight and should be able to be adjusted on site after installation.
- c) The lanterns supplied must have photocell electrical connections which adhere to current UK guidelines. As the lighting is via an unmetered supply, generic LED charge codes are required for LED lighting equipment connecting to the distribution network.
- d) The quotes should consider any additional access arrangements for construction and demolition/ removal purposes as approximately 22 of the columns are in 'harder to reach' locations.

Health and Safety requirements

The successful contractor will need to include the following with their quotation:

- A copy of your public liability insurance
- Details of NICIEC accreditation or equivalent
- A copy of your company's Health and Safety policy
- Two references.

We will also expect:

- That staff employed on the project have G39 Category 1 accreditation.
- That 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 or problems that may arise from the date the contract is awarded until satisfactory completion of the project.

Other requirements

- Guarantee and warranty information on all LED luminaires, photocells, drivers, ballasts and lanterns should be provided. Please provide details of your own, and manufacturers, guarantees and warranties on the streetlight and installation work.
- The contractor should be prepared to attend a public meeting at Sheringham Community Centre to assist with any technical questions that residents may have.

Timescales for installation

Timescales for installation are to be agreed between the preferred contractor and the Town Council. Within your submission, please provide an outline of your timescales for delivery of this project. The Town Council wish to have this project completed as soon as possible.

Payment

Payment for the conversion project will be made on completion of the contract or at agreed stages of the contract.

Evaluation and awarding of contract

The contract will be awarded to the company that complies with the written requirements, has satisfactory references and offers the best value for money. Guarantees/ warranties and after sales service will also be assessed. We may require further information from tenderers after submission of tenders.

Evaluation of tender

Price – 50%, Experience- 20%, Local context 30%.

2. INVITATION TO TENDER FOR ANNUAL STREET LIGHT MAINTENANCE CONTRACT

Sheringham Town Council has 131 street lights. We are looking for a maintenance contract for 3 years. As at February 1st 2022, 30 lights are LED, however we envisage that all columns will be galvanised steel and all lanterns will be LED.

The specification for the contract must include details about:

- Asset condition reporting
- Cleaning and maintenance schedules
- Inclusion and exclusion of replacement parts
- Turnaround time for repair of faults which are not classed as an emergency
- Emergency call out fee
- Any other costs

If you have any further questions, please contact the Clerk at clerk@sheringhamtowncouncil.gov.uk or telephone 01263 822132.