APPENDIX 1 - SPECIFICATION FOR VINYL FLOOR STICKERS

Destination and Culture

DN499415

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1. Introduction and Background

1.1. BCP council are looking to install vinyl floor stickers in high streets across the conurbation to encourage social distancing. Vinyl stickers have previously been installed and this requirement is to continue this work throughout the winter period.

1.2. Due to the work being undertaken it is time critical to ensure that the high streets are intensified prior to the winter season and therefore suppliers will be required to print and supply the stickers in a short time frame.

2. Scope

2.1. An initial call-off of 3000 stickers (see specification below for full details) is required by **Monday 26th October 2020** and the remainder will be on a call-off basis thereafter as required. There is no guarantee we will require more beyond the initial call-off.

2.2. The contract will be to cover the Councils requirements over the next 12 months should they arise. There are no extensions available.

3. Requirements

3.1. A copy of the artwork for the stickers can be seen below. Artwork can be found in Appendix 2. The pantone colour is mid-blue and the pantone reference is 300c

3.2. The initial minimum order of 3,000 vinyl floor stickers is required as follows:

Quantity	Size	Wording
600	600 x 600mm	Keep left
600	600 x 600mm	Keep your distance
600	600 x 600mm	Be considerate
600	600 x 600mm	Keep safe leave plenty of space
150	150 x 800mm	Keep left
150	150 x 800mm	Keep you distance
150	150 x 800mm	Be considerate
150	150 x 800mm	Keep safe leave plenty of space

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4. Performance

4.1. Previously floor stickers installed which have been fit for purpose were a fabric with a textured matte vinyl coating with a thickness of 330 micron and a weight of 385 g/m2. The supplier is not required to provide the exact same material as these; however, the material, weight and thickness should be suitable and robust enough to meet all the details within this specification.

4.2. The supplier should ensure the floor stickers are suitable for high volume outdoor pedestrian environments such as the high streets and town centres. The volume of pedestrian traffic will differ between areas; however, all will be on outdoor, uneven surfaces such as paving and concrete. The material must be suitable for this outdoor use.

4.3. The supplier is responsible for ensuring the floor stickers are safe for outdoor use, considering all weather conditions and the public, ensuring they are slip resistant. Further details on this can be found on the HSE's website using the following link.

https://www.hse.gov.uk/pubns/geis2.pdf

If using the German standard used across Europe of the 'R' rating, then this should be a minimum of R11 or above. Proof of either should be included with your tender return.

4.4. Details of the method for application should be included with your tender return. Method for application should be an adhesive with use of a heat gun and the material should be able withstand application with a heat gun.

4.5. Method for the removal of the floor stickers should be included with your tender return.

4.6. The floor stickers must be diameter cut from the print sheeting with no borders and ready to install.

4.7. The floor stickers must be both tear and fire resistant.

4.8. Sustainability features high on the Councils list of priorities and therefore, details in respect of the material to be used of environmental standards, safe toxins, recycling ability etc. should be included with your tender return.

4.9. The supplier should ensure the floor vinyl stickers are an exact replica of the artwork provided.

4.10. The supplier should ensure the floor vinyl stickers remain readable and on the ground for a minimum of 3-6 months.

4.11. The supplier is required to supply the material, print and finish the vinyl stickers and deliver them in accordance with the tendered price. The supplier is not required to fit them.

4.12. Should the stickers fail in anyway in accordance with the above, the contractor shall provide replacements free of charge.

5. Pricing

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5.1 Prices for the initial call-off and fixed for the duration of the contract for any further requirements as per the schedule of rates tendered in Part B.

6. Orders

6.1 Additional orders will be placed as required across the next 12 months up to a maximum value of £80,000 across.

6.2 The supplier should be aware that only the initial order is guaranteed. Additional orders as detailed above will be as required and currently is not known when or how many.

6.3 If the order is required to be sent in batches as it is printed, this option should be available and advised on booking.

7. Payments

7.1. The supplier will be required to submit electronic invoices (quoting the BCP order number and invoice the Council monthly in arrears. The payment terms of the invoices will be 30 days.

8. Delivery

8.1. The supplier is required to provide the initial order of vinyl floor stickers as detailed above for an initial installation by **Monday 26th October 2020**.

8.2. The supplier is responsible for delivering the vinyl floor stickers on the date agreed to the Town Hall, Bourne Avenue, Bournemouth, Dorset, BH2 6DY.

8.3. The delivery must be pre-agreed with the Council to ensure a representative is available to meet the order.

8.4. Deliveries will be free of charge.

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