

Poynton Town Council: Approved contractor - Street Lighting

Poynton Town Council is offering opportunities for suitably qualified companies to apply to become be the council's Approved Contractor for Street lighting for an initial period of 3 years.

Poynton Town Council currently has a mixture of street lighting types. We own 87 streetlights; that require reactive repair and ongoing maintenance. We are looking to replace nine streetlights in the short term. The council has a desire to install solar powered lights, where the location supports such a move.

As Poynton Town Council's Approved Contractor for streetlighting, you will be required to carry out the following:

- The replacement of nine streetlights
- Reactive maintenance on faulty streetlights
- Other electrical works including electrical supply to defibrillators
- Installation of Christmas Light banners
- Installation of lights on Town Christmas Tree
- Condition inspections

Specification

See appendix A for details of the street lights and selection criteria. The streetlights approved contractor information sheet (appendix B) should be completed providing as much detail as possible including:

- Details of services, personnel and resources
- Indicative costs, including hourly rates, call out charges or any other additional charges for planned and emergency work
- Any response times or other benefits of your service offer
- Your experience of streetlight work
- All relevant insurances and licenses
- Relevant qualifications and memberships of professional organisations
- Any British Standards to which you work
- Any relevant risk management including in relation to electrical safety, working at heights, use of power tools, traffic management
- Any environmental and sustainability credentials.

Appendix B should be completed having regard to the Evaluation Document (Appendix C)

Period

This opportunity relates to contracts being offered from 7th July 2025 for a period of three years.

Restrictions

This work is limited to Poynton Town Council streetlights only as listed in Appendix A (subject to review).

Conditions

Any conditions should be stated including any relating to:

- Any insurance requirements on Poynton Town Council
- Any requirements for Poynton Town Council to provide additional data

Poynton Town Council variations and termination

Please state how you would deal with requests for variations e.g. changes such as increases/decreases in the number of streetlights Include any known costs and notice periods.

Contractor variations and termination

Please state how you would deal with any changes in your service. Include any known costs and notice periods.

Compliance

- Staff employed on this contract must be formally accredited with G39 Category 1 qualifications.
- Your company must be NICIEC accredited or equivalent (please provide evidence of such accreditation including levels of accreditation with your quote).

Notes

Contractor variations such as price reviews should be explicitly stated. *Please note that any price increase above inflation (consumer prices index) may lead to a review and termination of approved contractor status.

All contractors will be assessed for Poynton Town Council's Approved Contractors List prior to commencement. Contractors will be supported, if needed, through this process and should note that once they are on the Approved Contractor List this reduces ongoing administrative impacts.

How to apply

Apply by email to The Clerk haf.barlow@poyntontowncouncil.gov.uk before 4pm on Monday 2nd June 2025. Your application should address the specifications required with particular reference to the contractor evaluation form (Appendix C) and include a completed streetlight questionnaire (Appendix B)

The successful applicant will be notified on or before the **25th June 2025**.

If you require further information please contact Haf Barlow
haf.barlow@poyntontowncouncil.gov.uk or by telephone 01625 872238

Appendix A

List of Street Lights

Lower Park Road	3
Lostock Road (Terrace)	1
Lawrence Place Bungalows	3
Warren Lea (cul-de-sac)	4
Warren Lea	2
Towers Road	3
Butchers Passage -Park Lane	1
Dale House Fold Circuit	2
Shrigly Road (Park Corner)	3
Elm Beds Road	2
Shrigly Road North	2
Green Lane Pub Junction	1
Lyme Road	2
Hilton Road	2
Green Lane	5
Hawthorn Grove	2
Green Lane	3
Middlewood Road	11
Woodford Road	13
The Coppice	4
Clayton Field/Park Lane	5
Alms Houses, St George's	3
Queen Victoria Memorial, Park Lane	4

Selection and Quotation Procedure

The work will comprise of a range of street lighting maintenance and replacement. which may include, but not be limited to:

- Replacement of 6 streetlights on Warren Lea, and Towers Road, Poynton (five steel and one cast iron unit)
- Replacement of three lights on Dale House Fold, Green Lane, Middlewood Road (one steel and two cast iron)
 - To include all necessary labour, plant and materials to complete the described works.
 - Site clearance. Removed streetlights to be disposed of in line with WEEE regulations.
 - Supply and install. Column: 5 m galvanised steel column with planted root (GFRP) where possible - Lantern: Solar AED 20W (min) otherwise xxx colour will be neutral white
 - Electrical Works for lighting: LV Mains disconnection. Where necessary to due to location include Appointment Transfers.
 - Traffic Management (where appropriate).
 - Make good all disturbed surfaces with similar tarmacadam material.
 - Warrantees: minimum of 12 months from installation. Provision of warranties on all LED luminaires, photocells, drivers, ballasts and lanterns will form part of the tender evaluation and must be included with the quote. Please provide details of your own and manufacture guarantees and warranties on the streetlight and installation work.

