

**ALDERSHOT HERITAGE TRAILS - SIGNS AND MARKERS**

**REQUEST FOR QUOTATION AND STATEMENT OF REQUIREMENT**

1. Companies are invited to provide a quotation for the manufacture and installation of the signs and markers to guide members of the public around the Aldershot Heritage Trails.

**BACKGROUND**

2. The Aldershot Heritage Trails project a partnership consisting of Rushmoor Borough Council, the Friends of the Aldershot Military Museum, and Grainger plc, and is managed by a Project Steering Group of representatives of these organisations.

3. This requirement is for four trails, which are:

**Town Trail:** Around Aldershot town centre.

**Wellington Trail:** Around the west side of Aldershot and the south-west area of Aldershot Military Town.

**Redan Trail:** Around the east side of Aldershot south-east area of Aldershot Military Town.

**Marlborough Trail:** Around the north of Aldershot Military Town.

There will be a fifth trail, the Stanhope Trail, which is around the central area of the old Aldershot Military Town on land which is now undergoing redevelopment for civilian housing (the Wellesley development). However, as the building and development work in this area is ongoing it does not form part of this requirement.

**TIMESCALE**

4. **Responses to this RFQ are to be submitted by 12.30pm 18 January 2019.**

5. It is expected that orders for the work will be placed in May/June 2019, with all work to be completed not later than the end of September 2019.

**TILES**

6. All signs and markers are based on uniformly sized square tiles, 250mm x 250mm. Tiles will be used in combination to make up different types of signs as detailed in para 8 below.

7. Three types of tiles will be required, which are:

a. **Information tiles**.

(1) Each tile is to carry a digitally printed design, and have a clear facing panel of toughened glass 5mm thick, or other suitable alternative material to give an equivalent level of protection. This facing should give anti-graffiti / scratch resistance protection. In this requirement all references to “information tiles” mean a tile with printed design and clear facing. All materials proposed for the tiles are to be stated. All signs are non-illuminated.

(2) The designs for all information tiles will be supplied electronically by the Project Steering Committee as high-resolution print-ready PDF files.

(3) Total of 439 information tiles are required.

b. **Blank tiles**.

(1) In addition to the information tiles, “blank tiles” are tiles without a printed design but in the standard background colour, used at the base of free-standing totem signs to give space below the information tiles before the ground level.

(2) Total of 55 blank tiles are required.

c. **Wayfinding tiles**.

(1) To guide visitors around the trails there will be wayfinding tiles set into the ground. These will show changes of direction, clarification of direction (eg crossing roads), or note where trails intersect. These will be to the standard tile size of 250mm x 250mm. As these tiles will be set into the ground they will need to be of some suitable material such as vitreous enamel and it is essential that they have a non-slip surface. Details of the proposed material and non-slip surface must be included with the quotation.

(2) The designs for the wayfinding tiles will be supplied electronically by the Project Steering Committee as high-resolution print-ready PDF files.

(3) A total of 113 wayfinding ground tiles are required.

(4) Note that an additional 4 wayfinding tiles will be set on free-standing poles, for which the specification will be as for the information tiles.

d. **Embossed / engraved tiles**

(1) On some sites the signs will include tiles for children’s activities. Mostly these will simply be information tiles with appropriate content, but there are proposals for some to have ‘rubbing’ activities for which the tiles need to have an embossed or engraved surface. These need to be of suitable hard-wearing material which will withstand both weathering and use by children. Companies should give proposals for manufacture of such tiles and materials to be used.

(2) The total number of tiles of this type is not known until the tile content is finalised, but as guidance there are a total of 23 sites for children’s activities, not all of which will require embossed tiles, so a maximum of 12 tiles of this type may be assumed. Where such tiles are used in the signs listed in para 8 they would simply be in place of one of the information tiles.

**SIGN TYPES**

8. The tiles are to be made up into complete signs by being mounted in suitable metal trays/frames. It should be possible for individual tiles to be removed and replaced after the signs have been installed, in case of damage, updated information, etc. The sign types required are described below and there is an indicative graphic of the sign family at Annex A.

**Sign Type 1: Large totems, double sided**

a. Each side is made up of 7 x information tiles and 1 x blank tile, mounted vertically, giving a total of 14 x information tiles and 2 x blank tiles per complete sign. The tiles are to be set into a metal frame coloured gunmetal grey, with both sides set back to back. Assuming a 25mm outer frame for the sign, the overall size of sign including frame is 300mm (w) x 2025mm (h). Type of frame and materials proposed are to be stated in the quotation.

b. Details of the appearance of each sign (showing positions of the tiles) will be supplied by the Project Steering Committee.

c. Design of the sign is to include suitable posts or other fixings to be concreted and buried in the ground to make the sign free-standing, and with suitable strength to withstand wind, rain, frost or hot sun, and comply with health and safety requirements to ensure they cannot be pushed or pulled over by members of the public.

d. Total number of 7 signs of this type are required, of which 5 will be set into soft ground and 2 into paved ground.

