

Internal & External Signage

Invitation to Tender

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I. Introduction

I.1 About the Trust

Students First: raising standards and transforming lives.

Outwood Grange Academies Trust (OGAT) is a not for profit sponsor of primary and secondary academies and is recognised nationally as one of the highest performing chains of schools and is the highest performing family of schools in the North of England. We have developed our educational blueprint from the original school at Outwood Grange Academy and used this to sponsor schools, having a transformational effect on children's life chances within very quick timescales.

All academies work closely with each other as a 'family of schools'. Indeed, each academy individually and collectively forms the trust: the trust as a whole is not a separate body or group of people but rather one single organisation made up of all our academies with one single vision and shared set of values. Together we all work to ensure that all children, irrespective of their starting point, receive an excellent education. We relish the opportunity to be part of the much-needed regeneration of all areas we work in.

We pride ourselves in meeting the needs of all children in our care, including those who are most vulnerable or challenging. These groups of students are a major priority and we work closely with parents/carers in helping to raise their children's self-esteem, resilience and subsequent achievement and attainment.

The OGAT Multi-Academy Trust (MAT) comprises of 21 secondary schools and 10 primary schools, details of locations can be found at <http://www.outwood.com/our-family>

I.2 About This Tender

The Trust is seeking a Single Supplier of Internal and External High Quality Display Graphics and Signage school environments

The Trust intends to award a contract for an initial one-year period with the option to extend for a further 4 years (dependent upon supplier performance).

The preferred supplier will be appointed in July 2018 to begin their contract from August 2018

Contract Management and review of the trusts KPI's will be conducted on a quarterly basis

Full contract activity will be formally reviewed on an annual basis.

I.3 Overview of Requirements

The Trust is seeking a single supplier to Design, produce, manufacture and install High Quality Display Graphics and Signage that can be used in internal and external school environments

I.4 Objective of Tender

The Trust wishes to achieve the following objectives following this tender process:

- Appoint a single provider of the above services across the Trust
- Ensure the Trust are achieving excellent value for money
- Retain good quality signage throughout the trust

I.5 Instructions to Tenderers

It is ESSENTIAL that all suppliers submitting a proposal read all of the instructions in this section very carefully and comply with all of them. Failure to do so may result in suppliers being excluded from the tender process.

I.5.1 Queries Relating to the Tender

If tenderers have queries regarding the Invitation to Tender they should be submitted in writing to Kelly Furniss, Procurement Manager: k.furniss@outwood.com Queries should be submitted no later than one week prior to the tender closing. Any queries received later than this may not be responded to in time. If the answer contains information of material significance those answers will be communicated to all companies involved in the tender process.

I.5.2 Response Format

One of the major issues when evaluating large tenders is being able to accurately compare each company's proposal. To ensure this process is as straightforward as possible all of your responses will need to be submitted in a prescribed format.

The Trust, therefore, requires the following information within your tender to be provided on the templates provided in the appendices to this document:

I.5.2.1 Completion of Appendix A (Response to Tender)

I.5.2.2 Completion of Pricing Schedule Appendix B – Excel spreadsheet where bidders can put forward their prices for the services.

I.5.2.3 For Information KPI Appendix C – Keep Performance Indicator Document to be used following contract award

I.5.3 Completion of Tenders

Tenders must be submitted in accordance with all instructions contained within this document. Please read the Invitation to Tender document very carefully and answer all questions asked and provide all of the required information in sufficient detail to allow the project team to make an informed decision. Failure to comply with these instructions will result in your tender being marked down and could result in your expulsion from the process.

I.5.4 Return of Tender Documents

Completed tenders submissions must be received by the Trust no later than 12noon on the 15th of June 2018. and should be emailed to :- k.furniss@outwood.com

The tender submission must be provided in an electronic format. The electronic copy of your tender response must be provided in either PDF format, MS Word or MS Excel or a combination of the above. Images (e.g. copies of certification etc.) can be supplied in PDF or JPG format.

