



Reading Borough Council

Invitation to Tender for
Streetlighting and Electrical
Term Maintenance Contract 2013 - 2018
Contract No. SC115

December 2012

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Please note the following separate documents that complete the Invitation to Tender pack:

- Tender Return Label (attached herewith)

GENERAL INFORMATION

ITEM	CONTRACT DETAILS
OJEU Reference No:	2012/S 199- 327919 published 16 October 2012 UK-Reading: Street Lighting Maintenance Services
Awarding Authority:	Reading Borough Council Civic Offices Reading Berkshire RG1 7AE
Contract Description:	Contract for Streetlighting and Electrical Maintenance 2013 - 2018
Contract Reference No:	SC115
Requirement:	Provision of a street lighting maintenance service to Reading Borough Council. It will include the maintenance of approximately 13,500 street lighting columns (including high masts), 2,700 illuminated signs, 1,150 illuminated bollards, 210 illuminated beacons, 70 subway lighting units, 20 school flashing units and servicing and maintenance of 3 highway drainage water pumping stations.
Period of Contract:	5 years with a 3 year extension option
Project Officer:	Any queries regarding this Invitation to Tender (ITT) Document must be addressed to: Reading Borough Council ENCAS Transport Highways Section 2-4 Darwin Close Reading RG2 0RB For the attention of David Moore - Asset Manager

	E-Mail: David.Moore2@reading.gov.uk
Deadline for clarification of tender documentation	Before 28 January 2013 at 17:00 hours
Submission instructions:	Tenders are to be submitted in hard copy. 3(three) unbound tender copies in ring binders are to be submitted, and in addition 1 (one) electronic/CD-ROM copy (memory sticks will not be accepted).
Tender submissions to be sent to:	Head of Legal and Democratic Services Reading Borough Council Committee Services Lower Ground Floor Civic Centre Reading RG1 7AE. N.B. Tenderers must not return a Tender via e-mail.
Date and time for Tender submission return:	8 February 2013 at 12.00 Noon
Tender Packaging:	Tender must be returned using the official return tender label provided. N.B. Packaging must not bear any sign or reference which might indicate the identity of the Tenderer.

TIMETABLE

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender:	21 December 2012
Submission of Tenders:	8 February 2013 at 12.00 Noon
Tender Opening:	8 February 2013
Evaluation of Tenders commences:	8 February 2013
Notification of result of evaluation and intention to award:	22 March 2013
Standstill period commences:	25 March 2013
Expected date of award of Contract(s):	11 April 2013
Contract commencement:	1 July 2013

The Council

Reading Borough Council is a three star Berkshire Unitary Authority in the heart of the Thames Valley with a compact geographical boundary and a population of circa 148,000 which also serves the greater Reading or 'Reading diamond' area with a total population approaching of circa 265,000.

The Council has an annual net budget of £125m and has identified a need to make annual savings of approximately £15m per annum for the next two financial years.

The Council's vision is to be:

'A highly regarded, leading Council; ambitious and focused on what matters most for our communities, delivering value for money and quality services'.

Service Delivery and Improvement

The Council's Corporate Plan 2009-2012, 'Leading the Way' is underpinned by a programme of change with emphasis on three key priority areas, 'Value for Money' (VFM), 'staff', 'residents and customers'.

The continuing pressure on public sector finances resulting from the banking crisis and the global recession will require the Council to give even more focus on demonstrating value for money in delivering services. This means the Council will need to make significant savings in the medium term.

The Council recognises the financial challenges it faces over the coming years will be substantial. The current programme of work will enable a partial response over the life of the current parliament, but more will be required. This will need to include continuing focus on service improvement and consideration of what services we provide and how they are delivered.

Work is underway through the Service Delivery and Improvement Programme to identify and deliver a wide ranging response to these challenges that transforms the Council from its current traditional model into a community facing flexible organisation.

