

# **Invitation to Tender for**

Framework Agreement for: Car park  
management equipment

Framework No: CPEQUIP1

## Introduction

The Forestry Commission's (FC) mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

We, the FC, will always consider equality when conducting our procurement activities. We require you to meet your duties under the Equality Act 2010 and may ask for evidence that you are aware of and operate in accordance with those requirements

We take the lead, on behalf of all three administrations, in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England and Scotland through specific objectives drawn from the country forestry strategies.

More information is available on our website at [www.forestry.gov.uk](http://www.forestry.gov.uk)

## 1 Type and term of agreement

We will be awarding a framework agreement for the supply of car park management equipment in England. This framework is also open to Forestry Commission Scotland.

- a. Ticketless car park barrier system including back-office system, pay-on-foot pay point and service contract.
- b. Stand-alone pay & display machines including back-office system links and service contract.

Our intention is to award this framework agreement for a period of four years with service contracts extending for a maximum of 5 years from the date of the last machine purchased and installed. For example, if a machine or system was purchased and installed in the last month of the fourth year of the contract, the service agreement would run for all machines and systems for a further 5 years from this date.

The total value of this framework agreement over the entire period including any extension options could be in the region of £500,000.

## 2 Timetable, enquiries and return arrangements

### 2.1 Timetable

Set out below is the proposed procurement timetable. This is intended as a guide, and, while we do not intend to depart from the timetable, we reserve the right to do so.

Stages	Dates
Issue ITT Document	10 <sup>th</sup> February, 2014
Closing date and time for enquiries	26 <sup>th</sup> March, 2014
<b>Tender Return Date and Time</b>	7 <sup>th</sup> April, 2014
Expected Notification of Intent to Award	24 <sup>th</sup> April, 2014
End of Standstill Period	9 <sup>th</sup> May, 2014
Expected Start Date	12 <sup>th</sup> May, 2014

## 2.2 Clarification

### 2.2.1 Clarification

Once we have evaluated submissions, we may need further clarification and may ask for this additional information or a clarification meeting. The purpose is to further explore the information you have provided in your submission.

## 2.3 Enquiries

Please send all enquiries in writing or by email, by the deadline stated at Section 2.1, quoting the framework agreement number printed at the front of this document to:

Alison Leyshon  
Recreation & Public Affairs Assistant England  
Forestry Commission  
620 Bristol Business Park  
Bristol BS16 1EJ

[alison.leyshon@forestry.gsi.gov.uk](mailto:alison.leyshon@forestry.gsi.gov.uk)

Tel: 0117 372 1047

If we consider any question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all potential tenderers, although your identity will remain confidential.

**If you want to tender, and have not yet registered interest in the framework agreement, you must do so before the closing date for enquiries to make sure you are told about any questions and answers.**

## 2.4 Return arrangements

Please return your completed tender as:

- two paper copies by post or hand delivered, and
- one copy on disk or USB type storage device in a read only format

Please note that we do not accept fax or email copies.

We must receive your completed tender before the closing time shown in the Timetable at Section 2.1. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words '**Tender for Car Park Management Equipment – Not to be opened until 7<sup>th</sup> April, 2014**'.

**Submissions may be excluded if you do not mark the envelope in this way.**

Send completed tender documents to the following address:

Alison Leyshon  
Recreation & Public Affairs Assistant England  
Forestry Commission  
620 Bristol Business Park  
Bristol BS16 1EJ

### 3 Statement of Requirements

We intend to award a framework agreement for car park management equipment including:

**Lot 1.** Ticketless, pay-on-foot ANPR barrier system including back-office system, pay point, barriers and service contract.

**Lot 2.** Stand-alone pay & display machines including back-office system links and service contract

A framework is an agreement with one or several providers. It sets out the general terms and conditions under which we can make specific purchases as and when we need them. The formal contract is formed when the customer places a call-off order against the framework asking for specific delivery of goods, services or works. A bidder can receive a call-off order directly, or we may ask them to take part in a mini-competition with the other bidders on the framework.

This particular Framework Agreement will operate as a call-off order against the framework. If you are bidding for both Lots, please state whether you are happy to be awarded just one of the Lots.

**Lot 1:** Forestry Commission England (FCE) aims (but does not guarantee) to install one ticketless, pay-on-foot ANPR barrier system per annum. We wish to procure a standardised system from one supplier to fulfil this need. Note: where existing barrier systems are in place, upgrades to the new system may be undertaken but this is not guaranteed.

**Lot 2:** FCE seek to procure a standard model of car park pay and display machine that can be fitted with a range of pre-agreed technical features.

#### **Background Information**

Forestry Commission England (FCE) operates over 40 different chargeable car parks within England. These car parks are largely rurally based and range from small, gravelled areas to more formal facilities that can hold many hundreds of cars. Depending on the location of the car park, mains power availability can be limited or non-existent and car park infrastructure can be vulnerable to damage, theft or vandalism. Car park charging is slowly being expanded with approximately 1 or 2 additional car parks being added annually.

It should be noted that all visitors, including disabled people that are Blue Badge holders, are required to pay car parking charges (one site does not charge for Disability Tax Exemption scheme holders).

The FC already operates one ticketless barrier system, two ticketed barrier systems and over 90 P&D machines from a variety of suppliers. We are looking to regularise

our equipment across the country by using standard machines in new charged car parks and gradually replace defunct/stolen or vandalised machines.

The FC works hard to maintain high levels of customer care for visitors and believes strongly that the visitor journey from the moment they arrive at the forest gate, is as smooth and trouble free as possible. Naturally this extends to the act of paying for car parking which we believe should be as easy and flexible as possible. Therefore, not only will we be looking for innovation within the equipment, we will look carefully at ease of use for people, particularly those with disabilities, the facility for us to provide positive messages to our visitors and the ability to sell additional FC products through the pay machines.

Across the work of the FC strict environmental criteria are applied, we will be asking you to outline how your products and service help us meet our goals.

Car parking income is very important to the Forestry Commission and it is important to us that we are able to tell the story of how money generated is ploughed back into the management of the site.

This tender is in two lots, you may bid for either or both lots.

### **Lot 1: Specification: Ticketless, pay-on-foot ANPR barrier system with pay station**

#### **Background**

Normal entry peak flows measured at one site in 2013 have shown approximately 500 cars per hour entering and 360 cars an hour exiting, with nearly 2000 cars in one day. Note: when special events are held peak flow will be significantly higher. Exit will be by one or two (possibly more) lane barriers. At some locations there may be more than one site entry or exit point.

A number of non paying vehicles may be accessing our car parks/sites daily including staff, delivery lorries and the emergency services. Efficient access and egress is crucial for these vehicles.

It is important to note that cars may enter a site via one entry point and exit via another which may be some 10 km apart.

#### **A. Ticketless Barrier System:**

We are looking for a road entry/exit barrier and operating system which is connected to automatic entry CCTV and ANPR system. This should provide free flowing access into site through one or two land barriers suitable for all road vehicles including cars, buses/coaches, lorries, horse boxes and vehicles with trailers. The system will need to be ticketless and provide easy operation for the on-site staff.