**Sign Type 2: Large totems, single-sided**

a. As for sign Type 1, except that the tiles are on one side only, made up of 7 x information tiles and 1 x blank tile, mounted vertically. Assuming a 25mm outer frame for the sign, the overall size of sign including frame is 300mm (w) x 2025mm (h). .

b. Details of the appearance of each sign will be supplied as for sign Type 1.

c. Posts and fixings requirements as for sign Type 1.

d. Total number of 2 signs of this type are required, of which 1 will be set into soft ground and 1 into tarmac/asphalt covered ground.

**Sign Type 3: Small totems, double sided**

a. Each side is made up of 4 x information tiles and 1 x blank tile, mounted vertically, giving a total of 8 x information tiles and 2 x blank tiles per complete sign. The tiles are to set into a metal frame coloured gunmetal grey, with both sides set back to back. Assuming a 25mm outer frame for the sign, the overall size of sign including frame is 300mm (w) x 1275mm (h). Type of frame and materials proposed are to be stated in the quotation.

b. Details of the appearance of each sign will be supplied as for sign Type 1.

c. Posts and fixings requirements as for sign Type 1.

d. Total number of 18 signs of this type are required, of which 9 will be set into soft ground, 8 into paved ground, and 1 into tarmac/asphalt covered ground.

**Sign Type 4: Small totems, single sided**

a. As for sign Type 3, except that the tiles are on one side only, made up of 4 x information tiles and 1 x blank tile, mounted vertically. Assuming a 25mm outer frame for the sign, the overall size of sign including frame is 300mm (w) x 1275mm (h). Type of frame and materials proposed is to be stated in the quotation.

b. Details of the appearance of each sign will be supplied as for sign Type 1.

c. Posts and fixings requirements as for sign Type 1.

d. Total number of 3 signs of this type are required, of which 2 will be set into soft ground, and 1 into paved ground.

**Sign Type 5: Free-standing low level angled panels**

a. Between 3 and 5 information tiles, mounted horizontally to make a single complete panel. Details of the appearance of each sign (showing positions of the tiles) will be supplied by the Project Steering Committee. The tiles are to set into metal trays/frames coloured gunmetal grey. Type of trays/frames and materials proposed are to be stated in the quotation. Assuming space for trays/frames around each tile of 5mm, the overall sizes of panels are:

3 tiles: 770mm (w) x 260mm (h).

4 tiles: 1025mm (w) x 260mm (h).

5 tiles: 1280mm (w) x 260mm (h).

b. The panels are to be welded to metal legs which are fixed into the ground to give a complete free-standing sign. On top of the legs the panels are set at an angle of 60 degrees. The height from the ground to the panel is 520mm. Width of the legs is expected to be around 60mm.

c. The length of the legs must include sufficient to be concreted and buried in the ground with suitable strength to withstand wind, rain, frost or hot sun, and comply with health and safety requirements to ensure they cannot be pushed or pulled over by members of the public. With an above-ground height of 520mm it is expected that the below-ground length should be around 400mm.

d. Total number of 29 signs of this type are required, of which 26 will be set into soft ground, and 3 into paved ground. Of the 29 signs:

10 signs are 3 tiles wide

9 signs are 4 tiles wide

12 signs are 5 tiles wide

**Sign type 6: Wall-mounted**

a. For mounting information tiles to walls, each tile is to be individually set into 3mm thick folded metal trays, which can be screw fixed to walls or other surfaces in a variety of layouts. To allow this, they must butt up against each other cleanly on the wall. Overall size of each finished panel 270mm x 270mm.

b. Details of the appearance of each sign (position of tiles) will be supplied by the Project Steering Committee.

c. Total of 48 individual modular signs of this type are required.

**Sign Type 7: Wayfinding / Information floor panel**

a. The wayfinding signs are all individual tiles, details of the wayfinding tiles are in para 7.c above. When installed in the ground, the wayfinding tiles must be level with the surrounding surface so there is no trip hazard for members of the public, and they must have non-slip surfaces. Details of the proposed method of fixing the panels into the ground are to be stated.

b. Total of 113 signs of this type are required, of which 99 will be installed into paving, and 14 into tarmac/asphalt paths.

**Sign Type 8: Wayfinding on pole**

a. For the wayfinding tiles which will be set on free-standing poles (para 7.c (4) above), each tile should be mounted into a suitable metal tray or frame which can be fixed to the mounting pole. The height should be 520mm from the ground to the bottom edge of the tile, which will be fixed vertically on the pole.

b. The length of the poles must include sufficient to be concreted and buried in the ground with suitable strength to withstand wind, rain, frost or hot sun, and comply with health and safety requirements to ensure they cannot be pushed or pulled over by members of the public.

c. Total of 4 signs of this type are required, all will be set in soft ground.

