



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.gov.uk

INVITATION TO TENDER FOR: SIGNAGE AND WAYFINDING SERVICES:

The design, content creation, fabrication, installation, maintenance and removal of existing interpretation and wayfinding signage in Penrith Town Centre.

TENDER DEADLINE:

By noon Monday 8 December 2025

TENDER ADDRESS:

**Town Clerk, Penrith Town Council, Unit 1, Church House,
19-24 Friargate, Penrith, Cumbria, CA11 7XR**

Your response to this invitation to provide a tender must be received up to the closing time on the date and in the place shown above.

Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title:

Penrith Wayfinding and Interpretation.

Interested contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

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This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing a tender.

1. INVITATION TO TENDER

- 1.1 This is an open competitive tender led by **Penrith Town Council** ("the Council") who are seeking tenders from qualified and experienced specialist contractors to finalise a signage scheme design, fabricate, install, provide ongoing maintenance, and to remove of existing interpretation and wayfinding signage in Penrith town centre.
- 1.2 Please note, the materials supplied in this Invitation to Tender and appendices, along with any subsequently supplied information, should be held in the strictest confidence.
- 1.3 The licence of the wayfinding designs provided within this document is held by the Council. Responding companies will have a licence to use the documents and information for the purposes of preparing a tender but will acquire no other right in respect of the documents or information.
- 1.4 Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
- 1.5 Site visits can be arranged by appointment through the Town Council Office (contact details included in paragraph 2.4). All site visits will take place by Wednesday 26 November 2025.
- 1.6 The tender shall be submitted **ONLY** on the included Tender Form. The procurement timescales are:

Process	End Date
Invitation To Tender (ITT) issued	Thursday 06 November 2025
Site visits	By 3pm 26 November 2025
Enquiries and request for information deadline	By 3pm 03 December 2025
ITT response deadline	By noon 08 December 2025
ITT evaluation deadline	By 5pm 12 December 2025
Full Council approval of preferred contractor	15 December 2025
Inform preferred contractor	By 5pm 16 December 2025
Contract start date	17 December 2025
Project completion date	31 July 2026

- 1.7 The prospective contractor is required to submit a fixed tendered price for the works detailed within this document and in accordance with the Specification and Scheme of Work. The contract will be awarded using the methodology as set out in the Evaluation and Scoring, Section 5.
- 1.8 If a tender is accepted and required permissions are refused, the Council reserves the right to cancel the contract.
- 1.9 The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender.
- 1.10 Prices shall be irrevocable and valid for a minimum period of 160 days after the closing time, whether or not another price has been accepted.
- 1.11 Prospective contractors should note that the Council has in its sole discretion the unfettered right to:
 - a) Accept any tender.
 - b) Reject any tender.
 - c) Reject all tenders.
 - d) Accept a tender which is not the lowest price.
 - e) Reject a tender even if it is the only tender received by The Council.
 - f) Accept all or any part of a tender.
- 1.12 Before tendering the prospective contractor is advised, at their own discretion, to visit the sites and assets to satisfy themselves as to the full extent of the Contract Specification.

The Council's representative is available to meet contractors at a mutually agreeable time up to the 26 November 2025. Contact details included in paragraph 2.4.
- 1.13 If having examined the tender documents, you wish to submit a tender you should fully complete and return the Tender Form and the required information and send all related documentation to the Town Council office by **POST** in a sealed envelope, marked with the tenderers name for the attention of the Town Clerk to:

Penrith Wayfinding and Interpretation

The Town Clerk
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

by no later than by noon 8 December 2025.

Please note that tenders received late will not be considered.

To avoid postal delays and to support your hard copy postal tender submission, please feel able to email a copy of your submission to the Town Clerk: townclerk@penrithtowncouncil.gov.uk

However, you must supply a hard copy of the tender as described above in 1.13.

The Council will acknowledge receipt of all accepted tenders within 28 days of the closing date.

2. TERMS OF ENGAGEMENT

- 2.1 Following the Council's acceptance of a tendered price, the Council and the tendering party shall enter into a contract to provide the tendered services in the form annexed at Appendix D to this document.
- 2.2 The 'Council's Representative' shall mean such officers of the Council as notified in writing to the contractor. All tender documents relating to this tender shall be sent to the Town Clerk using the details set out in paragraph 1.13.
- 2.3 Any queries or correspondence relating to this document and the scheme of works should be directed to the Town Clerk, by email to office@penrithtowncouncil.gov.uk or telephone 01768 899 733 no later than 3pm on the 03 December 2025.

3. DESCRIPTION OF THE WORKS AND NOTES FOR PRICING

- 3.1 **The Works:** Penrith Town Council have successfully obtained grant funding from the Borderlands Inclusive Growth Deal to replace the existing interpretation panels and wayfinding signage in Penrith Town Centre.
- 3.2 A signage strategy and initial designs have previously been commissioned and inform this tender document.
- 3.3 The Wayfinding and Interpretation scheme for Penrith includes but is not limited to:
 - a) Finalising a design for the signage.
 - b) Formatting the layout of the content on the interpretation panels.
 - c) Panel and signage fabrication and manufacture.
 - d) Removal and disposal of existing signage.
 - e) Installation of the approved design.
 - f) Reinstatement of the highway to the required standards.
 - g) Maintenance to cover the life span of the signage for a period of 10 years from project completion.

