

**RYEDALE  
DISTRICT  
COUNCIL**



**REQUEST FOR QUOTATON FOR  
IMPLEMENTATION OF FREE PUBLIC  
WIFI IN RYEDALE DISTRICT  
COUNCIL'S MARKET TOWNS**

## 1. Introduction

Ryedale District Council, in partnership with the town councils of Helmsley, Kirkbymoorside, Malton, Norton-on-Derwent and Pickering, are planning to appoint suitably qualified suppliers to design and deliver a Free Public WIFI scheme in specified parts of Helmsley Town Centre, Kirkbymoorside Town Centre, Malton Town Centre, Norton-on-Derwent Town Centre and Pickering Town Centre.

We are looking for a high quality, user-friendly, reliable solution that will provide flexibility for future expansion if required. The requested provision is for selected areas of the five town centres only at this stage, but the solution must be capable of expansion if the need arises.

## 2. Timeframe

The scheme must be operational, with all payments for services made no later than 31st March 2017.

### Scheme requirements

1. The **minimum area** the scheme should cover is outlined in the maps in the document.
2. In Helmsley Town Centre, this will cover the area of the Market Place, Bridge Street and Castlegate. These are the main areas of footfall within the town centre. Space will be provided in a business or community premises (yet to be determined) for any server equipment. Suggestions for the most appropriate location of server equipment should be recommended within your submission.
3. In Kirkbymoorside Town Centre, this will cover the length of the Market Place. This is the main area of footfall within the town centre. Space will be provided in a business or community premises (yet to be determined) for any server equipment. Suggestions for the most appropriate location of server equipment should be recommended within your submission.
4. In Malton Town Centre, this will cover the area of the Market Place, Wheelgate, Yorkersgate and the area in between identified on the map. These are currently the main areas of footfall within the town centre. Space will be provided in a business or community premises (yet to be determined) for any server equipment. Suggestions for the most appropriate location of server equipment should be recommended within your submission.
5. In Norton-on-Derwent, this will cover the length of Commercial Street. This is the main area of footfall within the town centre. Space will be provided in a business or community premises (yet to be determined) for any server equipment. Suggestions for the most appropriate location of server equipment should be recommended within your submission.
6. For Pickering, this will cover the area of the Market Place. This is the main area of footfall within the town centre. Space will be provided in a business or community premises (yet to be determined) for any server equipment. Suggestions for the most appropriate location of server equipment should be recommended within your submission.
7. The scheme must have the ability to be easily extended to other public areas in the town centres in the future should budget be available. Details and limitations of extending to other public areas must be provided, e.g. number of access points supported and bandwidth increases that are feasible with the solution proposed.

8. It is envisaged that the **Landing Page** for the scheme will be used as advertising space for the respective towns. Each town will require an individual landing page. This would include data capture of user details which could then be used for e-marketing via other methods. Proposals should ensure compliance with all relevant legislation regarding personal data. Suppliers are asked to provide costs for the design, management, hosting and maintenance of this portal, including cost (i) to provide 24hr technical support for end users of the WIFI system and (ii) administration costs associated with managing the advertising content of the Landing Page.
9. Scheme security is a priority. Security features and advantages of the proposed solution should be identified. The Free Public WIFI scheme must include Web Filtering which will block inappropriate content and protocols filtering and block Malware and Viruses. The proposed solution must identify how compliance with the Digital Economy Act 2012 can be achieved.

The proposed solution should:

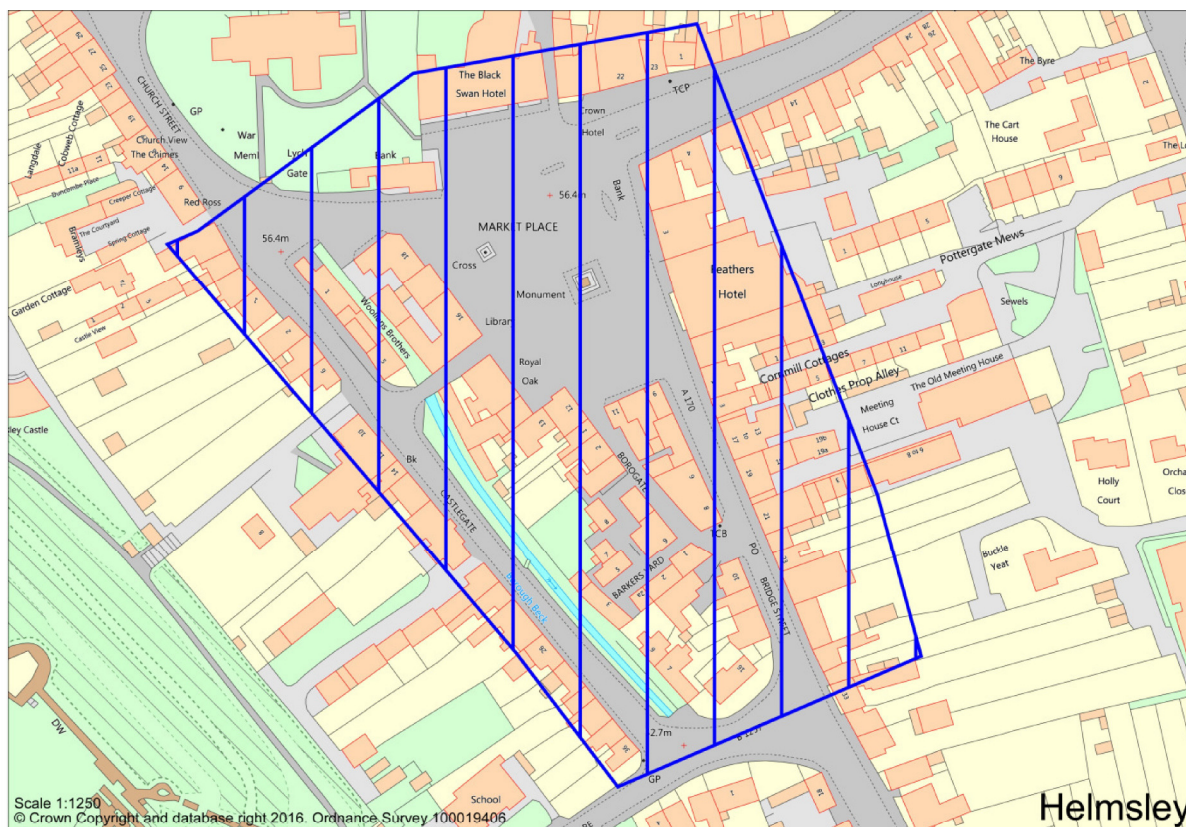
- Provide free Internet access to end users which can be controlled/ limited by duration and/or bandwidth by the respective councils.
  - Operate in the licence free bands
  - Support the use of laptop computers, tablets and smart phones, regardless of the Operating System or Web Browser
  - Should allow seamless roaming across hotspots / access points
  - Allow for throttled Internet connection speeds for certain Wi-Fi networks
  - Support the enforcement of a limit on the number of times the same end user can access the service and/or bar/access control device access to certain networks
  - Provide facilities for allowing Councils to communicate with end users of the service
  - Provide usage reports which can be customised and scheduled daily, weekly and monthly.
10. The choice for WIFI equipment to be deployed is critical and must be chosen on the basis of price, performance, longevity and functionality. The supplier must work with all major vendors and will be able to recommend the most suitable price/performance equipment. The supplier must include estimates for power consumption of access points.
  11. Access points must be installed by engineers with the relevant experience and accreditation with supporting method statements and risk assessments being supplied.
  12. It is likely that some businesses and/or Councils may wish to provide WIFI within their own premises linking seamlessly to the outdoor scheme [at their own cost]. It would be the responsibility of the owner of the premises to purchase this additional service but an estimate of the costs should be included. The scheme should have the ability to be extended in this way although any extensions of this nature would be subject to separate contract agreements.
  13. Please note that costings requested have also asked for an estimate of any annual fee for maintenance etc.

## Additional Important information

14. The Council will undertake to secure the necessary permissions from property owners to erect hardware if required. However, the appointed supplier should provide exact locations of the points required across the three areas.
15. Planning approvals, if required, are the responsibility of the appointed supplier.
16. Access points must be installed by engineers with the relevant experience; accreditation, method statements and risk assessments must be supplied by the appointed supplier prior to commencing works.
17. Suppliers must clearly outline their responsibility and that of the Councils and include any assumptions that have been made in relation to the provision of the WIFI Scheme. This must include responsibilities before, during and after installation.
18. A site survey should be performed at the cost of the supplier prior to quotations and estimates being produced. A site visit is considered essential to enable accurate pricing of this scheme and will be useful in identifying council owned/accessible power supplies or locations for hardware.
19. For further information or queries, please contact [craig.nattress@ryedale.gov.uk](mailto:craig.nattress@ryedale.gov.uk) or call 01653 600666 ext 315.

