**Invitation to Tender and Brief for Supply of Traffic Signs**

1. **Summary**

Highway/parking sign manufacture is a technical and specialist function. A Supplier is sought for manufacture, supply, delivery and installation of new highway/parking and general information signs. This will be a one-off procurement to implement changes to parking fees and charges for implementation on 1 April 2021.

1. **Requirements**

Compliance with the legal and statutory requirements defined in The Traffic Signs Regulations and General Directions 2016 is mandatory, including:

* + 1. Certification to The National Highways Sector Scheme 9A for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs
    2. British Standard BS EN 12899-1:2007 - Fixed, Vertical Road Traffic Signs
    3. The Traffic Signs Regulations and General Directions 2002 No. 3113
    4. The Traffic Signs (Amendment) General Directions 2003 No. 393
    5. The Traffic Signs (Amendment) General Directions 2004 No. 1275
    6. The Traffic Signs (Amendment) Regulations and General Directions 2005 No. 1670
    7. The Traffic Signs (Amendment) Regulations 2006 No.2083
    8. Traffic Signs Manual Chapter 4 (2004)
    9. Traffic Signs Manual Chapter 7 (2003)
    10. National Highways Sector Schemes for Quality Management in Highway Works 9A (National Highway Sector Scheme for the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs)
    11. British Standard BS 8408:2005 Road Traffic Signs – Testing and Performance of Microprismatic Retroreflective Sheeting Materials – Specification
  + The supplier must be able to supply highway signs at the costs, quality, quantity and specification the procurement requires.
  + The supplier must be able to supply general signage, which include information sign at entry point and inside various car parks as well as supplementary tariff information signs on roadside with pay and display facilities.
  + Reverse side of signs will be in black colour, as part of requirement for conservation area in the borough.
  + The supplier will be required to visit, remove old signs and replace with new signs at 39 car parks and 43 streets (on-street pay and display parking) where signs will have to be changed and old ones removed.
  + Removal of old signs in situ at the locations where signs are to be replaced, with option to dispose on behalf of the local authority or to be deposited at a specified depot within Southend Council.
  + The range of signage sizes is from up to 900mm² to 4.50m² and over. The supplier will be required to provide technical advice on appropriate construction materials and installation options with regard to sign size and location.
  + The supplier will confirm that they can supply and install signage materials and printing services that meet (or exceed) the following specification:
    1. 3mm Dibond aluminium composite sheet (if not Dibond then appropriate certification to be supplied to confirm equivalent or higher technical and environmental standards of alternative), 2.5mm powder coated aluminium, 5mm clear acrylic (Perspex or equivalent), 4mm plastic (corrugated or fluted), 5mm matt PVC (foam), vinyl (adhesive), magnetic gloss white vehicle grade material. Radius corners of 20mm, 30mm or 40mm on all signs where applicable.
    2. Full colour, directly onto composite material (not Vinyl coated) using UV stabilised inks. (artwork to be provided by the council for non-TSRGD signs).
    3. Signs up to 3000mm x 1500mm in multiple sections (as appropriate) using the above printing process.
  + The supplier will commit to and provide the following documentation prior to commencing the work:
    1. Risk assessment statements.
    2. Method statements.
    3. Correct PPE.
    4. Relevant health and safety practices for the installation environments
    5. When working on and excavating in public highways ensure the relevant requirements of the New Roads and Streetworks Act (NRSWA) 1991.
  + The supplier will confirm ability to use any of the following mounting types (dependent on location where sign will be erected):
    1. Hanging
    2. Self-supporting (easel)
    3. Double sided tape/velcro
    4. Framing and staking
    5. Gluing/Adhesive
    6. Riveted or bolted
    7. Wired to fencing
    8. Magnetic
    9. Pre-drilled holes
  + The supplier will confirm (or provide an equivalent alternative to) the following criteria will be met for the installation of posts/signs:
    1. Soft Ground - excavate hole, insert post and back fill with 25-30kg of post mix, re-instate surface with soil.
    2. Concrete - excavate hole, insert post and back fill with 25-30kg of post mix, re-instate to smooth surface.
    3. Tarmac - excavate hole, insert post and back fill with 25-30kg of post mix, re-instate surface with cold tarmac.
    4. Brick Paving – remove paving, excavate hole, insert post and back fill with 25-30kg of post mix, re-instate surface by cutting paving to size.
    5. Hole sizes for 3m 76mm diameter post is 600mm x 300mm x 300mm.
    6. Hole sizes for 4m 76mm diameter post is 600mm x 300mm x 300mm.
  + The supplier will confirm (or provide an equivalent alternative to) the following specification will be met:

1. 1 post required for signs up to 800mm wide.
2. 2 posts required for signs up to 1800mm wide.
3. 3 posts required for signs up to 2500mm wide.
4. **Parking Signs Required**

| Restriction Type | Ref | Estimated Quantities |
| --- | --- | --- |
| Payment Parking – size in line with TSRGD  (different location codes) | TSRGD Sign 661.2A | 120 |
| Parking tariff plate (on-street)  (different location codes)  - 13mm x 70mm | N/A | 150 |
| Parking tariff plate (car parks)  (different location codes)  - 200mm x 500mm | N/A | 160 |
| Car Park tariff board (middle panel) – 300mm x 1200mm | N/A | 50 |
| Universal Sign Clips for Post | N/A | 100 |

1. **Timeline**

All sign removal and installation are to be done in 3 days window from 29 - 31 March 2021, unless otherwise instructed. The installed signs will have to be covered as the tariff are not effective until 1 April 2021 and then uncovered to be ready on 1st April 2021. However, preparatory ground works required at 5 new sites can be done ahead of these dates.

1. **CONTRACT MANAGEMENT**

The successful bidder must designate a senior manager as the Contract Manager to oversee the running of this Contract. They will undertake a minimum of weekly update meetings to start with but could be scaled back as agreed.

The successful bidder is required to proactively partake in weekly review meetings / conference calls with the Council. The purpose of these reviews meetings / conference calls is to ensure compliance to the contract and to discuss any issues regarding this one-off contract.

Responsibilities of the successful bidder’s Contract Manager will include but will not be limited to:

* Ensuring that all work is carried out in accordance with the requirements of the Contract
* Discuss financial aspects relating to the Contract
* The successful bidder must at all times consult fully with the Council and keep the Council fully informed of all issues immediately in writing which could have a negative effect on the running of the contract. In addition, as and when requested by the Council, the successful bidder shall liaise with and provide all such information as the Council may reasonably require and which is in the successful bidder’s possession and control.

The Point of Contact for the Council is Adetayo Kehinde, Parking project manager [adetayokehinde@southend.gov.uk](mailto:adetayokehinde@southend.gov.uk).

The successful bidder will ensure that it resolves all queries raised by the Council’s Contract Manager within 48 hours.

The relationship between the successful bidder and the Council must be established as a working partnership with close liaison and discussion being a regular feature of this one-off contract.

1. **Enquiries and Quotation Submissions**

Bidders should note that all clarification questions must be made in writing (including email). The Council at their discretion reserves the right to circulate any response to all providers. All clarification questions must be clearly marked CLARIFICATION with the question and Provider details clearly set out. Any clarification questions from the Provider to the Council should be sent to [aleksandrahaker@southend.gov.uk](mailto:aleksandrahaker@southend.gov.uk)

The quotation return date is **14hrs on Wednesday 24th February 2021.** Quotations should besubmitted by email to [aleksandrahaker@southend.gov.uk](mailto:aleksandrahaker@southend.gov.uk) (you are recommended to request confirmation of receipt) Please use the title **‘Supply of traffic signs’** when submitting your response.

1. **Evaluation of Quotations**

All quotations will be subjected to a thorough evaluation. The Council will examine quotations for completeness and may seek clarification where necessary. A quotation determined to be incomplete or not substantially fulfilling the conditions in this document will be rejected.

* Technical (Quality) evaluations will be conducted, based on the information submitted in Section A. in writing, as part of this quotation submission.
* Commercial (Price) evaluations will be conducted, based on the information submitted in Section B, in writing, as part of this quotation submission.

