



CHESTERFIELD

BOROUGH COUNCIL

Invitation to Tender for Chesterfield Town Centres Lighting Strategy

Authority's reference number: CBC/

Deadline for Tenders to be received: 12:00 noon on

Company Name	
Main Contact	
Company Registration Number	

SECTION B: TENDER SCHEDULES

TO BE COMPLETED AND RETURNED BY BIDDERS

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CONFIDENTIAL DRAFT

ANNEX B1

ELIGIBILITY QUESTIONS AND RESPONSES

Notes for completion

1. "Authority" means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions **i.e., the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. The Eligibility Questions in this Annex B1 have been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you pass all Eligibility Questions, the Authority will mark Annex B3 (Tender Response Document).
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at Annex B1- Template for Appendices.
6. Please return a completed version of this document to the Authority in accordance with the Instructions to Bidders in Section A of this ITT.

Verification of Information Provided

7. Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements, the Authority may only obtain such evidence after the final tender evaluation decision i.e., from the winning Supplier only.

Sub-contracting arrangements

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
9. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Consortia arrangements

10. If the Supplier completing this Annex B1 is doing so as part of a proposed consortium, the following information must be provided;
 - Names of all consortium members;
 - The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
 - If the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
11. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.
12. All members of the consortium will be required to provide the information required in all sections of this Annex B1 as part of a single composite response to the Authority i.e., each member of the consortium is required to complete the form.
13. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
14. The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

15. When providing details of contracts in answering section 6 of this Annex B1 (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
16. The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
17. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations 2015.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) Public limited company b) Limited company c) Limited liability partnership d) Other partnership e) Sole trader f) Third sector g) Other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) <ul style="list-style-type: none"> • Voluntary Community Social Enterprise • Sheltered Workshop • Public service mutual 	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model				
Question number	Question	Response			
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.			
1.2(a) - (ii)	Name of group of economic operators (if applicable)				
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.				
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.				
	Name				
	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each sub-contractor				

Contact details and declaration

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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Part 3: Selection Questions

Section 4	Economic and Financial Standing	
	Question	Response
4.1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g., your organisation is a new start-up or you have provided services in the past but not under a contract.

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url ... No <input type="checkbox"/> Please provide an explanation

Section 8	Additional Questions	
	Suppliers who self-certify that they meet the requirements to these additional questions will be Required to provide evidence of this if they are successful at contract award stage.	
8.1	Insurance	
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £5 million Professional Indemnity Insurance = £5 million Product Liability Insurance = £5 million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2	Compliance with equality legislation	
	<p>For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.</p> <p>1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p> <p>2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this section, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>3. If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p> <p>You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

	similar unlawful discrimination reoccurring.	
8.3	Environmental Management	
	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
8.4	Health and Safety	
	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p> <p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p> <p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

8.5	Safeguarding	
	<p>Chesterfield Borough Council has a Safeguarding Policy to offer protection to children and vulnerable adults. Contractors must follow this policy which is attached.</p> <p>Please confirm your acceptance of our policy.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.6	Modern Slavery	
	<p><i>We are absolutely committed to preventing slavery and human trafficking in our corporate activities and to ensure that our supply chains are free from slavery and human trafficking.</i></p> <p><i>Starting from 1st April 2017, all our new suppliers for new or extended contracts will be required to self-certify whether the Modern Slavery Act applies to them and that they meet the requirements of the Act.</i></p> <p><i>We will, subject to resource availability in the Shared Procurement Unit, introduce a process of carrying out random checks on new suppliers to ensure that:</i></p> <ul style="list-style-type: none"> <i>- they have a Transparency Statement</i> <i>- the council is satisfied at the level of assurance provided that no modern slavery exists in their supply chain</i> <p><i>Please confirm you can self-certify that your company meets the requirements of the Act.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

ANNEX B2

Specification

This Specification forms part of the Specification and Tender Response Document. It will form part of the Contract between the Authority and the Supplier.

Chesterfield Borough Council is one of eight District Councils in the County of Derbyshire. The Council is responsible for providing a wide range of local services in Chesterfield including housing, planning, economic development, estate management, public health, refuse collection and leisure facilities including parks and sports centres.

Chesterfield is the second largest settlement in Derbyshire and lies 24 miles (39km) north of Derby. The Borough is a relatively compact and mainly urban area with good access to the M1 motorway which runs along its Eastern boundary.

Chesterfield Borough Council's vision is *"Putting our Communities first"*.

The Chesterfield Borough Council (CBC) Town Centres Lighting Strategy Scope is being commissioned to support the continuing role that the Town Centres of Chesterfield and Staveley provide as an economic focus that serves the local populations. This includes being a both a destination, and a gateway to other key local assets in the area. Put simply light has the power to change the way people view and feel about a place, and it has the effect of making it safer, more attractive in its offer, and more inviting to visit.

Our vision is a beating heart for both Chesterfield and Staveley, with modern events, experiences, excitement, and ease of movement through and around the Town Centres. Transformational regeneration of Town Centres in the borough area will rely on lighting playing an impactful role by enhancing their attractiveness, whilst continuing to increase footfall, improve perceptions of safety, plus also increase the time people stay and spend.

Lighting is a highly effective tool when combined with local policy and planning, which benefits a diverse range of stakeholders, but it is often not thought about at scale, or is just an afterthought. Once shops and offices close for the evening, levels of activity drop, however 50% of modern life takes place after dark. This commission will allow Chesterfield Borough Council to fully understand the value of its lighting beyond the functional and recognise the opportunity it provides to improve revenue and the quality of life for local people.

Lighting interventions will also be expected to create and enhance performance areas, for community and professional use, to provide permanent spaces which promote much improved economic and social benefits, both during the daytime, and within the evening economy.