## Area to be covered in Helmsley Town Centre

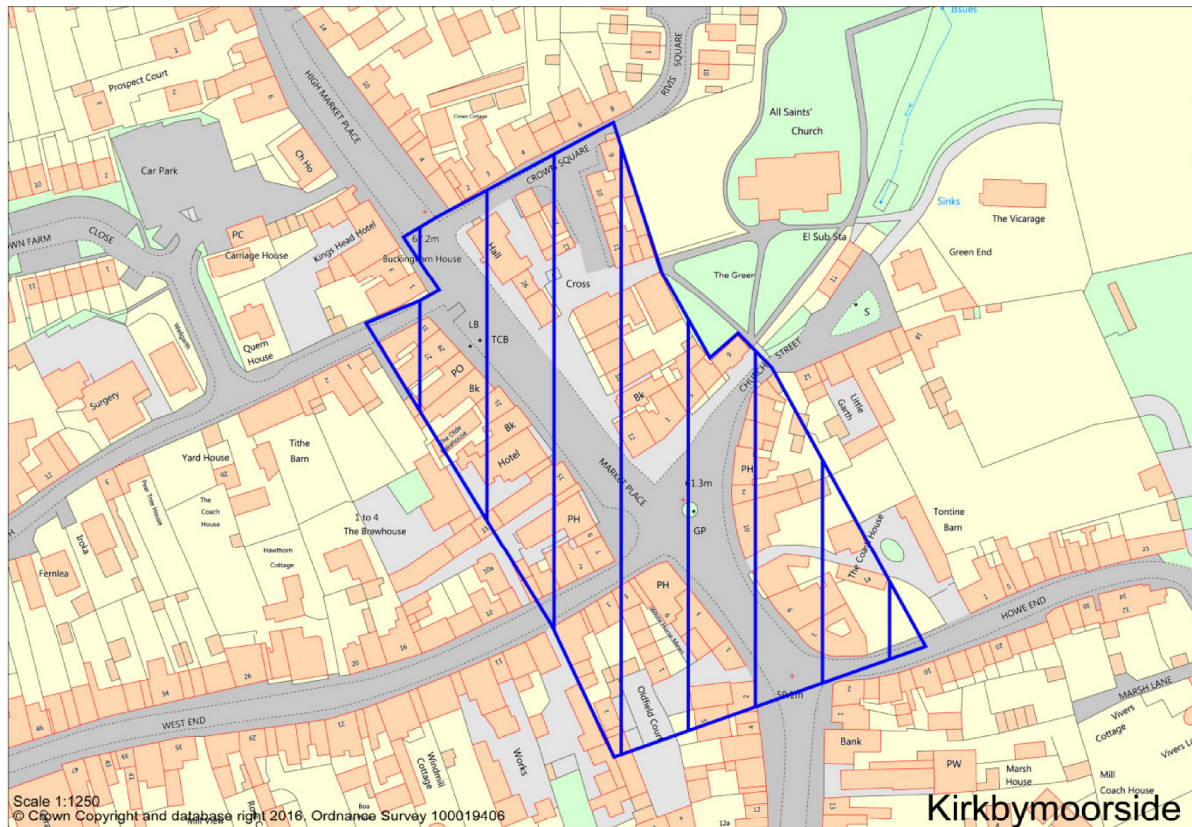
Coverage includes: Market Place, Bridge Street and Castlegate





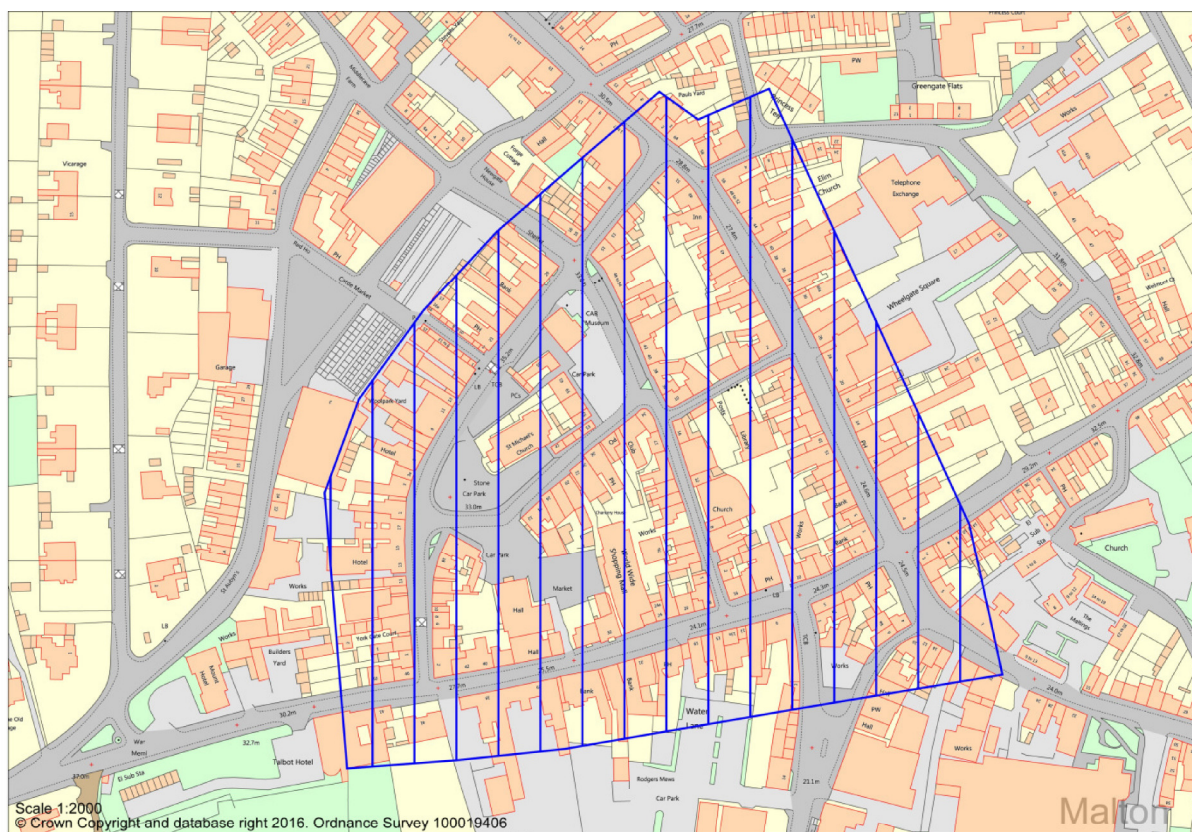
## Area to be covered in Kirkbymoorside Town Centre