- 3.4 **Budget:** The maximum budget for the complete scheme is £155,580 ex VAT.
- 3.5 The Council has approved the terms of and entered into a Grant Funding Agreement with Northumberland County Council (Accountable Body) to cover the costs of the delivery of the contract.
- 3.6 The Agreement requires the scheme and in this case all signage to be supplied to have an economic life of at least 10 years and this shall be reflected in your tendered submission.
- 3.7 **Duration of the Contract and Key Dates:** The indicative duration of the contract is 10 years. The proposed key milestones for the delivery of the contract are:

Item / Task	Date by
Tender award	15/12/2025
Contract commencement	17/12/2025
Final Design/content formatting confirmed	31/01/2026
Works permits approved	By 31/03/2026
Site works	
Removal of signage and Installation	01/03/2026 to 31/07/2026
Ongoing maintenance contract	10 yrs from completion date

- 3.8 **Termination of the Contract:** Either party may terminate the maintenance contract, in writing, giving no less than six months' notice after the completion date.
- 3.9 **Site Description and Access:** The working area is in the main Penrith town centre, with some of the installations at the main entrances to the town. Specific site locations and sign type are set out later within the tender document.
- 3.10 **Compound & Working sites:** The Council can make provision for a contractor's compound which can be used for the storage of materials, welfare unit and skips at Cornmarket, Penrith, CA11 7HS, as shown in red on the plan attached at Appendix A.
- 3.11 **Working Hours:** Working hours shall be limited to 08.00-18.30 Monday to Friday. Weekend working hours shall be subject to approval by the Council at its absolute discretion.
- 3.12 **Labour, Plant, Materials, Vehicles:** The contractor will provide all labour, materials, fuel, water, carriage, plant, tools, vehicles to execute the works.
- 3.13 **Disposal of Waste and Litter:** The contractor must ensure that all waste materials and litter produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers Licence. The provision of skips is permitted, and these must be located within a secure fenced area as set out in paragraph 3.10.

- 3.14 **Health, Safety and Welfare:** The appointed contractor shall always comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice relating to the removal and installation of street furniture on a public highway. The contractor's site and working areas must be fenced off throughout the duration of the works for the protection of the public. Where applicable appropriate signage shall be erected to inform the public of the works or hazards.
- 3.15 **Prestart:** The working area will be on the public highway, which is the responsibility of Westmorland and Furness Council. A prestart meeting may be required to be held with the Council and Westmorland and Furness Council Highways to establish working arrangements and ensure that all relevant permits and consents are in place to the satisfaction of the Highway Authority.
- 3.16 **Risk Assessments:** The appointed contractor must submit to the Council copies of relevant risk assessments and method statements and assume responsibility for Construction Design Management (CDM 2015).
- 3.17 **Experience:** The appointed contractor shall provide a document setting out the staff training competencies ahead of the contract commencing or prior to individual aspects of work commencing and ensure that all works are undertaken by suitably competent persons. This would include and not be limited to signing, lighting and guarding NRSWA Unit 1. Please also refer to section 3.21 Consents and Approvals.

The appointed contractor shall provide confirmation and evidence of their in-date site supervisor, and site operatives Street Works accreditation and their certificate of Public Liability Insurance. Westmorland and Furness Council require at least one out of every three operatives to have the accreditation.

- 3.18 **Subcontractors:** Subcontractors are permitted to work on behalf of the contractor. It is the responsibility of the contractor to guarantee that should it use sub-contractors to undertake any aspects of the work that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.
- 3.19 **Services and Utilities:** It shall be the responsibility of the contractor to make enquiries with utility companies in respect of the sign locations. Contractors should expect the presence of utilities in the vicinity of the working area should ensure that they acquire their own **FULL** drawings of any utilities in the working area.

Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the sign locations. A copy of the survey should be provided to the Council on request.

- 3.20 **Insurance:** The contractor is required to have a minimum of £10,000,000 public and employers' liability insurance cover for the type of work included in this tender, £1m professional indemnity for the duration of the contract period. Product liability insurance is required for the 10-year term of the maintenance contract. The contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals because of negligence, poor workmanship, or failure to notify the Council of any action likely to cause injury or damage to a third party.
- 3.21 **Consents and Approvals:** The working area will be on the public highway, which is the responsibility of Westmorland and Furness Council. Some of the signage is to be installed on third party owned or leased land. To assist prospective tenderers the consent and approval process includes:

a) **Local Planning Authority Consents**

Class 1 'functional advertisements' of Schedule 3 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Advertisement consent is not required for this project as all specified signage does not exceed 1.55 square metres in area.

