****

**Invitation To Tender (ITT)**

**For the provision of**

**Taunton’s Remembrance Commemorations**

Issue date: 29th April 2025

Closing date and time: 20th June 2025 midnight

Find a tender:

**Overview: Taunton Town Council** was created on 1 April 2023, our vision is for our town to be vibrant, welcoming and looking to the future. Engaging inclusively alongside their communities to create a better place, providing an improved, sustainable, and life-enhancing environment that celebrates its rich heritage.

**Taunton Town Council’s** vision is Shaping Taunton’s Future. The Council comprises 20 elected representatives that are democratically elected every four years. For Town Council purposes Taunton is divided into 14 political wards.

**Taunton Town Council** has been awarded the Silver Award by the National Association of Local Councils (NALC). This prestigious award is a significant achievement and recognises that Taunton Town Council operates to a high standard in governance, financial management, community engagement, and overall service delivery. The Silver Award is part of NALC’s Local Council Award Scheme, which assesses councils against a range of best practice criteria to ensure they are well-managed, efficient, and responsive to the needs of their communities.

**Our Vision**

* Celebrating our heritage, shaping our future, working alongside our

communities for a better Taunton.

* Our County Town will be vibrant, welcoming and looking to the future,

with an inclusive and engaged community.

* Working together to create a better Town that provides an improved,

sustainable, and life-enhancing environment that celebrates our rich

heritage.

**Our Mission:** Shaping Taunton’s Future

The Plan has five key priorities:

* Priority One: **A Prosperous Town:** Increase economic prosperity and encourage a vibrant and diverse town. Develop improved services to meet the demand as it grows by Championing Our Businesses and Investing in the Town.
* Priority Two: **A Sustainable Environment:** Responding positively to the climate change challenge of our time and seeking to protect and improve the local environment for the benefit of present and future generations of townspeople.
* Priority Three: **An Engaged Community:** Develop a greater sense of civic pride in the Town across all age groups, improving the level of public engagement and working towards Strengthening and Supporting our Community’s Wellbeing. Positively ensuring Your Voice is Heard throughout everything we do.
* Priority Four: **A Vibrant Culture:** Supporting organisations delivering cultural and social events throughout the Town by working collaboratively to Energise Arts and Culture.
* Priority Five: **A Council That Delivers:** Being a Well-Run Future Focused Council by developing the capacity and skills within the Council to equip it to best deliver its aims and services efficiently, effectively, imaginatively, and collaboratively.

**Description of requirement:**

Taunton Town Council, working in collaboration with the Taunton Branch of the Royal British Legion, Taunton Minster and Somerset Council, will host a series of commemorative events in support of the annual festival of Remembrance.  These events will be promoted through social media and traditional press communications. Members of the public will be encouraged to participate.

Remembrance honours those who serve to defend our democratic freedoms and way of life. Uniting across faiths, cultures, and backgrounds to remember the service and sacrifice of the Armed Forces community from Britain and the Commonwealth.

Remembrance also pays tribute to the special contribution of families and of the emergency services whilst also acknowledging innocent civilians who have lost their lives in conflict and acts of terrorism.

Having reviewed the traffic management plans for Remembrance Sunday used in previous years (a series of rolling road closures) with Avon and Somerset Police we are looking to commission a traffic management company to assist with a proposed upgraded set of hard road closures, isolating Taunton town centre and to include hostile vehicle mitigation.

The tender will be for a four-year contract with one, one year extension.

Planned activities over the Remembrance period include:

* **Dedication of the Field of Remembrance** (held annually on the Wednesday prior to Remembrance Sunday), Taunton Minster Churchyard

* **Remembrance Sunday Church Service, Parade and Wreath Placing Ceremony** (held annually on the second Sunday in November)**,** Taunton Minster, Taunton Town Centre and Vivary Park, Taunton **(we are looking for support with this element of our Remembrance Commemorations)**

The Wreath Placing Ceremony in Vivary Park will be preceded by a Service of Remembrance at Taunton Minster from 09:30hrs – 10:20hrs and a parade of Veterans, Cadets, Scouts, Guides, and other uniformed youth groups led by a marching band. Local dignitaries will also be invited to participate. A formal salute will be taken from the parade, by the Civic Dignitaries, on the steps of the Old Municipal Buildings on Corporation Street as the parade makes its way to Vivary Park.

