

London Borough of Lambeth

Invitation to Tender for:

**Manufacture, Supply and Installation
of Exterior Signage for
West Norwood Cemetery**

December 2024



WEST NORWOOD CEMETERY
Norwood Road, West Norwood, London SE27 9JU

Invitation to tender for:
The manufacture, supply and installation of
Exterior Signage, Wayfinding, Notice Boards and Interpretation Plinths

1. PROJECT OVERVIEW

We are pleased to invite you to tender for the supply of the Exterior Signage at West Norwood Cemetery. The work is part of a National Lottery Heritage Fund project, which will be completed by May 2025.

The cemetery at West Norwood is one of the “Magnificent Seven” cemeteries which were established in the suburbs of London to respond to demands of a rapidly growing city. Today the cemetery is a heritage landscape of national significance as indicated by its listing as Grade II*. ‘West Norwood Cemetery: A New Beginning’ is a project supported by the National Lottery Heritage Fund that seeks to conserve the cemetery’s magnificent landscape and built structures, as well as offer new experiences and facilities to increase community use.

Project team:

London Borough of Lambeth: Kim Hart, Activities & Community Officer
West Norwood Cemetery
Lucy Zaman, Event Services Manager
Preeti Chatwal-Kauffman, Head of Capital Programmes

3D Exhibition and Graphic Design: Philip Simpson Design

2. SIGNAGE REQUIREMENTS

The exterior signage contractor will be appointed by the London Borough of Lambeth and will be required to work closely with the Designers and the [Activities and Community Officer](#) to ensure a smooth manufacture, supply and installation of the required signage package.

The visitor signage wayfinding and interpretation plinths have already been defined. We are looking for a signage manufacturer to match existing signage and deliver the following key tasks:

- 1) Create a coherent and matching signage scheme for West Norwood Cemetery
- 2) Advise on ongoing maintenance and provide signage with a 10year guarantee
- 3) Attend meetings with the client and the designer to ascertain exact signage positions within the cemetery and survey any existing signage to match.
- 4) Supply to the LB Lambeth Project Manager Risk Assessment and Method Statements (RAMS) and Operating and Maintenance (O&M) manuals
- 5) Co-ordinate with Designer on the interpretation plinths graphics

6) Manufacture, supply and install all signage according to the timetable outlined in this document.

3. COST SCHEDULE

At this tender stage we would like tenderers to submit their bid as per the attached signage schedule.

Please allow for the following:

A - All preliminaries required in connection with the site installation

B - All co-ordination with the client team and designers

C - Survey site and provide a risk assessment, method statements and CAT scanning

D – Provision of all RAMs and a programme of the works to the client team

E - On-site installation, training handover, manual creation.

F - Include time for meetings, delivery and installation costs, travel and expenses.

4. SIGNAGE REQUIRED

To be read in conjunction with the attached documents:

- West Norwood Cemetery Signage Design
- West Norwood Cemetery Signage Costing Schedule

Ref	No	Item
N 1 - 4	4no	Railing notice boards
N 5 - 8	4no	Wall notice boards for High Street, Robson and Hubbard entrances
E 1 - 3	3no	Information boards for Forecourt, Robson and Hubbard entrances
F1	1no	Fixing existing Friends notice board to Lodge wall
C1	1no	Crematorium sign
LN 1 - 2	2no	Wall notice boards for Lodge
LN 3	2no	Leaflet holders
FP 1 - 8	8no	Finger pointers
P 1 - 10	10no	Interpretation plinths
OM 1 - 2	2no	Orientation map plinths

5. PROJECT TIMETABLE

These are indicative dates only; it may be possible to commence installation at an earlier date.

No	Event	Date
1	Site meeting and survey	Late January 2025
2	Off-site manufacture start	Early February 2025
3	On-site installation	End of April 2025

6. INSTRUCTIONS ON TENDERING

6.1 Procurement Timetable

No	Event	Date
1	Issue of ITT	Monday 23 December 2024
2	Final date for Clarification Questions / Requests for additional information	12noon, Wednesday 15 January 2025
3	Deadline for return of tenders	12noon, Monday 20 January 2025
Post Submission		
4	Desktop evaluation of tenders	20-23 January 2025
5	Award notice issue	Friday 24 January 2025

6.2 Format of submissions

Please email your tender response by 12noon, Monday 20 January 2025 to Kim Hart, Activities and Community Officer, West Norwood Cemetery
khart@lambeth.gov.uk

Your response should consist of the following:

- Completed West Norwood Cemetery Signage Costing Schedule
- Three examples of similar projects
- Confirmation you can start the on-site installation as described together with an outline installation programme.

6.3 Evaluation of Proposals:

- Tenders submitted for this proposal will be assessed based on overall price (40%) and quality (60%)
- LB Lambeth reserves the right to request a formal follow up interview with applicants as part of the selection process.

6.4 Further information

If you would like to discuss the project, need clarification on any issues, or wish to arrange a site visit, please contact:

Kim Hart, Activities & Community Officer, West Norwood Cemetery
khart@lambeth.org.uk