**DESIRABLE ADDITIONAL SIGNS**

9. In addition to the essential numbers of signs listed in para 8, it is desirable that individual buildings in the Town Trail are marked.

a. For the desirable additional signs, a total of 32 additional information tiles will be required.

b. Where the buildings for the additional desirable signs are statutorily listed, the markers will be a free-standing sign consisting of one information tile mounted as for Sign Type 5 but being only a single panel and on a single leg/pole. For the desirable additions, 15 signs of this type will be required. As they will be set up in front of the listed building these signs will be installed in paved areas.

c. For the remaining buildings, the markers will be single panels wall-mounted, Sign Type 6. For the desirable signs an additional 17 signs of this type will be required.

**SAMPLES**

10. The preferred company from the tendering process will be expected to provide at least one sample of Sign Type 6, with sample information tile, and Sign Type 7, with sample wayfinding ground tile, to the Project Steering Group for approval of materials, colours, and finish, before the final order is placed.

**INFORMATION REQUIRED IN QUOTATION**

11. The quotations should include:

a. Details of all materials proposed to be used.

b. Details of proposed installation methods.

c. Unit cost of manufacturing of each of the tile types listed in para 7.

d. Unit cost of manufacture of each sign type listed in para 8.

e. Installation cost for each sign type listed in para 8 in soft ground, paved areas or asphalt/tarmac covered ground, as specified in the requirements for each sign type.

f. Total cost of manufacturing all the tiles as detailed in para 7, including any applied discounts for bulk.

g. Total cost of manufacturing all the signs as detailed in para 8, including any applied discounts for bulk.

h. Total cost of installation of all signs, including any delivery costs.

i. Separate costing for manufacture and installation of the desirable additional signs as detailed in para 9.

j. Any other costs not specified above in completing manufacture, delivery and installation of all the required signs must be itemised and included.

k. Total cost of the project without the desirable items.

l. Total cost of the project including the desirable items.

m. Total costs are be exclusive of VAT, which should be shown as a separate amount.

n. Estimate of cost of replacement tiles after installation of initial signs, for example in case tiles need to be replaced in case of damage. Estimate should show cost of manufacture and of removing old tile / fitting new tile in sign.

12. Companies are welcome to include any additional information which would assist with understanding their proposals.

**EVALUATION**

The contract will be awarded on the basis of the most economically advantageous offer having regard to:

Price 60%- the lowest price quoted will be awarded maximum points and all other quotes in proportion.

The **Quality** of the solution in terms of functionality and infrastructure (40% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, delivery date and delivery period and period of completion.

The headline **Quality** evaluation criteria are as follows:-( total 40%)

-Details of the materials used to include details on durability, and how they satisfy the requirement. (10 %)

-Details of the proposed installation method to include adherence to health and safety and lead times from order placement for each tile. (5%)

* Aesthetics- the look and style of the tiles. ( 25%)

Each of the Quality sections within this submission will be scored based on the method detailed below

|  |  |
| --- | --- |
| Exceptional demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. | 5 – Excellent |
| Good demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. | 4 – Good |
| Satisfactory demonstration of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 3 – Satisfactory |
| Contains minor shortcomings in the demonstration of the relevant ability, understanding & skills required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 – Minor Reservations |
| Satisfies the requirement but with considerable reservations of the relevant ability, understanding & skills required to provide the services, with little or no evidence to support the response. | 1 – Serious Reservations  Submissions which receive a ‘1 – serious reservations’ will not be considered further |
| No response provided. | 0 – no score – Fail  Submissions that ‘Fail’ will not be considered further |

### WARRANTIES

In submitting its quotation, the bidder warrants, represents and undertakes to the Council that:

all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the bidder, its staff or agents in connection with or arising out of the bidder are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;

it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the bid and will not be entering into the contract (if the same be awarded to the bidder by the Council) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Council;

it has full power and authority to enter into the contract and perform the obligations specified;

it is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified;

it will not at any time during the Contract Period or at any time thereafter claim or seek to enforce for the purposes of this contract any lien, charge, or other encumbrance over property of whatever nature owned or controlled by the Council and which is for the time being in the possession of the bidder.

### FREEDOM OF INFORMATION ACT

Information in relation to this application may be made available on request in accordance with the requirements of the Freedom of Information Act 2000 (the ‘FoIA’). Where a Supplier considers any information submitted to be commercially sensitive, the Supplier should:

* clearly identify such information as commercially sensitive;
* explain the potential implications of disclosure of such information; and
* provide an estimate of the period of time during which the Supplier believes that such information will remain commercially sensitive.

The Council will endeavour to maintain confidentiality, but Suppliers should note that, even where information is identified as commercially sensitive, the Council might be required to disclose such information in accordance with the FoIA. It is also important to note that information may be commercially sensitive for a time (e.g. during a tender process) but afterwards it may not be. Accordingly, the Council cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

**PRICING SCHEDULE**

**Please detail the pricing below as requested in section 11 c - n**

**ANNEX A**

