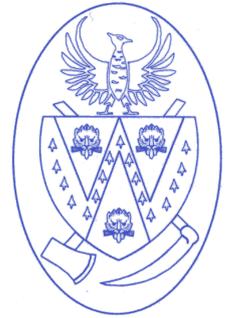


# Wem Town Council

*Wem-Birthplace of the Modern Sweet Pea*

Town Clerk and Treasurer:  
Mrs. P. E. O'Hagan

Wem Town Council Offices  
Edinburgh House  
New Street  
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8<sup>th</sup> November 2022

Dear Contract Manager

## *Street Lighting Maintenance Contract*

Wem Town Council are currently in the process of awarding the contract for the maintenance of the streetlights in the parish for the next 3 years.

The Town Council has a lighting stock of 234 streetlights. Those that it was possible to convert (99%) were converted in 2018 to Holophane DMAX LED lights (dimmable and non dimmable) and CLARA LED lights.

The Council is inviting quotes for the following –

- 1) A 'report only' contract for repairs. Faults will be reported to the contractor by Wem Town Council and repaired within five working days. If repairs cannot be completed within this period the Clerk is to be informed of the reasons and estimated repair timescales so that residents can be kept informed. Please fill in the attached sheet to outline repair costs.
- 2) An annual condition survey of all the Town Council's streetlight columns, heads and brackets.
- 3) An electrical inspection of all the Town Council's street lighting (to comply with the current I.E.E. Regulations). To be split over the 3 years of the contract.
- 4) Updating of the council's streetlight inventory.

Following the structural inspections, a comprehensive report must be provided to the Town Council together with the electrical test certificates and a list of suggested refurbishment works (and costs).

It is anticipated that the contractor who is awarded this contract will be the Town Council's preferred contractor for any maintenance or replacement work identified as a result of these inspections however this is not guaranteed.

The contract will run for 3 years from 1<sup>st</sup> May 2023. The contract will be reviewed after the first year.

All returned quotes must provide individual prices for repairs and maintenance during the period of the contract as outlined in Table 1. At the end of this document

All invoices for payment must include a detailed breakdown of repairs and maintenance carried out in the period.

## Contract Specification

### Overall Purpose

To ensure the street lights of Wem remain operational, safe and are well maintained.

#### 1. Locality of Street Lights

The contractor shall be deemed to have examined all Streetlights listed in the Register supplied by the Council (at contract commencement) and to be fully conversant with the location of each lamp to be maintained under this contract,

#### 2. Reporting of Maintenance

The Council will report, by email any street lights that require attention directly to the contractor as and when faults become known. The Contractor will acknowledge receipt of the email and attend within **two weeks** of receiving the report,

#### 3. Emergency Maintenance

Repairs arising from vandalism, accidents or adverse weather shall be undertaken as an emergency call out. The Council will contact the Contractor via telephone or email. The Contractor will acknowledge receipt of the email / telephone and will attend no later than **24 hours** from time of the initial report. The Contractor will immediately take measures to make the street light safe and provide the Council with a report / pictures on the necessary temporary repairs required, to restore the street light to working order.

## Requirements

- Staff employed on this contract must be formally accredited with G39 Category 1 qualifications.
- Staff to have received IPAF training for MEWP Highways working.
- Your company must be NICIEC accredited or equivalent (please provide evidence of such accreditation including levels of accreditation with your quote).
- All the works and requirements are to be carried out by the Contractor within the Codes of Practice of the Highway Electrical Association (HEA) observing all industry set training and safety standards, including full PPE and Traffic Management.
- The Contractor must ensure that risk assessments and method statements are adhered to and made available for inspection at every visit

As part of your quote please also provide the following information

- A reference from one other company where you have undertaken this type of work in the last 3 years.

- A copy of your Certificate of Public Liability Insurance must also be submitted with your quote.
- A copy of your Health and Safety Policy must be submitted along with your quote.

The Town Council may request further information from contractors after submission of quotes.

### Freedom of Information Act and Environmental Information Statement

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable request.

If contractors consider that any of the information provided in their quote is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with contractors and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or

Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or

In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

### Evaluation and awarding of contract

All quotes received will be evaluated based on the following criteria

- Price 50% Value for money
- Local Context 20% Evidence of proximity to Wem
- Experience 20% Evidence of working on a similar contract for a local authority

Evidence of capability of key personnel

Capacity within the business to take on a new contract

- Climate Change 10%

Evidence of companies' approach to becoming more carbon efficient

Evidence of ways to minimise the carbon footprint of this contract

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**Quotes must be submitted either via email or post by 12.00 on  
Friday 9<sup>th</sup> December 2022**

To. Penny O'Hagan  
Town Clerk  
Wem Town Council  
Edinburgh House  
New Street  
Wem  
Tel 01939 232733  
Email: [info@wem.gov.uk](mailto:info@wem.gov.uk)

It is anticipated that all companies who have submitted quotes for this contract will be informed whether their quote has been successful by 31.12.22

If you have any queries or would like to arrange a meeting to discuss the contract, please contact The Town Clerk as above.

Penny O'Hagan  
Town Clerk

**TABLE 1****STREET LIGHTING CONTRACT WEM TOWN COUNCIL**

Please provide prices for the following

<b>1</b>	<b>Ad hoc repair – call out rate please state if there is a minimum of an hourly charge for a repair</b>	<b>£</b>
<b>2</b>	<b>Replace LED lantern (please state preferred LED lantern type)</b>	<b>£</b>
<b>3</b>	<b>Replace column with Steel Column</b>	<b>£</b>
<b>4</b>	<b>Removal of old column and make good tarmac</b>	<b>£</b>
<b>5</b>	<b>Replace pole bracket</b>	<b>£</b>
<b>6</b>	<b>(a) Annual – clean all lamps, covers, lenses, tubes and reflectors.</b>	<b>£</b>
	<b>(b) Annual Cut away any foliage which may hinder the light output or affect column.</b>	<b>£</b>
<b>7</b>	<b>Cost of Annual Electrical testing and provision of certificates of 33% of lights on rolling programme.</b>	<b>£</b>
<b>8</b>	<b>Cost of Annual structural inspection of all light columns, heads, doors and brackets</b>	<b>£</b>
<b>9</b>	<b>Emergency call out charge to make safe column.</b>	<b>£</b>
<b>10</b>	<b>Cost of numbering all columns to correspond with the inventory</b>	<b>£</b>

Please also provide answers to the following questions

**1 Emergency Works**

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

**2 Repairs to Faults**

What turn-around time have you included in your existing prices for the full repair of faults which are not classed as Emergency i.e. not instances where there might be risk to life or limb?

**3 Competitive Pricing for Independent Connection of Supplies**

Are you qualified to offer Independent Mains Connections and if so at what price can you offer such a service?