

**CHEPPING WYCOMBE PARISH COUNCIL**  
Council Offices  
Cock Lane  
Tylers Green  
High Wycombe  
Bucks  
HP10 8DS

Tel: 01494 814600  
01494 817667

Email: [clerk@cwpc.org.uk](mailto:clerk@cwpc.org.uk)  
Website: [www.cwpc.org.uk](http://www.cwpc.org.uk)



# **SUPPLY AND INSTALLATION OF LED FOOTWAY LIGHTING PROJECT**

## **Invitation Document**

**06/09/2016**

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# **INTRODUCTION AND SCOPE OF WORKS**

## **Overall Purpose of Commission**

Chepping Wycombe Parish Council (CWPC) plan to refurbish their footway lighting stock in the wards of Flackwell Heath and Loudwater.

The project will improve visibility leading to safer paths for residents and also cost reductions and improved carbon footprint.

## **Project Objectives and Outputs**

### **Objectives**

1. CWPC wish to replace all SON, SOX and MBFU lanterns with suitable LED fittings to illuminate footpaths and road areas using existing columns in their existing location. Where lanterns are mounted on wooden poles, new pole brackets will be used to mount the same style of LED fitting.
2. Where funds are available, CWPC wish to replace all aluminium columns with 5m galvanised steel columns.
3. Where funds are available, CWPC wish to move certain columns from the front of the footpath to the back of the footpath to reduce likelihood of future damage and footpath obstruction.
4. The successful tenderer will supply and fix the agreed LED fitting to the column. The agreed LED fitting will be chosen from a small range of priced LED fittings suggested by the tenderer. Tenderers will be required to provide photometric and electrical data for the fitting range they have chosen as part of the tender return package to allow CWPC to make an informed decision.

### **Outputs**

1. CWPC will agree the programme and start date offered by the successful tenderer after taking into account luminaire deliveries. The successful tenderer will then be responsible to work to the agreed programme.
2. The successful tenderer will advise CWPC on their Salix application for funding. The Salix loan has to show a 5 year payback in energy saving to the capital cost of the installation.
3. The successful tenderer will be expected to enter into the JCT Minor Works Building Contract or other agreed form with CWPC.
4. During the works the successful tenderer will attend regular site meetings to inform CWPC of the progress of the works.
5. The successful tenderer will inform ELEXON of the numbers and luminaire charge codes at regular intervals during the works and, on the completion of the works so that CWPC can maximise energy savings.

6. The successful tenderer will only use its own trained labour or suitable sub-contractors who they have previously approved. Equipment used shall comply with BS Standards. Installation methods shall comply with current IET regulations and best industry practices.
7. The successful tenderer will be completely responsible for compliance with all health and safety requirements including CDM if required. This includes responsibility for any sub-contractors or specialists being used on the contract.
8. The successful tenderer will be responsible for the full management of the local Distribution Network Operator (DNO) service works where required and also traffic management.
9. On completion of the contract, the successful tenderer will handover to CWPC a completed contract manual containing details of the contract, luminaires, columns, electrical and NDT test certificates, warranties, etc.

### **Actual Numerical Requirements.**

Total No. existing streetlight fittings to be replaced with LED	522
Number of LED luminaire to have standard optic	502
Number of LED luminaires to have wide optic (footpaths)	20
Number of LED luminaires with all night controllers	89
Number of LED luminaires with part night controllers	433
Number of LED luminaires to be fitted to columns	410
Number of LED luminaires to be fitted to wood poles incl. brackets	112

### **Additional Requirements Depending on Budget Constraints**

Number of aluminium columns to be replaced with galvanised steel	118
Number of columns to be moved to back of footpath	32

### **Controls**

All luminaires are to be programmed with constant light output (CLO) to maintain the original installed lighting level and turn on at 35 lux and off at 18 lux. Part-night lights are off between 0001 and 0500. All-night controllers to have stepped dimming 70% from 2300 to 0300 then 30% to 0500. No wide optic luminaires will have all night control.