Commemorative activity in Vivary Park will centre around the war memorial. A traditional military band will play during the service. Individuals and groups will be called forward in turn to place their wreaths.

It is anticipated that the event will attract a wide range of attendees - from families to veteran groups to teenagers, children, and grandparents. The event is not closed or ticketed – although busy, it is not expected that Vivary Park’s maximum capacity of 10,000 (at any one time) will reached or breached.

* **Two Minutes Silence, Armistice Day** (held annually on 11 November)**,** Taunton Town Centre

In every act of remembrance, we honour the memory of the fallen and pledge to care for the living. We will remember them.

**Points to consider:**

* Traffic management points: Please see appendix 1 for map

Recommendations received following last year’s event:

* + Close the taxi rank on Corporation Street earlier than the road closures to avoid issues with taxi drivers.
  + Ensure that the closure point at the A38 junction with Mount Street is moved further back by the Vivary entrance to prevent vehicles from trying to bypass the closure.
* Advanced warning signs: Please see appendix 2 for map

Recommendations received following last year’s event:

* + Implement additional signage to clearly indicate that the taxi rank on Corporation Street is closed for taxis during the event
  + Add contact details to the advanced warning signs for better communication with the public
* Hostile vehicle mitigation (HVM) measures
* Diversion routes
* Support with the submission of the TTRO Application to Somerset Council
* Flexibility and ability to deal with adjustments as needed on the day to enhance security and efficiency
* Consideration for site wide communications and interactions with Event Control / Taunton Town Council Chief Marshal
* Regular engagement with the Highways Team at Somerset Council, Avon and Somerset Police and others involved during the planning phase is encouraged to ensure the successful implementation of the traffic management plan
* Insurance, PLI, Risk Assessments etc.
* Staffing provision - number of marshals at each closure point, how many are Chapter 8, first aid and counter terrorism trained
  + The Police shared this link to their free counter-terrorism training to increase understanding and awareness. [NaCTSO - Counter Terrorism Awareness - Powered by Frog (protectuk.police.uk)](https://ct.protectuk.police.uk/)

**Timetable:**

|  |  |
| --- | --- |
| Tender ITT Issue and publication | 29/04/2025 |
| Clarification Deadline | 16/06/2025 Noon |
| Tender Submission Deadline | 20/06/2025 Midnight |
| ITT validity period | 90 days form the closing date |
| Estimated Award of contract | August 2025 |
| Contract Commencement date | October 2025 |
| Payment terms | Payment to the Contractor will be within 30 days of receipt of invoice |

**Procedure:**

We will be using the Open Procedure for this procurement.

**Submission details:**

All tenders to be summitted in English

All tenders to be submitted using Ariel 12 and preferably in PDF format

All prices shall be stated in pounds sterling and exclusive of VAT.

The Council reserve the right to hold clarification meetings, site visits and interviews as the Council consider appropriate, both before and after Tender submission

Tenderers may seek clarification on any of the points contained in the Tender documents, by contacting the named person via e-mail; The Procurement Lead for this procurement is **Louise Rowe.** Any queries or clarifications must be raised via email to procurement@taunton-tc.gov.uk by no later than **16/06/2025 noon.**

Tenderers must obtain at their own expense all the information that they need for the

preparation of their Tender.

All completed tenders to be submitted to:

[trafficmanagement-tender@taunton-tc.gov.uk](mailto:trafficmanagement-tender@taunton-tc.gov.uk)

Please note that this email address is unmonitored until the opening of the tender,

for all enquiries relating to this tender please email procurement@taunton-tc.gov.uk.

Under the Contract Tenderers must keep to the Council’s policies. Tenderers are

advised to satisfy themselves that they understand all of the rules of the Contract

before submitting their Tender.

The Council are subject to The Freedom of Information Act 2000 (Act) and The Environmental Information Regulations 2004 (EIR).