The Service Delivery and Improvement Programme has four key themes:

- Whole Council Transformation

- Customer management service
 - Joining up service internally
 - Reducing management costs
 - Performance improvement and efficiencies
- Service Changes and Transformation
 - Empowering individuals and communities
 - Integrating services
 - Refocusing on the most vulnerable
- Alternative Delivery Models
 - Looking at how we deliver services to our communities and options for alternative delivery models
- Supporting the Transformation
 - Procurement
 - Asset management
 - Income generation

PREAMBLE

Provision of Streetlighting and Electrical Maintenance Contract 2013 - 2018

1. Introduction

Reading Borough Council is commissioning a service to maintain its streetlighting and highways electrical equipment for a period of 5 years.

2. Purpose

To maintain and improve the Streetlighting and electrical equipment on the highway and in parks and some housing areas in the Borough of Reading.

The contract will commence on the 1 July 2013 and will be for an initial period of 5 years with a possible 3 year extension option. The Council will enter into a contract with the successful tenderer, based on the Terms and Conditions contained within this Invitation to Tender (ITT) document.

3. Background

Currently these services are provided by an external provider and these arrangements are due to finish on 30 June 2013.



FORM OF TENDER
FOR THE PROVISION OF STREETLIGHTING AND ELECTRICAL MAINTENANCE
CONTRACT 2013-2018
CONTRACT No. SC115
PERIOD 1 July 2013 to 30 June 2018

TO: READING BOROUGH COUNCIL

I (WE)

of

(hereinafter called "the Contractor") hereby offer to supply to Reading Borough Council (hereinafter called "the Council"), in accordance with the General and Special Conditions of Contract annexed, the products, articles, goods, materials or services specified in the Specification annexed, in respect of which I (We) hereby submit a tender at the rates and/or prices shown in the tender submission for the period above mentioned.

Dated this day of
..... 2013

Signed:

Position:

For and on behalf of:

**NOTE:- Tenders will not be considered unless sealed in an envelope
affixed with the official label provided and received not later than -**

12.00 NOON on 8 February 2013

FOR COUNCIL USE ONLY

..... Officer Date

INSTRUCTIONS TO TENDERERS

To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions therefore please read the following instructions carefully and ensure you follow them accordingly.

Failure to comply could invalidate the tender.

1. Tenders must be returned in a plain envelope, using the official return tender label provided for this purpose. If the tender is too bulky for an envelope, the label must be firmly attached to the outer packaging of the tender submission. Each tender must be returned separately using the official return label provided.

Any such envelope/parcel/packaging shall not bear any name or mark by which the tenderer can be identified. **If the tenderer can be identified the tender will be disqualified.** Tenderers are reminded that if the tender is being submitted via courier or Royal Mail they should make them aware that they are submitting a tender and that no markings of the Tenderer's details should be shown on the envelope/parcel/packaging. The Council does not accept any liability for errors caused by the courier.

2. The Council will safeguard all tenders received and open them once the official tender deadline has expired.
3. If a potential tenderer decides not to tender, the tender label must not be used to register the decision, since this can lead to confusion at the tender opening stage. A decision not to tender should be communicated in writing direct to Reading Borough Council, Highways Department, 2-4 Darwin Close, Reading RG2 0RB.
4. It is the tenderer's responsibility to ensure that their tender is received on time and delivered to:-

**Head of Legal and Democratic Services
Reading Borough Council
Committee Services
Lower Ground Floor
Civic Centre
Reading RG1 7AE**

by 12 noon on the designated day.

Tenders returned in the form of a faxed message or sent by e-mail cannot be accepted under any circumstances.