We would require an intercom system linking barriers, pay stations and visitor service staff. We require the facility to divert the intercom to a mobile device.

### **Essential Requirements:**

1. Barriers must be able to cater for a minimum road width of 3.5m and be able to regulate access for cars, lorries and coaches. It must be possible to lift the barriers manually. Barriers must be able to be locked in the open position should the power source fail.

### **Functional Requirements**

1. Ability to switch lane direction due to entry/exit demand. Our preference would be to have the ability to operate this remotely.
2. All equipment installed must be robust, fit for purpose and easy to maintain on a daily basis by site staff. By daily maintenance we mean to keep clean, diagnose simple problems and to update screen shots.
3. The option to copy and export data from the CCTV cameras to use as evidence for prosecution is desirable.
4. Ideally we would like to be able to be open the barriers remotely via mobile device operation.
5. FC will require full specifications and drawings of all items to be installed for the use in planning applications where required.
6. Barriers should be designed so that there is little or no damage to vehicles upon impact, and protected underneath and at the ends to prevent injury to cyclists and pedestrians. Please tell us how it protects against damage.
7. CCTV should be suitable to support effective entry/egress. In your tender response we would ask you to state how you will achieve this requirement in a range of situations, remembering that entry/egress locations may be many kilometres apart in a rural location. State if your system allows for the display of CCTV and ANPR images on one or several monitors.

## **B. Automatic Number Plate Recognition System**

### **Essential Requirements:**

1. The vehicle management system must be ticketless and use Automatic Number Plate Recognition "ANPR" technology to track entry, length of stay, payment and exit.
2. The ANPR system to conform with UK Data Protection legislation.
3. The capture rate should meet a 98% capture rate for UK plates and cameras.
4. Must be NAAS (National ACPO ANPR Standards) Compliant.

### **Functional requirements**



1. The ability to export back office reports into Excel.
2. It should include HD ANPR cameras as standard and be installed in a robust housing. Provide a complete specification for your system.

### **C. Pay-on-Foot Pay Point:**

The pay-on-foot pay point will consist of one or more terminals. We need our pay stations to be interactive payment tools that encourage the use of cashless payment. We also need them to be easily updated in terms of payment rates as each site will have different payment structures for example £2 for 1 hour, £3 for 2 hours etc. We will assess the following requirements and will be taking into account the flexibility of your equipment.

#### **Essential Requirements:**

1. Provide the following range of payment options:
  - Cash;
  - credit card or debit card including contactless
  - on-line pre-arrival payment.
  - complimentary pass code
2. A minimum of three coin hoppers per pay terminal should be provided – please provide your specifications including for three hoppers and above. Note readers should conform to the latest security standards.
3. State the note capacity of your machine.
4. We require that each terminal should open with a unique key, but all machines on one site should also open on one master key.
5. We require a warning signal is sent to the visitor centre to warn when the machine is nearly full or has a fault. Please outline the specification for this.
6. Cash collection is carried out by an external contractor, we will require that reconciliation print-outs from each pay machine are uniquely identifiable.
7. An intercom system linking to visitor services, this should be able to link through to a mobile phone. Note: the terminals may be well over 1km from the visitor services office.

For Information the building/shelter to house the pay point is likely to differ from site to site and will therefore be provided by the FC.

#### **Functional Requirements**

1. A contactless payment option maybe desirable in some locations, let us know if you are able to provide this option and your specification.
2. In your specifications for the intercom system, state the height of the button – our preference is to have one that is out of the reach of small children.

3. An intercom system linking to visitor services, this should be able to link through to a mobile phone. Note: the terminals may be well over 1km from the visitor services office.
4. We also require the ability to carry out a minimal 12 month financial audit on the machine.
5. State the coin capacity of the collection boxes and tell us whether your machines can be set to varying coin holding capacities.
6. Provide the configuration for your paystation we will be looking to see if coin hoppers are secure from other parts of the pay station.
7. We would prefer to supply the uniquely identifiable code for the reconciliation print outs to aid our data upload
8. Be able to take payment for the Forestry Commission Discovery Pass – see section 4 below.
9. Provide your specification for the provision of CCTV cameras at pay stations.
10. Comply with Equality Act 2010 requirements, particularly in respect to use by people with disabilities. In your submission please detail how your terminals comply with this legislation.

### D. Discovery Pass

Forestry Commission England currently operates a membership scheme, which is called the Discovery Pass. One of the main benefits to pass holders is free car parking at the site for which a pass is purchased. It is possible that a National pass which allows access to all sites across England will be introduced in the future.

There are currently around 20,000 Discovery Pass holders in England at 24 sites. Discovery Passes are purchased all year round and each pass lasts for 12 months, expiring at the end of the month in which they were purchased.

At the time of purchase, we ask Pass holders for a registration number (we allow them to register up to two vehicle registration numbers, though we do only allow one of their vehicles access at once). As Discovery Pass holders are regular and core visitors, it is essential that a process for enabling straightforward and seamless access is achieved.

A Discovery Pass can be purchased by several means; onsite, online and by phone. As some of our Pay Points will be remote from our Visitor Services office, it is crucial that we have the ability to sell Discovery Passes through the Pay Point. At sites where an ANPR barrier system will be in use the following is required:

#### Functional Requirements:

To enable the Discovery Pass to be sold through the pay point the following functionality must be provided:

1. On site, the management system must allow for customer registration numbers to be easily and instantaneously added to a list of 'allowed' vehicles (white list),

to ensure seamless access for Discovery Pass holders who purchase on the day of their visit. This information will be inputted by FC staff on site at the visitor information point.

2. The back office management system/database must be able to automatically and regularly accept an import of data (daily), listing vehicle registration numbers to be added to the 'white list'. Provide your specification for a data import/export facility.
3. The import and export facility should enable the process to be fully Data Protection Act compliant.
4. There must be the ability to put an end date on the point to which a vehicle registration is allowed access, or an easy process for monthly removal of all expired passes; so that once a persons Discovery pass membership expires, they are removed from the white list and no longer able to access the car park.
5. There should be a reporting function to allow the ability to analyse the number of visits per registration number. Provide details of how the reporting function will work and your specification.
6. As Discovery Pass holders periodically change registration number, there must be the ability to update records within the ANPR back office system.
7. The back office system must be compatible with the FC desktop and where possible assistive technology (i.e. screen readers, text to speech software, etc). The current corporate browser is IE8. The current desktop is Windows XP SP3. Windows 7 will be introduced during 2013/2014.
8. As there is a likelihood of a National membership scheme, it would be advantageous to be able to add vehicle access to all ANPR barrier systems at once by adding the registration number to the system once (possibly achievable if there is one back office system).
9. As we capture up to two registration numbers per customer (but only allow one vehicle access at any one time) it would be advantageous if the system had the ability to only allow one of the customers specified vehicles into the car park at any one time, or to link/assign the registration numbers to a name. However if not, the ability to analyse the use of registration numbers for periodic audit would be necessary.