Note: The replacement of the identified lights will be agreed between the Town Council's

Operations Manager and the contractor. The contractor will be asked to advise on the suitability of solar panel lights.

- Replacement of columns
- Replacement of photocells
- Installation of Christmas banners
- Installation of lights on Christmas tree

Notes

1. Redundant columns and lanterns must be removed from site and disposed of appropriately
2. It is the responsibility of the contractor to organise any traffic management required and to apply for the necessary licences, ensuring compliance.

Unless specified otherwise in the job specification the standards expected will be as follows:

Quality Standards

- Provide all relevant tools, equipment (including warning signs & cones / spills kits / PPE / 1st aid kits and consumables to allow safe working practice to occur
- Leave each worksite in a safe and tidy condition with unfinished work clearly cordoned off from public access

Health and Safety

It is a legal requirement that people are adequately trained and competent to do their job safely. The Health and Safety at Work Act 1974 and the Management of Health and Safety Work Regulations 1999 place general duties on employees and the self-employed to provide health and safety information and training.

All aerial work to comply with the Work at Height Regulations 2005 (following industry best practice guidance)

All climbing and rigging equipment must be covered by a current independent certificate of thorough examination as required by the Lifting Operations and Lifting Equipment Regulations LOLER 1998 regulations

The Contractor to draw up and have ready an Emergency Action Plan relevant to each site prior to operational commencement

The Contractor to draw up, communicate and implement a written Risk Assessment for each work situation.

Poynton Town Council staff will ask for the contractor to produce evidence that these guidelines are being followed.

- As part of the tender process the Contractor must complete the Town Council's Street Lighting Questionnaire (Appendix B)
- Provide risk assessments / Method Statement in line with CQMS or equivalent.

- Health and safety documentation. Public liability (£5million) and Employers Liability Insurance (£10 million)
- **A copy of your Certificate of Public Liability Insurance must also be submitted with your quote.**



Streetlighting Approved Contractor Information Sheet – Appendix B

The contents of this document will be treated confidentially.

Please return the completed document no later than 4pm on Monday 2nd June 2025.

Company Information

Company Name:	
Company Address:	
Contact Telephone Number:	
Company Email Address:	
Contact Name:	
Contact Telephone Number:	
Give a brief description of the type of work that your company undertakes:	
Company Registered No:	
VAT registration number	
Address of Registered Office (if different from above):	
Type of organisation	Public limited company
	Limited company
	Limited liability partnership
	Other partnership
	Sole trader
Total number of employees	
Length of time your business has been operating	
Please state whether there is any potential conflict of interest in relation to this contract, for example if any of these involved with the contract share private interests with anyone within Poynton Town Council. Examples include, family, friends, memberships of societies and other organisations	

Company Safety Management System / Policies / Procedures

	Yes	No
1) Does your company have a Health & Safety Management System? Please attach a sign copy of your policy statement.		
2) Does the Health and Safety Management System contain details of the organisational structure, responsibilities and arrangements for managing Health and Safety?		
3) Please provide details of health and safety training you provide to employees, relevant to this contract in the box below. If you do not provide training, please tell us why this is not necessary. If from your answer we deem that adequate training is not/or has not been carried out, we will reject your quotation.		
4) Have you attached a sample risk assessment		
5) Have you attached COSHH Hazardous Substance Risk Assessments if relevant to the work being carried out?		
6) Have you attached Method Statements that detail your safe systems of work?		
7) Do you usually use a Permit to Work System? If so, please provide details		
8) Do you have a Quality Management System?		
9) Do you have an Environmental Management System?		

Competent Advice

10) Please provide the name of the Director responsible for Health and Safety within your company.		
11) Do you have an internal advisor for Health and Safety within the company? If yes, please provide the name of the internal advisor.		
	Yes	No
12) Do you require a license from HSE to undertake the works you're doing for Poynton Town Council? If the answer is Yes, please attach a copy of the documentation.		
13) Do you have an external provider of Health and Safety? If yes, please give details of the services provided to your company.		
Information and Advice	Yes/No	
Accident Investigations	Yes/No	
Safety Audits	Yes/No	How often?
Site Inspections	Yes/No	How often?

14) Are you part of any accreditation Schemes associated with your work, if yes, please state and enclose a copy of any certificates.	
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Training

	Yes	Qualification provider
15) Have any of the Directors or Managers within your company attended a health and safety course within the last three years?		
16) Have all operatives received appropriate training for their work and in the general health and safety aspects of your type of work?		
17) Do the employees, contractors and/or sub-contractors who will deliver the works hold the following qualifications or certifications: G39 Category 1 First aid Access platform operations Lifting operations and equipment		
18) Do you ensure that health and safety is communicated and understood by those who's English is not their first language?		
Please outline the health and safety training that has been given to the Managers and Operatives over the past 5 years.		