5. Any tender received after the specified return date and time shall be returned promptly to the tenderer by Reading Borough Council's Head of Legal and Democratic Services. The tender may be opened to ascertain the name of the tenderer but no details of the tender will be disclosed. Any tender that does not comply with the Council's Contracts Procedure Rules (Standing Orders) may nevertheless be considered if the Monitoring Officer is satisfied that:
 - a. there is evidence of dispatch by the sender in time for delivery by the due date and time, and
 - b. the other tenders have not been opened, and
 - c. no unfair advantage is likely to have been achieved by the absence of compliance
6. You must not alter any of the Council's Invitation to Tender (ITT) documents.
7. Tenderers are requested to submit 3 hard copies (paper copies) of their tender proposal. This should include the following documents duly signed and completed as appropriate:-
 - Conditions of Contract
 - Form of Tender
 - Certificate of Non-Collusion
 - Completed Form of Agreement
 - Completed Bond
 - Tender Pricing Schedule
 - Pre-tender Health and Safety Plan
 - Quality Submission

The submitted tender proposal should be provided in a ring binder, or similar document folder, to facilitate the separation of different sections of the response. It must not be wire, thermal or comb bound, this is in order to facilitate photocopying of the received document by the Council.

In addition tenderers should submit an electronic version of their tender proposal on CD Rom (in pdf format). 1 copy will be required.

8. Tender submissions may not be considered if any of the information requested is not supplied with the tender or the tender is otherwise non-compliant or incomplete. The Council reserves the right to

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reject any tender that is 'qualified' or tries to change the terms on which the tender is submitted. Tenders will be examined for any 'qualifications' and may be rejected without further evaluation.

9. Where a word limit is stipulated in the response to a question posed by the Council, tenderers are required to show the word count in their text based answer. For any response which exceeds the stipulated word count, any words over the word limit will be disregarded and therefore not evaluated as part of the tender submission.
10. You should ensure that your tender is completed legibly, in ink or typed, in English, with all prices in Sterling (exclusive of VAT), and is signed and dated where required. Any amendments you make to your tender, prior to submission, must be initialled and preferably noted separately.
11. Tender documents must not be transferred to anyone, other than the company named in the Invitation to Tender, without the prior specific approval of the Council in writing.
12. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
13. Reading Borough Council will not be responsible for any costs or expenses you incur in the preparation or delivery of the tender, nor with any costs or expenses incurred with the formation of a contract should your company be successful. You are deemed to have obtained at your own expense all information necessary for the preparation of your Tender.
14. Prior to the date for the return of tenders, Reading Borough Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by Reading Borough Council to every Tenderer and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is subject of such an instruction. You will be required to promptly acknowledge receipt of such instructions.
15. Tenderers should note that the contract will be awarded on the basis of the most economically advantageous terms and provide best value for money to the Council.
16. If deemed appropriate Tenderers may be required to present their tender submission to a panel of Council representatives prior to award of contract. Additionally Reading Borough Council may wish

to visit tenderers' premises to view the facilities and systems which may be used to deliver the service.

17. Tenders should remain valid for a period of 120 days following the closing date of the tender.
18. Reading Borough Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of the tender process, nor for any other costs incurred by those tendering for the contract.
19. Reading Borough Council reserves the right to accept the whole or any part of any tender submission.
20. Reading Borough Council is not bound to accept the lowest or any tender and shall be under no obligation to award a contract.
21. Tenderers must submit proposals for the supply of Streetlighting and Electrical Maintenance 2013 - 2018 as stipulated in the Specification. (Tender Pricing Schedule at Appendix 3 and 4 of this Invitation to Tender (ITT) document).
22. Where reference is made to any International, European or British Standard then you may offer an equivalent to any of these, provided that your Standard offers equivalent guarantees of safety, suitability and fitness for purpose to the one specified.
23. All information supplied by the Council in connection with this Invitation to Tender (ITT) shall be treated as confidential by the Tenderer, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Tenderers should treat the details of their Tenders and any subsequent Contract as private and confidential.
24. All orders under the contract will be placed by means of the Council's official Purchase Orders (Oracle Orders), an example of which will be supplied to the successful tenderer(s).
25. Any request for clarification of the Invitation to Tender (ITT) documents must be made in writing to Reading Borough Council, Highways Department, 2-4 Darwin Close, Reading, RG2 0RB for the attention of David Moore, Asset Manager, David.Moore2@reading.gov.uk, 0118 937 2676.