### E. Civil Engineering

The FC will procure the civil engineering works required for the installation of the systems separate to this contract.

**As part of the civil engineering requirements we will ensure the following standard layouts:-**

- a. Lane widths – 2.7m or 3.5m
- b. Traffic islands of 1m wide by 6m long
- c. Access provision for motorcycles, pushchairs and pedestrians and cyclist.
- d. Ducting for power and data to each island and connection to supply.

- e. Road marking and signage.
- f. Protection barriers and shelter enclosure as per specification requirements.

If your requirements differ significantly from the above details this must be declared in the tender.

### **Essential Requirements**

1. Provide detailed specifications including base, location information, power and data protection, barriers and shelter requirements for any machines, barriers, cameras to be installed.

## **F. IT Requirements and Operating Programme**

The FC, as a Government agency, is going through the process of PSN accreditation. Your supporting IT system will stand-alone from the FC IT system and the FC will provide a phone line ADSL connection for the system for maintenance etc. A router will be provided, but may be exchanged for one you provide. State the firewall protection your system uses.

### **Essential requirements**

1. The system must provide secure data handling.
2. You must comply with the Data Protection Act 1998 requirements in processing and handling personal information. The FC will complete a Privacy Impact Assessment.
3. You must be ISO27001 compliant for the systems that will access or process FC data, or some other recognised equivalent security standard. If you use some third party to physically hold the data (i.e. the computers, storage and networks) then that third party supplier also must meet the security requirements. You will be required to complete a SIAT self-assessment questionnaire for both yourself and for any subcontractors if you access or process FC data or access/connect to the FC network, and to remedy any identified security weaknesses. You will be required to agree to independent audit of your systems against the FC's security standard based on the SIAT questionnaire.
4. You must also comply with the PCI DSS standards for the systems that handle or have access to any payment card information, including 3rd party suppliers to them.
5. ANPR Data from cars that have paid should be purged from the system within 24 hours.
6. The FC currently uses both Windows XP and Windows 7, therefore your system must be compatible with both of these operating systems.

### **Functional Requirements:**

1. The transfer of information from the supplier to the FC for the purposes of Discovery Pass sales will be required – see D7 above.
2. We require the ability to update charging structures, payment periods etc on site. We also need a comprehensive back-office analysis tool which allows reports such as frequency of visits to be generated by on site staff. Therefore, provide details of your System and Management Information System including functionality and specification.
3. Where possible we require assistive technology (i.e. screen readers, text to speech software, etc).

### **G. Service contract**

Within England, barrier systems will only be installed at our major Forest Centres, possible locations include Moors Valley in Dorset, Alice Holt near Farnham, Dalby in north Yorkshire, Sherwood Pines in Nottinghamshire and Birches Valley, Cannock Chase. At these centres most of our business is done at weekends – we therefore require a maintenance service contract which covers 7 days.

Provide details of your service options taking into account the requirements below and include an annual maintenance schedule including parts to be serviced, labour and time/pricing schedule of parts included/excluded. Please detail differences in your response for a labour and parts and labour option.

We require four maintenance visits per annum and would like them at a time of our choice to meet site demands on equipment use.

Also please detail your technical and software support and state lead-in times for updating machines for new coin and notes, and also software upgrades when they become available.

### **Essential requirements**

1. A maintenance service contract which covers 7 days a week
2. A 24 hour response time for call outs.
3. Parts that are essential to the running of the system to be replaced within 48 hours.
4. In your response please detail how parts under warranty will be replaced and charged:
  - a. if replacement due to fair wear and tear, or failure
  - b. if replacement is due to vandalism, abuse, misuse or vehicle damage
  - c. new or refurbished part policy
  - d. supply of essential parts be kept on site.

### **H. Staff Training and Installation Support**

The introduction of any new system always requires a period of staff training and support from the supplier. We require at least one staff training day prior to the system going live. A comprehensive user manual should also be supplied in electronic formats (both PDF and MS Word, where possible). Costs for this manual and any training updates as systems develop should be detailed in your submission.

### **Essential requirements**

1. We require onsite training.

### **I. Warranty**

As a minimum, the FC requires a warranty period of 12 months from date of installation of equipment. The warranty should provide for on-site service during normal working hours and replacement of defective parts due to normal wear and tear during the warranty period.

### **Essential requirements**

1. The FC requires a warranty period of 12 months from date of installation of equipment

### **J. Sustainability and Environmental Benefits**

The FC is accredited for compliance to ISO14001 and as such we require all suppliers to aspire to this accreditation in their supply of goods and services. Applicants should consider this and include examples in their submission.

### **K. Design and Branding Guidelines**

The FC works within a set of brand guidelines. All sites have their own branding and colour scheme and this will need to be replicated in any screen displays. The FC requires the right to authorise the sign off of any screen design or infrastructure colour prior to its implementation.

FC would require the ability to upgrade the screen displays in house as and when required.

## **Lot 2: Specification: Pay and display ticket machines**

### **A. Versions**

#### **Essential requirements**

To supply a series of pay and display machines to be used in FC car parks.

1. Two options are required:

- a. Touch screen option for high capacity sites
- b. Standard keypad option for unmanned and low capacity sites

Note: machines should be adaptable depending on the requirements of the site.

2. A suite of bolt-in options is required:

- a. Standard pay and display with coin-only
- b. Standard pay and display with coin and credit card payment option
- c. Standard pay and display with coin and contactless payment option
- d. Pay and display plus the sale of Discovery Passes via interactive touch screen option – see requirements below.
- e. Ability to input vehicle registration numbers to prevent ticket swapping.

Provide full specifications for each machine/option and state your delivery time from ordering. Our ideal delivery time is 8 weeks from order placement.

3. Provide details of your Management Information System for each model including functionality and specification.

**Note 1:** Credit/debit card processing will be undertaken by an approved supplier as procured by the Government Banking Service (tender currently underway).

**Note 2:** The supply of tickets will be procured under a separate tender exercise.

**Note 3:** Over the period of the contract, we reserve the right to add new models and technology as it is developed and proved on the market.

### **B. Coin Hoppers, Note Readers and Covers**

You must comply with Equality Act 2010 requirements for use by people with any ability. In your submission please detail your terminals comply with this legislation.

#### **Essential requirements**

1. Three coin boxes per pay terminal should be provided. Each terminal should open with a unique key, but all machines on one site should also open on one master key.

2. Coin collection is carried out by an external contractor, therefore we require that reconciliation print-outs from each pay machine are uniquely identifiable.

### **Functional requirement**

1. For times of in-operation one cover per machine is required. It would be ideal if your cover had a purpose-built slot for the insertion of temporary notices. We will ask you to provide a separate cost for covers.
2. We would prefer to supply the uniquely identifiable code for the reconciliation print outs to aid our data upload.
3. Note readers should conform to the latest security standards.

