

# BRIDGNORTH TOWN COUNCIL



## STREET LIGHTING MAINTENANCE CONTRACT 2018

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## INSTRUCTIONS FOR TENDERING

### 1. Invitation to Tender

**Bridgnorth Town Council** (the "Council") invites tenders for a three year street lighting maintenance contract for Bridgnorth in accordance with the documents as detailed in the attached schedule ("the Goods").

2. Tenders must be submitted for the whole of the Goods. Tenders for part only of the Service will be rejected.

3. Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their tenders are accepted, including the Council's Standing Orders, a copy of which may be seen by arrangement.

4. Should any prospective tenderer be in doubt as to the interpretation of any part of the contract documents, the Town Clerk or her nominated officer shall endeavour to answer written enquiries prior to tenders being submitted.

### 5. Preparation of Tender

It is the responsibility of the prospective tenderers to obtain for themselves at their own expense any additional information necessary for the preparation of their tenders.

6. All the information supplied by the Council in connection with this invitation to tender shall be treated as confidential by prospective tenderers except where such information may be disclosed so far as is necessary for the purpose of obtaining quotations necessary for the preparation and submission of the tender.

7. The attached documents are and shall remain the property of the Council and shall be returned with the tender and, if no tender is submitted, on demand.

8. Tenderers will be required to demonstrate their ability to provide the Goods.

9. The tender shall be submitted on the Form of Tender incorporated herein. The Form shall be signed by the tenderer and submitted in the manner and by the date and time stated below together with the following documents unless already provided:

9.1 a statement of the names and home addresses of the partners if the tenderer is a partnership, or a statement of the names and home addresses of the directors and secretary if the tenderer is a company.

9.2 a description of the tenderer's corporate and management structure and methods by which they will provide the Goods.

9.3 the names of the tenderer's bankers and three other trade and credit referees,

- 9.4 a statement setting out the tenderer's status as a subsidiary company or otherwise within the meaning of Section 736 of the Companies Act 1985 and if appropriate, the name and registered address of the ultimate holding company.
10. All documents requiring a signature shall be signed:
- 10.1 Where the tenderer is an individual, by that individual.
- 10.2 Where the tenderer is a partnership by two duly authorised partners.
- 10.3 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 that purpose.
11. The Council is not bound to accept the lowest or any tender.
12. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract Documents and where there is any discrepancy or difference between the tender and the (other) Contract Documents the latter shall prevail.
13. ALTERATIONS AND QUALIFICATIONS to the tender documents must not be made without the written consent of the Authorised Officer. Tenders containing such alterations or qualifications may be rejected.
14. **Tender Submission**  
The tender and all accompanying documents should be delivered to:
- The Town Clerk, Bridgnorth Town Council, College House,  
St Leonard's Close, Bridgnorth, Shropshire, WV16 4EJ**
- The envelope MUST be marked  
'Street Lighting Maintenance Contract – Private & Confidential'
- No later than noon hours on Friday 16 February 2018
- Tenders received after **noon** on Friday 16 February 2018 will NOT be considered.

**STREET LIGHTING MAINTENANCE CONTRACT  
2018**

**FORM OF TENDER**

To: **Bridgnorth Town Council**

I/We .....

Carrying on business at .....

.....

Hereby tender and undertake to execute and provide the Goods required in accordance with the Contract Conditions, Specification and prices contained therein and any other document listed in the Schedule Appendix A.

I/We agree the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration to any of the tender documents shall not affect the Contract Conditions and may cause the tender to be rejected.

I/We agree that this tender shall remain open to be accepted or not by the Council and shall not be withdrawn for a period of twelve weeks from this date.

This tender together with your acceptance thereof in writing, shall constitute a binding Contract between us.

I/We certify that the details of this tender have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person.

I/We understand that you are not bound to accept the lowest or any tender you may receive.

I/We certify that this a bona fide tender.

Contractor's Signature(s) .....

(print name(s) in full) .....

Date .....

Name and Address of Firm.....

.....

## **CONDITIONS OF CONTRACT**

### **1.0 INTRODUCTORY INFORMATION**

#### **1.1 THE PARTIES**

Bridgnorth Town Council, College House, St Leonard's Close, Bridgnorth, Shropshire, WV16 4EJ

#### **1.2 SITES**

Bridgnorth, Shropshire. The number of lamp posts total 258

#### **1.3 THE WORKS**

The Works comprise those detailed in the specification.

#### **1.4 GENERAL DEFINITION AND INTERPRETATIONS**

*[These terms need to be considered in light of the clauses drafted below*

AO means the person nominated in the Contract as 'Authorised Officer'.

IN WRITING: when required to inform, instruct, agree, confirm, obtain approval or obtain instructions, do so in writing.

APPROVAL: (and words derived therefrom) means the approval in writing of the Authorised Officer unless specified otherwise.]

## **SCHEDULE**

1.	Commencement Date	As soon as possible
2.	Other Contract Documents	Form of Tender Conditions of Contract Special Conditions The Specification Site Plans
3.	Contract Period	Three years
4.	The Authorised Officer shall be	The Town Clerk, or her appointed Representative
5.	Amount of Insurance Cover	£10,000,000
6.	Materials and equipment to be provided by the Council	None except as specified
7.	Period of submission of invoices	Upon completion of works

## APPENDIX A

### SPECIFICATION

1. All employees carrying out this contract work MUST have G39 Category 1 accreditation.
2. Bulk lamp change and clean program to be carried out on a 3 year cycle until such time as the Town Council changes over to LED lanterns. Remaining SOX & SON lighting will continue on this cycle however, LED lanterns will be a clean only and inspection (no lamp replacement).
3. Electrical test certificates are to be carried out on a 3 year cycle to be commenced at the start of the Contract and you are to ensure that all Town Council lanterns are tested at least once during the mandatory 6 year requirement period.
4. Structural inspections and structural tests on all columns that have been identified in the inspection report carried out as part of the bulk lamp change and clean.
5. Turn-around time for the full repair of faults which are not classed as an emergency will be 5 days.
6. There will be no call out charge.
7. Companies MUST be qualified to offer Independent Mains Connection.
8. A condition report to be provided within 30 days of the start of the Contract and an annual report thereafter.
9. Condition to be categorized on a 1 to 3 basis and is to include the lamp type.
10. Provision is to be made for New connections, Transfers and disconnections.
11. Please quote for the following:

Ad-hoc Maintenance	Bulk Lamp Change / Cleaning & General Maintenance as per conditions above over a 3 year period	Electrical Test and Structural Survey of Columns as per conditions above	Total 3 year Contract (not including ad-hoc maintenance)
Labour £..... per hour Materials: Charge at NET cost +.....%	£ .....	£ .....	£ .....

All prices excluding VAT.

12. Please provide indicative prices for the supply and installation of the following equipment which may fall under the heading of ad hoc equipment:

- a) Standard 35w SOX lantern complete with PECU.....
- b) Philips Iridium LED lantern complete with PECU.....
- c) 6m Mallatite hockey stick column.....
- d) Re-painting of 6m column in a specified colour.....
- e) Fault patrols – cost per patrol.....

13. Emergency Works

Please explain what arrangements you can offer for out of hour's emergency works if required.

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.....

14. 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?

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.....  
.....

15. Competitive Pricing for Independent Connection of Supplies

At what price can you offer the Independent Mains Connections?

.....

16. Please supply names, addresses and telephone numbers of three independent organisations where you currently undertake similar street lighting works on the Invitation to Tender form that is enclosed with this pack.