Accident History

	Yes	No
19) Do you have a documented system for reporting accidents / incidents and near misses?		
20) Have there been any reportable accidents or incidents to the HSE within the past three years? If yes, please provide a summary below: <div style="text-align: right; margin-right: 100px;"> Year..... Year..... Year..... </div> Fatal Accidents/Incidents Major Accidents/Incidents Over 7 Day Accidents/Incidents Dangerous Occurrences		

Enforcement History

	Yes	No
21) Has your company, or individuals employed by your company, been prosecuted for any breaches of health and safety legislation, within the last five years?		
22) Have any prohibition, improvement or other enforcement notice / notices, been issued against your company within the last five years?		
23) Have any proceedings been taken against you with regards to breaches of health and safety or environmental legislation within the last five years?		

Insurance Information

Please complete and enclose details of the following. It may be more appropriate for your insurers or brokers to complete this section:

36)	Employers Liability	Insurers name and address:	Policy No.	Renewal Date:
	• Indemnity limit for any one occurrence			£
37)	Contractors 'All Risks'	Insurers name and address:	Policy No.	Renewal Date:
	• What is the sum assured under the policy?			£
38)	Professional Indemnity	Insurers name and address:	Policy No.	Renewal Date:
	• Indemnity limit for any one occurrence			£
39)	Public Liability	Insurers name and address:	Policy No.	Renewal Date:
	• Indemnity limit for any one occurrence			£

References

Please provide details of reference for work that you have recently completed within the last twelve months.	
Referee Name:	
Referee Address:	
Telephone Number:	
Email Address:	
Date of Completion:	
Description of Work Undertaken?	

Pricing

Please provide indicative costs, including hourly rates, call out charges or any other additional charges for planned and emergency work.

Please provide costs for the installation and removal of the Town Christmas Tree (if possible)

Other information

Please provide details of your response times

What other services do you offer

Please outline your experience of planned and reactive work including applying to the Local Planning Authority for Tree Preservation Orders

Any other comments

I declare that all operators are in possession of all relevant Certificate(s) of Competence issued by an approved awarding body or the current equivalent.

I declare that to the best of my knowledge the information submitted this form is correct. I understand that the Poynton Town Council may reject this questionnaire if there is a failure to answer all relevant questions or provide any requested information fully or if I provide false or misleading information; or if I make any false declaration which is discovered after Contract Award; I acknowledge that this may lead to said contract being terminated.

Print Name:

Signed:

Position Held:

Date:

Evaluation Matrix – Approved Street Lighting Contractor Appendix C

Note – failure of any of the ‘Pass/Fail’ sections or modules will constitute an overall Fail of your bid.

Title	Weighting		Agreed Marking Criteria
Areas of street lighting work	Mandatory		You must provide evidence that you will be able to carry out work in all areas
Organisation and Contact Details	Mandatory		Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies.
	Pass/Fail		You must have a Health & Safety policy' and must provide adequate levels of training as specified in the Statement of Requirements. If you do not have/provide these, you will fail this section.
	Pass/Fail		You must have the required levels of insurance requested. If you do not have these, you must confirm that you will get them if successful, before the contract start date. If you cannot confirm this, you will fail this section.
Provide a copy of your most recent LOLER test certificate for all your lifting equipment. The test must be carried out in accordance with the HSE Code of Practice. For items under 6 months old please provide a copy of the	Pass/Fail		To pass this Gateway Question you must provide a copy of your most recent LOLER test certification when submitting your tender.

purchase invoice.			
Sample Risk assessment and method statements	Mandatory		<p>The following evaluation system will be applied:</p> <p>No response or totally inadequate response</p> <p>No response or an inadequate response</p> <p>0– Major Reservations/Constraints The response simply states that the contractor can meet some of the requirements set out in the question or statement of requirements but have not given information or detail on how they will do this.</p> <p>1– Some Reservations/Constraints Contractor has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p>2– Fully Compliant Contractor has provided detailed sample risk assessments and method statements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p>

			PLEASE NOTE: if you score a 0 or a 1 against either question your bid will be deemed inadequate and will be rejected in its entirety.
Pricing Schedule	Mandatory		The contract will be awarded on the basis of best value and not necessarily the lowest price. And will look at all charges in the round.
Declaration	Pass/Fail		You must sign the declaration specifying any area of the declaration with which you cannot comply. Details on mandatory and discretionary elements are contained within the Declaration.
References	Pass/Fail		You must provide the information we have requested in Module B. We will consider accepting a lower number of references than requested depending on how long you have been in business. When checking references, we will be looking to confirm that the contract has been carried out on time, to budget and to specification. If we deem your references to be inappropriate, or a referee cannot confirm the work has been carried out on time, to budget and in line with the specification, you will fail this Module.