### **C. Power Source**

Machines will be required to operate in remote locations which encounter long periods of adverse weather conditions. Due to their isolation, many sites will not have a mains power source and so an alternative will be required, such as solar power.

Your machine/s must be able to operate on solar power generation, in damp conditions, throughout the seasons. Provide case study examples to demonstrate this capability.

### **D. Discovery Pass Sales**

Forestry Commission England currently operates a membership scheme, which is called the Discovery Pass. One of the main benefits to pass holders is free car parking at the site for which a pass is purchased. It is possible that a National pass which allows access to all sites across England will be introduced in the future.

There are currently around 20,000 Discovery Pass holders in England at 24 sites. Discovery Passes are purchased all year round and each pass lasts for 12 months, expiring at the end of the month in which they were purchased. As Discovery Pass holders are regular and core visitors, it is essential that a process for enabling straightforward and seamless access is achieved.

Currently, a Discovery Pass can be purchased by several means; onsite at visitor information offices, online and by phone.

### **Functional requirements**

1. A Discovery Passes should be able to be purchased through P&D machines. For example this may be through a live/interactive email or telephone number registering system. Provide the description and full specification by which Discovery Passes would be purchased through P&D machines.



2. The import and export facility should enable the process to be fully Data Protection Act compliant.
3. The back office system must be compatible with the FC desktop and where possible assistive technology (i.e. screen readers, text to speech software, etc). The current corporate browser is IE8. The current desktop is Windows XP SP3. Windows 7 will be introduced during 2013/2014.

### **E. Payment Connectivity**

These machines will also need to operate in remote locations, therefore please confirm the minimum mobile phone signal requirements (dBm or CSQ standards) for satisfactory GPRS mode of connection.

#### **Essential requirements**

1. Machines will need to provide a number of payment options as detailed in A. above.

#### **Functional requirements**

1. Please provide costs for reconfiguring machines once increased connectivity eg. 3G/4G, becomes more widely available.
2. Provide the specifications by which your machine can connect to the internet via broadband. If your machine cannot currently do this then please state when this facility will become available.

### **F. Operation and Maintenance**

Machines should be easy to operate/trouble shoot for on site staff when there is a fault or defect on the machines.

#### **Essential requirements**

1. Site staff must have the ability to configure tariff changes. Tariffs must be changeable for different times of year as well as length of time spent at the site.
2. Machines will need to differentiate charges for cars, coaches, Discovery Pass sales, mini buses, horse boxes.

#### **Functional requirements**

1. Detail in your response how you train on-site staff to deal with simple faults and provide an example of your operation manual.
2. Machines will be required to be vandal proof and as difficult to steal money from as possible. You should detail your vandal proof options in your return.
3. Please describe the management information system supporting real time networking of the car parking meters both locally within the same car park and from a national machine deployment perspective to allow such things as report downloading.

## G. Fault reporting

Provide details of how your machine would provide ad hoc reporting including faults to hardware and software.

## H. Tickets

### Essential requirements

1. Machines will be required to dispense tickets with date and times stamped and location.
2. As FC staff will replenish tickets, this therefore should not require assistance from other parties to do this.

### Functional requirements

1. State the capability of your machine/s to network within sites and across multiple sites within the UK.
2. State the ticket holding capacity of your machine.
3. Ticket supply will be tendered separately but you must provide a specification of your ticket type and any restrictions on ticket specifications that your specified machine (s) imposes.

**I. Civil Engineering** – FC will procure the civils works required for the installation of the systems separate to this contract.

**As part of the civil engineering requirements we will ensure the following standard layouts:-**

- a. Solid base for the location of the machine subject to specification requirements.
- b. Ducting for power and data to each location and connection to supply.
- c. Site signage and appropriate enclosure subject to specification requirements.

If your requirements differ significantly from the above details this must be declared in the tender.

### Essential requirements

1. Detailed specifications must be provided including base, location information, power and data, protection barriers and shelter.

## J. Warranty

As a minimum, the FC requires a warranty period of 12 months from date of installation of equipment. The warranty should provide for on-site service during normal working hours and replacement of defective parts due to normal wear and tear during the warranty period.

### Essential requirements

1. The FC requires a warranty period of 12 months from date of installation of equipment

### **K. Sustainability and Environmental Benefits**

The FC is accredited for compliance to ISO14001 and as such we require all suppliers to aspire to this accreditation in their supply of goods and services. Applicants should consider this and include examples in their submission.

### **L. Design and Branding Guidance**

The FC works within a set of brand guidelines. All sites have their own branding and colour scheme and this will need to be replicated in any screen displays.

The FC requires the right to authorise the sign off of any screen design or infrastructure colour prior to its implementation/installation.

The ability to upgrade the screen displays in house as and when required.

### **M. Service contract**

Provide details of your service options taking into account the requirements below. Please detail differences in your response for a labour and parts and labour option.

Please detail annual maintenance schedule including parts to be serviced, labour and time/pricing schedule of parts included/excluded. We require four maintenance visits per annum and would like them at a time of our choice to meet demand on the machines on site

Also please detail your technical and software support and state time it takes to update machines for coin and notes and also upgrade software when it becomes available.

Detail your response giving prices for a maximum of 24 hour response time, and over 24 hour response time.

### **Essential requirements**

1. A 24 hour response time for call outs
2. Parts that are essential to the running of the system to be replaced within 48 hours.
3. In your response please detail how parts under warranty will be replaced and charged:
  - a. if replacement due to fair wear and tear, or failure
  - b. if replacement is due to vandalism, abuse, misuse or vehicle damage
  - c. new or refurbished part policy
  - d. supply of essential parts be kept on site.

**Contract Management Requirements**

All orders under the framework contract will be made by local sites, across the year throughout the period of the contract. Billing will be to those individual sites.

**Note: Tenderers must include details of any areas where they will not be able to comply with these requirements. If your Tender does not meet these requirements we reserve the right to reject it completely.**

## 4 Guidance notes for completing the ITT

### 4.1 Completing the ITT

Please answer every question. If the question does not apply to you please write N/A. If you do not know the answer please write N/K.

**Warning: Please note that if you answer N/A or N/K to any question, we may reject your submission in full and will not evaluate any further questions.**

### 4.2 Supporting documents

To make the process straightforward, you do not need to provide supporting documents such as accounts, certificates, statements or policies with your tender. However, we may ask you for these later. You may also be asked to clarify your answers or provide more details.

Your organisation will only be evaluated based on the information in your tender. Note that if you do not mention any previous experience of working with us in your reply we cannot take this into account. Please do not send any information that is general company or promotional literature, as this will not form part of our evaluation. Any additional documents you provide must refer to a question within the ITT and be easily identifiable as the answer.

### 4.3 Costs

All costs associated with participating in this process remain your responsibility. We will not return any part of your completed tender to you.

### 4.4 Right to cancel or vary the process

We reserve the right to cancel or withdraw from the selection and evaluation process at any stage.

### 4.5 Confidentiality

You must treat all information we supply to you in confidence and do not disclose it to third parties, unless you need to obtain sureties or quotations for submitting your response.