### **Specification and Requirements**

The specification and requirements are listed overleaf in the form of a Bill of Quantities to be priced by the tenderer as part of the tender return:

Item No.	Description of Activity	Quantity	Unit Rate £	Total Amount £
1A	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Phosco P852</b>	410		
1B	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Urbis Ampera Mini</b>	410		
1C	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Kirium Mini by DW Windsor</b>	410		
1D	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model tba</b>	410		
2A	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1A</b>	112		
2B	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1B</b>	112		
2C	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1C</b>	112		
2D	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1D</b>	112		
3A	Carry out non-destructive testing to existing steel columns	292		
3B	Carry out non-destructive testing to existing aluminium column * if not replaced	118		
4	Supply and fix 5m galvanised steel column including transfer of supply, disposal and making good including moving to rear of footpath where reqd. * Budget dependent	118		
5	Supply and fix suitable weatherproof box and new cut-out on wood pole and connect to overhead line supply using line taps including DNO cost	110		
6	Take down existing column and reposition to rear of footpath. (Where column is not being replaced as in item No.4) * Budget dependent	1		
7	Manage and pay for DNO service works – insert a Provisional Sum to cover what you believe will be the likely cost of providing this for the whole of the works.	1		

Item No.	Description of Activity	Quantity	Unit Rate £	Total Amount £
8	Traffic management - additional requirements e.g. traffic lights – insert a Provisional Sum to cover what you believe will be the likely cost of providing this for the whole of the works.	1		
9	Removal of any internal blockage within column or bracket per location	1		
10	Remove foliage 1m from lighting point in all directions and up to 20mm branch size	1		
11	Remove foliage 1m from lighting point in all directions all branch sizes per day	Day		
12	Re-wire column base to upgrade earth and reconnect outgoing circuit to comply with current regulations - per item	1		
13	Check DNO fuse rating with luminaire requirements and change where necessary per item	1		
14	Replace defective photo cell unit (PECU) to fitting where not working - PECU to be supplied by manufacturer of chosen luminaire	1		

### Note

The wording Supply and Fix (S&F) in this tender, means not only procuring the luminaire and bracket but also new cabling from the luminaire to the DNO cut-out, disposal of redundant luminaire, brackets, cables, etc. and all labour required to complete the installation tasks. Disposal of electrical equipment should be carried out to the WEEE requirements.

# INSTRUCTIONS TO TENDERERS

## 1. Invitation to Tender

- 1.1 Chepping Wycombe Parish Council principally invites detailed and costed proposals for tender defined in Introduction and Scope of Works.
- 1.2 Please ensure your submission includes all details as per section 4 of Instructions to Tenderers.

## 2. Explanation of Documents/queries during the tender period/ registration of intent to tender

- 2.1 It is the responsibility of the prospective contractors (hereinafter referred to as 'tenderers') or parties submitting 'expressions of interest' to obtain for themselves at their own expense any additional information necessary to provide a fully priced tender.
- 2.2 Tenderers are advised to ensure that they are familiar with the nature and extent of the obligations if their tender is accepted, including the Council's Standing Orders (copy can be obtained on request).
- 2.3 Should any tenderer be in doubt as to the interpretation of any part of the documents, the Clerk shall endeavour to answer written queries. All queries must be submitted in writing by post or email to arrive with the Clerk not later than 5 days working days before the date of return of tenders.

Contact details: The Clerk, Chepping Wycombe Parish Council, Cock Lane, Tylers Green, High Wycombe, Bucks. HP10 8DS or [clerk@cwpc.org.uk](mailto:clerk@cwpc.org.uk)

- 2.4 In order to ensure receipt of written replies, all prospective tenderers are therefore requested to register their intent to tender in writing to the Clerk by post or email as noted in Clause 2.3 above, not later than 10 days before the date of return of tenders including full contact details and indicating that the tender will be submitted.

## 3. Accuracy of Tender

- 3.1 Tenders must be submitted for the supply of all the services specified in the **Form of Tender**. Tenders submitted for part of the services only may be rejected. Tenderers must price separately for all items listed in the **Form of Tender**.

The Parish Council may reject any tender that is not priced separately.

## 4. Information to be provided

- 4.1 Tenderers should provide a brief description of the overall organisation of their company. Subcontracting information should also be included if subcontractors are being engaged.

Subcontractors must be named and their roles in the project briefly described.

Tenderers should provide this general background information:

- Company address
- Contact person(s)
- Year established and company background
- Experience in the field of expertise
- Number of customers currently being serviced
- Comprehensive list of available services
- Any additional background information

Tenderers must complete and return all relevant quotation/pricing assurance and declaration forms, etc.

## **5. Submission of Tender Documents (and/or Additional Proposals and Expression of Interest)**

- 5.1 The tender shall be made on the **Form of Tender** provided and signed by the Tenderer. All Contract Documents, together with these Instructions and completed **Form of Tender** should be forwarded, by registered post or delivered by hand to the address below and a receipt obtained.

### **Tender for 'LED Footway Lighting Project'**

The Clerk  
Chepping Wycombe Parish Council  
Council Offices  
Cock Lane  
Tylers Green  
High Wycombe  
Bucks HP10 8DS

**To arrive not later than 12 noon on 7 October 2016.**

No unauthorised alteration or addition should be made to the Tender Form, or to any other of the Contract Documents. If any alteration or addition is made or if these instructions are not fully complied with the tender may be rejected.

