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| Request For Quotation |
| Services Traffic Management |
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**Swindon Borough Council**

**Request for Quotation (RFQ)**

**For the provision of Services**

This Request for Quotation (“RFQ”) has been issued by the Authority in connection with a competitive procurement conducted under the Public Contracts Regulations 2015 (“the Regulations”).

**INSTRUCTIONS TO CONTRACTORS**

1. Contractors must complete all the areas shaded in yellow to ensure their bid is presented in a compliant format.
2. Contractors must achieve a “pass” for all sections where a Pass/Fail Question is available to be considered further.
3. Please adhere to any maximum word count requirements in your response, failure to do so will mean all text submitted over the maximum will be disregarded in the evaluation process.
4. Please ensure that you complete the questionnaire fully, as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don’t know the answer please write N/K.
5. Please ensure a hard copy of the fully completed and signed document is returned with the Form of Quotation, Certificate of Bone Fide Quotation, Freedom of Information Act exemption and any other documents referred to in this request for quotation form to the address specified in section 1.
6. The Contractor should seek to clarify any points of doubt or difficulty before submitting a quotation, for this purpose contact can be made, in writing, to the named authorised officer only as detailed in section 1.6 below.
7. Clarifications should be sought in accordance with the timescales detailed in 1.9 below, all clarification response statements will be made available to all Contractors.
8. Swindon Borough Council shall incur no obligation or liability whatsoever to anyone by issuing the request or action by any party relative hereto.
9. Any costs incurred by the quotationer in responding to this request or in support of activities associated with the response to this request are to be borne by the Contractor and are not reimbursed by Swindon Borough Council.
10. The higher the value and complexity of the procurement, the higher the level of verification is likely to be required. Supporting documents will only need to be provided if the supplier becomes the Preferred Bidder (for example certificates, statements with this questionnaire.)You may also be asked to clarify your answers or provide more details about certain issues.

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| **SECTION 1 – RFQ INFORMATION** |
| **CONTACT DETAILS** |
| 1.1 | RFQ Title | Provision of Highways Traffic Management |
| 1.2 | Department | Street Lighting |
| 1.3 | Originator telephone number | 01793 464575 |
| 1.4 | RFQ clarifications email address | jtownley@swindon.gov.uk |
| 1.5 | RFQ response address | Swindon Borough CouncilWaterside ParkDarby CloseSwindonSN1 2JH |
| 1.6 | Swindon Borough Council Authorised Officer | Jayne Townley |
| 1.7 | Estimated total value (£) | £0 - £45,000 |
| **TIMESCALES & PAYMENT TERMS** |
| 1.8 | Date RFQ advertised | 01/11/2016 |
| 1.9 | Date/time RFQ **clarifications/questions** should be received by email to the Swindon Borough Council Authorised Officer as identified in 1.6 above | Time: 12.00Date : 18/11/2016  |
| 1.10 | Date/time completed **RFQ response** to be received by **post** to the Swindon Borough Council Authorised Officer as identified in 1.6 above | Time: 12.00 Noon Date : 05/12/2016 |
| 1.11 | RFQ Validity Period (calendar days) | 90 days |
| 1.12 | Estimated Contract Award Date | 01/12/2016 |
| 1.13 | Contract Duration | 2 years with an optional 12 month extension subject to supplier performance |
| 1.14 | Payment Terms | TBC  |
| 1.15 | Payment Days | The Council’s standard payment terms are 30 days from the receipt of a valid invoice.  |