* As part of our duties under the Act or EIR, the Council may need to disclose information about the procurement process or the Contract to anyone who makes a reasonable request.
* If Tenderers think that any of the information given in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party); then Tenderers should clearly mark this as ‘**Not for disclosure to third parties‘.** Tenderers should also give valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

**Award Criteria and weightings:**

|  |  |
| --- | --- |
| **Criteria** | **Marks Available** |
| Answer fully meets the required standard | 10 |
| Answer partially meets the required standard in one area, but fully meets the required standard in other areas | 8 |
| Answer partially meets the required standard across multiple, but not all, areas | 6 |
| Answer significantly falls short of the required standard and contains multiple shortcomings across all areas | 4 |
| Answer fails to meet required standard in all areas | 2 |
| No answer provided | 0 |

|  |  |
| --- | --- |
| Quality | 40% |
| Price | 60% |
| Overall | 100% |

Subcontracting or Collaborative bids:

Will you be Subcontracting any part of this contract?

If Yes to the above please provide further details, to include subcontractor details and amount of works or services to be Subcontracted.

Are you part of a Collaboration to provide this contract?

If Yes to the above question, please provide details:

Please explain your technical and professional ability to carry out this project, including at least three examples of comparable projects undertaken in the last 5 years. Please include a brief description of the example project & the budget.

Please explain your organisation’s approach to carbon efficiency and sustainability. How will this be considered and included in all aspects of this specific project?

Please outline how you will add social value, support the local economy and what proportion of your employees and/or subcontractors are based in Somerset.

**Pricing**

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

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

**Costs**

The costs should be broken down into components with a full description of each component and its associated costs.

|  |  |
| --- | --- |
| **Service component description** | **Costs (£)** |
| Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| Year 4 |  |
|  |  |
|  |  |
| **Total Costs (£) \*** | **£** |

\* No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing schedule response.

Please confirm you agree to the 48-month fixed price period

Yes  No

**PROFESSIONAL & BUSINESS STANDING**

Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? YES / NO

Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? YES / NO

Has your organisation had any judgement made against it in relation to similar contracts in the last three years? YES / NO

Has your organisation been involved in any tribunal hearing in relation to any similar service in the last three years, which has resulted in a judgement being made against it? YES / NO

**Insurance details:**

Details of Insurance required:

|  |  |
| --- | --- |
| Public liability insurance | £10,000,000 |
| Employer’s liability insurance | £5,000,000 |
| Professional indemnity insurance | £5,000,000 |

Please ensure that Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover also

Please confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award.

##### FORM OF TENDER

# 

**Contract for the provision of [Tender Title] to Taunton Council**

**Ref: [Tender Reference]**

I/We hereby tender to enter into a contract with Taunton Town Council to provide the goods and/or services in the Specification in accordance with the Tender Documents and this Invitation to Tender including without limitation the Terms and Conditions of Contract and the prices entered in the Pricing Schedule.

I/We agree the insertion by us of any conditions qualifying this tender shall not affect the Tender Documents and may cause the tender to be rejected. We confirm that we have not made any unauthorised alteration to the Tender Documents.

I/We agree that this tender shall remain open to be accepted and cannot be withdrawn for a period of Ninety Days from the tender return date.

I/We understand that you are not bound to accept the lowest or any tender you may receive.

I/We undertake, in the event of your acceptance, to execute with you any formal agreement which may be deemed necessary, embodying all the conditions and terms contained in this offer, as soon as reasonably practical upon being called to do so.

I/We warrant that we have all requisite authority to sign this Invitation to Tender and confirm that we have complied with all the requirements set out herein.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |
| **On Behalf of** |  |
| **Position** |  |

**NOTE: THIS CERTIFICATE MUST BE SIGNED AND COMPLETED BY THE TENDERER AND RETURNED WITH THE TENDER. FAILURE TO FULLY COMPLETE AND SIGN THE CERTIFICATES MAY LEAD TO THE REJECTION OF YOUR TENDER.**

# **Certificate of Non-collusion and Non-canvassing**

[Description of Services, Works, or Goods (the ’Contract’)

To: Taunton Town Council

Date:

For the attention of: [Procuring Officer]

**Note to Organisation: As a public body it is important that the Council receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.**

Statement of Non-canvassing

I/We certify the following.

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract by the Council and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**Statement of Non-collusion**

The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our Tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
4. commit any offence under the Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually pay or give any sum of money, inducement 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 or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Council may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate.

Signed

Name

Position

For and on behalf of [Insert the name of your company here]