



## **Cullompton Town Council**

# **QUOTATION REQUEST**

**RENEWAL OF THE ELECTRICAL INFRASTRUCTURE TO PROVIDE POWER SUPPLIES IN HIGH STREET, CULLOMPTON.**

Town Clerk  
Cullompton Town Council  
The Town Hall  
Cullompton  
Devon  
EX15 1AB

01884 38249  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

*29/04/2022*

## Cullompton Town Council

### INSTRUCTIONS FOR SUBMITTING QUOTATIONS

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation.
2. Where the drawings are issued with documents, quotations will be based on them.
3. Where a quotation requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Cullompton Town Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. Quotations are to be returned to: The Town Clerk, Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB.
8. It is to be noted that, dependent on the monetary amount of quotations received, it may be necessary to remove parts of the scheme to meet the available budget.

QUOTATIONS TO BE RECEIVED BY NO LATER THAN **NOON ON 20 May 2022** in either paper form or electronically.

### TIMETABLE

Quotations will be viewed by Council Officers and at least two Council members serving on the Community Wellbeing Committee. The decision as to who shall be awarded the contract will be made by members of the Community Wellbeing Committee. It is intended to notify all persons submitting a quotation of the outcome of the process by 17 June 2022.

## SPECIFICATION

1. Cullompton Town Council wishes to have the wiring circuit for the Christmas lights in the Lime trees, temporary Fir trees and 4' artificial building trees in the Higher Bullring, Cullompton renewed; this will enable the Council to have control of each of the power supplies and timers for each event that require the trees to be lit.
2. Two additional power supplies are required that will be installed by other contractors:
  - 2.1. One, double, waterproof outdoor socket to be installed onto lighting column No 7 in the Higher Bullring in the vicinity of the southbound bus stop. *This will be installed by Devon County Council contractors.*
  - 2.2. One additional supply pillar in the north west side of High Street between the junction of High Street and St Andrew's Road and the junction of High Street and Station Road. *This will be installed by Western Power Distribution Limited.*
3. The lighting circuit that powers the lighting display in the Higher Bullring is required to be renewed in accordance with the following specification:
  - 3.1. All existing cables, junction boxes and lighting strings in the Lime trees (27) situated in the Higher Bullring are to be removed and disposed of.
  - 3.2. Supply and install new weatherproof (IP68) junction boxes in each Lime tree (27) in the Higher Bullring; junction boxes are to be as unobtrusive as possible when installed.
  - 3.3. Supply and install 16 new, female, weatherproof (IP68 or better) outdoor sockets on 30mm tails connected to each junction box in accordance with the attached plan. **Note** *that trees 1, 3, 4, 5, 8, 11, 15, 18, 19, 23, 25 and 27 require a single socket and tail and that trees 22 and 26 require two sockets and tails.*
  - 3.4. Supply and install new, black, cable to be strung between the Lime trees in accordance with the attached plan. This cabling is to be connected into the junction boxes and power supplies as indicated in the plan.
  - 3.5. Supply and install 3 new digital timers, with a manual over ride facility, at fixed power supplies located at:
    - 3.5.1. The supply pillar adjacent to the northbound bus shelter at the Higher Bullring (Lime tree No 4).
    - 3.5.2. The base of lighting column No 7 in the Higher Bullring; this will be connected to the new supply in this lighting column.
    - 3.5.3. The supply pillar installed at the northwest of High Street.
  - 3.6. Supply 16 new, male, weatherproof (IP68 or better) outdoor plugs suitable for plugging into the sockets and tails installed in the Lime trees.
  - 3.7. Supply 200m of black cable identical to that installed in the Lime trees.

3.8. Supply of 15 new, waterproof (IP68 or better) cable junction boxes similar to:

[https://www.amazon.co.uk/Waterproof-Junction-Electrical-Connector-Retardant/dp/B09LYQLJJK/ref=sr\\_1\\_1\\_sspa?crid=28432N4BBUM4R&keywords=waterproof+junction+box&qid=1646146044&srefix=waterproof+junction+box%2Caps%2C52&sr=8-1-spons&psc=1&spLa=ZW5icnlwdGVkUXVhbGlmaWVyPUEzSFRLUU84OEc5OTdIJmVuY3J5cHRlZElkPUEwODA3NDI5MTk0SkxKNUNGQUkxMCZlbmNyeXB0ZWZlbnkPUEwNjY2NiU2MzFPWVhCUDY3VEZCWZ3aWRnZXROYW1IPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU](https://www.amazon.co.uk/Waterproof-Junction-Electrical-Connector-Retardant/dp/B09LYQLJJK/ref=sr_1_1_sspa?crid=28432N4BBUM4R&keywords=waterproof+junction+box&qid=1646146044&srefix=waterproof+junction+box%2Caps%2C52&sr=8-1-spons&psc=1&spLa=ZW5icnlwdGVkUXVhbGlmaWVyPUEzSFRLUU84OEc5OTdIJmVuY3J5cHRlZElkPUEwODA3NDI5MTk0SkxKNUNGQUkxMCZlbmNyeXB0ZWZlbnkPUEwNjY2NiU2MzFPWVhCUDY3VEZCWZ3aWRnZXROYW1IPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU)

## **HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, a simple method statement to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

The successful contractor shall be appointed as the Principal Contractor in accordance with the Construction Design and Management Regulations and will be required to develop and submit to the Council the appropriate documentation including detailed Safe Systems and Work, Construction Phase Plan and competency evidence.

The contractor and the delivery of works shall be compliant with all UK Health and Safety Legislation and in particular The Electricity at Work, The Working at Height and The Provision and Use of Work Equipment Regulations.

## **INSURANCE**

The contractor shall maintain a comprehensive policy of public liability and employer's liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the contractor's insurance should be provided with their quotation submission.

## **QUALIFICATIONS**

- Sufficient qualification is held by the operative and supervisor to conduct works on the highway, including the management of traffic, to the standard required by Devon County Council.
- Sufficient qualification is held by the operative and supervisor to conduct works at high level using a mobile platform for access.
- Sufficient qualification for working on and with electrical supply.

A copy of the contractor's certification should be provided with their quotation submission.

**PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council's officer. Payments will be made by BACS, please ensure you provide the relevant details.

**REFERENCES**

Please provide names of 2 people/organisations for whom you have undertaken similar work.

**Contractor's Name:** .....  
(in block letters)

**SHORT DESCRIPTION OF WORKS:**

*(enter description)*

## **FORM OF QUOTATION**

To: Town Clerk      Closing Date & Time:      *(date)*  
Cullompton Town Council      **12 noon on 20 May 2022**  
The Town Hall  
1 High Street  
Cullompton  
Devon  
EX15 1AB

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification as follows:

We can advise that once the Quotation is formally accepted we are able to complete the works within the provide time frame.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

**Bank Account Details**

Bank Account Name

Sort Code

Account Number

**Reference Contact 1:**

Contact Name: .....      Company Name: .....

Address: .....

Phone No: .....      e-mail address: .....

**Reference Contact 2:**

Contact Name: ..... Company Name: .....

Address: .....

Phone No: ..... e-mail address: .....

Yours faithfully

Signature: ..... Date: .....

Name : .....

Position in company / organisation .....

Company / Organisation Name: .....

Address: .....  
.....

Tel No: ..... e-mail: .....

**Please use the space below to provide any additional information about the costings:**