Planning consent, should it be required, would be applied for by the Council and determined prior to the commencement of the fabrication phase of the contract.

b) **Third Party Land Consents**

The schedule of work requires the installation of replacement signage at Sainsbury and Booths supermarkets in Penrith, Cranstons, Angel Square and Devonshire Arcade. These have been received.

c) **Highway Consents**

The working area will be in the main on the public highway, which is the responsibility of Westmorland and Furness Council. A New Roads and Street Works Act 1991 Section 50 Street Works License will be required for each location. It will be the responsibility of the Council to submit, meet the costs of, and obtain the permit permissions. The contractor may be required to support the Council with this process.

- 3.22 A Memorandum of Agreement will be prepared by Westmorland and Furness Council (Highways) and approved by the Council prior to the commencement of any works.

- 3.23 **Contract Monitoring:** This is an open competitive tender led by Penrith Town Council. The contract will be managed and monitored by the Economic Development Officer in consultation with the Services and Contracts Manager.

A contract timeline and key dates will be discussed and confirmed with the appointed contractor, as soon as practicable after appointment and as set out in the contract.

Upon commencement of the contract a series of client meetings at key stages of the contract shall be arranged, and these may be in person, by telephone or electronic means and involve the Council's Economic Development Officer or appointed representative.

The appointed contractor must present an 'installation sign off' document at each stage of the contract to the Client.

The appointed contractor may be required to attend additional meetings with the Council's supervising officer, at their discretion to discuss any aspect of the installation and this may be in person, by telephone or electronic means.

- 3.24 **Payment to the Contractor:** The Contractor shall plan to invoice the Council monthly. Subject to works completed and satisfactory performance, invoices will be paid by BACS within 30 days of receipt.

A retention fee of 5% will be retained for 12 weeks post construction for any snagging or defects.

The Council may require additional work beyond the contract specification and will be agreed in accordance with the contract.

4. SPECIFICATION & SCHEME OF WORK

- 4.1 The specification below provides the minimum requirements for the services to be provided.
- a) Finalising a design for the signage.
 - b) Formatting the layout of the content on the interpretation panels.
 - c) Panel and signage fabrication and manufacture.
 - d) Removal and disposal of existing signage.
 - e) Installation of the approved signage.
 - f) Reinstatement of highway to the required standards.
 - g) Maintenance to cover the life span of the signage for a period of 10 years from project completion.
- 4.2 **Finalising a Design for the signage:** The Council has via a separate and earlier contract obtained signage designs for Penrith for which the Council owns the licence. These designs are included within this tender for illustrative purposes. The Council considers that these designs are in the main complete given the previous consultations and due diligence undertaken and as such provides tenderers with a clear indication of the requirements of the Council.
- 4.3 Tenderers are required to provide an hourly rate and proposed number of hours for a designer to work with the Councils appointed officer to:
- a) Prepare images of the signage templates based on the examples shown in this document. The colour palette is to be agreed, with all lettering in white and include the Penrith 'P' Logo in white (graphic file held by the Council)
 - b) Design the 4No Market Signs.
 - c) To be completed no later than 31 January 2026.
- 4.4 **Formatting the layout of the content on the interpretation panels:** The Council will provide all the narrative, content, and imagery requirements to be included on the interpretation panels, finger posts, bench panels, information signs, and the Supermarket panels.
- 4.5 **Rate:** Tenderers are required to provide an hourly rate and proposed number of hours for a designer to work with the Councils appointed officer to:
- a) Design the illustration and layout of all text and images.
 - b) Design and show the illustration of street mapping.
 - c) Display the directional wayfinding content.
 - d) Provide background colour options.
 - e) Display a QR code (to be supplied by the Council).
 - f) Show the Penrith 'P' logo (to be supplied by the Council).
 - g) To be completed no later than 31 January 2026.

4.6 **Panel and signage fabrication and manufacture.**

Following the finalisation and sign-off by the Council of all the signage design work, formatting and wording, the contractor is required to fabricate and manufacture the agreed signs based on the following requirements:

a) Interpretation Panels – Quantity 13



Interpretation Panels Specification:

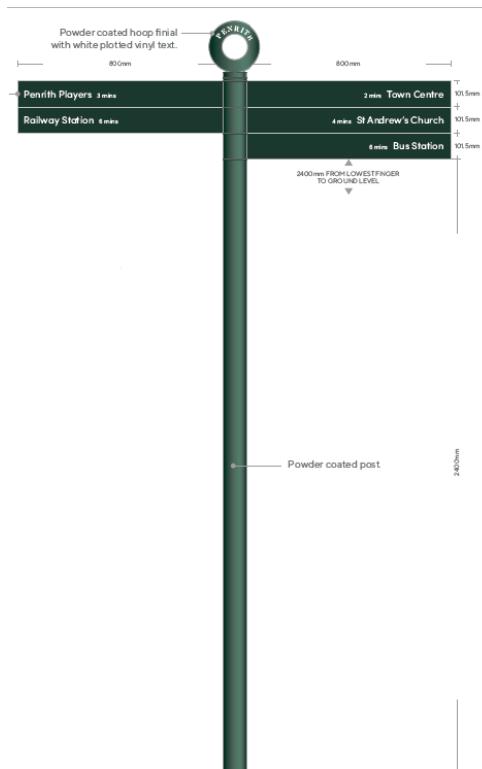
- Double Sided
- Internal aluminium sub frame
- Aluminium top cut out filigree and aluminium bottom panels
- Toughened glass middle section
- Vinyl applied to the reverse of the glass
- Face fixed
- Aluminium side capping
- All colours to be agreed