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| **SECTION 2 - SCOPE OF GOODS & SERVICES** |
| **DESCRIPTION OF THE GOODS & SERVICES** |
| 1. **Introduction**
	1. Swindon Borough Council **(The Authority)** is seeking to appoint a provider under a Non-Committal Agreement for Provision of Traffic Management including installation, maintenance and removal of all signing & guarding on various Highway and Street Lighting Schemes within the Borough.
	2. Traffic Management will apply predominately to local roads in the borough of Swindon
2. **The Scope of Works**
	1. The works include but are not restricted to:
	* Temporary Traffic Signals (2-way and Multi Way)
	* Specialist Traffic Light System
	* Lane Closures
	* Road Closures and Diversions
	* Advance Warning signs for Highway Schemes
	* No Parking Signing and Coning in advance and during Highway Schemes
	* Pedestrian Management (for Footway Works)
	* Speed Restrictions for TTRO works
	* Out of hours Maintenance Checks on Static Sites
	* Stop and Go
	* CAD Drawings
	* Site Surveys
	1. All works in accordance with:-
	* Chapter 8 Traffic Signs Manual Parts 1 and 2 (Yellow Books)
	* Safety at Street Works and Road Works A Code of Practice (Red Book)
	* Traffic Signs Regulations and General Directions 2002
	* An Introduction to the use of Portable Vehicle Signals (Pink Book)
3. **Contract**
	1. The contract start date will be 20th December 2016 (or soon after) and will be let for 2 years with the potential of a 12 month extension subject to supplier performance.
	2. This is a Non-Committal contract, therefore the Council will not guarantee any amount of work arising from the award of this contract.
4. **Competition Process**
	1. The competition will be awarded based on the most economically advantageous tender. The Supplier with the highest scores based on Cost/Quality ratio will be the preferred bidder.
	2. The evaluation will take place in 2 stages. Stage 1 will consist of mandatory Pass/Fail questions. See sections 4 to 6.
	3. Suppliers who pass all sections 4 to 6, will move to Stage 2, to have their bid evaluated against the Award Criteria, section 7 and 8.
	4. Suppliers are to complete this Request for Quotation, and return to the address below, no later than 12.00hrs on 5th December 2016.

Swindon Borough CouncilF.A.O Jayne TownleyTender Project ManagerWaterside ParkDarby CloseSwindonSN2 2PN |
| **CONTRACTOR RESPONSE (PASS/FAIL QUESTION)** |
| Please answer “Yes” to state you **comply** with the information provided in Section 2 Scope of Services above to be considered further. |

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| **SECTION 3 – ORGANISATION DETAILS** |
| 3.1 | Full Name of Organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |   |
| 3.2 | Registered Office address |  |
| 3.3 | Postcode |  |
| 3.4 | Company or charity registration number |   |
| 3.5 | VAT registration number |   |
| **Parent Company Details (if applicable)** |
| 3.6 | Name of immediate parent company |  |
| 3.7 | Name of ultimate parent company |  |
| 3.8 | Address of Parent Company |  |
|  |
|  |
| 3.9 | Postcode |  |
| 3.10 | Parent Company Registration Number |  |
| 3.11 | Date of Incorporation, Formation of Partnership or Commencement of Holding Company |  |
| **Type of Organisation (please select)** |
| 3.12  | Please select the type of organisation that you are from the options below |
| i) a public limited company |  |
| ii) a limited company |  |
| iii) a limited liability partnership |  |
| iv) other partnership |  |
| v) sole trader |  |
| vi) other (please specify) |  |
| **Contact Details** |
| 3.13 | Name  |  |
| 3.14 | Position |  |
| 3.15 | Address (if different from main address) |  |
|  |
|  |
| 3.16 | Postcode |  |
| 3.17 | Country |  |
| 3.18 | Telephone Number |  | 3.19 Mobile |  |
| 3.20 | E-mail Address |  |