The last date for such requests to be received is 28 January 2013 by 17:00 hours. The Council will respond in writing and will include a

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description of the enquiry (but without identifying the source); this information will subsequently be conveyed to all tenderers by 31 January 2013.

26. Tenderers must ensure that they are fully familiar with the nature and extent of the obligations to be met by them if their tender is accepted. Submission of a tender shall denote the Tenderer's agreement to comply with all matters referred to in the ITT document, including the Contract Terms and Conditions, the Service Specification, appendices and Instructions to Tenderers.
27. The successful tenderer will be required to execute a formal contract and until such execution the successful tender together with Reading Borough Council's written acceptance shall form a binding agreement between the two parties.
28. The planned procurement timetable is as follows:-

Invitation to Tender Document issued
21 December 2012

Return date of Tender
8 February 2013 at **12:00 Noon**

Tender Opening
8 February 2013 at 3pm*

Interview to panel
TBA

Tenders assessment and recommendation
8th - 22nd February 2013*

Report to Committee/Cabinet
18 March 2013

Standstill Period
Commences on 20 March 2013 to 5 April 2013

Contract to be awarded to successful tenderer(s)
12 April 2013*

Contract Start Date
Commences on 1 July 2013

* dates may be subject to change

29. TENDER OPENING

All returned tenders are administratively controlled by the Council's Committee Services Section and dependant upon the value of the contract are opened in conjunction with Councillors and department representatives on an agreed date and time for the opening of tenders.

Tenders will be disqualified/not accepted, if:-

- Identification of tenderer marked on the return envelope/parcel packaging
- Tender submission received after the closing date for the receipt of tenders (refer to points 4 & 5 of Instructions to Tenderers)
- Tender submission sent to the wrong address - must be returned to the stated return address
- Tender submission returned in the 'open' post - not using official label
- Form of Tender not signed

The Council reserves the right to reject any Tender not complying strictly with these conditions.

30. The Council will not consider requests for extension of the closing date and time, but may, at its own absolute discretion extend the closing date and time stipulated in the Invitation to Tender (ITT).

31. STANDSTILL PERIOD

For procurements where EU Directives apply Reading Borough Council will, in accordance with said directive, incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated electronically to tenderers. It will incorporate a minimum 15 calendar day standstill period if award of contract is communicated to tenderers by post.

This standstill period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be requested from:

Reading Borough Council
Highways Department
2-4 Darwin Close

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The Public Contracts Regulations 2006 (SI 2006 No.5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (within 30 days). Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the court may award damages and in the case of specified breaches of the rules may also order the termination or shortening of the contract and the levying of fines. Economic Operators seeking the termination of a contract (where this is permitted) may be required to bring action within 30 days, although this period is extended to 3 months in specified circumstances. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.

It will be the intention of the Council, subject to any unforeseen circumstances, i.e. service of a Claim Form issued by the High Court, to complete the contractual formalities with the successful tenderer on the day following the end of the standstill period.

CERTIFICATE OF NON-COLLUSION

In recognition of the principle that the essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those companies 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 with any other person or company.
3. I/We have not done and I/we undertake that I/we will not do at any time before the hour specified for the return of the tenders any of the following acts:-
 - a. communicate to a person, other than the person calling for this Tender, the 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 or company that they shall refrain from tendering or any arrangement as to the amount of any Tenders to be submitted; and
 - c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing of having to be done in relation to any other Tenders any act or thing of the sort described above
4. In this Certificate “person” includes any person and any body or association corporate or incorporate.
5. In this Certificate “any agreement or arrangement” includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Dated this day of 20.....

Signed:

Position:

For and on behalf of:

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SPECIFICATION OF REQUIREMENTS

PLEASE SEE APPENDIX 2

Responding to this Invitation to Tender

Tenderers should respond to the Council's invitation in the form of a written Tender Submission that reflects the statement of requirements in the Specification and the Pricing Schedule.

The Tender Submission must be structured as set out in this section.

The Instructions to Tenderers must be read and followed in full. A Tender Submission Checklist is included.