Measurements: 600mm x 2200mm x 140mm

Fixing Method: Contractors shall as part of their tender submission state the installation method, materials and quantities to be used for each sign type. (See paragraph 4.7)

Product Guarantee: 10 Years

b) Finger Posts – Quantity 18



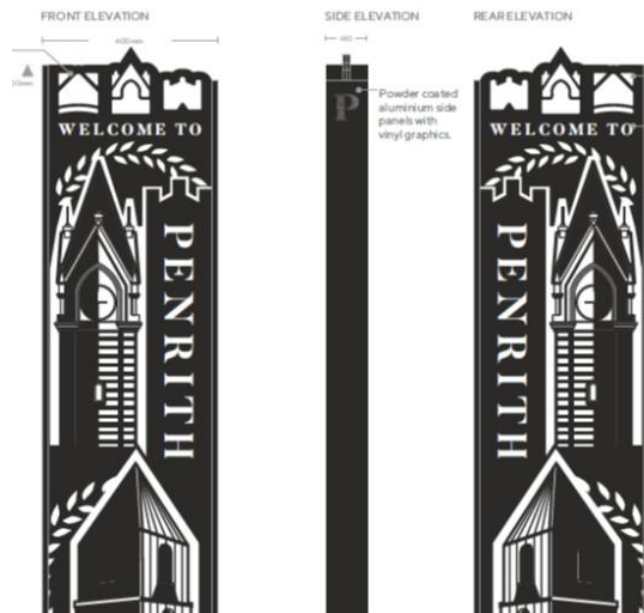
Finger Posts Specification:

- Internal 76mm S355 steel post
- 89mm aluminium outer post
- Aluminium Flat Top Cap
- Post Lugs
- Fixing components
- Up to 5 No fingers with vinyl detail
- 3 No collars
- 1 No finial
- All colours to be agreed
- Framework Steel 76mm S355 grade

Measurements: 2400mm high from ground level

Fixing Method: Contractors shall as part of their tender submission state the installation method, materials and quantities to be used for each sign type. (See paragraph 4.7)

Product Guarantee: 10 Years

c) Totem Gateway Signs – Quantity 7**Totem Gateway Signs Specification:**

- Double Sided
- Internal aluminium sub frame
- Aluminium top cut out filigree and aluminium main panels
- Laser cut out detail backed with aluminium to header.
- Aluminium side capping with vinyl detail
- Black powder coated finishes
- White vinyl/painted detail to main panels
- All colours to be agreed

Measurements: 600mm x 2200mm x 140mm

Fixing Method: Contractors shall as part of their tender submission state the installation method, materials and quantities to be used for each sign type. (See paragraph 4.7)

Product Guarantee: 10 Years

d) Market Signs – Quantity 4

These images are for illustrative purposes only.



See Item 4.2b requiring that the contractor shall work with the Council to Design these four signs. For the purpose of pricing for the fabrication the specification is:

Market Signs Specification:

- Double Sided
- Internal aluminium sub frame
- Aluminium top cut out filigree and aluminium main panels
- Laser cut out detail backed with aluminium to header.
- Aluminium side capping with vinyl detail
- White vinyl/painted detail to main panels
- All colours to be agreed

Measurements: 600mm x 2200mm x 140mm

Fixing Method: Contractors shall as part of their tender submission state the installation method, materials and quantities to be used for each sign type. (See paragraph 4.7)

Product Guarantee: 10 Years

e) Bench refurbishment (panels) – Quantity 2 (double sided)**Bench Refurbishment Panels Specification:**

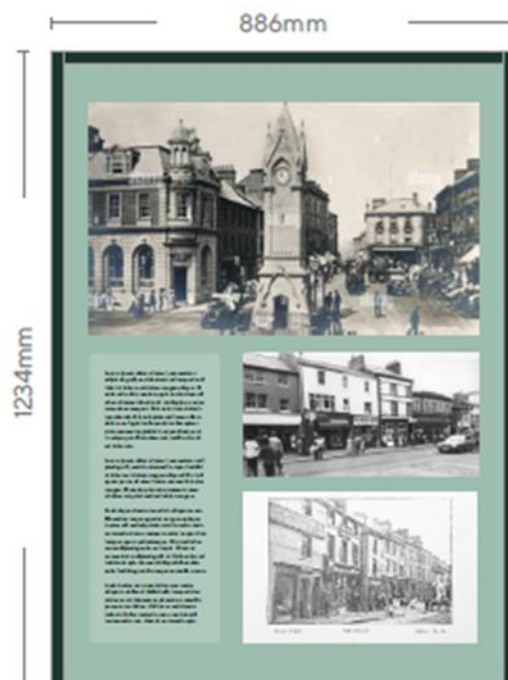
- Double Sided
- Flat composite panels, face fixed to existing frame
- Vinyl print to face