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| **SECTION 4 – SUITABILITY ASSESSMENT QUESTIONS (PASS/FAIL)** |
|  4.1 | The Contractor confirms their latest annual turnover is over £30,000.00If your company is less than 12 months old please confirm your extracted accounts from your Parent Company meet the minimum Turnover threshold.If you are the preferred bidder following evaluation you will have to provide suitable financial supporting evidence. |   |
|  4.2 | The Contractor confirms their Net Worth is a positive value  |   |
|  4.3 | The Contractor confirms that none of their Directors or relatives has been or is presently a Member of the Authority or an employee of the Authority. |   |
|  4.4 | The Contractor confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years. |   |
|  4.5 | The Contractor confirms that they are willing to have the following levels of insurance cover if awarded the Contract: Employer Insurance £5,000,000, Public Liability £5,000,000, Professional Indemnity £2,000,000. If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates.  |   |
|  4.6 | The Contractor confirms their Organisation complies with UK Health and Safety legislation. If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy. |   |
|  4.7 | If the Contractor confirms that they have been prosecuted for Health and Safety offences in the last 3 years, they must confirm they have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence.  |  |
|  4.8 | The Contractor confirms their Organisation and any of their subcontractors comply with the Equality Act 2010 and work within any requirements of Swindon Borough Council’s Equality duties.  |   |
|  4.9 | The Contractor confirms that none of their Directors or Organisation been prosecuted under the Bribery Act 2010. |   |
|  4.10 | The Contractor confirms that if they are the preferred bidder following evaluation they may have to provide a copy of 2 relevant references if Requested by the Authority. |   |
|  4.11 | The Contractor confirms that if using subcontractors they will abide by the Payment Terms of the Contract. |   |
| **If selected as the preferred Bidder, the Contractor must be able to provide all evidence relating to this criteria within 5 working days of being notified to this effect.** |

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| **SECTION 5 – FINANCIAL INFORMATION** |
| Please indicate which **one** of the following you would be willing to provide:**(please indicate which one by ticking the relevant box)** |
| **5.1** | A copy of your audited accounts for the most recent two years. |  |
| A statement of your turnover, profit & loss account and cash flow for the most recent year of trading. |  |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| Alternative means of demonstrating financial status if trading for less than a year. |  |

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| **SECTION 6 – PREVIOUS EXPERIENCE** |
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| The Contractor shall include details of previous experience of at least one contract relevant to this particular activity, which is still running or has been completed within the last three years. The Contractor shall include the following information:* Company Name worked for
* Description of the work carried out
* Approximate annual contract value (£)
* Contract start and end date
 |
| **CONTRACTOR RESPONSE** | Example One |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out (word count 200 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

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| **SECTION 7 - QUALITY** |
| This section includes any questions relating to the quality of the solution offered |
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| *7.1* | Supplier to provide a description of their operational capacity.This should include details of all vehicle / plant and equipment that the company owns / leases(Max 1 A4 page) |
| **CONTRACTOR RESPONSE** |
|  |
| 7.2 | Please provide details of your membership to the Traffic Management Contractors Association.If your organisation is not a member then please detail if you intend to or what stage you are working towards(Max 1 A4 page) |
| **CONTRACTOR RESPONSE** |
|  |
| 7.3 | Please state the no. of workers and indirect workers who currently hold a valid Sector Scheme 12A/B/C/D Card. **(Please note you will be asked for evidence of Sector Scheme Accreditation Cards prior to commencing any works)**(Max 1 A4 page) |
| **CONTRACTOR RESPONSE** |
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| **SECTION 8 - PRICE**  |
| The Contractor shall confirm the price (exclusive of VAT) to complete the services in the attached Pricing Schedule. Appendix D |
| **CONTRACTOR RESPONSE (PASS/FAIL QUESTION)** |
| Please confirm you have completed all items in the attached pricing schedule (Appendix D) | PASS/FAIL |