- 5.2 All documents requiring a signature shall be signed, as follows:
- a) Where the Tenderer is an individual, by that individual.
  - b) Where the Tenderer is a partnership by the two duly authorised partners.
  - c) Where the Tenderer is a company by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
- 5.3 Tenders shall be submitted strictly in accordance with the tender documents

- 5.4 Tenderers must ensure that all requested documentation is returned with the completed tender.
- 5.5 No name or mark, including any franking machine slogan, is to be placed on the envelope to indicate in any way the identity of the sender.
- 5.6 Tenderers or any representatives thereof will not be permitted to be present when the tenders are opened.
- 5.7 All prices should be quoted in pounds sterling and shall be exclusive of VAT.

## **6. The Basis of the Tender**

- 6.1 The rates quoted on the **Form of Tender** section shall remain fixed.

## **7. Period of Acceptance**

- 7.1 The Tenderer is required to hold his tender open for acceptance for a period of **30** days from the closing date for the submission of tenders.

## **8. Evaluation of Tender**

- 8.1 Chepping Wycombe Parish Council is not required to accept the lowest or any tender and may wish to award the contract as a whole, or individual aspects depending on the strength of the successful Tenderer(s).

## **9. Presentations**

- 9.1 Tenderers may be required to attend CWPC offices for procedural and technical presentations during the process of tender evaluation at no charge to the Council.

## **10. Contract Commencement Date**

- 10.1 It is envisaged that work will commence on **2 December 2016** depending on the availability of the chosen luminaire.

## **11. Late Submissions**

- 11.1 Tenders submitted after the closing date will not be accepted.

## **12. Expenses and Losses**

- 12.1 The Parish Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any Tenderer in preparing its tender proposals.

## **13. Confidentiality**

- 13.1 All information supplied by the Parish Council in connection with this invitation to tender shall be treated as confidential by prospective Tenderers, except that such information may be disclosed so far as is

necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the tender.

#### **14. Ownership of Tender Documents**

14.1 These documents are, and shall remain the property of the Parish Council and shall be returned with the tender. If the tender is not to be submitted, the documents shall be returned.

#### **15. Insurance**

15.1 The successful Tenderer shall effect and maintain insurance necessary to cover their liabilities under this contract.

#### **16. Format of Tenders**

16.1 Those tendering for this project should submit a tender document comprising of:

- Form of Tender
- Evidence of experience including sub-contractor's
- Company details as per section 4 of Instructions to Tenderers
- Form of Assurance
- Agreement of willingness to enter into the JCT Contract
- Collusive Tendering Certificate
- Copies of Insurance; Public/Products Liability, Employers Liability etc
- Any additional information to support your tender submission including technical information on proposed luminaires.

#### **17. Offer and Acceptance of Contract**

17.1 Prior to the expiry of the tender validity period as defined in Clause 7, a letter of provisional acceptance of tender will be sent to the successful Tenderer. The successful tenderer will confirm their willingness to undertake the works by return of post.

17.2 The JCT Minor Works Building Contract 2016 will be completed and will include confirmation of 30 day interim payments following receipt of a completed invoice and agreed requirements for retention and installation warranties.

17.3 All unsuccessful Tenderers will be notified on receipt of the letter of willingness from the successful tenderer to undertake the works.

17.4 The Parish Council will expect to agree terms with the contractor and execute the contract documentation before the start of the works on site.

#### **18. Bribery Act 2010**

The Tenderer shall;

- 18.1 Comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (Relevant Requirements).

**19. Any Tenderer may be disqualified who:**

- 19.1 Is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure.
- 19.2 Is the subject of proceeding for a declaration of bankruptcy, for an order of compulsory wind up or administration by the court or for an arrangement with creditors or is the subject of any other similar proceedings.
- 19.3 Has been convicted of an offence concerning his professional conduct by a judgement such as the force of res judicata.
- 19.4 Has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify.



