Request for quote for: HDC202501

Manufacture and Installation of Signage Suites

|  |  |
| --- | --- |
| Date opportunity posted | 13 January 2025 |
| Last date for clarifications | 27 January 2025 |
| Quotation return date | 12 noon, 5 February 2025 |
| Estimated Contract Value | £150,000 |
| Quotation shall be returned to | [procurement@hart.gov.uk](mailto:procurement@hart.gov.uk) |
| With the subject line | HDC202501 Quotation for manufacture and installation of signage suites - 2025 |
| Contact in case of queries | katy.sherman@hart.gov.uk |

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# Introduction

* 1. The Council invites quotations for this opportunity in accordance with the terms and requirements of this document and any Schedules attached.

# Specification

* 1. **Key contract dates:**

|  |  |
| --- | --- |
| Intended Start Date | 24 February 2025 |
| Duration | 4 Years |
| Intended End Date | 01 March 2029 |
| Extension Details | Option to extend for a further 2 years (ending 01 March 2031), by mutual agreement |

* 1. **Aim:**
  2. The Council is seeking to appoint a skilled and experienced signage specialist to continue the manufacture and install our green grid and countryside signage across our suite of countryside sites and any subsequent green grid phases throughout the district, over the contract term.
  3. **Background**
     1. Hart District Council’s [2040 vision](https://www.hart.gov.uk/sites/default/files/4_The_Council/Consultations/2040%20vision%20draft%20-%20web%20version.pdf) includes the ambition to create routes between all settlements to encourage walking, cycling and other forms of sustainable healthy transport. As well as connecting communities together, there is an opportunity to connect people to existing green spaces and other key destinations. These links and green spaces collectively will become Hart's Green Grid.
     2. Hart’s Green Grid will encourage walking and cycling as well as creating wider opportunities for active recreation and leisure, with potential benefits to health, local ecology and biodiversity. More information: [www.hart.gov.uk/harts-green-grid](http://www.hart.gov.uk/harts-green-grid)
     3. Hart’s Countryside service also look after, manage, and maintain 17 countryside sites in North Hampshire across Hart District. The majority of these sites hold international, national, or regional designations on account of their wildlife interest. To find out more visit: [www.hart.gov.uk/countryside-nature](http://www.hart.gov.uk/countryside-nature)
  4. The Council successfully awarded a pilot scheme for the Green Grid programme in January 2023 and has received additional internal approval to expand the delivery across the district.
  5. **Scope:**
     1. In responding to this opportunity bidders must:
  6. Submit a quote for the manufacture and installation of a new countryside signage suite at Edenbrook Country Park, as per Appendix 1.

1. Provide an example of removal and replacement costs for a single countryside notice board that is concreted into the ground.
2. Provide a standard meeting attendance fee for any extra meetings they may be required to attend around those deemed essential for individual project completion.
   1. **Deliverables:**
      1. In delivering against the contract, the successful bidder must:
3. Produce the final artwork for each sign type for sign off. Please be aware that we are currently developing the map style for the Green Grid signage. The countryside mapping/interpretation board style (Appendix 1) includes the use of illustrations. This may require you to work with an illustrator to produce the final artwork.
4. Provide the editable artwork documents for interpretation panels to the council on completion.
5. Manufacture and install the route signage
6. Help advise and agree on signage placement across the course of the 4 year period. Signage placement must include onsite visits prior to installation.
7. Work with HDC to secure relevant permissions from landowners prior to installation and attend meetings where required to discuss this.
8. Be used to working with multiple landowners and working to high construction standards as required by Natural England (SSSI Consent), rail and highways agencies (See appendix 5). To be familiar to complying with relevant licences.
9. Be responsible for and consider the removal and disposal costs of existing furniture that may be replaced.
10. Consider where economies of scale may benefit the project budget.
11. Embed sustainable practises into the process, including the use of FSC wood.
    1. **Monitoring arrangements:**
       1. The Council may monitor the performance of the Services by the Supplier.
       2. Payment schedules will be set by the Council, in consultation with the supplier, and in line with milestones in an agreed project plan.
    2. Any additional signage requirements will be agreed on a case-by-case basis at the discretion of the Council. The Supplier must provide a quotation for each work order, which must be based on the same contractual terms and the Supplier provider method statement as contained in this opportunity.
    3. Any subsequent quotation provided by the Supplier must show the following costings:  
       **Preliminary work** – Signage choice and placement. Sorting relevant permissions, producing and agreeing final location plans   
       **Manufacture** – Production of signs   
       **Artwork** – Interpretation panel design and amendment costs  
       **Installation** – Physical placement of signs onsite   
       **Disposal** – Removal
    4. Any cost differences from those submitted by the Supplier in this opportunity, must be highlighted and evidenced. Acceptance of the quotation is at the discretion of the Council.

# Information for Bidders

* 1. All quotation response documents must be returned to the email address stated on page 1 by no later than the quotation return date also stated on page 1. Quotations received after this time will only be accepted in exceptional circumstances and at the council’s discretion.
  2. If there appears to be an error or omission in a quotation the Council shall invite the Bidder to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Bidder.
  3. If the Council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.
  4. The Council reserves the right to disregard any quotation where:

1. in the opinion of the council, there is sufficient doubt as to the Bidder’s ability to perform the contract for the submitted price; or
2. it does not fulfil a mandatory or pass / fail requirement; or
3. it contains qualifications that conflict with the Request for Quotation instructions.
   1. Quotations and supporting documents shall be in English and any contract subsequently entered into, and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.
   2. All prices quoted shall, unless otherwise stated, include profit, transport, labour, materials, fuel and plant charges, insurance and all other expenses of every kind which under the conditions of Contract are borne by the Bidder. Prices quoted shall be in UK Sterling and exclusive of Value Added Tax. Value Added Tax shall be applied at the appropriate rate ruling at the date of any invoice.
   3. Bidders must not take part in any publicity activities with any part of the media about the Contract or this opportunity without getting the Council’s written agreement first. This includes the Council’s agreement on the format and content of any publicity.
   4. This opportunity is made available in good faith. The Council give no warranty as to the accuracy or completeness of the information contained in it. The Council also disclaim any liability for any inaccuracy or incompleteness. The Council reserve the right to cancel the Quotation process at any point.
   5. The Council are not liable for any costs resulting from any cancellation of this Quotation process or for any other costs that Bidders may incur by Tendering for this Contract. Bidders must obtain at their own expense all the information that they need for the preparation of their Quotation.
   6. Bidders will be deemed to fully understand the processes that the Council must follow under relevant legislation, and where the value of the opportunity is deemed to be above relevant thresholds, will adhere to the requirements set out in such legislation.

# **Appendices**

**Appendix 1 – Edenbrook Country Park**

* + 1. Edenbrook Country Park is one of Hart District Councils largest countryside sites. The site, amongst other things, has two car parks and a few existing furniture items, such as lecterns and noticeboards. The sites map is outdated (available on request), but shows the current path network and general areas found at Edenbrook.
    2. More information about Edenbrook Country Park can be found here: [Edenbrook Country Park | Hart District Council](https://www.hart.gov.uk/edenbrook-country-park)
    3. The whole site needs to be re-signed using the Countryside Signage Strategy guide (available on request). Where possible we would like to reuse existing notice boards and only replace these when they are in disrepair. The site map, and therefore artwork, needs to be updated and the whole site waymarked from both parking areas. The site also suffers from flooding in the winter, therefore thought should be put into how areas that flood can be interpreted on the notice boards and what can be put in place to allow the rangers to easily mark path as flooded/closed during this season.
    4. Please submit a proposal to upgrade the waymarking and interpretation for the whole site, based on the Countryside Signage Strategy, broken down into the following:
    5. Proposal/signage location plan for the whole site including manufacture and installation cost for entire suite.
    6. Provide a price list per furniture item, as shown in the Signage Strategy.
    7. Artwork Costs (wildlife information and maps)
    8. Estimated disposal cost of existing furniture

# Evaluation and award process

* 1. The contract, if awarded, will be awarded, based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | | Score |
| **Price** (calculated as per 5.2): | | | 35% |
| **Quality** (which is scored on against the sub-criteria below): | | | 65% |
|  | Experience | 30% |  |
| Method Statement and approach | 20% |
| References / Case studies | 15% |

* 1. The percent share will be given the maximum score available. Other scores will then be calculated as a proportion of this based on the formula below:

|  |
| --- |
| * 1. Lowest price |
| * 1. Price of next quote to be considered |

* 1. The Price element of the evaluation will only be scored once the Quality criteria have been assessed.
  2. Each section in the Quality criteria will be scored using the following template:

|  |  |
| --- | --- |
| Exceptional demonstration by the supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 5 |
| Good demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 4 |
| Satisfactory demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 3 |
| Contains minor shortcomings in the demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 |
| Satisfies the requirement but with considerable reservations of the supplier’s relevant ability, understanding, skills, facilities and quality measures required to provide the services, with little or no evidence to support the response. | 1 |
| No response or irrelevant response provided. | 0 |

* 1. Any responses scoring less than 2 for any Quality criteria, may be considered to not meet the requirements, and therefore fail the evaluation and the quotation may be rejected. As per 5.3, the Price element will not be assessed in those circumstances.
  2. Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying Bidders of the intended award.
  3. As part of the notification of award process, Bidders will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.
  4. Bidders must not undertake work without first having received an Official Purchase Order as written notification that they have been awarded the contract and are required to start work.

# Quotation response: Bidder details and declaration

* 1. Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation.

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
|  |
|  |
|  |
|  |
| Telephone: |  |
| E-mail: |  |
|  | |
| Signed: |  |
| Print Name: |  |
| Position in Company: |  |
| Date: |  |

# Quotation response: Bidder submission

* 1. Please complete the following pricing schedule in full (values must be exclusive of VAT).

|  |  |  |
| --- | --- | --- |
| **Manufacture & Installation of Edenbrook Country Park signage required in Appendix 1**(This will be the price used for application of 5.2, all other prices are considered in support of the scoring of “Method Statement and approach”) | £ |  |
| Single notice board removal and replacement fee | £ |  |
| Standard additional meeting fee (per hour) | £ |  |

* 1. Please complete the following section which will be used to score the Quality criteria.

|  |
| --- |
| Experience |
| 1. Please detail previous experience you have had which demonstrates your ability to complete the delivery of the Green Grid scheme signage to the required highways and railway standards. 2. Please provide detail on how you have supported a client on a longer-term basis in a partner capacity, as relevant to this project. 3. Provide an example of how you have worked flexibility to accommodate stakeholders in previous projects |
| Method Statement and approach |
| 1. Detail, in clear stages with indicative timescales, how you would deliver the Edenbrook Country Park (Appendix 1) project from concept to completion. 2. Please set out your proposed approach on the quotation process for handling any potential for delivery of future sites on the same contractual terms, in line with the requirements of 2.7 Monitoring Arrangements 3. Explain how sustainable practises will be implemented throughout the contract. |
| References / Case studies |
| 1. Please provide three relevant case studies, from both a countryside and urban environment setting, that detail how you have worked with multiple partners to meet set industry standards and achieve timely project delivery. |

# Terms and Conditions of Contract for Services

* 1. The Council intends to award on a similar basis to the contract awarded in 2023, details of which are available on request.