The Lighting Strategy will be developed to support the delivery of key regeneration projects that will see significant investment in our Town Centres. For example, in Chesterfield Town Centre, we are delivering the Revitalising the Heart of Chesterfield project to deliver improvements to the Market Square, and we have recently received confirmation that we have been successful in our bid for Levelling Up Funding.

In Staveley, improvements to the Town Centre are being prioritised as part of the delivery of the £25.2 million Town Deal. This means that we have a real opportunity to implement the measures contained in a Lighting Strategy, adding real value to the impact that our regeneration schemes are seeking to deliver.

Aims

This Lighting Strategy Scope is to develop a well-designed, coordinated, and coherent approach to the lighting in both Chesterfield and Staveley. This is necessary so that lighting design becomes an intrinsic part of their planning and is understood to be critical criteria in the work to enhance spaces and create 'places'.

The strategy scope will need to recognise and encourage lighting design, which is both innovative and authentic, which does not compromise but increases community safety, security, and the existing amenities of both Chesterfield and Staveley. The final documents need to present best practice solutions to future proofing through the selection of materials, delivering adaptive design and technology, minimising energy use and managing light pollution. This approach aims to support wayfinding, orientation, and accessibility of and to both Chesterfield and Staveley, for all people.

The strategy scope will also need to propose ways to enhance the functional and aesthetic qualities of light in all its forms, to support and develop both Chesterfield and Staveley's social, economic and sustainability targets. This will include building upon information gathered during stakeholder consultation processes, which will shape the recommendations and guidelines.

Objectives

To elaborate more on the ambitions, the following points are pertinent to CBC's aspirations for both Chesterfield and Staveley, to:

- Provide a more legible and accessible environment, by improving the uniformity of light and reducing glare, considering local and national lighting standards
- Balance, by reducing and enhancing where appropriate, the amount of light used, and improving both colour appearance and colour rendering
- Provide a more 'human scale' of lighting, and improve functionality and aesthetics through the repositioning of existing street and building lighting (i.e., optimising position for human use)
- Celebrate Chesterfield and Staveley's character and create warm, friendly, and exciting Town Centre experiences by highlighting, heritage buildings and sites, contemporary architecture of merit, iconic landmarks, public artworks and key thresholds and gateway points into and within the Town Centres
- Incorporate multi-functional infrastructure within schemes, to encourage and support the use of innovative approaches plus technologies, and dynamic light for special events
- Increase safety by ensuring appropriate British Standard lighting levels in identified and perceived dark and dangerous areas, to support the prevention of crime through surveillance
- Encourage, guide and inform lighting proposals made as part of new developments, as well as for interim lighting on development sites
- The Council would like to improve lighting from a sustainability perspective, and we have signed a Climate Change pledge so would be keen to explore how we can support this aim, balancing the social and economic benefits of light with the environmental consequences of working with sustainable materials and approaches. Liaising with Derbyshire County Council as a key stakeholder and Town Centre lighting provider (streetlights), will be vital in exploring their intentions to improve lighting from a sustainability perspective, when providing recommendations
- Focus on minimising light pollution, and prioritising a balance between lighting proposals, and retaining dark skies
- Identify avenues of funding and delivery of lighting in Chesterfield, for input into the LUF Town Centre Transformation proposals, the Staveley Town Deal and any future action plans
- Considering lighting in terms of community safety, anti-crime, and anti-terrorism being careful to make any lit spaces are appropriate and safe

The strategy scope will represent research and observations, the mapping of current conditions in both Towns, including existing infrastructure, locations, and standards of lighting, who owns the assets and who maintains and manages them, including:

- Providing a review of current policy documents relating directly and indirectly to lighting, including listing existing lighting guidelines
- Assisting in identifying best practice, case studies, which will illustrate how lighting interventions have impacted in comparable Towns and Cities

It will then present a series of considerations to build on existing lighting policy such as safety and security, accessibility, and sustainability, as well as a set of design guidance specific to both Chesterfield and Staveley Town Centre contexts including:

- Town Centre Transformation proposals
- Stephenson Memorial Hall
- New build
- Other Heritage sites
- Temporary development sites
- Points of architectural or social interest
- Other types of public realm spaces such as streets, squares, and entries

The documents will also act as a support proposal for the enhancement of existing lighting provision by statutory agencies, and as guidance for lighting proposals made as part of new developments. In addition, it will provide encouragement for innovative lighting programmes, as part of festivals and celebrations and temporary 'meanwhile' projects.

To inform this strategy scope, Chesterfield Borough Council would want as part of this commission of Town Centre scale consultations to develop a series of design principles relating to lighting, and various contractors to deliver pilot projects, to trial both the principles and new approaches to the delivery of lighting in each of the Town Centres.

As a 'checklist' when commissioning the consultations to deliver new lighting projects in each of the Town Centres, and to ensure lighting is consistent whilst still responding to specific project aims, the following principles to follow are:

- **Connecting**
 - How might we create spaces to slow down and meet, mix, and mingle?
- **Take notice of people and heritage**
 - How might we create spaces where people can take notice of what is around them?
- **Interact and play**
 - How might we create spaces people can have fun in?
- **Engagement with Technological Innovation**
 - How might we support this in an inclusive way, that is relevant to people's lives
- **Events and performances**
 - How might we support live events happening in each of the Town Centres
- **Wayfinding and navigation**
 - How might we help people navigate each of the town centres?
- **Safety**
 - How might we create streets that are safe for all citizens?
- **Distinctly 'Connecting Chesterfield' & Staveley Town Centre**
 - How might we create something that speaks to the Chesterfield and Staveley Town Centre narrative?

Areas of study

The commission will be broken down into two lots of activity, namely:

- Lot 1 – Chesterfield Town Centre
- Lot 2 - Staveley Town Centre

The areas of focus within this strategy scope will present lighting design guidelines which will be applicable across each of the Town Centres, but also include separate out the important components that are specific to Chesterfield and Staveley, in each of the separate lots.

