



**OSWESTRY**  
Town Council  
Building a better community together

## **LED Street Lighting**

In 2014 Oswestry Town Council implemented part night lighting, with the lanterns being off between 00:00 and 06:00 daily. These are controlled by a timer.

Oswestry Town Council are upgrading their streetlights to LED and are seeking costed proposals from suitably qualified companies to supply and install specified streetlight heads, and bulbs, to street lighting, of which the Town Council are responsible.

The Town Council are also looking for a suitable company to carry out repairs and maintenance on any streetlights when the need arises.

These two elements could be delivered by the same contractor.

## **The Brief**

Oswestry Town Council are committed to reduce the carbon footprint within the town and to upgrade street lighting within its area, and elected Members have agreed for the upgrade to proceed.

There are multiple streetlights within the town that the Council are responsible for, of which an inventory is available. These are to be upgraded to LED over a 12 month period.

The Council are also looking to enter a contracted agreement with a qualified company, to carry out any repair and maintenance work to streetlights when the need arises, in a timely manner.

## **Process**

Any company that may be interested in applying for this work, and would like to arrange a meeting, are asked to express their interest by emailing Henry Teuma, Operations Manager, [henryteuma@oswestry-tc.gov.uk](mailto:henryteuma@oswestry-tc.gov.uk)



## Specification of Requirement

### 1 Introduction/Background

Oswestry Town Council is committed in reducing their carbon footprint around the town. Street Lighting is a cause of CO2 omissions through the lighting used and wants to ensure the durability and sustainability of the units. There has already been work carried out on small volumes around the town, and now the Town Council are wanting to move along with having all street lighting suitably changed.

### 2 Purpose

By changing and upgrading all street lighting to LED lights and suitable heads, will ensure the sustainability of reducing their carbon footprint within the town.

### 3 Specification

The Council wish to keep in line with units already installed and to have consistency around the town. Therefore, companies are requested to quote against using the following specification:

Aspect Mini light

An example link to product is as follows:

<https://www.trtlighting.co.uk/products/aspect-mini>

When a change of column is required, the columns used are 5 metre galvanised root mounted columns. An example link to product is as follows:

<https://www.crlighting.co.uk/shop/flood-lighting/floodlight-columns/street-lighting-column-5m-galvanised-street-lamp-post-top-76mm-shaft-root-mounted/>

To date there are approximately 190 streetlights that are to be changed to LED lights and 226 columns which will be replaced when needed. The



full inventory is available upon request. From January 2024, 53 faults have been reported and actioned.

#### **4 Similar projects and sustainability**

- 4.1 Contractors are required to produce examples of works that are similar to that of which is being tendered for, along with processes outlined to recycle all materials. The contractor must provide details of how they will achieve this.
- 4.2 Details and contact information of two references will also be required.

#### **5 Repair and Maintenance**

- 5.1 As well as the LED replacement contract, the Council are seeking to appoint a contractor for a three year period (with the option to extend for a period of three years) to repair and maintain of all the streetlights that they own.
- 5.2 You are asked to provide costings on the replacement, repair and maintenance of street lighting, which include:
- A breakdown of rates which include all permits, transfers and labour costs.
  - An annual inspection of all streetlights and updating the inventory.
  - Maintaining and updating the labelling on columns as necessary.
  - Providing progress reports and updates on maintenance issues (administration).
  - Liaison with the relevant utility company.
  - Recycling of removed lanterns and columns.
- 5.3 You are asked to provide details of your service standards. This is to include arrangements to out of hours emergency works and turnaround time for repairs to faults.



## 6 Costs

6.1 Please give a detailed breakdown of costs (excluding VAT) based on singular items.

1	LED lantern replacement	£
2	Part night cell replacement	£
3	Replace column with 5m galvanised steel column	£
4	Removal of old column	£
5	Groundworks	£
6	Ad hoc repair (call out rate/minimum hourly charge)	£
7	Hourly charge rate	£
8	Emergency call out charge	£
9	Annual clean and inspection of all lamps & columns	£
10	Annual electrical testing of 1/3 <sup>rd</sup> of lights, rolling programme	£



## **7 Timescales & contract duration**

- 7.1 The LED replacement programme is to be completed over a 12 month period.
- 7.2 The repair and maintenance contract will be for a period of 3 years, providing all terms and conditions of the contract are met by both parties. Depending on the level of service received, there may be an option to extend for a further 3 years.

## **8 Contractors responsibility**

- 8.1 It shall be the responsibility of the contractor to comply fully with the requirements of legislative Health and Safety Law and Regulations including CDM regulations.
- 8.2 The contractor will provide a Health & Safety statement, along with risk assessments and method statements prior to the commencement of the work.
- 8.3 The contractor **must** provide insurance details along with their application, to include public liability to a minimum of £10 million.
- 8.4 The contractor **must** provide all relevant qualification and accreditation information to allow them to carry out such work with their application. This is to include:
- NICIEC accreditation, or equivalent
  - ERG39 certification.
  - City & Guilds Electrical level 1,2 & 3
  - City & Guilds 2391 Electrical inspection & testing
  - NICEIC compliance
  - Health & safety certification – CHAS/Safe Contractor/Construction Line
  - IPAF
  - Working at height



- Street works traffic management signing, guarding & lighting
- Scottish Power approval for reporting faults

8.5 You will provide a delivery plan for the LED replacement programme. Payment will be made within 30 working days of receipt of invoices.

8.6 The contractor will provide their Companies House Registration Number at point of application.

## **9 Sub-contracting**

9.1 The Council does not agree to any work being subcontracted by the appointed contractor.

## **10 Form of contract**

10.1 A JCT Measured Term Contract will be adopted by the Town Council for this purpose.

10.2 Upon appointment, the successful contractor will be invited to attend a pre-contract meeting which shall include the signing of said contract to which the contractor will be held accountable to its terms.

## **11 Submission**

11.1 Tenders must be submitted to [tenders@oswestry-tc.gov.uk](mailto:tenders@oswestry-tc.gov.uk) by 12 noon on Friday 17<sup>th</sup> January 2025.

11.2 You can submit a tender for either or both elements of work. This needs to be clearly stated.

11.3 Tenders not submitted in accordance with the above requirements will be rejected.

11.4 Tender errors - if errors are discovered in the submission, the bidder may be required to correct genuine arithmetical errors within the tender submission at the discretion of the Council. Bidding contractors will be allowed to correct genuine arithmetical errors in their tender submission at the discretion of the Council.



## **12 Selection**

12.1 The Council shall make their decision based on a quantitative and qualitative assessment. This will be made up as follows:

90% Price (as per section 6)

5% Health and Safety

Include a valid health and safety policy and information. Provide information pertaining to any previous enforcement action issued by the HSE in the last three years.

5% Previous Experience & References

Provide information relating to similar work undertaken withing the last three years and provide details of two organisations to provide a reference.

The Council reserve the right to carry out a credit check on the selected contractor.

The contractor will set out how they seek to reduce its impact on the environment.



### 13. Timetable

Application Opens	November 2024
Tender receiving deadline	12 noon on 17 January 2025
Contractor Selected	February 2025
Start date for LED replacement (anticipated)	01 April 2025
End date for LED replacement (anticipated)	31 March 2026
Repair and maintenance contract start date	01 April 2025

### 14. Checklist

- ☐ Breakdown of costs
- ☐ Insurance details
- ☐ Qualifications and accreditation
- ☐ Health & Safety Policy
- ☐ References and environmental impact statement
- ☐ Confirmation of recycling materials
- ☐ Company registration details