Your tender submission must not be e-mailed to any member of Trust's staff prior to the Tender Submission Date. Late Submissions and Paper submissions will NOT be accepted.

I.6 Site Visits

Suppliers are required to visit our site at Outwood Academy Adwick, Doncaster (Tenter Balk Lane, Woodlands, Doncaster DN6 7SF) on Wednesday the 6th of June 2018 at 10am to meet with the Trust's Procurement Manager and Graphic Designer. This time will be used to demonstrate to Suppliers some of the products detailed within this tender and for suppliers to see the quality of finish and products that the trust requires. Confirmation of your attendance must be sent to k.furniss@outwood.com

I.7 Freedom of Information

The Freedom of Information Act (FOIA) 2000 applies to all information held by public bodies. Outwood Grange Academies Trust is a designated body under the FOIA, and subject to the disclosure requirements and therefore all of the information the Trust holds about a company is potentially covered by the FOIA. Examples of the types of information which are within the scope of the legislation include:

- Information which we might gather in the run up to a procurement exercise.
- Information provided by prospective suppliers as part of the tendering process.
- Contracts and associated documents, such as the correspondence connected with negotiating a contract.
- Information supplied by the contractor during the delivery of a contract, and information relating to our monitoring of the contract.

Requests for this type of information have to be handled like any other FOIA request and therefore must be provided unless a valid exemption applies.

I.8 Award Criteria

The Trust will select a supplier based on the most economically advantageous tender, not necessarily the lowest price. The following criteria will be used to appoint a preferred supplier.

Criteria	Marks
Price	50
Quality of Sample	40
Time Frame from request to delivery	10

I.9 Evaluation

The Trust will be selecting a supplier using the Most Economically Advantageous Tender methodology. Bids will be evaluated using the processes described below.

1.9.1.2 Award of Scores

A score out of 50 will be awarded based on price

A score out of 40 will be awarded based quality of samples

A score out of 10 will be awarded based on the time-frame of order to delivery and installation of product

2. Specification

Service Requirements

The Trust's requirements are those elements of the contract that relate directly to the Design, Delivery and Installation of Display Graphics and Signage, bidders must include the following in costs where applicable:-

- Removal of old signage (if applicable)
- All installation costs (if applicable)
- Site Survey / Photographs (if applicable)
- Artwork / Designs (if applicable)
- Details of life span / warranty

2.8 Account Management

2.8.1 Review Meetings

The supplier/contractor would be expected to arrange review meetings quarterly with the named lead for this project which will be Kelly Furniss (Procurement Manager) and Robert Pierce (Graphic Designer). In addition to this, adhoc meetings may be requested for specific projects by a representative at each school

- Review key performance indicators (particularly those concerning service and support)
- Identify and discuss any on-going service issues that require resolution
- Identify any additional activities or potential opportunities that may add significant value for the Trust
- Issues which may impact on the future of the contract

Suppliers are asked to confirm they are willing to arrange these meetings, and to identify any additional items for consideration during these review meetings.

2.8.2 New Academy Engagement

The Trust has grown steadily over the last 7 years and this growth may continue in the future. The supplier will need to explain how they will manage the engagement and 'on boarding' of any new academies joining the Trust and provide estimated timeframes for this work.

2.9 Contract Duration

The contract duration will be an initial one year with the option to extend annually for up to 4 years. The extension would be dependent on the performance of the chosen supplier during the initial first year contract term and will be granted at the sole discretion of the Trust.

Objective KPIs will be used by the Trust as the basis of monitoring the performance of the contract as well as monitoring the contract extension review (see Appendix C Key Performance Indicator document).

2.10 Invoicing

The invoice format will have to be agreed before the start of the contract to ensure that payments can be made quickly and efficiently. Suppliers are asked to provide an example of an invoice for an existing customer (anonymised if necessary).