1. **AWARD CRITERIA**

The Council does not bind itself to accept the lowest priced quotation, or any quotation for this service. The Council will have no obligation to Providers arising from this quotation unless and until it enters into a formal contract with the successful Provider for the provision of the goods and/or services that are subject to this Quotation document. Any contract awarded will be to the Provider whose proposal is determined to be the most economically advantageous.

**70% PRICE ALLOCATION:** To be detailed within this written quotation submission, by the Provider.It is the requirement of the Council to maximise the budget available for this project. The Quotation is accepted on a “Fixed Price” basis and the Provider will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Quotation shall be the maximum payable by the Council for the duration of the contract.

Pricing Evaluation (70%) – Using the Prices submitted by Providers a percentage will be allocated to the total overall cost as follows (highlighted in yellow on the ‘Schedule of Rates’):

* Score = (Lowest Price Quotation / Your Price) \* 70%
* The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bid A | Bid B | Bid C | Bid D |
| Total Price | £250 | £500 | £300 | £250 |
| Points Score | 70% | 35% | 58.33% | 70% |

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

* Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 40. The applied methodology gives a calculation as follows: (£250 / £250) x 70% = 70.00%
* Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 20%. The applied methodology arrives at this score through a calculation as follows: (£250 / £500) x 70% = 35%.

**30% QUALITY ALLOCATION:** To be detailed within this written quotation submission, by the Provider, in Section A (Technical Questionnaire).

Evaluation of Responses will be carried out on an individual question basis. Grade labels and definitions are as follows:

|  |  |  |
| --- | --- | --- |
| **SCORING MATRIX** | | **SCORE** |
| **Unacceptable / not answered** | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation’s capability to deliver the contract successfully. | 0 |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 1 |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 2 |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation’s ability. | 3 |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organisation’s ability. | 4 |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies. | 5 |

**PROSPECTIVE PROVIDER RESPONSE FORM**

|  |  |  |
| --- | --- | --- |
| **A1** | **ORGANISATION DETAILS** | |
|  | Please state the full name of the organisation submitting this Tender: | |
|  | |
|  | Please state the registered office address: | |
| Address: | |
| Postcode: | |
|  | Please state the company registration number: | |
|  | |
|  | Please state the VAT registration number: | |
|  | |
|  | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of the Customer? | YES / NO |
| If yes, please provide details: | |
|  | **CONTACT DETAILS (for communications, correspondence and enquiries relating to this Tender submission)** | |
|  | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
|  | Please state the contact’s organisational address: | |
| Address:  Postcode: | |
|  | Please state the contact’s telephone number: | |
|  | |
|  | Please state the contact’s email address: | |
|  | |

**COMPLIANCE WITH SPECIFICATION**

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore if a Tenderer cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| I confirm I/we comply with all elements of the requirement and specification as outlined in this Invitation to Tender and Brief for Supply of Traffic Signs. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
|  | |

**TECHNICAL QUESTIONNAIRE**

Please note that page limits are on the basis of font Arial 11 and also include charts, diagrams, tables etc. Additional appendices are not permitted.

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| --- |
| 1. **Delivery arrangements**   Please describe your arrangements for deliveries to ensure all products are delivered and installed by the required date of 1st of April 2021. Please detail the process for ensuring how accurate delivery quantities are recorded and include information on staff resources, facilities, equipment and transport that are available to your organisation to achieve or exceed delivery within terms.  The Page Limit in response to Question 1 is 3 Pages A4 (inclusive of visuals).  (Weighting = 15%) |
|  |

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| --- |
| 1. **Quality Assurance**   Please provide details of the quality assurance procedures and processes operated by your Organisation to ensure products are manufactured, delivered and received by customers in excellent condition, and in compliance with the relevant standards, regulations and Framework Agreement specification.  The Page Limit in response to Question 1 is 3 Pages A4 (inclusive of visuals).  (Weighting = 15%) |
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**PROSPECTIVE PROVIDER RESPONSE FORM**

**B – COMMERCIAL QUESTIONNAIRE**

|  |
| --- |
| Please provide a quote for the full cost of delivering this project- please provide a breakdown of the full costs as specified on attached spreadsheet, as exclusive of VAT (if applicable).  (Weighting = 70%) |
|  |