



Tavistock Town Council

Tavistock Town Council - *Working for the local community*

Tavistock Town Council
Council Offices
Drake Road
Tavistock
Devon PL19 0AU
Tel: 01822 616134
Website: www.tavistock.gov.uk

3rd June 2025

Dear Tenderer

Tavistock Town Council invites qualified service providers and brokers to submit quotations for the supply of electricity and gas renewal prices for all Council sites, as detailed in Appendix 1 (Electricity) and Appendix 2 (Gas), along with ongoing intermediary support.

Scope of Work

The successful bidder will be responsible for:

- Pricing electricity and gas supply for all Council sites. Supply contracts should be spread across a minimum number of suppliers to ensure ongoing administration is cost effective.
- Providing ongoing intermediary support, including contract negotiation/alignment, billing issues, meter exchange, usage monitoring, and dispute resolution.
- Audit of the Council's utility infrastructure and recommendations for improvement.

Contract Period

The contract is for up to 30 months, commencing on 1st August 2025 and concluding on 31st January 2028. All current supply contracts must be aligned to end by 31st January 2028 (please note some current contracts do not end on 31st July 2025, part of the process will be to align all contracts with an end date of 31st January 2028).

If alternative contract options or periods are recommended, detailed explanations and justifications must be provided separately.

Submission Requirements

You should provide evidence of your quality assurance documentation, demonstrating experience in offering best value within the local authority sector including:

- Proof of resilience within company communication structures for seamless customer service.
- Monthly consumption reporting capabilities.
- Energy management advice aimed at reducing consumption.
- Recommendations for a more consolidated and efficient energy service contract, including modern technology utilisation.

You should also provide copies of your Professional Indemnity Insurance documentation and sector specific portfolio.

Cost Information

Please provide a detailed cost breakdown (excluding VAT) based on the energy consumption data in Appendices 1 and 2.

Indicate whether intermediary support is included in the energy consumption quote; if not, provide a separate cost breakdown (excluding VAT).

A separate lump sum quote for an audit of the Council's utility infrastructure and recommendations for improvements.

Assessment Criteria

The tender will be evaluated based on technical merit (30%) and price (70%). The contract will be awarded on a best-value basis for both elements, not necessarily to the lowest bidder.

Submission Instructions

Submit your written quote in a sealed envelope marked "Confidential – Electricity & Gas Quote" to:

The Proper Officer
Tavistock Town Council
Town Council Offices
Drake Road
Tavistock
PL19 0AU

Deadline

The deadline for receipt of quotes and recommendations in report format is **12 noon on Wednesday 16th July**. Email submissions are not acceptable.

Electronic copies of reports (Appendices 1 and 2 in excel format) must be available upon request after the tender deadline.

For further information, contact Lesley Reeves, Cemetery and Communications Officer, at 01822 616134 or lesley.reeves@tavistock.gov.uk. Please note, Lesley Reeves will be unavailable from 25th June until 8th July.

Please note, prospective tenderers are prohibited from contacting staff or councillors to canvass or encourage support for their tender outside the prescribed process.

Yours faithfully



Wayne R. C. Southall MBA (Open) BEng (Hons) Dip NEBOSH
General Manager