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| **SECTION 9 – LEGAL COMPLIANCE** |
| The following documents will form any subsequent binding agreement  |
| **TERMS AND CONDITIONS** |
| 9.1 | Contract terms and conditions (APPENDIX G) with the following amendments |
| **1.1 Agreement*** RFQ
* Pricing Schedule Appendix D
* Clarifications
* Supplier Response
* Form of Quotation Document Appendix A
* Certificate of Bona Fide Quotation Appendix B
* Freedom of Information Act Exemption Form Appendix C
 |
| **1.1 Commencement date:**19th December 2016 (or soon afterwards) |
| * 1. **Expiry date:** 19th December 2018
 |
| **6.3 Authority address:**Leigh Pook, Street Lighting Supervisor, Swindon Borough Council, Waterside Park, Darby Close, Swindon, SN2 2PN |
| **7.3 Review Meetings**: Quarterly Review Meetings |
| **DECLARATIONS** |
| 9.2 | Form of quotation document | Appendix A |
| 9.3 | Certificate of bona fide quotation  | Appendix B |
| 9.4 | Freedom of Information Act Exemption Form | Appendix C |
| **CONTRACTOR RESPONSE (PASS/FAIL QUESTION)** |
| Please indicate acceptance of binding documents and amendments within Section 9 Legal Compliance documents set out above | Yes/No |

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| **SECTION 10 – EVALUATION MODEL** |
| a) Questionnaire ‘pass/fail’ sections - A Tenderer must achieve a pass for **all** of the parts set out in 10.1 b) Questionnaire Scoring Criteria – For Tenderers who achieve in ‘pass’ as set out above will have their responses assessed against the weighted criteria set out in 10.2. |
| **10.1 PASS/FAIL SELECTION CRITERIA** |
| **Questionnaire Reference** | **Mandatory Requirements to pass** |
| General  | Questionnaire response in the correct format |
| General  | Questionnaire response received on time |
| General  | All Sections fully completed  |
| Section 1 – Estimated Total Value | Fully Completed Pricing Schedule of Rates and Evaluation Schedule Appendix D |
| Section 2 – Scope | The bidder will confirm compliance to the scope |
| Section 4 – Financial Profile | Self-certifying ‘Yes’ you meet the minimum level of economic and financial standing and/or a minimum financial threshold as set out below:Turnover £30,000.00Net Worth must be a positive value |
| Section 4 – Insurance Levels | Self-certifying ‘Yes’ commitment to meet the minimum Insurance requirements |
| Section 4 – Legal Proceedings | Self-certifying ‘Yes’ there are no outstanding legal proceedings as set out in 4.4 |
| Section 4 – Health & Safety | Self-certifying ‘Yes’ compliance to Health & Safety criteria |
| Section 4 – Equalities | Self-certifying ‘Yes’ compliance to Equalities criteria |
| Section 4 – Bribery | Self-certifying ‘Yes’ your organisation has not been prosecuted for bribery (section 1 and 6) within the Bribery Act 2010. |
| Section 4 - References | Self-certifying ‘Yes’ relevant references can be provided |
| Section 9 – Legal Compliance | Confirmation of adherence to all areas in Section 13 ‘Legal Compliance’ |
| **10.2 SCORING AWARD CRITERIA (Out of 100%)** |
| **Questionnaire Reference** | **No.** | **Pricing Schedule** | **Weighting (out of 100%)** |
| **Scoring Award Questions** | **Section 7 – Quality** |
| 7.1 | Supplier to provide a description of their operational capacity.This should include details of all vehicle / plant and equipment that the company owns / leases(Max 1 A4 page) | 15% |
| 7.2 | Please provide details of your membership to the Traffic Management Contractors Association.If your organisation is not a member then please detail if you intend to or what stage you are working towards(Max 1 A4 page) | 10% |
| 7.4 | Please state the no. of workers and indirect workers who currently hold a valid Sector Scheme 12A/B/C/D Card. **(Please note you will be asked for evidence of Sector Scheme Accreditation Cards prior to commencing any works)**(Max 1 A4 page) | 5% |
| 7.5 |  |  |
| **Sub-total** | 30% |
| **Total** | **30%** |
| **Price** | **Section 8 - Price** |
| 8 | Submitted Price (pricing schedules as shown in Appendix D) | 70% |
| **Sub-total** | **70%** |
| **Total** | **100%** |
| **Evaluation Criteria** |
| **Non-Price elements** will be judged on a score from 0 to 10, which shall be subjected to a multiplier so criteria worth 20% will have a 0-10 score and a multiplier of 2. The 0-10 score shall be based on: |
| 0-1 | The Question is not answered or the response is completely unacceptable. It does not meet the minimum requirement or they have completely missed the point of the question |
| 2-3 | Very poor response and not acceptable – fails to meet the minimum requirement/standard. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 4-5  | Poor response only partially satisfying requirement/standard with deficiencies apparent. Some useful evidence provided but response falls well short of minimum requirements.  |
| 6-7  | Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected. |
| 8-9  | Response meets our expected requirement/standard and exceeds minimum expectations including as level of detail, which adds value to the bid. Great probability of success, no significant weaknesses noted |
| 10  | Excellent response – comprehensive and useful, which exceeds the specified performance or capability in a beneficial way. High probability of success, no weaknesses noted. The response is innovative and includes a full description of techniques and measurements to be employed |
| **Price elements** will be judged on the following criteria.  |
| Tender prices will be scored on a comparative basis, with the lowest compliant Tender (excluding any Tenders that the Authority rejects as being abnormally low OR abnormally high or non-compliant) receiving 100% of the available marks (70% following weighting). All other Tenders will be compared against that lowest Tender using the formula: (A / B) x100A = price of lowest compliant TenderB = price of the Tender being scoredIf it appears to the Authority that any Tender may be abnormally low then the Authority may ask the Bidder to explain its price or costs. If following the Bidder's explanations the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender, the Authority may treat the Tender as non-compliant and reject it. |