Measurements: 760mm x 1750mm x 35mm

Fixing Method: To be fixed to and cover the extent of the existing steel frames with the installation method stated by the contractor within this tender as part of the company's general approach and methodology to delivering the schedule of work.

Location: Devonshire Street and Sandgate

Product Guarantee: 10 Years

f) Information Sign – Quantity 1**Information Sign Specification:**

- Aluminium frame and backing plate
- 8mm low iron toughened glass panel
- Reverse UV printed vinyl content

Measurements: 841mm 1189mm - (A0)

Fixing Method: Wall mounted – Fixings in the rear panel with any visible fixings to be colour coordinated.

Location: Poets Walk

Product Guarantee: 10 Years

g) Two Lions – Quantity 1



Two Lions Specification:

- Folded Aluminium Panel, Powder coated
- Vinyl Print to Face

Measurements: 820mm x 1050mm x 35mm

Fixing Method: To existing frame.

Product Guarantee: 10 Years

h) Supermarket Panels – Quantity 2



Figure 1 – Booths Supermarket-



Figure 2 – Sainsbury Supermarket

Supermarket Panels Specification:

- Single sided
- Flat composite panels, face fixed to existing frame
- Vinyl print to face

Measurements: 2270mm x 1970mm Booths
1950mm x 3065mm Sainsburys

Fixing Method: To be fixed within the existing steel frames with the installation method stated by the contractor within this tender as part of the company's general approach and methodology to delivering the schedule of work.

Product Guarantee: 10 Years

4.7 **Removal and Disposal of Existing Signage**

The contract requires the removal, disposal and in some instances surface reinstatement of existing signage that is currently installed within the town centre. Westmorland and Furness Council who own the existing signs have approved for these signs to be removed and disposed of. Third party consent is in place for the removal of signs. Metal and signage waste from the removal of signs is to be delivered to a location identified by Westmorland and Furness Council and is understood to be within a 25mile radius of the works. Anything in excess of this distance will be negotiated separately.

In total 19 existing signs are to be removed and disposed of. A list of these signs including locations is shown at Appendix B.

- 4.8 **Installation of the approved design:** This specification sets out the sign type and quantity required. Attached at Appendix B is a detailed table setting out the specific location of each item, sign type and the quantity required. Contractors are required to provide a price within this tender for the installation of the signs as specified.

Westmorland and Furness Council are the Highway Authority, and they have stated that all items are to be bolted into bituminous or concrete material or dug in where sandstone flags or setts/paving blocks are in situ with the flags/blocks reinstated.

Contractors shall as part of their tender submission state the installation method, materials and quantities to be used for each sign type.

Contractors shall remove and dispose of all surplus spoil and debris and price accordingly.

4.9 **Reinstatement of the highway to the required standards:**

Contractors are required to provide a price within this tender for the reinstatement of the highway following installation and or removal of each sign.

The signs will be installed in locations with varying surface materials including block setts, tarmac and sandstone pavers and it is a requirement that the reinstatement is for the same material as disturbed and removed, and to the same quality of finish, providing a safe highway for the public.

- 4.10 **Maintenance to cover the life span of the signage for a period of 10 years from project completion:** The grant award requires that the scheme and in this case all signage to be supplied to have an economic life of at least 10 years and this should be reflected in your tendered submission, most likely by the provision of product guarantees. The Council is further seeking an annual maintenance contract to ensure that the signs are maintained to the highest standards.

Tenderers are required to provide an itemised price over the duration of 10 years post completion for:

- i. An annual recorded inspection of each sign to assess for defects and to identify to the Council any repairs that are required.
- ii. An annual surface clean with detergent of each sign.
- iii. Contractors are required to confirm that they would be able to provide replacement signs should the need arise.

5. EVALUATION AND SCORING

- 5.1 Tender submissions will be evaluated in accordance with Penrith Town Council's Financial Regulations to determine the most economically advantageous bid using the following criteria and weighting.