2.12 Payment Terms

The Trust's payment terms are 30 days from date of invoice.

2.13 Health and Safety

Contractor must be fully insured - public and employee liability necessary – - Please attach correspondence to this tender submission

PASMA certified (or alternative certification) - Please attach correspondence to this tender submission

H&S minimum Requirements - The Contractor should, provide a copy of all their safe working method statements and risk assessments - Please attach correspondence to this tender submission

2.14 Insurance

Tenderers must have a minimum of £5M Employers Liability Insurance and a minimum of £5M Public Liability Insurance.

The successful Contractor must provide the relevant valid Insurance certificates for inspection before commencement of the contract.

3. Pricing

3.1 Pricing Structure

To make comparison of suppliers proposals easier suppliers must quote a price the service required by the Trust for each academy. Any additional services provide outside the required service should be priced separately. The service price must cover the cost of:

Please see Appendix B – Pricing Schedule for completion

The quoted prices must exclude VAT.

3.2 Additional Costs

As part of their submission suppliers should outline any other additional costs that might be charged to the Trust in the Pricing Schedule attached.

3.3 Pricing Schedule

The Trust has provided a template in which suppliers should submit their price per academy plus any costs for the provision of the products/service required by the Trust. This template must not be adapted or amended in any way. If a bidder finds that they cannot provide all of the information they wish to as the template does not allow this, they must contact the Trust immediately so that the template can be adapted if necessary.

4. Your Proposal

To ensure simple comparison of bids it is essential that each supplier provides all of the information requested by the Trust in the format in which it is requested. Therefore bidders must read the instructions contained within this section very carefully to ensure they provide their submission in the required structure.

4.1 Templates

Three templates have been provided by the Trust in which proposals should be submitted. The three templates are:

- Appendix A – Response to Tender**
- Appendix B – Pricing Schedule**
- Appendix C – Key Performance Indicator**

It is essential that bidders do not amend the templates in any way. If there is a reason why bidders cannot input the information they wish to submit they must contact the Trust immediately rather than changing the setup of the templates to suit their own requirements. The Trust can then choose to amend the templates if required and re-issue them.

4.2 GDPR Information

The Supplier shall Process Personal Data in performing the Services as notified by Outwood Grange Academies Trust only for as long as required and for no longer than the term of this Contract.

The Supplier warrants that it shall:

- (a) Process the Personal Data in compliance with Law; and
- (b) Take appropriate technical and organisational measures against Data Breach.

The Supplier agrees to indemnify and keep indemnified and defend at its own expense the Outwood Grange Academies Trust against all costs, claims, damages or expenses incurred by the Trust or for which the Trust may become liable due to any failure by the Supplier or its employees or agents to comply with any of its obligations under this Clause.

4.3 Modern Slavery Act – Conditions of Supply

All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2015 and related regulations.

By bidding on this tender Suppliers and Contractors are confirming compliance with the Modern Slavery Act 2015 as a supply condition of supply for goods/services provided in this tender

4.4 Appendices to Supplier Proposals

Bidders may wish to provide additional information over and above that they have provided in the two templates. If this is the case then the information can be presented in an appendix. Any appendices must be very clearly referenced so that the Trust's project

team can find them quickly and easily. If the referencing is not clear and the appendices are difficult to locate then the project team may not be able to review the submission properly.

Any appendices must be entitled Appendix D, Appendix E etc. rather than Appendix 1, Appendix 2 etc. This is to ensure there is no confusion between the appendices provided by the Trust in this Invitation to tender and those provided by the supplier in their submission.