Important elements to both Town's will be their Gateways and Arrival spaces.

These areas define the boundaries of the Town Centres and key important assets and must serve to signify entry to the area.

At gateways to the Town Centres can help to:

- Clearly define the start of the Town Centres through enhanced lighting, and its relationship with surfaces and signage
- Offer clear and inviting routes for vehicles, pedestrians, and cyclists
- Present essential access information, particularly the lighting of the car parks, cycle, and pedestrian routes

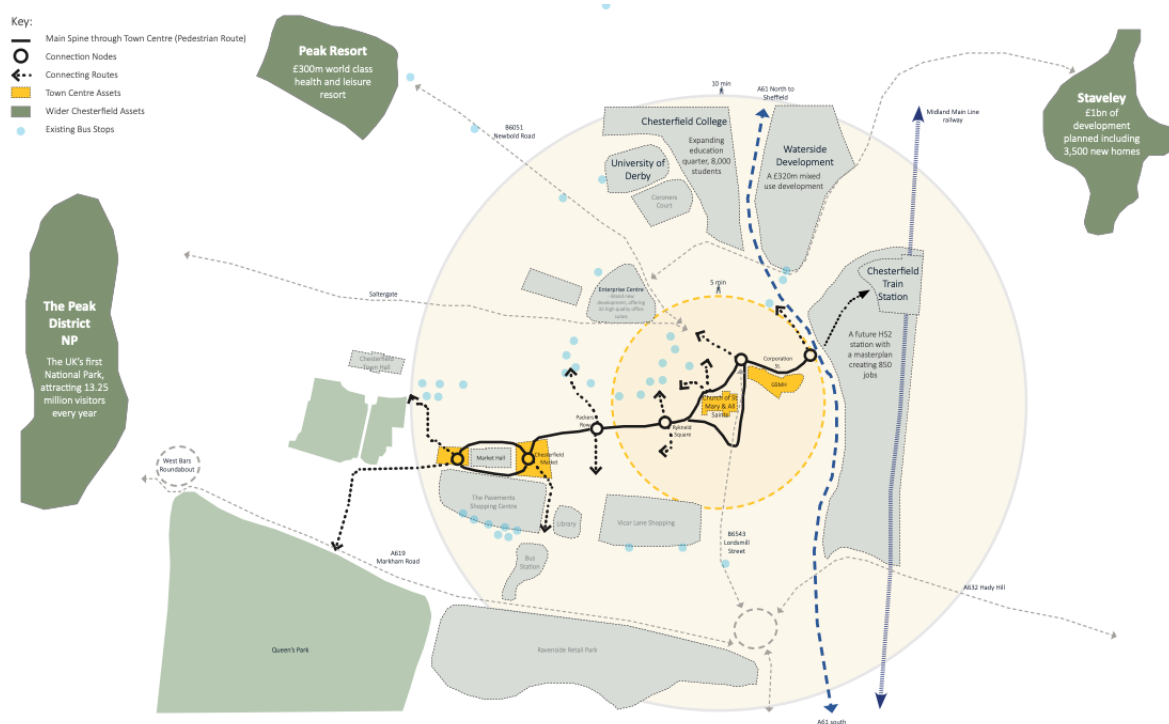
At arrival spaces helping to:

- Create a sense of arrival that celebrates the qualities of the Town Centres through lighting of high-quality streetscape details
- Mark a clear transition to pedestrian priority through subtle changes in lighting
- Encourage pedestrian movement through the arrival spaces to key routes and spaces

In providing more context the following sections break each of the town centres into their component parts, and their uniqueness of place.