Criteria	Weighting
Price	40%
Quality & Experience	50%
Compliance	5%
Locality	5%
	100%

Criteria	Possible Maximum Score	Evidence	Scores
Price The Total Cost	Max 40 points out of 100 (Note 1)	Tender and Tender Form.	40
Quality and Experience The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience via a Curriculum Vitae.	Max 50 points out of 100 (Note 2)	Your company's general approach and methodology to delivering the schedule of work set out in this tender including: 1. Project Management & Delivery Team. 2. Design Capability. 3. Installation approach. 4. Maintenance Contract. 5. Guarantees / Warranties.	25

Criteria	Possible Maximum Score	Evidence	Scores
Quality and Experience continued		Description of your company's experience in delivering these services including a company Curriculum Vitae.	10
The Council aims to purchase less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.		To provide two case studies of similar works undertaken in the last three years.	5
Provide evidence of your company environmental policies.		One client reference .	4
		Second client reference.	4
Compliance	Max 5 points out of 100	Environmental Policy. Company Health and Safety Policy including previous five-year safety record.	2
The contractor's compliance with Health and Safety.	(Note 3)	Insurance Documents Example Scheme Risk Assessment and Method Statement.	2.5
		Evidence of relevant staff competency and qualifications including:	Pass / Fail
		1. Design.	
		2. Installation and working on the public highway.	
		3. Maintenance and inspection.	
Locality	Max 5 points out of 100	CDM Compliance Company located in the Parish of Penrith.	5
The location/base of the main contractor.	(Note 4)	Company located in the district of Eden.	2
		All other areas.	1

GUIDANCE NOTES

Note 1 – Price

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 40% of the scoring and points awarded on the following basis:

Lowest Tender	40 points
Within	
5% of lowest tender	30 points
10% of lowest tender	25 points
15% of lowest tender	20 points
20% of lowest tender or greater	15 points

Note 2 – Quality

Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section.

Contractors are encouraged to submit information that allows the Council to clearly understand your companies holistic approach to the delivery of this scheme of work. Contractors are encouraged to present their proposals in a clear itemised manner with supporting visual plans as required. Contractors are required to present information outlining how they will approach the delivery of the project. Contractors shall provide an organisation chart showing the team working on this project.

Your company's general approach and methodology to delivering the schedule of work will be awarded a score of 0-5 in accordance with the scoring scale set out below:

Score	Criteria
0	The response raises concerns about understanding of the project which will have a detrimental effect on the project outcome and contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance.
2	The response suggests shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance.
3	The response raises no concerns about understanding or approach to the project outcome or contract performance.
4	Response is above expectations in terms of understanding or approach to the project outcome or contract performance.
5	Response is significantly above expectations in terms of understanding or approach to the project outcome or contract performance.

Curriculum Vitae and previous experience

Extensive experience	10 points
Some Experience	5 points
No previous experience	0 points

Case Studies for similar schemes in the last three years

Two case studies provided and within time frame 5 points

One case study provided and within time frame 2.5 points
No case studies provided or outside the three-year period 0 points
Any case study outside the three-year timeframe 0 points.

References

Very positive reference	2.5 points
Adequate reference	1.5points
Poor reference	0 points

Environmental

Evidence of your company environmental policy 2 points

Note 3 – Compliance**Health and Safety Policy**

Extensive and thorough	2.5 points
Adequate Policy	1 points
No evidence	0 points

To also provide your previous five-year company safety record.

Insurance – Pass or fail

£10million Public & Employers Liability

£1million professional indemnity for the duration of the contract period.

£1miliion product liability insurance for the term of the maintenance contract – 10 years.

The Council retains the right to reject any tender where it is considered that the tendering contractor has an inferior accident and/or company safety record.

Risk Assessment / Training and Competency

Evidence such as sample scheme risk assessment, method statement and employee training certificates for all aspects of the tender stages including design, installation and working on the public highway, maintenance and inspection services.

Extensive and thorough	2.5 points
Adequate Policy	1 points
No evidence	0 points

Note 4 – Local Rules

The Council's Procurement Policy states that the Council will purchase locally wherever possible and where best value can be satisfied. The Council aims to primarily make purchases within the parish of Penrith and the district of Eden. The scores will reflect this:

- a) Contractor based in Penrith Parish 5 points.
- b) Contractor based in the district of Eden 2 points.
- c) All other areas 1 point

Note: The Council reserves the right to:

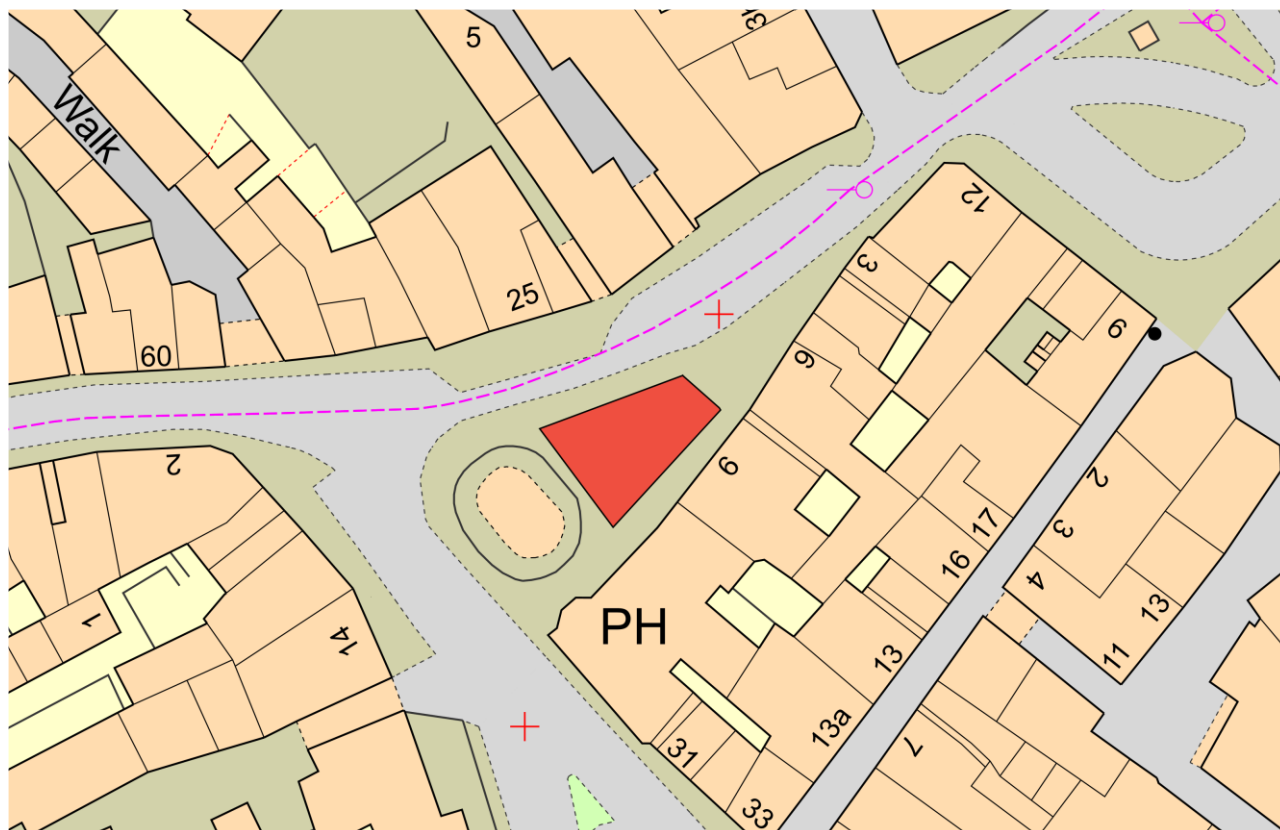
- a) Make no appointment.
- b) Negotiate the scope and fee for the works with a preferred contractor.
- c) Extend the commission to further stages of work by negotiation and within the terms of the UK Procurement Act 2023.

6.0 SUBMISSION OF TENDER

The Contractor shall submit the following documents:

- a) A written response of no more than 20 sides of A4 setting out your company's approach and methodology to deliver the schedule of work in accordance with the Specification and Evaluation and Scoring Criteria.
- b) Organisation chart showing the team working on this project
- c) Company Curriculum Vitae which shall also include the team who would be engaged on the project.
- d) Two case studies of similar works undertaken in the last three years.
- e) Two separate client references
- f) Company Health and Safety Policy.
- g) Insurance Certificates
- h) Example Risk Assessment and Method Statement.
- i) Plans and images of signage examples as appropriate.
- j) Clearly state who the main point of contact will be, plus any proposed sub-contractors you intend to bring on as part of delivering this service.
- k) Complete section 7 Tender Form as provided in WORD format.

Appendix A – Compound Location Plan CA11 7HS



Appendix B – Signage Location List

Heritage & Interpretation Signage

New Totems / Interpretation Panels - 13

Sign Code	Location (What3Words)	Other Information
T1 Railway Station	Pure.cubed.snipped	New Totem
T2 – Cornmarket (PTC Land)	Tigers.aquatics.looks	New Totem
T3 – Market Sq (Grahams)	Firelight.critic.tortoises	New Totem
T4 – Museum	Tonsils.presides.passages	New Totem
T5 – Fergusons	Gravy.stirs.fires	New Totem (single sided)
T6 – Sandgate	Rainfall.consented.lamplight	New Totem
T7 – Bus Station	Regarding.garages.emulated	New Totem
T8– Library (private land)	Begun.directors.shampoo	New Totem
T9 - Great Dockray	Caravan.petal.symphonic	New Totem
T10 – St Andrews	Begun.directors.shampoo	New Totem
T12 Sainsburys (private land)	Wildfires.evenings.talker	New Totem
T13 Middlegate/Threadneedle	Outpost.reseller.expel	New Totem
T14 Angel Sq Woodstones (private land)	Dustbin.phantom.showdown	New Totem