Schedule Timeframe

Issue Tender	15 th May 2018	These are indicative dates and may change
Suppliers Site Visit to Adwick	6 th June 2018	These are indicative dates and may change
Samples of signs to Trust no later than	15 th June 2018 – 12noon	These are indicative dates and may change
Tender Documents to be sent no later than	15 th June – 12noon	These are indicative dates and may change
Evaluation by Trust	18 th June onwards	These are indicative dates and may change
Award of Contract / Suppliers informed	TBC June 2018	These are indicative dates and may change
Successful Bidder Meeting	TBC July 2018	These are indicative dates and may change
Contract to start	TBC July 2018	These are indicative dates and may change

Appendix A – Response to Tender

Internal and External Signage Contract :-

- 1 We, _____ (Name(s) in Block Letters) hereby offer and undertake on the acceptance of this tender to supply goods and services as specified in the Requirements Specifications under Part 2 of your Invitation to Tender and under the Instructions to Tenderer and Conditions of Contract in Part 1 of your Invitation to Tender.
- 2 Our Tender is fully consistent with and does not contradict or derogate from anything in Part 1 of your Invitation to Tender or downgrade anything in your Requirement Specifications. You are entitled to reject our tender if it is inconsistent with or contradict or derogate from anything in Part 1 of your Invitation to Tender or downgrade anything in Part 2 of your Invitation to Tender.
- 3 We undertake that we shall as and when required by you to execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed between Outwood Grange Academies Trust and the bidder. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
- 4 OUR OFFER IS VALID FOR ***** CALENDAR DAYS FROM THE CLOSING DATE OF THIS TENDER.
- 5 Our price (herein referred to as "the Contract Price") for the goods and services to be supplied by us is _____.
- 6 A breakdown of the Contract Price for the goods and services is given in the priced schedule attached hereto.
- 7 We further undertake to give you any further information which you may require.
- 8 We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, and accept any contract and act for and on behalf of _____ (Insert Name of company).
- 9 As 'Processor' we agree to implement the appropriate technical and organisational measures to comply with the legal obligations under the new Data Protection Legislation (May 2018)

<p>Authorised Signature</p> <p>Name :</p> <p>Designation :</p> <p>Dated this _____ day of _____, 20_____</p>
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NOTICE: This Form duly completed MUST accompany every Tender Proposal. Any change to its wordings may render the Tender liable to DISQUALIFICATION

Appendix B – Pricing Schedule

Please Note - ALL vinyl's and laminates must have a minimum of 7-8 years Print Life Expectancy

No.	SPEC – Internal Signs (all prices to include fitting where applicable)	Price 0-5	Price 5+	Delivery Time
1	Sub Surface Printed Polycarbonate – 5mm thick polycarb panel, no sharp corners, pre-drilled holes for studs, solid brushed metal studs, with tightening hole to side of head, studs and screws etc to be included in price			
1a	210 x 297 A4 (4 small head studs at 12mm dia.)	£	£	
1b	297 x 420 A3 (6 small head studs at 12 mm dia.)	£	£	
1c	594 x 420 A2 (4 large head studs at 19mm dia.)	£	£	
1d	2440 x 1200 (12 studs used at 19mm dia.)	£	£	
2	Sub Surface Printed Acrylic with Polished Edges – 5mm thick acrylic panel, laser cut with flame polished edges giving smooth high gloss finish, brushed metal studs, with tightening hole to side of head, studs and screws etc to be included in price			
2a	A4 VMG Door Signs (4 studs included)	£	£	
3	'Dirty Thirty' English Display – Total area of display 3950 x 950 Compromises of 30 printed 5mm acrylic panels at 500mm x 150mm, laser cut with polished edges, 1 centre piece of 680 x 950 on 5mm clear acrylic, printed and backed solid white, brushed metal screw cap covers to fit flush to wall, studs and screws etc to be included in price	£	£	
4	Consequences Boards – Black A2 Dense Foamex 3mm thick, printed to face, high quality dry wipe coating (ASLAN) for this	£	£	
5	Pull Up Banners – Flip out feet base, sturdy, high resolution printing. 800mm wide x 2000 high	£	£	
6	Printed 5mm Thick Foamex Panels, 5mm Black Foamex, print to white vinyl with grey back glue in resolution, applied with crystal satin laminate			
6a	A4 Size	£	£	
6b	A3 Size	£	£	
6c	A2 Size	£	£	
6d	A1 Size	£	£	
6e	2440 x 1200mm	£	£	

