

Stotfold Town Council

Invitation to Tender (ITT): Streetlighting Maintenance, Upgrade & Energy Efficiency Programme (2026–2029)

Tender Reference: STC/SL/2026

Issue Date: 27 October 2025

Closing Date for Submissions: Monday 12 January 2026

1. Introduction

Stotfold Town Council (the Council) invites suitably qualified and competent contractors to tender for the provision of streetlighting maintenance services for a three-year period, commencing 1 April 2026 and ending 31 March 2029. The successful contractor will be required to maintain, repair, and upgrade the Council's streetlighting assets in accordance with all relevant legislation, Council policies, and best practice guidance.

Additionally, the Council is committed to reducing energy consumption and carbon emissions in line with government targets.

2. Scope of Works

The successful contractor will be required to provide:

- Routine inspection, cleaning, and maintenance of all Council-owned streetlights.
- Reactive repairs to faulty or damaged units.
- Replacement of lamps, control gear, and other components as required.
- Upgrades to more energy-efficient lighting (e.g. LED conversions) in line with the PLG06 guidance.
- The Council plans to upgrade all columns to LED bulbs over a phased two-year plan.
- Support, including condition surveys, inventory updates and lifecycle replacements.

3. Legislation and Standards

The contractor must comply with all relevant legislation and standards, including but not limited to:

- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- The Highway Act 1980
- BS 5489-1:2020 (Code of Practice for the Design of Road Lighting)
- PLG06: Guidance on Energy Reduction in Public Lighting
- Environmental Protection Act 1990
- GDPR & Data Protection Act 2018 (for any data handling)
- BS EN 13201 standards for performance and illuminance
- CDM 2015 regulations, providing RAMS
- Highway Electrical Registration Scheme (HERS)
- NRSWA (New Road and Street Works Act 1991)
- Any other relevant local or national regulations

4. Council Policies and Procedures

The contractor must adhere to the following Council policies:

- **Sustainability & Energy Reduction:** All works must prioritise energy efficiency, minimise environmental impact, and support the Council's carbon reduction objectives. Upgrades should comply with PGL06 and seek to reduce energy consumption wherever feasible.
- **Procurement:** The Council's procurement policy requires fair, open, and transparent competition. All tenders will be evaluated on quality, price, and social value.
- **Health & Safety:** Contractors must provide risk assessments, method statements, and evidence of staff training/competence. All operatives must be suitably qualified (e.g. G39, IPAF, ECS/CSCS).
- **Equality & Diversity:** The Council is committed to equal opportunities and expects all contractors to operate in accordance with the Equality Act 2010.
- **Safeguarding:** Contractors working in public spaces must be aware of safeguarding responsibilities.

5. Contractor Competencies

Tenderers must demonstrate:

- Relevant experience in streetlighting maintenance.
- Qualified and competent staff (provide evidence of training and certification).
- Adequate insurance cover (minimum £10m public liability).
- Robust health and safety management systems.
- Commitment to sustainability and energy reduction (e.g. LED upgrades, smart controls).

6. Energy Obligation

The Council has resolved to reduce energy consumption on its lighting stock by:

- Implementing LED retrofitting programmes across all eligible lanterns.
- Targeting a minimum 60% reduction in energy use over the contract period.
- Phasing out older SOX/SOXE lanterns in line with industry phase-out schedules.
- Incorporating dimming/part-night regimes where safety and security permit.
- Monitoring usage to support climate commitments and local carbon budgets.

The contractor will be expected to support and advise the Council in achieving these obligations, providing technical expertise, costed proposals, and innovative solutions.

7. Submission Requirements

Tenders must include:

- Company profile and relevant experience.
- Method statement outlining approach to maintenance, energy reduction, and compliance with PGL06.

- Evidence of qualifications, training, and insurance.
- Evidence of experience in delivering similar contracts to local authorities or public bodies
- Details of HERS, NRSWA, and other statutory schemes
- Pricing schedule (routine, reactive, and upgrade works)
- References from similar contracts.
- Confirmation of acceptance of Council policies and procedures
- Health and Safety policies and recent audit results
- Insurance certificate for a minimum of £10m Public Liability and £5m Employers Liability
- Pricing schedule: Annual Maintenance, reactive call-out rates, unit costs for LED conversions, etc.

8. Pricing

This pricing schedule sets out the cost requirements for the supply and ongoing maintenance of streetlighting assets within Stotfold. Bidders must provide complete, itemised prices as requested to ensure a fair and transparent comparison of submissions.

The contract period is 3 years, with an optional 2-year extension. Prices must remain fixed for the first 3-year period. Any proposed price adjustments thereafter must be clearly stated and justified in the bid submission and will be subject to negotiation and approval by the Town Council.

The annual budget is set at £20,000

9. Evaluation Criteria

Tenders will be evaluated on:

- Compliance with specification and Council policies. – (Pass/Fail)
- Quality and robustness of the method statement – 10%
- Price and value for money – 30%
- Sustainability and energy reduction proposals –15%
- Health and safety arrangements – 20%
- Relevant experience and references – 15%
- Social Value & Environmental Impact – 10%

10. Timetable

- Tender issue date: Monday 27 October 2025
- Deadline for questions: Wednesday 7 January 2026
- Tender return deadline: Monday 12 January 2026
- Contract award: Wednesday 21 January 2026
- Contract start: Wednesday 1 April 2026

11. Submission Instructions

All communications regarding this tender must be directed to:

Town Clerk
Stotfold Town Council

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
Email: townclerk@stotfoldtowncouncil.gov.uk
Tel: 01462 730064

12. Contact Details

For further information or to arrange a site visit, please contact:

Deputy Clerk
Stotfold Town Council
The Greenacres, Valerian Way, Stotfold, SG5 4HG
Email: susan@stotfoldtowncouncil.gov.uk
Tel: 01462 730064

13. Schedule of Rates

Appendix A: Pricing Schedule

Tenderers must complete the following pricing schedule in full. All costs should be exclusive of VAT, but VAT should be clearly identified at the end of the schedule. Prices will be fixed for the initial contract period unless otherwise agreed by Stotfold Town Council.

Appendix B: Streetlighting Asset Register

Glossary

- BS — British Standard
- ECS — Electrotechnical Certification Scheme
- GDPR — General Data Protection Regulation
- G39 — Electrical safety standard for street lighting
- IPAF — International Powered Access Federation
- LED — Light Emitting Diode
- PGL06 — Public Lighting Guidance Note 06 (Energy Reduction)
- STC — Stotfold Town Council