

## ***Invitation to Tender for the provision of Welcome to Ripon signs on the main entrance routes into the City of Ripon.***

We are pleased to invite you to tender for the provision of like for like signage for the Welcome to Ripon signs on the main access routes into Ripon City.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by **Friday 19<sup>th</sup> January 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 design and installation plan;
- Signed Pricing Schedule/detailed cost template for the contract;
- Signed Certificate of canvassing and non- collusive tendering (see appendix 1);
- Detailed organisation information including references for 3 similar works, contact details and insurance provision.

We strongly recommend visiting the existing signs prior to submitting your tender response.

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 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

## Tender Specification Welcome to Ripon Signs 2024

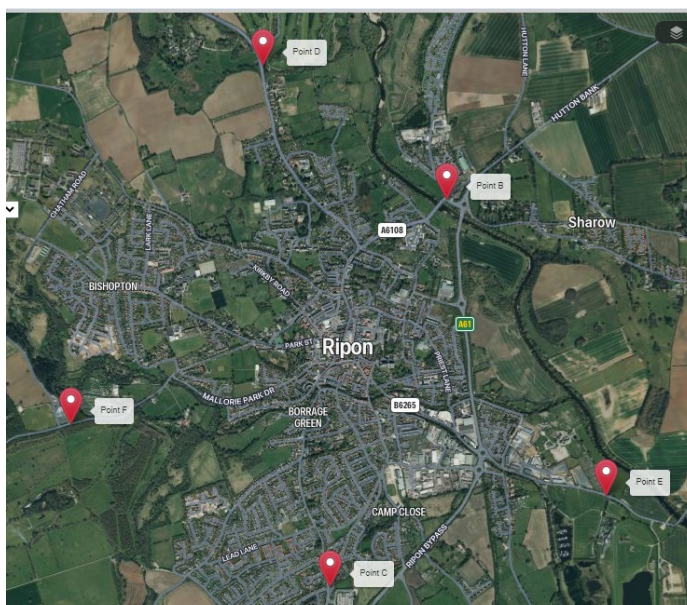
### 1. Background






Ripon City Council wish to replace dilapidated Welcome to Ripon signs on a like for like basis. The style should be in fitting with the city's historical past as shown in the current signage below.



The Council have written to North Yorkshire Highways to object to the proposal of replacement metal signs as they do not reflect the ancient charm of the city. The Council is seeking to obtain costs for replacement signs that are sympathetic to the city's heritage.

There are five signs in total. All of which are in need of replacement. Their locations can be seen below.



Location	Grid reference	Picture
North Bridge	SE317721	
Palace Road	SE306729	
Boroughbridge Road	SE327703	
Harrogate Road	SE311697	
Studley Road	SE295707	



## **2. Our requirements**

We are looking for a contractor who can make five quality replacement signs. We would like these to be sympathetic to the charm of the city and made to a high standard.

The main material should be as existing and we would expect to see a high level of craftsmanship within the signs made. The design should be as close to the original as possible with reference to the shape, style, colouring and text shown.

Consideration should be given to the installation of the signs and installation costs should be identified separately. Note that the inability to install the signs will not preclude you from this tender process.

## **3. 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](mailto:paula.benson@riponcity.gov.uk).

1. Signed Tender Response detailing your proposed design including materials and manufacturing methods;
2. Signed Pricing Schedule/detailed cost template for the contract;
3. Signed Certificate of canvassing and non-collusive tendering (see appendix 1);
4. Detailed organisation information including references for 3 similar works, contact details and insurance provision.

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

## **4. 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.



## 5. 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 - 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.