

Invitation To Quote for Street Lighting Maintenance Contract

Newport Town Council invites qualified contractors to submit a quotation for the Maintenance Contract of all Street Lights across the parish of Newport. The scope of work includes routine inspection, maintenance, and repair of the street lighting infrastructure to ensure consistent functionality and safety.

An up-to-date copy of the inventory is included in this tender.

WORKS SPECIFICATION:

Cleaning of equipment:

- All external parts of lanterns and other external components affecting the optical performance of the lantern shall be cleaned once every twelve months.
- All parts of lanterns and other internal components affecting the optimal performance of the lamps shall be cleaned when the lamp is replaced or once per year whichever is the shorter period.
- Care will be taken that the lanterns, including lamps and optical components are left in correct adjustment after cleaning.
- The Company shall supply all equipment and labour necessary for the work covered by the maintenance conditions.

General Maintenance:

- Structural testing for all streetlights will be conducted at the commencement of the maintenance contract. Following the assessments, all columns will be evaluated, assigned a condition grade based on their state of repair, and incorporated into the maintenance schedule accordingly.
- All toggles, wing nuts, hinges and the like shall be lubricated once every twelve months.
- Care will be taken to ensure that any grub screws or lock nuts are left properly tightened.
- Care will be taken to ensure that lantern is correctly aligned to the road.
- The integrity of electrical connections shall be checked and tightened once every twelve months.
- Rectify any minor electrical fault in the lighting equipment, other than those caused by defective components or renewal fuses.
- Visual Inspection of street lighting points and lanterns, every twelve months.
- Any missing or faded column numbering will be replaced.
- Electrical testing to all streetlights will be carried out once in this maintenance contract.

Fault Repairs:

- Faults to be reported to the Company by Newport Town Council. NTC will ensure that the address and column number are provided in the fault report.
- All faults must be attended within 5 working days.
- Set prices to be provided by the Company and agreed for common faults and non-routine maintenance call outs.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT**Contract duration:**

- 3 years with an option to extend to 6 years if agreed by both parties.

Billing:

- Half yearly billing service to be paid up front.
- Prices for each year will not increase more than the standard rate of inflation (Bank of England rate).
- If the contractor wishes to increase their prices, details must be submitted in writing to the Parish Clerk at least a month in advance.

Inventory Maintenance:

- Company to keep record of the Newport Town Council's streetlights inventory. This inventory will be maintained once every twelve months and supplied to Newport Town Council by the 15th of June each year. The inventory will be updated regarding any work undertaken by the Company.

Monitoring and Quarterly Reports:

- The Company will issue a quarterly report regarding the street lighting faults and forward them to Newport Town Council. The report will be produced as at: 1st August; 1st November; 1st February; and 1st May and forwarded to Newport Town Council within 15 working days.
- The Company will monitor recurring failures and report any vandalism.

Waste disposal in accordance with WEEE:

- The Company will comply with all applicable laws, regulations, and guidelines related to the disposal of waste, specifically including the requirements of the WEEE Directive.
- Ensure that all waste is disposed of in an environmentally sound manner, following best practices to minimize environmental impact.
- Provide documentation, upon the Client's request, evidencing compliance with the WEEE Directive and other relevant regulations
- The charge for safe disposal of any waste is included in the maintenance price.

Health & Safety

- The Contractor must have the necessary insurance cover including £5,000,000 Public liability and adequate Employer's Liability insurance in respect of any employees engaged on the work.
- The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship, or failure to notify the Council of any action likely to cause injury or damage to a third party.
- The Contractor must provide copies of all necessary method statements and risk assessments to cover all aspects of Health and Safety.
- All persons to be engaged on the work are to be properly trained in the use of equipment and materials and any associated risks, method statements and safe working practices.

Other

- The Contractor will notify and obtain written permission from Newport Town Council if they wish to sub-contract all or any part of the work detailed in this tender whose consent will be at their discretion and may be subject to limitations. If such consent is given it shall not relieve the Contractor from any liability or obligation under the contract and the Contractor shall be responsible for the acts, defaults or neglect of any sub-contractor (or his agents or employees) in all respects, as if they were the acts, defaults or neglect of the Contractor.
- The Contractor will comply with any statutory requirements with regards to the performance of the contract.
- The Contractor will carry out all the work included in this contract in a professional manner and will not take any action that might bring Newport Town Council into disrepute.
- If the Contractor commits a breach of any of his obligations under the Contract, they will be given an opportunity to rectify the problem. If the problem persists, Newport Town Council may terminate the Contract by notice in writing having immediate effect.
- To ensure smooth and efficient communication Company will provide a designated single point of contact (SPOC).

INSTRUCTION FOR TENDERING:

Companies are invited to tender for this work:

All tenders submitted must include:

- the completed itemised breakdown form
- Contractor's Competence Questionnaire
- 3 references.
- Evidence of NICIEC accreditation.
- Public Liability Insurance cover

The prices quoted shall remain valid for acceptance for a minimum of 3 months from the tender return date.

Any questions regarding the tender should be raised with Newport Town Council as soon as possible and in any case not later than 2 working days before the closing date of the tender.

Newport Town Council shall not be obligated to accept the lowest or any tender, quote or estimate and reserves the right to accept or reject a tender either in whole or in part or to annul the tender and not award the contract.

Newport Town Council shall not be obligated to cover any costs associated with any tender, quote, or estimate.

Evaluation criteria:

1. Price 60%
2. Quality of Tender submission 20% - are all documents, evidence and references included 20%
3. Competence questionnaire – 20%

Quotes must be received via email to enquiries@newportshropshire-tc.gov.uk by 3pm on Friday 4th April 2025 with **Street Lights Maintenance Contract 2025 Tender** in the subject line.

Itemised Breakdown

Heading	Unit	Price
Annual Structural inspection	Annual cost	£
Annual Electrical testing and certification	Annual cost	£
Annual clean	Annual cost	£
Foliage/obstruction removal	Per item (parts and labour)	£
Replacement LED lanterns	Per item (parts and labour)	£
Replacement photocell	Per item (parts and labour)	£
Replacement metal column	Per item (parts and labour)	£
Removal of concrete column; installation of metal column.	Per item (parts and labour)	£
Removal of column	Per item (parts and labour)	£
Call out to a no supply fault	Per item (parts and labour)	£
Mains Connection – if qualified.	Per item (parts and labour)	£
Emergency callout		£
Labour hourly rate – please state if there is a minimum charge.		£

Contractor's Competence Questionnaire

Newport Town Council has an obligation to ensure that the Contractor engaged to undertake the works is competent to do so. The Parish Council fulfils this obligation by seeking evidence that contractors have undertaken works of a similar nature in the past and have an appropriate safety management system.

Are you qualified to offer Independent Mains Connections.

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

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What turnaround time have you included in your prices for the repair of faults that are not classed as emergency i.e. not instances where there might be a risk to life or limb.

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References

Company name	Contact name	Contact details