The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes

commitments about public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, the Government has made the following commitments for procurement and contracting, note procurement is devolved to the Welsh and Scottish Administrations, so some of these requirements are not UK-wide at this time.

- All new central government tender documents for contracts over £10,000 are to be published on a single website from September 2010, and this information will be made available to the public free (except for contracts concluded in Scotland exclusively).
- New items of central government spending over £25,000 to be published online from November 2010.
- All new central government contracts with a value greater than £10,000 are to be published in full on a single website from January 2011, and this information will be made available to the public free (except for contracts concluded in Scotland exclusively).

Bidders and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, as a public sector organisation, we will publish that contract. In some circumstances, some information will be made unreadable before they are published so we comply with existing law and for protecting national security.

As part of the tendering process, when submitting your bids, you should identify which pieces of information you regard as being sensitive and would not want published. We will then assess this information (along with the rest of the contract) against the exemptions set out by the Freedom of Information Act when considering which contractual information should or should not be published.

## 4.6 Consortia arrangements

If you are bidding as a consortium, you must provide the following information:

- full details of the consortium; and
- the information sought in this ITT for each of the consortium's constituent members as part of a single complete response.

You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If as a consortium you are not proposing to form a corporate entity, please provide full details of alternative proposed arrangements in the Annex. However, please note we reserve the right to require a successful consortium to form a single legal entity under Regulation 28 of the Public Contracts Regulations 2006.

We recognise that arrangements about consortia may (within limits) be subject to future change. You should therefore respond in the light of current arrangements. We remind you that you must tell us about any future proposed change to your consortia so we can make a further assessment by applying the selection criteria to the new information you provide.

## 4.7 Sub-contractors

Where you propose to use sub-contractors, please give all information we ask for about the prime contractor. Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, showing which member of the supply chain will be responsible for the elements of the requirement.

We recognise that arrangements about sub-contracting may change. However, you need to remember that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect your ability to proceed with the procurement process or to provide the goods and, or, services.

## 4.8 Tender validity

All details of the tender, including prices and rates, must be valid for 90 days from receipt of tender.

## 4.9 Language

The completed tender and all accompanying documents must be in English.

## 4.10 Applicable Law

Any framework agreement concluded as a result of this ITT will be governed by English law.

## 4.11 Pricing

All prices will be in sterling and exclusive of VAT.

## 4.12 Additional costs

Once we have awarded the framework agreement, we will not pay any additional costs incurred which are not reflected in your tender submission.

## 4.13 Disclaimer

While the information in this ITT and supporting documents has been prepared in good faith by us, it may not be comprehensive nor has it been independently verified.

Neither the FC, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

- makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or
- accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.

## 4.14 Inducements

Offering an inducement of any kind in relation to obtaining this or any other framework agreement with us will disqualify you from being considered and may constitute a criminal offence.

## 4.15 Contract management

If we award a framework agreement, you will have to co-operate in managing the framework agreement, and comply with the contract management requirements, as detailed in the Statement of Requirements at Section 3.



## 5 Evaluation

### 5.1 Evaluation

We will evaluate responses to the tender objectively using the evaluation matrix at Section 5.5.

### 5.2 Gateways

Some questions in the tender are known as gateways and are fundamental requirements of the framework agreement.

If any of these questions are not answered appropriately, we may reject submissions in full and will not evaluate any further questions.

### 5.3 Specific questions

To make sure the relative importance of the questions is correctly reflected in the overall scores, we have applied a weighting system to each section of the tender.

The marks allocated for each question will be multiplied by the relevant weighting as shown for each section.

### 5.4 Award

Once we have carried out the evaluation and identified the successful tenderer(s), we will tell all tenderers in writing by email of our intention to award.

#### 5.4.1 Standstill Period

We will apply a standstill period of 15 days minimum between the notification of intention to award, and the start of the framework agreement.

#### 5.4.2 Debriefing

We will give **all bidders** the opportunity of a debriefing. Please tell us in writing as soon as possible if you want a debriefing. We provide a formal debrief within 15 calendar days of receiving a request.

## 5.5 Evaluation matrix

Section	Title	Weight	Agreed Marking Criteria
A	Form A – Organisation and Contact Details	Mandatory	Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies.
A	Form B – Grounds for Mandatory Rejection	Pass/Fail	If you answer 'Yes' to any questions relating to mandatory rejection you will fail this section and your submission will not be evaluated any further.
A	Form C – Grounds for Discretionary Rejection	Pass/Fail	If you answer 'Yes' to any questions relating to discretionary rejection you may fail this section, however we will look for information from you that clearly indicates that any past conduct or problem has been resolved and that steps have been taken to prevent its recurrence. If we are satisfied that this is the case you will pass this section.
B	Financial	Pass/Fail	You must be able to provide at least one of the items of financial evidence set out in section B. The key objective is for us to analyse your financial position and determine the level of risk that it would present to us – having regard to the requirement and value, criticality, and the nature of the market.
C	Health and Safety	Pass/Fail	You must provide the information we have requested in Section C.
D	Insurance Details	Pass/Fail	You must have the required levels of insurance as requested in section D. If you do not have these, you must confirm that you will get them, if successful, before the framework agreement start date. If you cannot confirm this, you will fail this section.

E.1	<u>G Gateway Questions</u>  <u>Essential Requirements</u> <u>Lot One</u>		
1	A1 Ticketless Barrier System A1	Pass/Fail	To pass this gateway you must comply with the essential requirement in A1, providing evidence of how you comply.
2	B1-4 ANPR	Pass/Fail	To pass this gateway you must comply with the essential requirements in B1-B4, providing evidence of how you comply.
3	C1-7 Pay Point	Pass/Fail	To pass this gateway you must comply with the essential requirements in C1-C7, providing evidence of how you comply.
4	E1 Civil Engineering Requirement	Pass/Fail	To pass this gateway you must comply with the essential requirement in E1, providing evidence of how you comply.
5	F1-6 IT Requirements and Operating Programme	Pass/Fail	To pass this gateway you must comply with the essential requirements in F1-F6, providing evidence of how you comply.
6	G1-4 Service Contract	Pass/Fail	To pass this gateway you must comply with the essential requirement in G1-G4, providing evidence of how you comply.
7	H1 Onsite Programme	Pass/Fail	To pass this gateway you must comply the essential requirement in H1, providing evidence of how you comply.

8	I 1 Warranty  <u>Lot Two</u>	Pass/Fail	To pass this gateway you must comply with the essential requirement in H1, providing evidence of how you comply.
9	<u>A1-3 Pay and Display Machines</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in A1-A3, providing evidence of how you comply.
10	<u>B1-2 Coin Hoppers, Note Readers and Covers.</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in B1-B2, providing evidence of how you comply.
11	<u>E1 Payment Connectivity</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in E1, providing evidence of how you comply.
12	<u>F1-2 Operation and Maintenance</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in F1-F2, providing evidence of how you comply.
13	<u>H 1-2 Tickets</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in H 1-H2, providing evidence of how you comply.