Where a maximum word count has been specified, the evaluation will only consider words up to that limit. Any excess words used after the limit will be disregarded.

Tenderers should provide:

Completed Conditions of Contract

Completed Form of Tender

Completed Certificate of Non Collusion

Completed Form of Agreement

Completed Bond

Completed Tender and Pricing Schedule

Pre Tender Health and Safety Plan

Quality submission

EVALUATION OF TENDER

1. Each Tender submission will be checked initially for compliance with all requirements of the Invitation to Tender (ITT) documents.
2. Quality submissions will be assessed independently of price models. The top three quality submissions will have their price models assessed. The price structures of the remaining tenders will not be opened.
3. Tenders may be rejected without full evaluation if the complete information requested is not given at the time of tendering.
4. Tenders will be evaluated according to the weighting for each of the following elements. The process will be applied consistently to ensure the authority is transparent, obtains value for money and appoints the most appropriate supplier to deliver the service.
5. Tender submissions will be evaluated in accordance with the following methodology covering their Quality and Financial proposals. Evaluation will be undertaken with scores allocated against the top level award criteria and sub-criteria as detailed in the following table:

Award criteria:

Criteria		Weighting
Financial Proposal		60%
Quality Proposal		40%
Quality Sub-criteria:		
Health & Safety	25%	
Approach and Methodology	35%	
Quality Management	20%	
Performance and Contract Management	20%	
Total		100%

The tenderer which has the highest combined marks from the Financial and Quality evaluations will be nominated the Preferred Supplier.

An example of how the weighted scores for the financial and quality proposals is calculated is shown below:

Proposal	Score		Weighted Score
Financial	100	$\frac{60 \times 100}{100} = 60$	60
Quality	46	$\frac{40 \times 46}{100} = 18$	18
		Combined Score	78

7. Financial Proposal

Tenderers must complete the schedule of rates at Appendix 4. The financial proposals will be evaluated using the prices submitted based upon a model bill of quantities for one year of the contract. The basis of the model is the amount of work estimated to be carried out in year one of the contract taking into account the anticipated budget and the amount of work completed in 2011/2012.

Financial Evaluation Criteria	Maximum Score Available
<p>Tenderers financial proposals will be evaluated using the prices submitted in the Schedule of Rates at Appendix 4.</p> <p>The Schedule of Rates supplied will be used to calculate the cost of 4 model bills of quantities for one year of the contract. The model Bills of Quantities are as follows:</p> <ol style="list-style-type: none"> 1. Emergency Call Outs 2. Annual Maintenance Works 3. General Maintenance Works 4. Column Replacement Works 	100

The tenderer with the lowest total estimated model price will be given the maximum score of 100. Other tenderer's prices will be divided into the lowest price and the result multiplied by the maximum score available for those criteria. The scores will then be weighted in accordance with the 60:40 weighting shown in the table above. An example is shown in the table below:

Estimated Model Price		Score

10,000		100
15,000	<u>10,000</u> 15,000 X100	67
20,000	<u>10,000</u> 20,000 X100	50

8. Quality Proposal

The tenderers Quality Proposal will be evaluated in accordance with the following methodology covering their quality proposal.

Quality Proposal Section	Maximum Score Available	Weighting
Schedules		Pass/Fail
1. Health and Safety	5	25%
2. Approach and Methodology	5	35%
3. Quality Management	5	20%
4. Performance and Contract Management	5	20%
Total	20	100%

9. Scoring Methodology

The scoring methodology for each question is shown in the table below. The resulting scores will be weighted in accordance with the 60:40 weighting shown in table at point 5 above.