New Fingerposts - 18

Sign Code	Location (What3Words)	Other Information
F1 – Market Sq (Tatie Tim)	Canine.minority.letter	New Fingerpost
F2 – Poets Walk	Replaces.amounting.meatball	New Fingerpost
F3 – M&S	Fabricate.rated.saves	New Fingerpost
F4 – Taxi rank	Feasted.impresses.treat	New Fingerpost
F5 – Station Hotel	Digitally.solids.cyber	New Fingerpost
F6 – Great Dockray	Member.quietly.stealthier	New Fingerpost
F7 – Kilgour Street	Leathers.whisk.winks	New Fingerpost
F8 – King Street	Materials.plus.cuts	New Fingerpost
Sign Code	Location (What3Words)	Other Information

F9– Gt Dockray/Angel Lane	Apparatus.photos.kicks	New Fingerpost
F10 – Bluebell Lane Carpark	Hockey.urgent.reeling	New Fingerpost
F11 – Elm Terrace	Brambles.shot.warnings	New Fingerpost
F12 – Friargate St Andrews	Lyricism.exchanges.collide	New Fingerpost
F13 - Victoria Road/Kilgour St	Egging.golden.less	New Fingerpost
F14 – Old Town Hall	Unwell.skirting.bind	New Fingerpost

Sign Code	Location (What3Words)	Other Information
F15 – Sandgate	Crawled.lunges.promising	New Fingerpost
F16 – Friargate	Unhelpful.plank.textiles	New Fingerpost
F17 - Devonshire Street	Sharpen.quietest.pillow	New Fingerpost
F18 – Booths (private land)	Tallest.purchaser.ducks	New Fingerpost

Removals of Totems and Fingerposts (with corresponding code where a new sign is being installed) - 19

Sign Code	Location (What3Words)	Other Information
T1 – Railway Station	Homecare.supreme.ambition	Removal of Existing
T2 – Cornmarket (PTC Land)	Tigers.aquatics.looks	Removal of Existing
T4 – Museum	Tonsils.presides.passages	Removal of Existing
T5 – Fergusons	Gravy.stirs.fires	Removal of Existing
F2 – Poets Walk	Replaces.amounting.meatball	Removal of Existing
T6 – Bus Station **	Rainfall.consented.lamplight	Removal of Existing
T7 – Bus Station	Regarding.garages.emulated	Removal of Existing
T8– Library	Begun.directors.shampoo	Removal of Existing
F4 – Taxi rank	Feasted.impresses.treat	Removal of Existing
F10 – Bluebell Lane Carpark	Hockey.urgent.reeling	Removal of Existing
F11 – Elm Terrace	Brambles.shot.warnings	Removal of Existing
Sign Code	Location (What3Words)	Other Information

F12 – Friargate St A's	Lyricism.exchanges.collide	Removal of Existing
F16 – Friargate	Unhelpful.plank.textiles	Removal of Existing
T11 New Sqs from Princes Street (Private land)	Length.interlude.triathlon	Removal of Existing
T12 – Sainsburys (Private land)	Wildfires.evenings.talker	Remove of Existing
T13 Middlegate/Threadneedle	Outpost.reseller.expel	Removal of Existing
T14 Angel Sq Woodstones (Private land)	Dustbin.phantom.showdown	Removal of Existing
RO4 – WCF/Booths (Private land)	Custodial.wriggled.elder	Removal of Existing – awaiting confirmation by Booths
F18 – Booths (Private land)	Tallest.purchaser.ducks	Removal of Existing
Refurbishments 5		

Sign Code	Location (What3Words)	Other Information
RF1 – Poets Walk	Dabble. tonal.wise	New Wall Mounted Sign
RF2 – Booths Entrance (private land)	Vesting.retail.stood	Refurbish – one side only
RF3 – Seat near Tattie Tim	Handrail.masses.sublime	Refurbish Existing
RF5 – Two Lions	Stance.maybe.earphones	Refurb wall sign
RF6 – Entrance Sainsburys (private land)	Catchers.earful.stoppage	Refurbish Existing – one side only – keep rivers

Gateway Signage – 7

Sign Code	Location (What3Words)	Other Information
GS1 – Scotland Road	Dolphins.single.dispensed	Removal & Install New
GS2 – Castletown	Force.household.finer	Remove and Install New
GS3 – A592 Cranstons (Private Land)	Gossiping.gems.instance	New Gateway Signage
GS4 – Bridge Lane	Visa.ramps.playful	Removal and Install New
GS5 – Carleton	Duplicate.same.return	New Gateway Signage
GS6 – Salkeld Road	Plastic.sprawls.intrigued	Removal and Install New
GS7 – Beacon Edge	Printout.clutches.custodian	New Gateway Signage

Market Signs / Art – 4

Sign Code	Location (What3Words)	Other Information
MK1 –Burrowgate	Creamed.hexes.factoring.	New Interpretation Artwork
MK3 – Devonshire Street	Triathlon.spaceship.sectors	New Interpretation Artwork
MK4 – Cornmarket	Inclines.assemble.luckier	New Interpretation Artwork
MK5 – KingStreet	Squabbles.enjoy.promote	New Interpretation Artwork

Appendix C – Interpretation and Signage Location Plan

