

## ***Invitation to Tender for the provision of Road Traffic Managing and Stewarding***

We are pleased to invite you to tender for the provision of road traffic management and stewarding services during events in Ripon for a two-year period, commencing with the submission of a Global Temporary Traffic Regulation Order (TTRO) to cover all planned events in 2025.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by **Wednesday 27<sup>th</sup> November 2024**.

Any enquiries should be addressed to Paula Benson, Chief Officer on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed road traffic management and stewarding plan;
- Signed Pricing Schedule/detailed cost template for the contract;
- Signed Certificate of canvassing and non-collusive tendering (see appendix 3);
- Detailed organisation information including references for 3 similar projects, contact details and insurance provision.

We strongly recommend a site visit by interested parties prior to the submission of a tender, or a detailed telephone conversation. Please contact us via email [admin@riponcity.gov.uk](mailto:admin@riponcity.gov.uk) to arrange a visit.

We hope that you will be able to assist us in this tender and look forward to hearing from you in due course.

**Paula Benson**  
**Chief Officer**

Attachments

1. TENDER SPECIFICATION
2. Appendix 1 – SCHEDULE OF EVENTS FOR 2025 AND REQUIRED ROAD CLOSURES
3. Appendix 2 – ROAD CLOSURES PLANS FOR 2025 EVENTS
4. Appendix 3 – DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING



## **Tender Specification**

### **Road Traffic Managing and Stewarding 2025-2026**

#### **1. Background**

Each year, Ripon City Council organises a variety of civic and community events, which involve road closures.

To effectively manage the impact of these road closures and to maintain public safety, professional road traffic management and stewarding services are essential.

The schedule of events for 2025, along with the corresponding road closure plan for each event and the specific number of stewards required for each event, can be found in appendix 1.

#### **2. Our requirements**

Ripon City Council seeks to engage a qualified contractor to manage road traffic and provide stewarding services during its civic and community events over a two-year period. This contract will be for a period of two years, with a break clause after the first year, allowing the possibility of review or termination depending on the contractor's performance or changes in the Council's requirements.

At the beginning of each year, no later than 31<sup>st</sup> January, the contractor is required to submit a Global TTRO Application, along with all necessary supporting documents, to North Yorkshire Council Highways Department. This ensures that the required permissions for road closures, diversions, and other traffic control measures are secured for all planned events.

Following the approval of the Global TTRO, the contractor will be responsible for co-ordinating and implementing event-specific traffic management plans, including the setup of road closures, signage, and diversions, ensuring public safety throughout each event. The contractor will also oversee stewarding, managing pedestrian and vehicle flow to ensure a smooth and secure experience for all attendees.

All traffic management and stewarding operations must comply with relevant UK safety standards and guidelines, such as The Purple Guide (Event Safety Guide), and any other applicable legislation. The contractor is responsible for ensuring that general stewards are provided to manage crowd control, assist the public, and ensure safety within event areas. These stewards should be sufficient to meet the crowd management requirements as outlined in The Purple Guide and other event safety legislation. In addition, the contractor must deploy Chapter 8 Certified Stewards, who are specifically trained and certified to handle traffic control, road closures, and diversions in accordance with Chapter 8 of the Traffic Signs Manual. These stewards must ensure compliance with all legal requirements and provide a safe and effective management of traffic around the event areas.

The contractor must conduct a risk assessment for each event, identifying specific risks related to crowd control and public safety. These assessments must be submitted to the Council no later than 6 weeks prior to each event.

#### **3. Areas**

Each event has specific road closure requirements, which are outlined in the schedule of events provided in appendix 1. Appendix 2 contains the two detailed road closure plans that will be used through the year, indicating which streets will be affected and the relevant traffic management measures.



#### **4. How we would like you to respond to this Tender.**

We welcome tender responses from all qualified companies. We would like the process to be as easy as possible and as such, we are not using an application form. When responding to the tender, please submit detailed plans, which include the proposed design, materials and manufacturing methods for the signs and costings.

We also need information about your organisation, including your contact details, insurance information and references / information of 3 similar works completed for other clients. Please return the following documentation via email to paula.benson@riponcity.gov.uk.