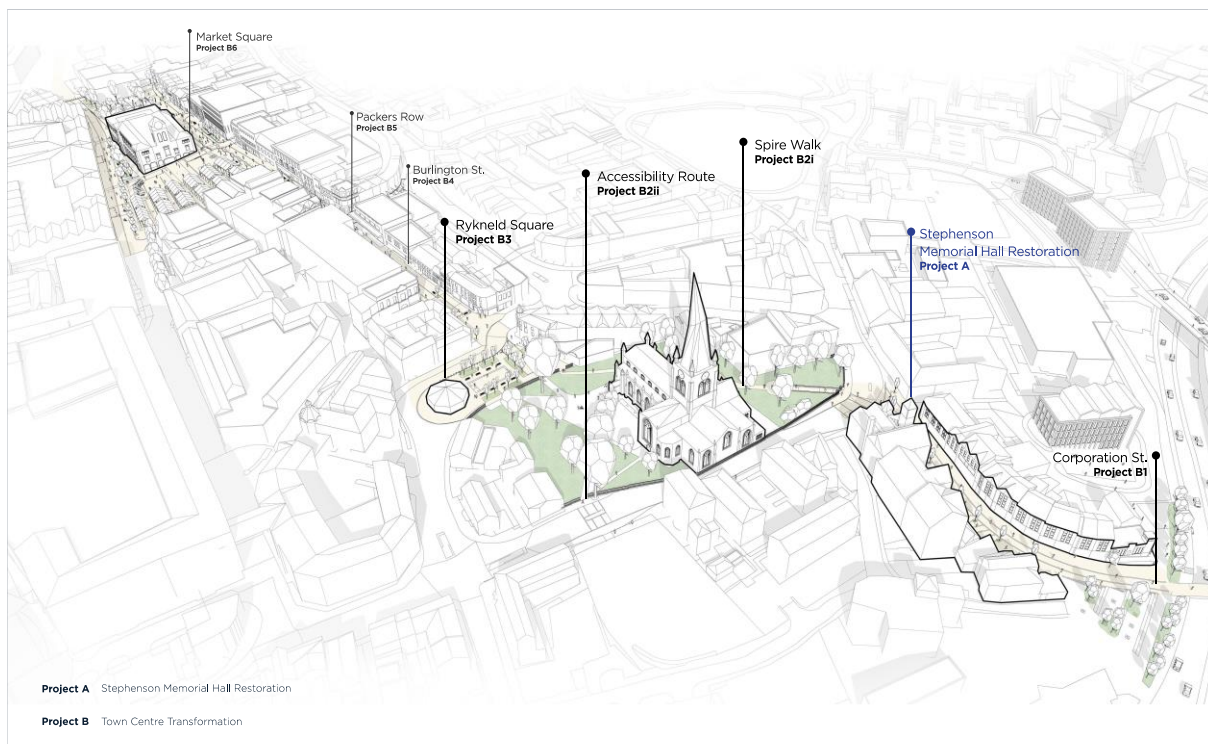
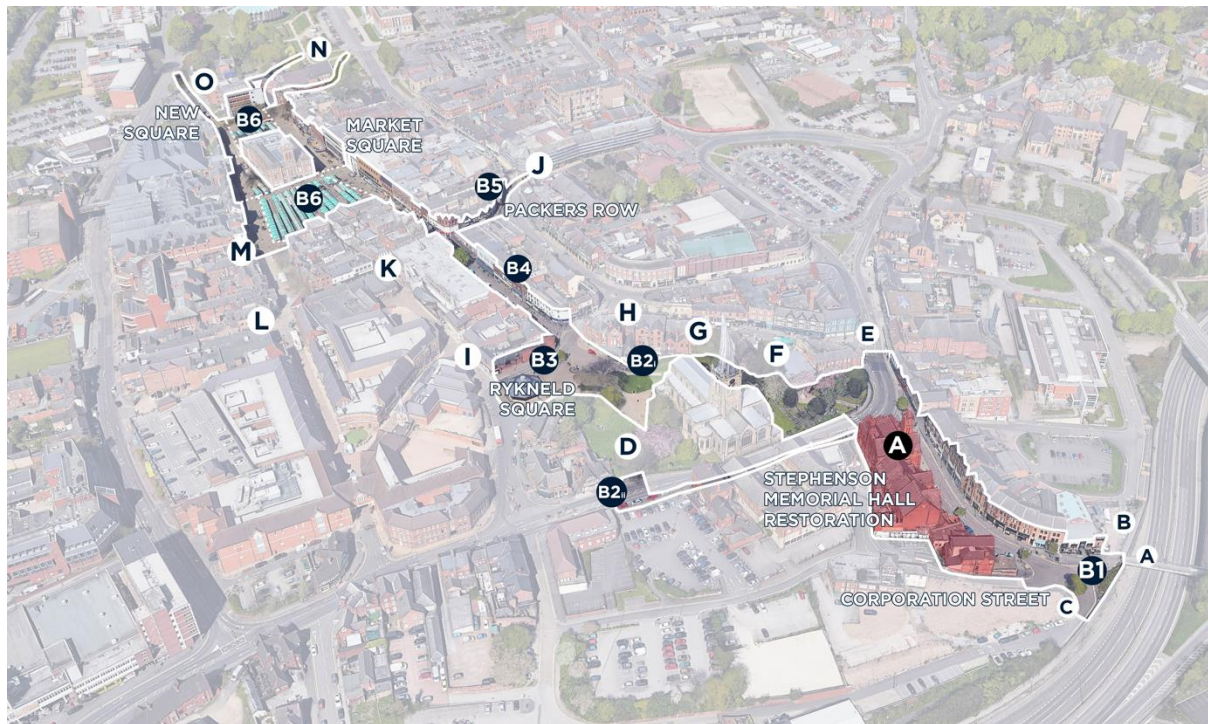
Chesterfield Town Centre

The wider Chesterfield Town Centre area can be summarised by the diagram below.



Chesterfield strategic connection diagram: illustrating assets within the town centre and key assets within proximity of Chesterfield

The more specific areas within Chesterfield Town Centre include:



Staveley Town Centre

The wider Staveley area can be seen in the diagram below:



A more detailed Town Centre plan can be found below:



BACKGROUND INFORMATION

Following are some links for further information, and relevant background to the ITT:

- CBC website - Revitalising the Heart of Chesterfield, Regeneration Schemes, Town Deal page, Destination Chesterfield pages
- Derbyshire County Council Highway Infrastructure Asset Management Plan for Street Lighting
- Derbyshire County Council Local Transport Plan 2011-2026
- New street lighting specification - <https://www.derbyshire.gov.uk/site-elements/documents/pdf/transport-roads/highways-infrastructure-asset-management/street-lighting-specification.pdf>
- Reduction of obtrusive light, references to this guidance and recommendations within would be beneficial. <https://theilp.org.uk/publication/guidance-note-1-for-the-reduction-of-obtrusive-light-2021/>
- British Standard BS5489 – Road Lighting <https://landingpage.bsigroup.com/LandingPage/Series?UPI=BS%205489>
- British Standard BS EN 13201 – Road Lighting <https://landingpage.bsigroup.com/LandingPage/Series?UPI=BS%20EN%2013201>
- The ILP publication PLG08 Guidance on the application of adaptive lighting within the public realm <https://theilp.org.uk/publication/plg08-guidance-on-the-application-of-adaptive-lighting-within-the-public-realm/>

Key delivery partners and stakeholders include:

- Derbyshire County Council Departments – street lighting, highways
- Chesterfield Borough Council Departments – planning, sustainability, economic development, town centre management
- Emergency Services
- Local Businesses
- Sustainability Officers in both Derbyshire and Chesterfield

- Destination Chesterfield

Note:

Information produced as part of this commission will remain the property of Chesterfield Borough Council.

Note to Bidders:

The Bidder must respond to each row of the Specification below.

Write "Confirmed" to confirm acceptance of the row.

If not accepted, the Bidder must state why not and propose its alternative drafting. This must be full form drafting capable of being inserted into the contract.