1) Schedules		
a) Tenderers are required to complete and return Appendices 1-4 included within this ITT. b) Tenderers are required to confirm their agreement to the clauses set out in Appendix 1 item 2 and to complete items 6,		Pass/Fail

<p>requirements.</p> <ul style="list-style-type: none"> • Approach to training with regards to H&S. • Approach to ensuring safe delivery of services to RBC • Disposal of controlled wastes where relevant. 	question.	
	The tenderer provides a method statement which provides information on all 6 aspects of health and safety management listed in the question but not in detail.	3
	The tenderer provides a method statement which does not address all of the 6 aspects of health and safety management listed in the question.	2
	The tenderer provides a method statement which does not address any of the 6 aspects of health and safety management listed in the question.	1
	The tenderer does not provide a method statement.	0
<p>2) Approach and Methodology</p> <p>a) Service Delivery</p> <p>Please provide a detailed method statement of how you will deliver the services required under this contract, as set out in the specification. In particular you must include how you will undertake the following:</p> <ul style="list-style-type: none"> • Provision of a 24 hour emergency call out service • Provision of emergency 	<p>The tenderer provides a comprehensive and detailed method statement which includes detailed information and evidence on all aspects of service delivery listed in the question as well as additional information which exceeds these requirements. An example of this additional information would be the provision of diagrammatic structure and work flow charts and details of resource allocation.</p>	5

<p>facilities</p> <ul style="list-style-type: none"> How you will approach and appropriately plan and prioritise: <p>Routine/Planned work and maintenance</p> <p>Works orders ensuring you comply with the requirements to visiting sites within 5 days</p> <p>Both planned and reactive scheme work and ordered work.</p> <ul style="list-style-type: none"> How you will ensure appropriate resources are allocated to service delivery Your commitment to delivering high quality customer services to both RBC and to the Public and how you will measure customer satisfaction levels Your approach to supply chain management to ensure timely and cost effective materials availability from Suppliers/manufacturers. Your approach to ensuring compliance with the WEEE directive and the RoHS directive. Your approach to appointing and working with sub-contractors where relevant. 		
	The tenderer provides a comprehensive method statement which includes detailed information and evidence on all aspects of service delivery listed in the question.	4
	The tenderer provides a method statement which includes information on all aspects of service delivery listed in the question but not in detail.	3
	The tenderer provides a method statement which does not address all of the aspects of service delivery listed in the question.	2
	The tenderer provides a method statement which does not address any of the aspects of service delivery listed in the question.	1

<ul style="list-style-type: none"> Managing the impact such services may have on the immediate and wider environment. Handling of Hazardous materials Maintenance of site records. Systems <p>Tenderers are required to have an Asset Management system in place. Please give details of the system your organisation has in place and outline how it will be utilised to ensure effective delivery of the contract with RBC.</p>	<p>The tenderer does not provide a method statement.</p>	<p>0</p>
<p>3) Quality Management</p> <ul style="list-style-type: none"> Please outline your approach and commitment to Total Quality Management and Continuous Improvement throughout your organisation and how it will be utilised to ensure effective delivery of the contract with RBC Please outline how your organisation ensures it remains up to date with modern approaches to service delivery and innovation/technological improvements. Please outline your approach to staff training 	<p>The tenderer provides a comprehensive and detailed overview of all three aspects of Quality Management listed in the question as well as additional information which exceeds these requirements. An example of this additional information would be the future plans of the company to develop and improve Quality Management policies in the future.</p>	<p>5</p>
	<p>The tenderer provides a detailed overview of all three aspects of Quality Management listed in the question with some specific detail.</p>	<p>4</p>
	<p>The tenderer provides an overview which does address all three aspects of Quality Management listed in the question but not in detail.</p>	<p>3</p>

and development	The tenderer provides an overview which does not address all of the three aspects of Quality Management listed in the question.	2
	The tenderer provides an overview which does not address any of the three aspects of Quality Management listed in the question.	1
	The tenderer does not provide an overview.	0
4) Contract Management <ul style="list-style-type: none"> Please provide an outline of your proposed approach to contract management, including frequency of meetings and timely provision of performance reports. Please outline how your organisation will ensure it meets the targets set out in the specification. Where performance falls below the required targets outline how your organisation will rectify this. Please provide a copy of your complaints handling procedure and/or escalation policy that will apply to this contract. Please provide details of the proposed system for accurate recording of work carried out and how 	The tenderer provides a detailed and comprehensive overview of all 4 aspects of contract management listed in the question as well as additional information which exceeds these requirements. For example diagrammatic illustrations of contract management procedures, structure charts and future plans for improvements.	5
	The tenderer provides a detailed and comprehensive overview of all 4 aspects of contract management listed in the question.	4
	The tenderer provides an overview of all 4 areas of contract management listed in the question.	3
	The tenderer provides an overview of some of the 4 areas contract management listed in the question.	2