**APPENIDX A**

**Form of Quotation**

To: **Swindon Borough Council**

 **Waterside Park**

 **Darby Close**

 **Swindon**

 **SN2 2PN**

Title: **Traffic Management**

Having examined the contents of the Request for Quotation document, terms and conditions of Agreement, product/service specification(s), we offer to carry out the work in conformity with the said conditions for the maximum fixed prices detailed in the attached pricing schedule(s).

We undertake to carry out the services specified within the period stated in the request for quotation.

Our quotation offer shall be binding between us for a period specified from the closing date for receipt of quotations.

Unless and until a formal agreement is prepared and executed this Quotation and a written acceptance thereof shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

We further undertake, if our Quotation is accepted, to comply with all the General Conditions of Contract and Specifications for the service comprising the contract.

Dated this       day       of       20

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:       in the capacity of

duly authorised to sign quotations for and on behalf of:

Witness:

Address:

Occupation/Profession

**APPENDIX B**

**Certificate of Bona Fide Quotation**

The essence of selective quotationing is that the client shall receive bona fide competitive quotations, from all those quoting. In recognition of this principle, we certify that this is a bona fide quotation, intended to be competitive and that we have not fixed or adjusted the amount of quotation by or under or in accordance with any agreement with any other person.

We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this quotation any of the following:

(a) Communicate to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotations, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations for the preparation of the quotation;

(b) Enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quotation to be submitted;

(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other quotation or proposed quotation for the said supply / service any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

We acknowledge that the Authorised Officer will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in quoting for this contract or any other contract with the Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Authority:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Occupation/Profession:

For and on behalf of:

**APPENDIX C**

**Freedom of Information Act 2000 (FOI)**

**Exemption Form**

**GUIDANCE**

The Authority encourages its Contractors to take their own legal advice about the FoI Act. The Authority shall not be held liable for any actions claims or costs howsoever arising.

The Authority considers that the following information is likely to be captured by the “confidential” (s.41 absolute exemption) and/or “commercial interest” (s43 qualified exemption) and therefore maybe subject to the Public Interest test:

* Trade secrets; or
* Financial, commercial, scientific, technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates; or
* Where disclosure could prejudice the competitive position of that person in the conduct of his/her profession or business or otherwise in his/her occupation; or
* Where disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates.