Note: the Bidder will not be permitted to add to this list or amend proposals to the Authority's detriment after the deadline for Tender submission.

Specification - Part 1: General

Specification	Bidder's response
1 General 1.1 The Supplier shall provide services as per the below specification.	
2 Commencement Date: February 2022	
3 Term: Until July 2025	
4 Contract Manager for the Authority: Cameron Higginbottom	
5 Contract Manager for the Bidder:	Name:
6 Notices shall be served in writing on the Bidder by delivering them to the following person:	Name: Address: Role:
7 Notices shall be served in writing on the Authority by delivering them to the following person:	Name: Cameron Higginbottom Address: procurement@chesterfield.gov.uk Role: Senior Procurement Officer

Tenders are invited for the supply of services for each of the Lots outlined above, in respect of a multi-disciplinary team of consultants with master planning, urban design, architecture, lighting design, electrical and mechanical engineering, cost consultancy skills.

Tenders are invited for the supply of services in respect of the provision of a lighting strategy for Chesterfield and Staveley Town Centres, and design of the projects. The Councils' detailed requirements are defined in the Specification.

The provision requested is for lighting strategies that provide the scope, technical framework, operational action plan, plus public consultation routeways - to allow Chesterfield Borough Council to fully realise the ambitions for the Town Centres of Chesterfield and Staveley including:

- Lighting to be incidental, instrumental, and intrinsic in every aspect of both Town Centre's design palette
- Using lighting as a tool to create a distinct identity, and character for each Town Centre
- Promoting visual well-being of Chesterfield and Staveley, leading to economic prosperity
- Maximising the use of interactive and digital infrastructure, to create a holistic hi-tech solution
- Transforming the way we manage light and lighting in Chesterfield and Staveley
- Reducing the long-term energy and maintenance cost as well as carbon emissions

This will include the following components, and the specificity for each Lot of activity is important to note:

LOT 1 – Chesterfield Town Centre

- a) A lighting strategy for Chesterfield Town Centre, to fulfil a deliverable action plan in support Town Centre development, and their Connecting Chesterfield Levelling Up Fund submission for Town Centre Transformation and Stephenson Memorial Hall
- b) Concept designs for all the public realm projects identified within the Connecting Chesterfield Levelling Up Fund submission
- c) Detailed technical design linked to the Levelling Up Fund submission for Chesterfield Church Spire, façade and grounds, lighting for Burlington Street and Hight Street, Lighting to Market Place and Market Hall façade, lighting to Low Pavement both East and West, and lighting to The Shambles
- d) Consultation process to inform the strategy

LOT 2 – Staveley Town Centre

- a) A lighting strategy for the Staveley Town Deal project, to fulfil a deliverable action plan in support Town Investment Plan and ambitions
- b) Provide both concept and scope that support the ambitions within the Town Centre Masterplan for Staveley, particularly Staveley 21
- c) Provide a framework, costs estimates and timeline proposal for the concepts to underpin this work
- d) Outline possible funding sources to inform CBC

In addition to the above specific components both strategies will need to:

- Create a positive and safe image for the Town Centres after dark and attract people to the areas of evening and night-time cultural and social activities
- Encourage people back to the Town Centres in a safe manner, whilst encouraging sustainable modes of movement (cycling, walking and public transport), and improving last mile travel
- Provide effective street lighting, in line with national and local standards, and use of architectural and landscape features to create good ambience
- Reduce energy consumption by using appropriate technology whilst making sure the Town Centres remains safe after dark
- Draw upon and promote both Town Centre's ambitions - use lighting technology to save energy, protect ecology and support a sense of community
- Support events and festivals within each of the Town Centres
- Use of 'state of the art' technology and innovation, for street lighting in the Town Centres, e.g., use of LED, CMS/Smart City technology, etc.

Specifications

Note: working files of all documents in amendable formats will be required by Chesterfield Borough Council at the end of the project.

LOT 1 – Chesterfield Town Centre

DELIVERABLES

Tenderers are invited to provide proposals for production of the following tasks:

1. Lighting strategy for Chesterfield Town Centre, including a deliverable action plan and a proposed mechanism for management and maintenance

2. Concept designs of the projects for the LUF proposals, with detailed design for the following projects - Chesterfield Church Spire, façade and grounds, Stephenson Memorial Hall façade, lighting for Burlington Street and Hight Street, lighting to Market Place and Market Hall façade, lighting to Low Pavement both East and West, and lighting to The Shambles
3. Additional support services

Task 1: Lighting Strategy for Chesterfield Town Centre:

The Strategy

- **Context analysis:** Planning, urban design and regeneration context, behaviour and activity patterns, utilities, historic character, tourism and branding requirements, events infrastructure and programme, existing lighting conditions, issues, opportunities and constraints, work done so far, crime hotspots, pedestrian flows, future developments, DDA compliance etc
- Overall concept for the area to create a distinct identity, specific to the location and character areas
- Key design principles and design guidance for the wider Town centre and LUF Proposals including streets, amenity spaces, architecture, landscape, security, temporary events, public art and branding
- Design vision in the form of plans, sections, elevations, 3D visualisations (photomontages/ views/ sketches) with indicative details to illustrate the proposed materials, lighting, street furniture etc
- Design guidance for quality, standards, sources, equipment and controls
- Approach to phasing for implementation of the strategy and related risks

Action Plan

- Identify short term and long-term priorities with indicated timescales, cost, and delivery mechanisms
- Infrastructure needs for enabling the projects, indicated cost and mechanism for delivery
- Infrastructure needs for temporary events and installations

Mechanism for management and long-term maintenance

- Identify issues, opportunities, and constraints within the existing system
- Advise on improving the management, maintenance, running cost and energy use
- Suggest alternative routes for ensuring long term maintenance budgets
- Give examples of successful maintenance mechanisms elsewhere
- Advise on funding requirements

Task 2: Concept Design of projects contained within the LUF proposals:

- Stephenson Memorial Hall Restoration
- Corporation Street
- Spire Walk
- Rykneld Square
- Burlington Street
- Packers Row

Concept design

- Attend Design Workshops / Design Team Meetings/ Presentations
- Carry out conceptual lighting design studies
- Consult with relevant stakeholders

- Provide assistance to CBC project managers and TCT Project Manager with the co-ordination of the lighting design in the public realm projects
- Produce presentation materials to convey the overall design intent (plans, elevations, and 3D visualisations)
- Prepare preliminary lighting layouts (on CAD files provided in .dwg or .dxf format)
- Prepare preliminary lighting equipment schedule
- Prepare preliminary lighting details (where applicable)
- Prepare preliminary control intent
- Prepare logical control channel schedule
- Carry out typical preliminary lighting calculations / modelling
- Ensure that the lighting scheme is within budget
- Advise where planning application or other approvals are required

Market Square Detailed technical design

- Carry out further development of lighting design for the following areas - Chesterfield Church Spire, façade and grounds, Stephenson Memorial Hall façade, lighting for Burlington Street and Hight Street, Lighting to Market Place and Market Hall façade, lighting to Low Pavement both East and West, and lighting to The Shambles
- Attend Design Workshops / Design Team Meetings and Consult with relevant stakeholders
- Prepare final lighting layouts (based on CAD files provided in .dwg or .dxf format)
- Prepare final lighting equipment specification
- Prepare final lighting details (where applicable)
- Prepare final performance specification for the lighting control system
- Prepare final logical channel schedule
- Prepare final coordinated construction drawings to enable DCC to procure the contractor
- Ensure compliance with part L / BREEAM
- Whole life cost and running cost reports

Task 3: Additional services

- Principle Designer support at all stages of the project
- Support on an as needs basis by a lead designer from the project team to provide input into the council led phases of detailed technical design and implementation for the LUF Submission
- Support for planning applications and other statutory approvals if required for the implementation of pilot projects
- Consultation and engagement with relevant stakeholders and communities will be a key aspect in every stage of this project.

The consultation strategy proposed at the tender stage will be agreed at the inception stage. Consultation events will need to be organised and the communication materials will need to be prepared by the consultants. Attendance of the consultant team will be required for the proposed consultation events.

PROJECT TIMESCALES

To allow the speed of delivery and to work with the timescales of other related projects, it is proposed that all three key tasks are progressed in parallel with the strategy. Tenderers are welcome to advise at the tender stage if these timescales are not achievable with justified reasons. The programme will need to be flexible to accommodate the design and implementation timescales of other projects.

Task 1: Lighting Strategy for Chesterfield Town Centre

- Strategy development to RIBA Stage 2, including consultation: February 2022 to May 2022 (consultants to provide a detailed programme)

Task 2: Design of projects for the LUF schemes

- Concept design for LUF projects up to RIBA Stage 3: May 2022 – November 2022
- RIBA Stage 4 detailed technical designs: December 2022 – July 2023
- RIBA Stage 5 manufacturing & construction: July 2023 – October 2024
- RIBA Stage 6 Handover & Close – November 2024 - March 2025

LOT 2 – Staveley Town Centre

DELIVERABLES

Tenderers are invited to provide proposals for production of the following tasks:

1. A lighting strategy for Staveley Town Centre, to fulfil a deliverable lighting concept plan in support of Staveley Town Deal, Town Centre Masterplan, and Staveley Investment Plan ambitions
2. Provide a framework, costs estimates and timeline proposal for the concepts to underpin this work, particularly within the Staveley 21 concept

Task 1: Lighting Strategy for Staveley Town Centre:

The Strategy

- **Context analysis:** Planning, urban design and regeneration context, behaviour and activity patterns, utilities, historic character, tourism and branding requirements, events infrastructure and programme, existing lighting conditions, issues, opportunities and constraints, work done so far, crime hotspots, pedestrian flows, future developments, DDA compliance etc
- Overall concept for the area to create a distinct identity, specific to the location and character areas
- Key design principles and design guidance for the wider Town centre including streets, amenity spaces, architecture, landscape, security, temporary events, public art and branding
- Design vision in the form of plans, sections, elevations, 3D visualisations (photomontages/ views/ sketches) with indicative details to illustrate the proposed materials, lighting, street furniture etc
- Design guidance for quality, standards, sources, equipment, and controls
- Approach to phasing for implementation of the strategy and related risks

Action Plan

- Identify short term and long-term priorities with indicated timescales, cost, and delivery mechanisms
- Infrastructure needs for enabling the projects, indicated cost and mechanism for delivery

Mechanism for management and long-term maintenance

- Identify issues, opportunities, and constraints within the existing system
- Advise on improving the management, maintenance, running cost and energy use
- Suggest alternative routes for ensuring long term maintenance budgets

- Give examples of successful maintenance mechanisms elsewhere
- Advise on funding requirements

Task 2: Concept Design

Concept design

- Carry out conceptual lighting design studies
- Consult with relevant stakeholders
- Provide assistance to CBC project managers and TCT Project Manager with the co-ordination of the lighting design within proposals coming forward through Staveley 21
- Produce presentation materials to convey the overall design intent (plans, elevations, and 3D visualisations)
- Prepare indicative lighting layouts (on CAD files provided in .dwg or .dxf format)
- Prepare indicative lighting equipment schedule
- Prepare indicative lighting details (where applicable)
- Carry out typical preliminary lighting calculations / modelling
- Advise where planning application or other approvals are required

The consultation strategy proposed at the tender stage will be agreed at the inception stage. Consultation events will need to be organised and the communication materials will need to be prepared by the consultants. Attendance of the consultant team will be required for the proposed consultation events.