14	<u>I1 Civil Engineering</u>	Pass/Fail	To pass this gateway you must comply with the essential requirement in I1, providing evidence of how you comply.
15	<u>J1 Warranty</u>	Pass/Fail	To pass this gateway you must comply with the essential requirement in J1, providing evidence of how you comply.
16	<u>M1-3 Service Contract</u>	Pass/Fail	To pass this gateway you must comply with the essential requirements in M1-M3, providing evidence of how you comply.

E.2	<b><u>Specific Award Questions</u></b>	<b><u>Weight</u></b>	The following evaluation system will be applied:
1.1	Please provide the specification of the ticketless barrier system that you propose.  The response should take into account all functional requirements outlined within A & B.	20%	<b>0 – No response or totally inadequate</b>  No response or an inadequate response.
1.2	Please provide the specification of the pay-on-foot pay station that you propose.  The response should take into account the functional requirements outlined within C & D.	20%	<b>1 – Major Reservations/Constraints</b>  The response simply states that the supplier can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they will do this.
1.3	Please outline how the proposed ticketless barrier system and pay station will take into account functional requirements outlined in E-K.	20%	<b>2 – Some Reservations/Constraints</b>  Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.  <b>3 – Fully Compliant</b>  Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.  <b>4 – Exceeds Requirements</b>

			Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract.
	<b><u>Specific Award Questions</u></b> <b>Lot 2: Pay and display ticket machines</b>	<u>Weight</u> <u>%</u>	
2.1	<p>Please provide the specification of the pay &amp; display ticket machines that you propose.</p> <p>The response should take into account the functional requirements outlined within A, B, D, F, G, H</p>	25	
2.2	<p>The machines will be required to operate in remote locations which encounter long periods of adverse weather conditions please state how you proposed machines will deal with this taking into account functional requirement C &amp; E.</p>	15	
2.3	<p>Please outline how your Pay and Display machines will take into account functional requirements outlined in I, J, K, L &amp; M</p>	20	
F	Pricing Schedule	<u>Weight</u> 40% For each Lot	Price will be evaluated using the 'standard differential method' – each bidder receives 100% of the available marks less the percentage by which their tender is more expensive than the lowest; with 4 being the maximum score achievable.

G	Terms and Conditions	Pass/Fail	You must accept our terms and conditions. We will discuss any issues you highlight before any award.
H	References	Pass/Fail	You must provide references relevant to the subject of this framework agreement. You should provide the number of references shown in Section H. We will consider accepting a lower number depending on how long you have been in business. When checking references, we will be looking to confirm that the framework agreement has been carried out on time, to budget and to specification.
I	Declaration	Pass/Fail	Signed declaration provided with no exceptions identified.
J	Certificate of Bona Fide Tender	Pass/Fail	Signed certificate provided with no exceptions identified.



## 5.6 Your Response

In order to submit a bid for this requirement you must complete and return the following sections to the address detailed at Section 2.4 by the time and date detailed in the timetable at Section 2.1.

### **Lots 1 and 2**

#### **Part A – Form A: Organisation and Contact Details**

#### **Part A – Form B: Grounds for Mandatory Rejection**

#### **Part A – Form C: Grounds for Discretionary Rejection**

#### **Part B – Financial**

#### **Part C – Health and Safety**

#### **Part D – Details of Insurance Policies**

#### **Part E – Specific Questions**

#### **Part F – Pricing Schedule**

#### **Part G – Terms and Conditions of Contract**

#### **Part H – References and evidence of work of a similar nature**

#### **Part I – Declaration**

#### **Part J – Certificate of Bona Fide Tender**

## 5.7 Lots

**In order of preference please indicate which lots you are interested in bidding for:**

<b>Lot No:</b>	<b>Bid: Yes/No</b>

If you bid for more lots than your capacity permits you must clearly state below the maximum number of lots you wish to be awarded and show us your order of preference. We will use this information during our evaluation if an organisation scores the most in more lots than their capacity. The final award of lots will be at our discretion.

<b>Maximum Number of Lots: 2</b>	
<b>Lot No:</b>	<b>Lot Preferences</b>

## Part A – Form A - Organisation and Contact Details

<b>Weighting: Completion of this Section is mandatory</b>			
<b>Organisation Details</b>			
	<b>Question</b>	<b>Your Answer</b>	
A1	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
A2	Registered office address		
A3	Company or charity registration number		
A4	VAT Registration number		
A5	Name of immediate Parent Company		
A6	Name of ultimate Parent Company		
A7	Type of organisation	i) a public limited company	
		ii) a limited company	
		iii) a limited liability partnership	
		iv) other partnership	
		v) sole trader	
		vi) other (please specify)	
A8	How many staff does your organisation (including consortia members and named sub-contractors where appropriate) employ relevant to the carrying out		

<b>Weighting: Completion of this Section is mandatory</b>			
<b>Organisation Details</b>			
	<b>Question</b>	<b>Your Answer</b>	
	of services and,or, delivery of goods similar to those required under this framework agreement?		
A9	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc)		
A10	Length of time your business has been operating.		
A11	Please state whether there is any potential conflict of interest in relation to this framework agreement, for example if any of those involved with the framework agreement share private interests with anyone within the FC. Examples include, membership of societies, clubs and other organisations, and family	<b>No</b>	<b>Yes</b>
		If you have answered "YES" please give details.	
A12	Consortia and sub-contracting	a) Your organisation is bidding to provide the services required itself	
		b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
		c) The potential Provider is a consortium	
<b>If you answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.</b>			

**Contact Details – Contact details for enquiries relating to this process**

A13	Name	
A14	Address, including country and postcode	
A15	Phone	
A16	Mobile	
A17	Email	

**Questions below for completion by Non UK Business Only**

A18	<p>Registration with professional body.</p> <p>Is your business registered with the appropriate trade or professional register (s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state</p>	
A19	<p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p>	

## Part A – Form B – Grounds for mandatory rejection

### Important Notice:

In some circumstances we are required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) theft, fraud and wilful imposition, embezzlement, robbery, forgery, reset (including reset as defined in Section 51 of the Criminal Law (Consolidation) (Scotland) Act 1995), perjury or any of the following offences as defined by the legal systems in each of the constituent parts of the United Kingdom, namely:	
(aa) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;	
(c) the offence of bribery, where the offence relates to active corruption;	
(ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	
(d) fraud, where the offence relates to fraud affecting the European Communities' financial interests of the European Communities as defined by Article 1 of the Convention on the protection of the financial interests of the European Union, within the meaning of:	

(i) the offence of cheating the Her Majesty's Revenue and Customs including (but not limited to) a "Revenue and Customs offence" in terms of Section 23A, sections 23B to 23P and 26A of the Criminal Law (Consolidation) (Scotland) Act 1995.	
(ii) the offence of conspiracy to defraud;	
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	
(viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or	
(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	
(x) counterfeiting or falsifying a specified monetary instrument with the intention that it be uttered as genuine; or having in his or her custody or under his or her control, without lawful authority or excuse anything which was and which he or she knew or believed to be a counterfeited or falsified specified monetary instrument or any machine, implement or computer programme or any paper or other material which to his or her knowledge was specifically designed or adapted for the making of a specified monetary instrument, contrary to Section 46A(1) or	