**NB: Contractors should note that claiming blanket confidentiality of quotation documentation, breaches current Government guidelines provided to the Authority and will not be accepted, therefore rendering the entire quotation documentation disclosable under the FoI Act.**

**PROCEDURE**

1. Please specify below the relevant clauses or documentation containing the information you claim is exempt.

We consider that pricing schedules and technical specifications are most likely to be covered by one or other of the above exemptions and would therefore not, normally, be disclosed.

Each document claimed under the exemptions should be clearly marked as “confidential” or “commercially sensitive”.

**CONFIDENTIAL INFORMATION:**

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**COMMERCIALLY SENSITIVE INFORMATION:**

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2. The Authority is obliged to consider whether something, which its Contractor claims is confidential, is truly confidential. In those instances where the Authority does not agree with the exemption claimed, it will always consult with the Contractor before disclosing the information.

Where the Authority decides to release such information, it will only do so in the following circumstances:

* Where the Contractor consents; or
* Where the information or information of a similar type is generally available to the public (e.g. where a Minister would give such information in answer to a Parliamentary Question);or
* Where the Contractor has been advised, at the time that the information is received, that the information will be released; or
* Where the Authority believes that the public interest would be better served by disclosing rather than by refusing to disclose the information. In this instance, the views of the Contractor will be sought in advance of a decision being made. Where the Contractor refuses to agree to disclosure of the information, the Contractor is able to refer the matter to the Information Commissioner at the Contractor’s expense.

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| Signed | Position       |
| Print Name       | Date       |

**Appendix D Pricing Schedule**

* Complete the attached pricing schedule sheet Appendix D (To remain fixed for the duration of the Contract)
* A comparison between submitted bids will be carried out to determine the lowest overall price list.
* This will be evaluated by comparing the below list of items below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Monday to Friday** | **Saturday** | **Sunday** |
| **Activity**  | **06:00 - 18:00** | **18:00 - 06:00** | **00:01 - 24:00** | **00:01 - 24:00** |
| Temporary 2-way traffic lights installed, maintained and removed by 2 operatives, c/w vehicle mobile phone, signs, cones and double headed traffic lights up to 10 hours on site | 1 | Shift |  £ |  £ |  £ |  £ |
| Information boards/advanced warning signs/non-prescribed signs |  | Each | £ | £ | £ | £ |
| Install, Maintain and Remove Single Lane closure on Dual Carriageway over 40mph including Impact Protection Vehicle up to 10 hours on site | 1 | Shift | £ | £ | £ | £ |
| Switch Single Lane Closure on Dual Carriageway over 40 mph including Impact Protection Vehicle | 1 | Shift | £ | £ | £ | £ |
| Install, Maintain and Remove Double Lane closure on Dual Carriageway over 40mph including Impact Protection Vehicle up to 10 hours on site | 1 | Shift | £ | £ | £ | £ |
| Switch Double Lane Closure on Dual Carriageway over 40 mph including Impact Protection Vehicle | 1 | Shift | £ | £ | £ | £ |

APPENDIX **E** - TENDER RETURN LABEL

TENDER FOR: Traffic Management

**Closing Date 12 Noon, Monday 5th December 2016**

**SWINDON BOROUGH COUNCIL**

**F.A.O JAYNE TOWNLEY**

**TENDER PROJECT MANAGER**

**WATERSIDE PARK**

**DARBY CLOSE**

**SWINDON**

**SN1 2JH**

Confidential – to be opened only by an authorised representative of Swindon Borough Council

**Appendix F**

**RFQ submission checklist:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Requirements** | **Checked** |
| RFQ Document | Contractor response fields (yellow) completed |  |
| Pricing Schedule | fully completed and included in submission pack |  |
| Form of Quotation | fully completed and signed and included in submission pack |  |
| Certificate of Bona Fide Quotation | fully completed and signed and included in submission pack |  |
| Freedom of Information Act 2000 Exemption Form | fully completed and signed and included in submission pack |  |