PROJECT TIMESCALES

To allow the speed of delivery and to work with the timescales of other related projects, it is proposed that all three key tasks are progressed in parallel with the strategy. Tenderers are welcome to advise at the tender stage if these timescales are not achievable with justified reasons. The programme will need to be flexible to accommodate the design and implementation timescales of other projects.

Task 1: Lighting Strategy for Staveley Town Centre

- Strategy development to RIBA Stage 2 including consultation: February 2022 to May 2022 (consultants to provide a detailed programme)

Specification	Bidder's Response
<p>1 Review meetings</p> <p>1.1 The following applies in relation to review meetings:</p> <ul style="list-style-type: none"> • The Council expects monthly update meetings via MS Teams. • At the monthly meetings, the Council requires the contract to bring the following management information: <ul style="list-style-type: none"> ○ Progress Report ○ Decisions required by CBC ○ Risk review • The Council may also require ad hoc meetings, the Council expects these meetings to be held ASAP upon request from the Council. No later than 2 working days following the request. 	
<p>2 Supply to the Authority of information, data and other records and documents</p> <p>2.1 The Supplier will provide information, data and other records and documents to the Authority as follows:</p> <ul style="list-style-type: none"> • PDF & CAD Versions of any drawings 	

ANNEX B3

TENDER RESPONSE DOCUMENT

Note to Bidders: Your response to this Annex B3 will form part of the Specification and Tender Response Document as defined in the Contract. As such, it will form part of your contractual obligations to the Authority if you are awarded a contract.

Note – You may adjust the size of the following text boxes to suit your response.

TECHNICAL AND QUALITY QUESTIONS AND METHOD STATEMENTS

1. Method statement questions

The following is to be completed by the Tenderer and returned as part of the Tender Submission. Please use the space provided below each question to give your response (boxes will expand). Alternatively, you may choose to attach your responses as appendices on separate sheets of paper; if choosing this option please ensure that reference to the relevant appendix number is given in the space provided below each question and that the appendices themselves are clearly marked e.g., Appendix 1 – Response to B3 2.1.

Overview

Please provide a concise summary highlighting the key aspects of the proposal. (This response is not evaluated and should be used to contextualise your detailed responses).

Response <i>maximum 500 words</i>

1. Experience (15%)

Please provide details of your proposed teams previous experience and expertise in working with and on similar contracts within the past five years You should provide details of similar recent contracts and highlight how these demonstrate your suitability to be considered by the Council for this contract opportunity.

How have these projects prepared you for this including lessons learnt?

Details provided should include the name of contracting organisation(s); contract scope (including a description of the type of works undertaken); contract duration (including start and finish dates) and contract value.

Client contact details should also be provided to enable the Council to take up references (you should contact referees for their agreement to provide a reference prior to giving their details).

(Max 4 sides of A4 including illustrations, Ariel 11)

Response

2. Compliance with the specification (10%)

Please set out your understanding of the brief and explain how you are able to comply with all requirements set out in the specification, especially in relation to the incorporation of the developing TCT and Staveley21 projects.

(Max 3 sides of A4, Ariel 11)

Response

3. Delivering the Contract (10%)

Please set out your Detailed Methodology on how you propose to implement and deliver all of the service requirements and ensure that delivery date targets are met, highlighting the main risks to the project and how these might be mitigated

In addition, please submit a draft project plan / programme for the undertaking of this contract that, amongst other things, should clearly identify key milestones, decision points and anticipated timescales.

(Max 4 sides of A4, plus project programme, Ariel 11)

Response

4. Resource / Staff (15%)

Please provide details of key personnel to be deployed on the project, including the amount and nature of experience, skills, knowledge, and qualifications associated with each person. (This information should correspond with the resource plan).

The response should identify:

The individual who will act as both day to day (lead) consultant and have overall responsibility for delivery.

Your approach to communication on the project.

How you ensure that personnel are kept up to date on key matters ensuring that advice given represents good practice.

Details of any proposed sub-contractors, their role, detailed inputs and experience.

Your procedures for selecting and managing sub-contractors to ensure their ability to meet the requirements.

Please include a Resource Plan which clearly highlights resource allocation (and cost) per team member / per key task across the lifetime of the commission. The contracting authority requires a full breakdown of time (and cost) per team member / per task.

(Max 4 sides of A4, plus resource schedule, Ariel 11)

Response

Response				
Activity <i>(Please list the activities required to meet this commission)</i>	Resource <i>(Please add the company and name of the person carrying out the activity)</i>	Grade/Job Title	Cost per day (£)	No of days to complete activity

5. Added Value (10%)

Please outline any additional information/innovative proposals that you would like the Council to consider as part of your proposal.

Such additional information might include details of your ability to exceed the requirements of the specification and in doing so offer added value to the contract.

Any proposed innovations or service enhancements should be linked directly to the scope and nature of this contract and details of the benefits to the Council should be clearly stated. Examples of added value may be, but not limited to:

- Suggested innovative solutions to reduce costs/improve performance etc.
- Evidence of where choosing your organisation would add social value to Chesterfield and the surrounding borough for example through local employment; training; apprenticeships; community involvement etc.

(Max 3 sides of A4, Ariel 11)

Response

2. Sub-contractors

2.1 Please specify any areas or elements for which you wish to use a subcontractor and provide the following details:

2.1.1 Which subcontractor you wish to use and for what elements;

2.1.2 What reasons you have for such subcontracting;

2.1.3 Why particular third parties would be chosen;

2.1.4 Any existing relationship with each such subcontractor; and

2.1.5 How you would ensure that appropriate management controls would be put in place.

2.2 Please explain what contractual arrangements you have (if any) with subcontractor(s) to ensure that your obligations to the Authority will adequately flow down to the subcontractor(s).