accurate billing will be derived from it.	The tenderer provides an overview which does not address any of the 4 aspects of contract management listed in the question.	1
	The tenderer does not provide an overview.	0

PRICING SCHEDULE - PLEASE SEE APPENDIX 3 AND 4.

CONDITIONS OF CONTRACT - PLEASE SEE APPENDIX 1.

INFORMATION: TUPE AND DETAILS OF EMPLOYEES

It is the Council's belief that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will apply for this contract in the eventuality that a new contractor is appointed. In brief this means that the employees currently performing the service, which is the subject of this tender, will transfer to the successful tenderer(s) on overall no less favourable terms and conditions than they currently enjoy. Tenderers will be asked to take into account these obligations when preparing their tender.

An independent provider currently employs staff to deliver aspects of the service outlined within this Invitation to Tender. Information is included in the Invitation to Tender as to the terms and conditions of employment of the employees who will transfer to the employment of the successful tenderer(s). This information has been obtained from the independent sector provider about staff whom that provider says perform the service.

The Council does not guarantee that its belief on the application of TUPE and its assessment of the employees who will be transferred is correct in law and no reliance should be placed on this. It will be the responsibility of the tenderer(s) to make their own enquiries and judgement on this. Further the Council is not in a position to warrant the accuracy of information supplied by the independent sector provider.

Tenderers must comply with any information and consultation requirements under TUPE so that the Council can be satisfied there will be a smooth transition between the old and the new contract and no detriment to service delivery.

Employees of Current Service Provider

Below are the details supplied by the current service provider, of the staff employed by the current provider, which the Council believes to be subject to TUPE transfer.

The Council believes this information is full and correct but cannot give any guarantee.

INTENTION TO RESPOND FORM

Please complete and return this form to the following e-mail address within 7 days of the issue of the tender documents:

David.Moore2@reading.gov.uk

Tender for the Provision of Streetlighting and Electrical Maintenance **Contract 2013 - 2018**

Please note we intend to respond to this Invitation to Tender (ITT) by the specified return date.

Signed:

Name:

Position in Company:

For and behalf of:
(Company Name & Address)

Date:

NO BID REPLY FORM

If you **DO NOT** intend to submit a tender we request that you complete and return this pro-forma electronically to the following e-mail address:

David.Moore2@reading.gov.uk

Could you please indicate why your company has elected not to submit a tender.

Tender for the Provision of Streetlighting and Electrical Maintenance Contract 2013 - 2018

I confirm that my company has elected not to submit a tender for the above mentioned contract for the following reasons:

Signed:

Name:

Position in Company:

For and behalf of:
(Company Name & Address)

Date:

CONTACT INFORMATION

Name of person to whom
any queries relating to this
tender submission should be
addressed:

Position in Company:

Telephone Number:

Mobile Telephone Number:

Fax Number:

E-Mail:

Company Name:

Company Address:

TENDER SUBMISSION CHECK LIST

Please complete this sheet illustrating that you have included each of the following documents within your tender submission.

DOCUMENT	INCLUDED (✓)
Completed Conditions of Contract	
Completed Form of Tender	
Certificate of Non-Collusion	
Completed Form of Agreement	
Completed Bond	
Completed Tender Pricing Schedule (Appendix 4)	
Contact Pre-tender health and safety plan	
Quality Submission	

Failure to provide all of the items on the checklist may cause your Tender to be non-compliant and therefore not considered.

N.B. Please ensure your tender documentation is returned using the appropriate tender return label provided.