(2) of the Criminal Law (Consolidation) (Scotland) Act 1995.	
(xi) having in her or her possession or under his or her control an article for use in or in connection with the commission of fraud or making, adapting, supplying or offering to supply an article knowing that the article is designed or adapted for use in or connection with the commission of fraud or intended the article to be used in or in connection with the commission of fraud contrary to Section 49(1) and (3) of the Criminal Justice and Licensing (Scotland) Act 2010;	
(xii) being involved in serious organised crime contrary to Section 28 of the Criminal Justice and Licensing (Scotland) Act 2010; or committing an offence aggravated by a connection with serious organised crime in terms of Section 29(2) of the Criminal Justice and Licensing (Scotland) Act 2010; or committing an offence by directing another person to commit a serious offence or to commit an offence aggravated by a connection with serious organised crime or by directing another person to direct a further person to commit a serious offence or an offence aggravated by a connection with serious organised crime, contrary to Section 30(1) and/or (2) of the Criminal Justice and Licensing (Scotland) Act 2010 or failing to report a serious organised crime, in contravention of Section 31 of the Criminal Justice and Licensing (Scotland) Act 2010.	
(xiii) knowing or suspecting that an investigation under Section 28 of the Criminal Law (Consolidation) (Scotland) Act 1995 was being carried out or was likely to be carried out and falsifying, concealing, destroying or otherwise disposing of or causing or permitting falsification, concealment, destruction or disposal of documents which he/she knew or suspected or had reasonable grounds to suspect were or would be relevant to such an investigation contrary to Section 29(1) of the Criminal Law (Consolidation) (Scotland) Act 1995.	
(xiv) committing any of the offences against the administration of justice listed in Schedule 2 "Offences against the Administration of Justice: Article 70" to the International Criminal Court (Scotland) Act 2001 (which relate to giving false testimony when under an obligation pursuant to	



article 69, paragraph 1, to tell the truth, presenting evidence that he/she knew was false or forged, corruptly influencing a witness, obstructing or interfering with the attendance or testimony of a witness, retaliating against a witness for giving testimony or destroying, tampering with or interfering with the collection of evidence, impeding, intimidating or corruptly influencing an official of the court for the purpose of forcing or persuading the official not to perform, or perform properly, his or her duties, retaliating against an official of the court on account of duties performed by that or another official or soliciting or accepting a bribe as an official of the court in connection with his or her official duties)."	
(e) money laundering within the meaning of section 340(11) of the proceeds of Crime Act 2002;	
(ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or	
(eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	
(f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	

## Part A – Form C – Grounds for discretionary rejection

### Important Notice

We are entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

If you answer 'Yes' to any question in this section it is very unlikely that we will accept your application, and you should contact us for advice before completing this form. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. We will take into account the information you provide when considering whether you will be able to continue with this procurement exercise.

We are also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 (as amended) or you fail to provide any such information requested by us.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
<p>(a) <u>being an individual,</u></p> <p>is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;</p>	
<p>(b) <u>being a partnership constituted under Scots law,</u></p> <p>has granted a trust deed, or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or</p>	
<p>(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u></p> <p>has passed a resolution, or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver,</p>	

manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
<b>Has your organisation</b>	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or	
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established;	
e) Has your organisation and/or any or your contractors had a gangmasters licence refused or revoked for any reason in the past.	

## Part B – Financial

### Economic and Financial Standing Regulation

Bidder's responses to Part B will be used to undertake an assessment of your organisation's economic and financial standing. You will be contracted by us if this assessment identifies that a parent or other type of guarantee is required.

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>		
B1	Please provide one of the following set out below:-	
	A copy of your audited accounts for the most recent two years.	
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.	
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
	Alternative means of demonstrating financial status if trading for less than a year.	

## Part C – Health and safety

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here:

<http://www.hse.gov.uk/>.

### General health and safety questions

	Question	Yes	No
1	Does your organisation have a written Health and Safety Policy?		
	<b>Note:</b> if your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy.		
2	Please provide details of the health and safety training you provide to employees, relevant to this contract. If you do not provide any training, please tell us why this is not necessary. From your answer we will decide whether the training is appropriate or required for this contract.		

## Part D – Details of insurance policies

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>				
<b>You must either confirm that you have these levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.</b>				
<b>Insurance Policy</b>	<b>Indemnity Value (£)</b>	<b>Yes</b>	<b>No</b>	<b>Will secure if successful</b>
Employers Liability (This is a legal requirement. There are a small number of exceptions. Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969)	Min £5m per claim			
Public Liability	Min £5m per claim			
Products Liability	Min £2m per claim			
Plant Insurance The FC being a government body does not carry insurance. Please give an undertaking that all plant supplied will be insured to cover all eventualities and that any additional premium is included in the rate supplied.				
<b>If you do not undertake to secure the stated levels of insurance, we will not consider your submission.</b>				

## Part E.1 – Gateway Questions

For the Gateway questions please confirm that the system you will propose can meet the essential requirements outlined within the specification.

Questions		Yes	No	Evidence
<b>Specific gateway questions Lot One</b>				
<b>Ticketless barrier system</b>				
1	Essential Requirement A1. Ticketless Barrier System Essential Requirement			
2	Essential Requirement B1-4 ANPR			
3	Essential Requirement C1-7 Pay-On-Foot Pay Point			
4	Essential Requirement E1 Civil Engineering Requirement			
5	Essential Requirement F1-6 IT Requirements and Operating Programme			
6	Essential Requirement G1-4 Service Contract			
7	Essential Requirement H1 Onsite Training			
8	Essential Requirement I 1 Warranty			

Questions		Yes	No	Evidence
<b>Specific gateway questions Lot Two</b>				
<b>Pay and Display Machines</b>				
9	Essential Requirement A1-3 Pay and Display Ticket Machines			
10	Essential Requirement B 1-2 Coin Hoppers, Note Readers and Covers			
11	Essential Requirement E1 Payment Connectivity			
12	Essential Requirement F1-2			

	Operation & Maintenance			
13	Essential Requirement H1-2 Tickets			
14	Essential Requirement I1 Civil Engineering			
15	Essential Requirement J1 Warranty			
16	Essential Requirement M1-3 Service Contract			



## Part E.2 – Specific Award Questions

### Lot 1: Ticketless, pay-on-foot ANPR barrier system with pay station

	Question:	Weight %
1.1	<p>Please provide the specification of the ticketless barrier system that you propose.</p> <p>The response should take into account all functional requirements outlined within A &amp; B.</p>	20%
	Answer:	
	Question:	Weight %
1.2	<p>Please provide the specification of the pay-on-foot pay station that you propose.</p> <p>The response should take into account the functional requirements outlined within C &amp; D.</p>	20%
	Answer:	
	Question:	Weight %
1.3	<p>Please outline how the proposed ticketless barrier system and pay station will take into account functional requirements outlined in E-K.</p>	20%
	Answer:	