Please Note - ALL vinyl's and laminates must have a minimum of 7-8 years Print Life Expectancy

No.	SPEC – External Signs (all prices to include fitting where applicable)	Price 0-5	Price 5+	Delivery Time
7	Unfitted – Flat Aluminium Composite Signs Designed and Printed with Graphic – Flat to enable signs to be screwed to walls - .21 skin ali composite sheeting with UV protected laminate, polymeric 7-8 year vinyl and laminates to minimise print fading			
7a	A3 Size	£	£	
7b	A2 Size	£	£	
7c	A1 Size	£	£	
7d	1220 x 1220	£	£	
7e	2440 x 1220	£	£	
8	Dibond with rails only – include design and layout, print on face of substrate and a laminate, to include post clips or rail bars			
8a	1200 x 1200	£	£	
8b	1200 x 800	£	£	
8c	2440 x 1220	£	£	
9	Posts – Black powder coated posts			
9a	50mm Dia. ali white post	£	£	
9b	76mm Dia. ali 6m	£	£	
9c	114mm grey steel 5m	£	£	
10	High End Solid Aluminium Modular Tray Signs with Posts 2400 x 1200 with 4.5mm long 100mm square posts, coated white or black, post caps, bolts, design, print to face with matching laminate	£	£	
11	Aluminium Composite Panel Trays – designed & printed with graphic 2400 x 1200mm, 50mm returns, print to face using 7-8 year polymeric vinyl. Matching matt or gloss UV laminate, include screws, fixings and angle brackets	£	£	
12	Design or Artwork Costs (if applicable)			
13	Standard Rate for 2 men for a full day			

In order to evaluate this tender submission the Trust would like to request a printed sample to assess material and print quality.

An outdoor sign (aluminium composite) is required along with a sample of an Internal foamex sign, A4 in size (2 signs in total)

The above to be delivered no later than the 13th of June 2018, FAO: Kelly Furniss, Outwood Grange Academy, Potovens Lane, Wakefield, WF1 2PF

Appendix C –Internal / External Signage Contract - Contract Period: 1st August 2018 to 31st July 2019 (option to extend for up to 4 further years)

Objective	Owner	How to be achieved	Results expected	Measure	Score 1 - 5
The Supply/Provision of Internal and External High Quality Display Graphics and Signage	Supplier/Contractor	Orders placed and installed within agreed timescales	Designed, Manufactured and Installed within 2 weeks of receipt of order	Unsatisfied delivery timeframes documented by Business manager and Procurement Manager	
Pricing/ Invoicing	Supplier/Contractor	Prices charged as per tender bid, without variation unless agreed by the trusts Procurement Manager	Invoices received with correct pricing	Weekly communication of errors to company representative. Log to be kept of discrepancies	
Standards/ Quality	Supplier/Contractor	Ensure the highest quality product is delivered in line with the terms of the contract and associated standards	Products/Service are always delivered in line with our specification of requirements	Service/Product to Maintain Excellent Quality Standards	
Innovation / Added Value/ Sponsorship	Supplier/Contractor	Expectations of requirements, OGAT to be kept updated with new products/services and opportunities for cost savings	Updates on new products, samples and brochures to be provided	Contract review meeting / Emails / brochures received	

Kelly Furniss - Purchasing Manager, Signature

Date

Supplier Signature

Date:

Next Review Date: **XXXXXX**

The scores will be between 1-5 (1 = very poor, 2 = poor, 3 = good, 4 = very good, 5 = excellent). It is expected that scores will be 3 or above. If there are 2 areas that score below 3 in the year then the penalty will be that the contract may be terminated. If scores fall under half of the expected full marks a penalty charge will be incurred up to the value of 10% discount against payable invoices