Response

ANNEX B4

COMMERCIAL SCHEDULE

1 GENERAL INSTRUCTIONS

- 1.1 All pricing should be in pound sterling (£GBP). If applicable, please convert your currency into UK sterling using the rate published by the European Central Bank on the date you submit your Tender.
- 1.2 Costs should be quoted exclusive of VAT. Please confirm this in your Commercial Schedule and indicate if the project will attract VAT and at what rate.
- 1.3 If your proposal includes costs for sub-contractors, these costs must be identified and shown inclusive of any VAT they will charge you.

2 PRICING MODEL AND CONNECTED QUESTIONS (Please send the Commercial Schedule as a separate Excel spreadsheet –

- 2.1 *Please send the Commercial Schedule as a separate Excel spreadsheet*

3. ACHIEVING SAVINGS

- 3.1 Would you commit to reducing your charges over the life of the contract? Please give details of how this would apply and how you would approach taking into account any initial investment by you to achieve particular savings.

Response

ANNEX B5

CONFIDENTIAL AND COMMERCIAL SENSITIVE INFORMATION

1 INFORMATION SUPPLIED BY THE AUTHORITY

- 1.1 All the information that the Authority supplies as part of this contract may be regarded as Confidential Information.

2 INFORMATION THAT THE BIDDER CONSIDERS TO BE EXEMPT FROM DISCLOSURE

- 2.1 The Bidder considers that the type of information listed below is exempt from disclosure under the Freedom of Information Act 2000 ("**FOIA**") and/or the Environmental Information Regulations 2004 ("**EIR**") for the reasons given below.

Information considered exempt from disclosure (include page/paragraph reference)	Reason for FOIA/EIR exemption	Period exemption is sought

ANNEX B6

ADMINISTRATIVE INSTRUCTIONS

1 CONTRACT MANAGERS

- 1.1 For the Supplier, the Contract Manager at the commencement of the contract will be as follows:

Name	<i>[Insert name]</i>
Contact details	<i>[Insert address, e-mail address]</i>
Role	<i>[Insert details]</i>

2 NOTICES

- 2.1 Any notices served on the Supplier under the contract are to be delivered to:

Name	<i>[Insert name]</i>
Address	<i>[Insert address]</i>
Role	<i>[Insert details]</i>

3 MANAGEMENT LEVELS FOR DISPUTE RESOLUTION

- 3.1 The management levels at which a dispute will be dealt with are as follows:

Level	Supplier representative
1	<i>[Contract manager]</i>
2	<i>[Insert role]</i>
3	

ANNEX B7

FORM OF TENDER

DECLARATIONS BY THE BIDDER (TO BE SIGNED AND RETURNED BY THE BIDDER) FORM OF TENDER, NON-COLLUSION, CONFLICTS OF INTEREST AND ANTI-CANVASSING

DECLARATIONS

TO: CHESTERFIELD BOROUGH COUNCIL

PROPOSAL TO PROVIDE: [INSERT NAME OF SERVICES]] [SUPPLY [INSERT NAME OF GOODS]] *[Contracting authority to complete using the same terminology as on the front cover]*

REFERENCE NUMBER: CBC/ [Insert reference number of OJEU contract notice used as a call for competition]

Form of Tender

We have examined the invitation to tender ("ITT") dated *[insert date of ITT]* and all accompanying annexes and schedules. This Tender is made subject to the terms of the ITT, including but not limited to the instructions to Bidders.

We declare that to the best of our knowledge the answers submitted in response to the Eligibility Questions (Annex B1 of the ITT) are correct.

We tender against the requirements, and offer to enter into a contract with the Authority comprising the following:

- the Chesterfield Borough Council Draft Legal Contract (Annex A1 of the ITT);
- the Specification (Annex B2 of the ITT) *(including our response to the Specification)*;
- our responses to the Tender Response Document (Annex B3 of the ITT); and
- our response to the Commercial Schedule (Annex B4 of the ITT).

Accordingly, this Tender is a contractual offer capable of acceptance by the Authority. If the Authority accepts this Tender, we will execute any agreement that the Authority produces to record in one place the offer and acceptance.

We undertake to keep the Tender open for acceptance by the Authority for a period of ninety days (90) days from the deadline for receipt of Tenders.

We understand that you are not bound to accept the lowest priced, or any, Tender.

Non-collusive tendering

In recognition of the principle that the essence of tendering is that the Authority shall receive bona fide competitive Tenders from all those tendering, we certify that this Tender is a bona fide Tender that is intended to be competitive.

We have not fixed or adjusted the amount of this Tender under, or in accordance with, any agreement or arrangement with any other person.

We have not done, and we undertake that, we will not do at any time before the hour specified for the return of the Tender any of the following acts:

- communicate to a person other than the Authority the amount or approximate 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);
- agree with any person that they shall refrain from tendering or as to the amount of any Tender to be submitted; and
- offer 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 having caused to be done in relation to any other Tender any act or thing of the sort described above.

Conflicts of interest

We acknowledge that we are responsible for ensuring that no conflicts of interest exist between us (and our advisers) and the Authority.

So far as any possible conflict of interest has arisen, we have notified the Authority promptly in writing of that potential conflict of interest and have taken any steps agreed with the Authority to avoid the conflict.

We acknowledge that if we fail to comply with this requirement, we may be disqualified from the procurement at the discretion of the Authority.

Anti-canvassing confirmation

We have not canvassed or solicited any member, officer or employee of the Authority, in connection with the proposed contract award and to the best of our knowledge and belief nor has any person employed by us or acting on our behalf done any such act.

We further undertake that we will not in the future canvass or solicit any member, officer or employee of the Authority, in connection with the proposed contract and that no person employed by us or acting on our behalf will do any such act.

Name of person duly authorised to sign tenders:

Date:

Name:

In the capacity of:

Duly authorised to sign tenders for and on behalf of:

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By completing this Form of Tender and submitting your Tender you have agreed that the statements in this Form of Tender are correct and that you have complied, and will continue to comply, with the Authority's policies on non-collusion, conflicts of interest and anti-canvassing.