## **FORM OF TENDER**

### **SUPPLY AND INSTALLATION OF LED FOOTWAY LIGHTING PROJECT**

To: Chepping Wycombe Parish Council  
Council Offices  
Cock Lane  
Tylers Green  
High Wycombe  
Bucks HP10 8DS

Having examined all documentation bound in this Invitation Document as listed in the Table of Contents. I/We undertake to provide the above mentioned services in conformity with this tender for the following prices listed overleaf:-

Item No.	Description of Activity	Quantity	Unit Rate £	Total Amount £
1A	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Phosco P852</b>	410		
1B	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Urbis Ampera Mini</b>	410		
1C	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model Kirium Mini by DW Windsor</b>	410		
1D	S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. <b>Luminaire Model tba</b>	410		
2A	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1A</b>	112		
2B	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1B</b>	112		
2C	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1C</b>	112		
2D	S&F new luminaire to wood pole after removing and disposing of existing fitting including new bracket, cabling, testing, signing and guarding. <b>Luminaire Model as 1D</b>	112		
3A	Carry out non-destructive testing to existing steel column	292		
3B	Carry out non-destructive testing to existing aluminium column * if not replaced	118		
4	Supply and fix 5m galvanised steel column including transfer of supply, disposal and making good including moving to rear of footpath where reqd. * Budget dependent	118		
5	Supply and fix suitable weatherproof box and new cut-out on wood pole and connect to overhead line supply using line taps including DNO cost	110		
6	Take down existing column and reposition to rear of footpath. (Where column is not being replaced as in item No.4) * Budget dependent	1		
7	Manage and pay for DNO service works – insert a Provisional Sum to cover what you believe will be the likely cost of providing this for the whole of the works.	1		

Item No.	Description of Activity	Quantity	Unit Rate £	Total Amount £
8	Traffic management - additional requirements e.g. traffic lights – insert a Provisional Sum to cover what you believe will be the likely cost of providing this for the whole of the works.	1		
9	Removal of any internal blockage within column or bracket per location	1		
10	Remove foliage 1m from lighting point in all directions and up to 20mm branch size	1		
11	Remove foliage 1m from lighting point in all directions all branch sizes per day	Day		
12	Re-wire column base to upgrade earth and reconnect outgoing circuit to comply with current regulations - per item	1		
13	Check DNO fuse rating with luminaire requirements and change where necessary per item	1		
14	Replace defective photo cell unit (PECU) to fitting where not working - PECU to be supplied by manufacturer of chosen luminaire	1		

I/We agree that all prices will be fixed for the term of this contract.  
I/We understand that you are not bound to accept the lowest or any tender.

Signed: .....

On behalf of: .....

Address: .....

Position in Company ..... Date .....

**FORM OF ASSURANCE**

**HEALTH & SAFETY AT WORK  
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

The Tenderers attention is drawn to Part 4 of the Regulations which contains the duties to control specific worksite risks. This includes requirements on safe working near excavations, during dismantling and maintaining safe access to and from placed of work.

Part 4 applies to all construction work and places duties on any person carrying out construction work, or any person in control of a person carrying out construction work.

I/We undertake in the event that my tender being accepted to carry out these works with due regard to the provisions of the Construction (Design and Management) Regulations 2015.

Site staff shall be adequately trained, instructed and supervised to ensure so far as is reasonably practicable the Health and Safety of all persons who may be affected by the works under this contract.

All plant, equipment and vehicles for use under this contract shall, where statutorily required, be tested.

Before commencing work I/we will prepare a written policy on Health and Safety for employees together with written organisational arrangements for carrying out the policy.

Signed: .....

On behalf of: .....

Address: .....

.....

Date: .....

(Signed copy to be returned with Tender Submission)

**COLLUSIVE TENDERING CERTIFICATE**

I/We certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/we also certify that I/we have not done any of the following acts during the tender period:

1. Communicated to a person other than the person calling for those tenders, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of tender.
2. Entering into any agreement or arrangement with any other person so that they shall refrain from tendering or inform that person as to the amount of any tender to be submitted.
3. Offering or paying or giving or agreement to pay or give any sum of money or valuable consideration, directly or indirectly to any person for doing or having done or causing or having caused to be done, in relation to any other tender or proposed tender for the said work described above.

In this certificate the word 'person' includes any persons and anybody or association, corporation or unincorporated and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.

Signed: .....

On behalf of: .....

Address: .....

.....

Date: .....

(Signed copy to be returned with Tender Submission)

**NON-SUBMITTAL OF TENDER FORM**

**SUPPLY AND INSTALLATION OF LED FOOTWAY LIGHTING PROJECT**



To: Chepping Wycombe Parish Council  
Council Offices  
Cock Lane  
Tylers Green  
High Wycombe  
Bucks HP10 8DS

Supplier:.....

Our company is unable to return a tender submission for this project for the following reason:

- Unable to submit price in timescale
- Unable to complete work within required programme
- Other (please specify below)

.....  
.....  
.....  
.....  
.....

Signed: .....

On behalf of: .....

Address: .....

.....

Position in Company ..... Date .....