## Part E – Specific Award Questions

### Lot 2: Pay and display ticket machines

	Question:	Weight %
<b>2.1</b>	<p>Please provide the specification of the pay and display ticket machines that you propose.</p> <p>The response should take into account the functional requirements outlined within A, B, D, F, G, H</p>	25%
	Answer:	
	Question:	Weight %
<b>2.2</b>	<p>The machines will be required to operate in remote locations which encounter long periods of adverse weather conditions please state how you proposed machines will deal with this taking into account functional requirement C &amp; E.</p>	15%

	<b>Answer:</b>	
	<b>Question:</b>	<b>Weight %</b>
<b>2.3</b>	Please outline how your Pay and Display machines will take into account functional requirements outlined in I, J, K, L & M	20%
	<b>Answer:</b>	

## Part F – Pricing schedule

		<b>Weight %</b>
<b>F1</b>	<b>Please provide details of your pricing in the schedule provided</b>	40%

**Lot 1: Ticketless, pay-on-foot ANPR barrier system with pay station- 40%**

<b>Ref</b>	<b>Description</b>	<b>Price (£)</b>
1.1	Using the scenario of a site having an entrance which is unmanned with two lanes in and two lanes out and the visitor centre is situated 1 km away from the entrance and car park please price for the following.	
	4 x ticketless ANPR entry barriers (width of 3.5m) with intercom facility	
	Supply	
	Installation, taking into account the work FC Civils will undertake.	
	4 X static HD ANPR cameras	
	Supply	
	Installation, taking into account the work FC Civils will undertake	
	2 X pay on foot ANPR paystation machines with intercom facility on each machine with the stated pay option	
	Supply with coin-only	
	Installation, taking into account the work FC Civils will undertake	
	Supply with coin and credit card payment option	
	Installation, taking into account the work FC Civils will undertake	
	Supply with coin, credit card payment and contactless payment option	
	Installation, taking into account the work FC Civils will undertake	
	Each price for supplying 3 pay stations machines as above in one installation	
	Each price for supplying 4 pay stations machines as above in one installation	
	Each price for supplying 5 pay stations machines as above in one installation	
	Price for installation, taking into account the work FC Civils will undertake 3 machines as above	
	Price for installation, taking into account the work FC Civils will undertake 4 machines as above	

	Price for installation, taking into account the work FC Civils will undertake 5 machines as above	
	Supply 3 X hoppers for one machine	
	Supply 4 X hopper for one machine	
	Technical operating system for above	
	4 X maintenance visits per year for all of the above.	
	Provide a price for any kit which has not been specified in the above which is required.	
1.2	Price for cover for each machine as above	
1.3	Provide an annual maintenance schedule including parts to be serviced, labour and time/pricing schedule of parts included/excluded. Please detail differences in your response for a labour and parts and labour option.	
1.4	Provide prices for a maximum of 24 hour response time, and over 24 hour response time.	
1.5	Provide a price for initial set up	
1.6	Provide a price for initial training onsite of FC staff	
1.7	Provide a price for supplying a comprehensive user manual in electronic formats (both PDF and MS Word, where possible) and any training updates as systems develop.	
1.8	Provide a price for any annual licence costs	
1.9	Provide a price for any additional warranty cost	

## Lot 2: Pay and display ticket machines

Ref	Description	Price (£)
2.1	Supply 2 X touch screen pay and display ticket machines	
2.2	Install above taking into account work carried out by FC Civils	
2.3	Supply 2 X standard keypad option	
2.4	Install above taking into account work carried out by FC Civils	
2.5	Bolt on extras	
a	Standard pay and display with coin-only	
b	Standard pay and display with coin and credit card payment option	
c	Standard pay and display with coin and contactless payment option	
d	Number plate input and print out on ticket option	

2.6	Price per cover for machine	
2.7	4 X maintenance visits per year using the scenario of one site, two machines	
2.8	Provide a price for any software costs	
2.9	Provide a price for any licences costs	
	Provide a price for any additional warranty costs	
2.10	Provide an annual maintenance schedule including parts to be serviced, labour and time/pricing schedule of parts included/excluded. Please detail differences in your response for a labour and parts and labour option.	
2.11	Provide prices for a maximum of 24 hour response time, and over 24 hour response time.	
2.12	Provide a price for supplying a comprehensive user manual in electronic formats (both PDF and MS Word, where possible) and any training updates as systems develop.	

### **Please note:**

You must provide prices for each Lot individually. If you wish to also offer an alternative bid (e.g. an offer is dependent on getting two or more Lots) you must make this clear on your price schedule

## Part G - Terms and conditions of contract

This ITT, and any framework agreement arising from it, will be subject to the latest version of our [terms and conditions](#) for Goods and Services.

The successful Tenderer's usual terms and conditions are not, and shall not, become terms and conditions of any framework agreement that we may award as a result of this ITT.

		Yes	No
G1	Do you accept the FC's Terms and Conditions of Contract as detailed above?		
G2	If no, please provide details of any specific areas that you have an issue with. Please note that failure to agree to our Terms and Conditions of Contract may invalidate your tender submission.		

## Part H – References and evidence of previous work of a similar nature

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>		
	<p>Please provide details of up to three contracts from either or both the public or private sector, that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).</p> <p>Note that where possible referees should not be linked to the FC and that we may contact your referees without telling you again.</p>	
H1	Reference 1	
	Organisation name:	
	Customer contact, name, phone number and email	
	Contract Start date, contract completion date and contract value	
	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
F1	Reference 2	
	Organisation name:	
	Customer contact, name, phone number and email	
	Contract Start date, contract completion date and contract value	



	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
F1	Reference 3	
	Organisation name:	
	Customer contact, name, phone number and email	
	Contract Start date, contract completion date and contract value	
	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
If you cannot provide at least one example, please briefly explain why (100 words max)		

## Part I – Declaration

### **Weighting: This is a Gateway Section (Pass/Fail)**

I declare that to the best of my knowledge the answers submitted in this ITT are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false or misleading information

Name:

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Date:

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Signature:

---

Capacity or Title:

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For and on behalf of:

## Part J – Certificate of *bona fide* tendering

### **Weighting: You must complete this section.**

Tender No: **Insert Ref**  
Due for Return by: **Insert Date**  
Subject: **Insert Name**

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The essence of selective tendering is that the Forestry Commission will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, we certify that this is a *bona fide* tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

- communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender;
- enter any agreement with any other person whereby they will refrain from tendering or as to the amount of any tender to be submitted;
- offer or pay or give or agree to pay 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 or proposed tender for this work any act or thing of the sort described above.

In this certificate, the word "person" includes any individual, partnership, association, or body either corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed for and on Behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ Email: \_\_\_\_\_