



MARKET DRAYTON TOWN COUNCIL

INVITATION TO TENDER FOR

LED STREET LIGHTING UPGRADE

Market Drayton

INSTRUCTIONS AND DETAILS OF CONTRACT

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LED STREET LIGHTING UPGRADE

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Market Drayton Town Council (MDTC) is seeking tenders from competent contractors to undertake the removal and disposal of the existing 247 non LED lanterns and the supply, delivery and installation of 247 new LED lanterns to meet the specification (Schedule 1). A copy of an audit inventory showing the location and existing style of lighting columns is attached. (Schedule 2).</p> <p>The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.</p>
Insurance Requirements:	See Check List
Completion of Contract	September 2019
Procuring Officer:	Mrs. Julie Jones Town Clerk Market Drayton Town Council 18, Frogmore Road Market Drayton Shropshire. TF9 3AX townclerk@marketdrayton.gov.uk Tel: 01630 653364
Submission instructions:	Provide the tender document in envelope marked "Tender-Strictly Confidential – LED Lighting upgrade to be opened by addressee only". The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.
Tenders to be sent to:	Town Clerk, Market Drayton Town Council, 18, Frogmore Road, Market Drayton, Shropshire. TF9 3QY.
Date and time for the tender return	No later than noon on 3 April 2019

Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender	Week commencing 11 March 2019
Submission of Tenders	By noon on Wednesday 3 April 2019
Evaluation of Tenders	Week commencing 8 April 2019
Notification of result of evaluation	Week commencing 15 April 2019
The earliest date of Contract commencement	Week beginning 6 May 2019
Completion Date	September 2019 *

*agreed 'snagging' will be permitted after this deadline at discretion of the Town Clerk.

CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	A total cost and breakdown to be provided by the tenderer.	
2.	Guarantee and warranty information as appropriate.	
3.	References x 2	
4.	List of previous projects undertaken	
5.	Fulfillment of the specification	
6.	A method Statement	
7.	A copy of your health and safety policy	
8.	A copy of your public liability Insurance	
9.	Details of NICIEC accreditation or equivalent	

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SCHEDULES

- 1 Specification
- 2 Audit Inventory
- 3 Letter

IMPORTANT NOTICE

This Invitation to Tender (ITT) is issued to those shortlisted to tender to Market Drayton Town Council for the removal and disposal of the existing 247 non LED lanterns and the supply, delivery and installation of 247 new LED lanterns (the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations.

1. BACKGROUND

- 1.1 Further details of the Council's needs under the Contract and other relevant information is provided in the Specification.
- 1.2 If you have any questions or require any clarifications, please contact Mrs. Julie Jones, Town Clerk (townclerk@marketdrayton.gov.uk) or Ms. Sue Thomas, Projects Officer (projectsofficer@marketdrayton.gov.uk) at Market Drayton Town Council Tel: 01630 653364.
- 1.3 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.
- 1.4 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.5 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.6 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- 1.7 Under the Contract the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 1.8 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

2. TENDER SUBMISSION REQUIREMENTS

- 2.1 Tenders must be written in the English language.
- 2.2 Tenders must provide responses referring back to the numbering format as set out in section 5 of this ITT.
- 2.3 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 The Tender (including price) should remain valid for a minimum period of 90 days.
- 2.5 The Tender must not be qualified in any way.
- 2.6 Any signatures must be made by a person who is authorized to commit the Tenderer to the Contract.
- 2.7 Your full registered business/name and main office address must also be provided on all documents.

3. CONTRACT DOCUMENTS

- 3.1 Any resulting Contract will consist of the Contract Particulars (to be completed), the Standard Terms and Conditions. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 3.2 This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
- 3.3 Any contract award will be conditional on the Contract being approved in accordance with the Council's internal procedures and the Council being generally able to proceed and may allow for a standstill period to elapse before sending confirmation of contract award to the successful Tenderer.

4. TENDER EVALUATION AND AWARD CRITERIA

- 4.1 The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 4.2 Each Tender will be checked initially for compliance with all requirements of the ITT.
- 4.3 Tenders will be evaluated against the award criteria set out below.
- 4.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 4.5 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 4.6 Tenders will be evaluated taking into consideration the following award criteria:

The criteria are:

- (a) Fulfilling the requirements of the brief
- (b) A list of previous projects undertaken
- (c) References
- (d) Details of NICIEC accreditation or equivalent
- (e) Please note the Council reserves the right to check the Financial Stability and Capacity of an applicant prior to any award of contract in order to ensure that they pass the requirement.

5. INFORMATION REQUIRED

5.1 Tender information

Tenderers are asked to indicate:

- 5.1.1 Their proposed methodology for fulfilling the Contract and meeting the Specification:
- 5.1.2 A contract timetable which the Tenderer proposes to adhere to;
- 5.1.3 A project management structure and principal point of contact for the Council who will be Contract Manager;
- 5.1.4 The proposed personnel identified for the provision of the Contract and whether they will be exclusively deployed to the Council and any other resources which will be used.

6. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

- 6.1 The Council is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).
- 6.2 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.
- 6.3 If Tenderers consider that any of the information provided in their Tender 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.
- 6.4 The Council will endeavor to consult with Tenderers 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.

- 6.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
 - 6.5.1 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
 - 6.5.2 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
 - 6.5.3 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.

7. Health and Safety Requirements

- 7.1 The successful contractor will need to show the following:
 - 7.1.1 Staff employed on this contract must be formally accredited with G39 Category 1 qualifications.
 - 7.1.2 A copy of your certificate of public liability insurance must be submitted along with your quote
 - 7.1.3 Your company must be NICIEC accredited or equivalent (please provide details of such accreditations including levels of accreditation with your quote)
 - 7.1.4 A copy of your Health and Safety Policy must be submitted along with your quote

8. Payment

- 8.1 Payment for the LED upgrade and associated works will be made on completion of the contract or at agreed stages of the contract.

9. Guarantees and Warranties

- 9.1 Provision of warranties on all LED luminaires, photocell, drivers, ballasts and lanterns will form part of the tender evaluation and must be included with the quote.
- 9.2 Please provide details of your own and manufacturers guarantees and warranties on the streetlight installation.