- Signed Tender Response detailing your proposed road traffic management and stewarding plan;
- Signed Pricing Schedule/detailed cost template for the contract;
- Signed Certificate of canvassing and non-collusive tendering (see appendix 3);
- Detailed organisation information including references for 3 similar projects, contact details and insurance provision.

The Council does not bind itself to accept the lowest bid or any quotation.

#### **5. Arithmetic Accuracy of the ITT**

It is the responsibility of the supplier to check that all cost areas have been identified and are accurate.

If arithmetic mistakes are found after the contract has been awarded they will not be taken into account. The fees agreed at the time of contract will prevail. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the contract) 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. The contractor who submits a tender will be held to have by his/her own independent observations and enquiries fully informed and satisfied himself as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour, materials, plant and insurance and all other expenses.

Period of Acceptance of the ITT:

The potential supplier is required to hold their ITT open for acceptance for a period of up to six months from the closing date.

#### **6. Final Submission**

The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the ITT.

Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

**Appendix 1 – SCHEDULE OF EVENTS FOR 2025 AND REQUIRED ROAD CLOSURES**



<b>Ripon City Events 2025 and Required Closures</b>				
<b>Date</b>	<b>Timings</b>	<b>Event</b>	<b>Road Closure Plan Ref</b>	<b>Stewarding Requirements</b>
8 <sup>th</sup> May 2025	16:00 – 23:00	VE Day, potentially small-scale event at the Market Place	Plan No 2	4 no. Stewards plus the Chapter 8 staff
tbc	09:00 – 14:00	Freedom Parade/Mayor’s Installation	Plan No 1	
23 <sup>rd</sup> August 2025	10:00 – 01:00	Bank Holiday Event, Entertainment at the Market Place during the day. Potentially Stage truck – concert at the evening	Plan No 2	4 no. Stewards plus the Chapter 8 staff
9 <sup>th</sup> November 2025	09:00 – 14:00	Remembrance Day Parade and Church Service	Plan No 3	
15 <sup>th</sup> November 2025	10:00 – 21:00	Xmas Lights Swich On Event Entertainment at the Market Place during the day. Stage truck – concert	Plan No 2	07:00 – 13:00– two stewards to monitor the car park closure; 11:00 – Event Manager plus Chapter 8 certified person (s); 12:30 – Five person stewarding team including at least one Chapter 8 certified.
31 <sup>st</sup> December 2025	16:00 – 02:00	New Years Eve Community Event Stage truck – concert	Plan No 2	6 no. members of staff to steward the event with one acting as Event Safety Manager and one chapter 8 qualified person

## Appendix 2 – ROAD CLOSURES PLANS FOR 2025 EVENTS



### Plan 1 – Old Parade Route

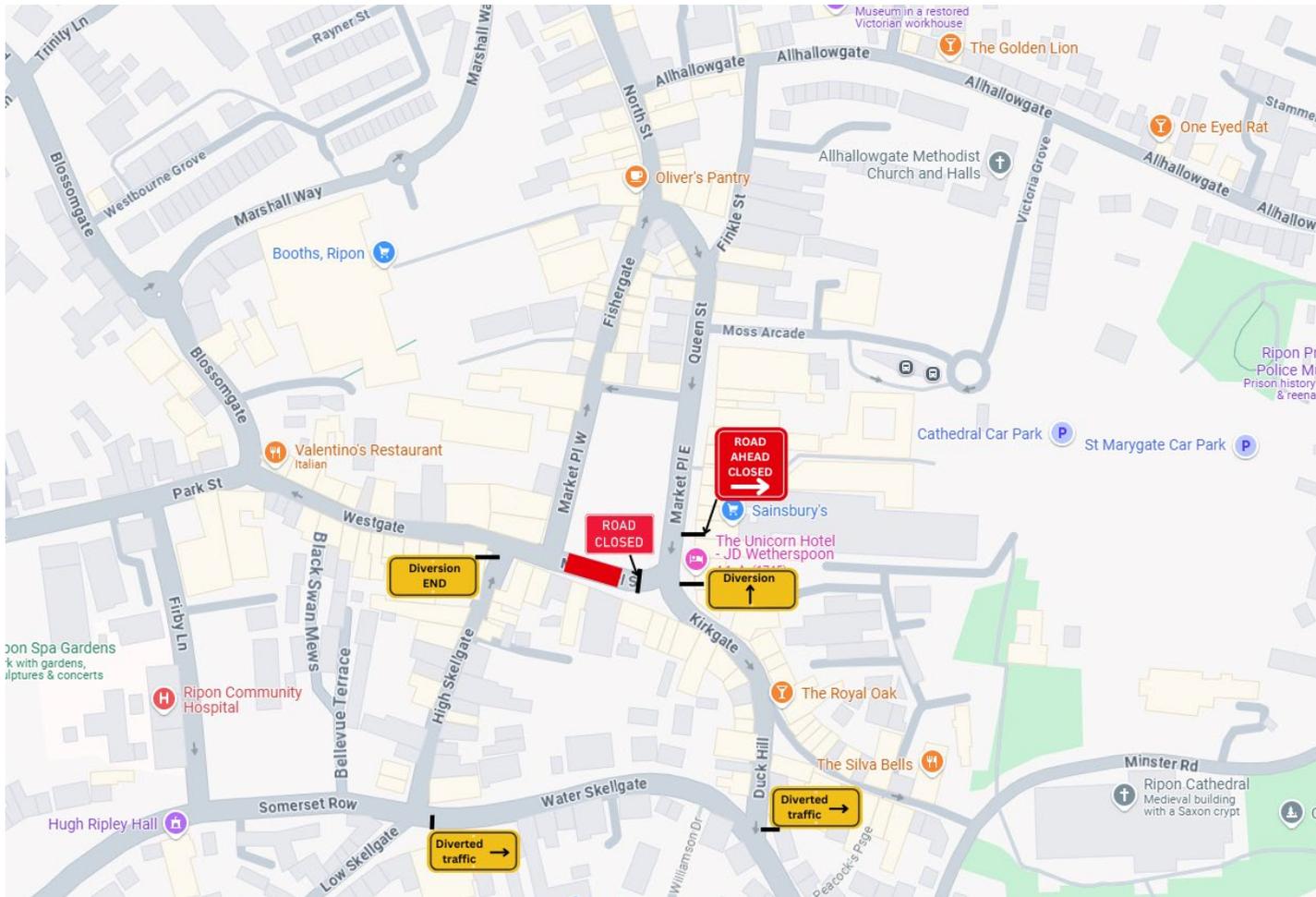
The road closure comprises of two phases.

Phase One requires the closure of the parade route which includes Park Street, Westgate, Market Place South, Kirkgate, Minster Road and Bedern Bank and associated streets including (Firby Lane, High Skellgate, Moss Arcade, Market Place East and Market Place West) from 09:00 until approximately 11:15.

Then the road closure can be shrunk. This requires an adjustment to the road closure to ensure that traffic can only turn left at the end of High Skellgate ensuring that Market Place West remains closed. Once this has been done the closure of Park Street, Westgate and associated streets (Firby Lane, etc.) can be lifted. The Phase Two requires closure of Minster Road / Bedern Bank, Kirkgate, Market Place East, Moss Arcade and associated streets (Market Place South and Market Place West) until 14:00.



# Plan 2 – Market Place South



## Plan 3 – Park St / Westgate / Market Place South / Duck Hill / Kirkgate / Minster Rd



The closure takes place in two phases:

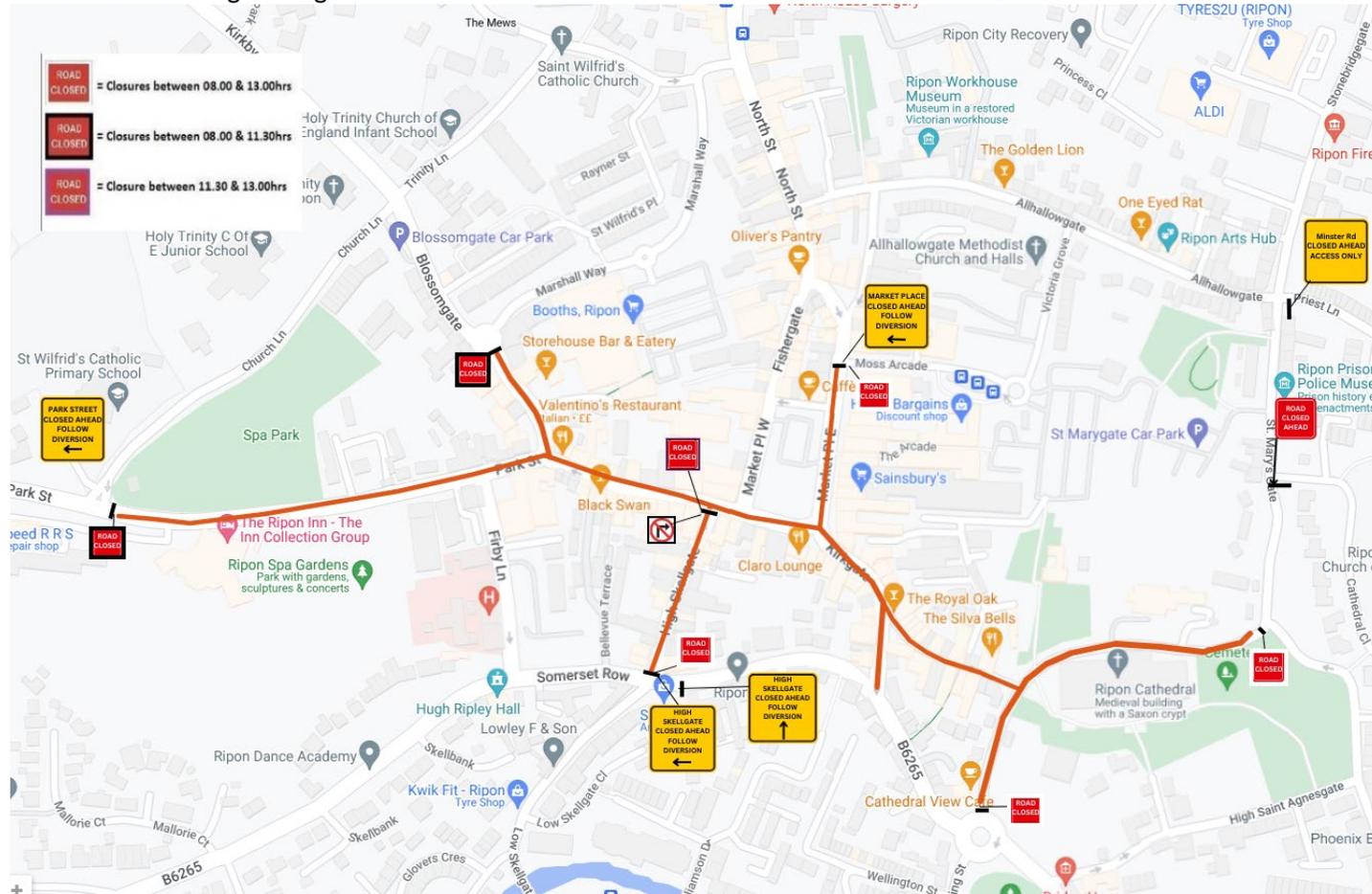
Phase 1 (08:00 - 11:30 approx)

Park Street, Blossomgate, Westgate, High Skellgate, Market Place South, Market Place West, Market Place East, Moss's Arcade (westbound only), Kirkgate, Duck Hill, Bedern Bank, Minster Road and adjoining streets.

Phase 2 (11:30 - 13:00 approx)

Market Place South, Market Place West, Market Place East, Moss's Arcade (westbound only), Kirkgate, Duck Hill, Bedern Bank, Minster Road and adjoining streets.

There is no need to maintain road closures to the west of the city centre and therefore adjustments can be made to prevent traffic turning right towards Market Place West from High Skellgate and this then allows a number of the closures to be lifted.



### Appendix 3 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING



In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive Tenders from all those tendering.

I/WE CERTIFY THAT:

1 The Tender submitted herewith is a bona fide Tender, intended to be competitive.

2 I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the Tender, any of the following acts:

(a) communicating with a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted; and

(c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

Name:

Position:

Date:

In this declaration: 1 'person' indicates any person, body, or association corporate or incorporate. 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.