Coverage includes: Market Place



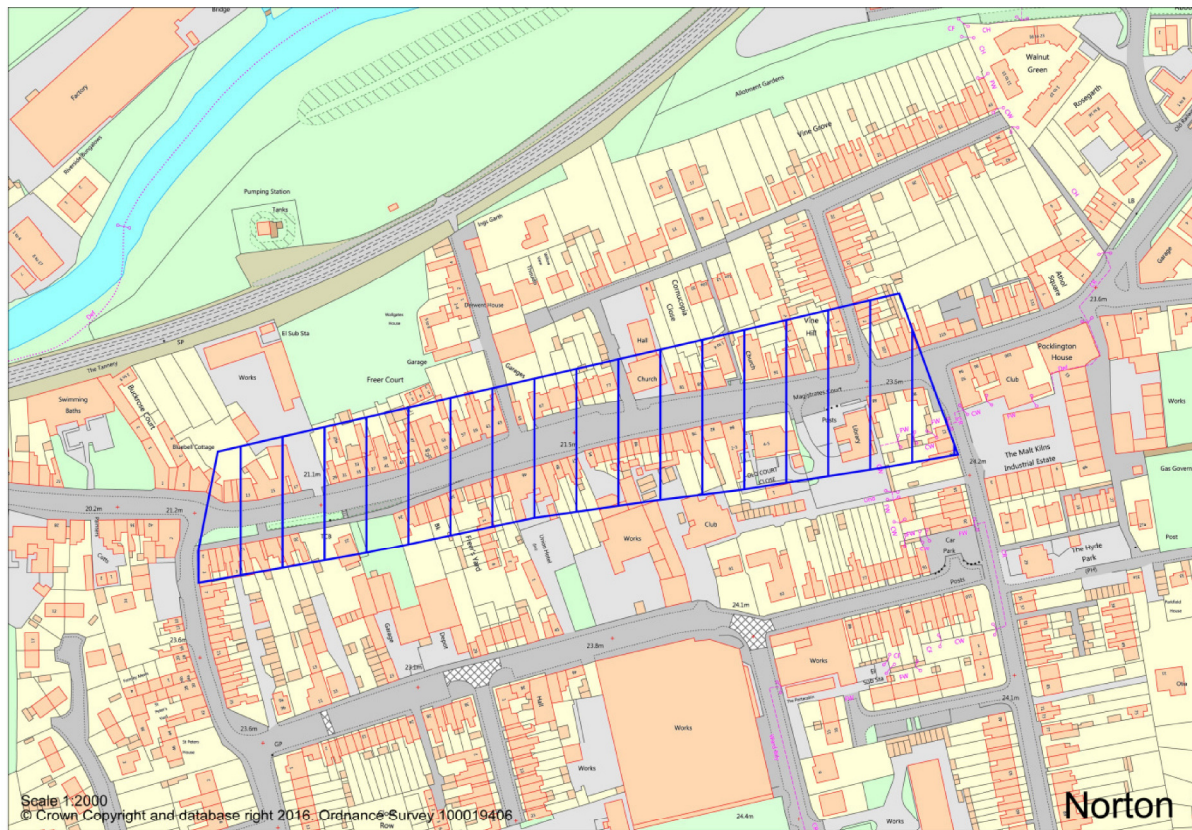
## Area to be covered in Malton Town Centre

Coverage includes: Market Place, Wheelgate and Yorkersgate

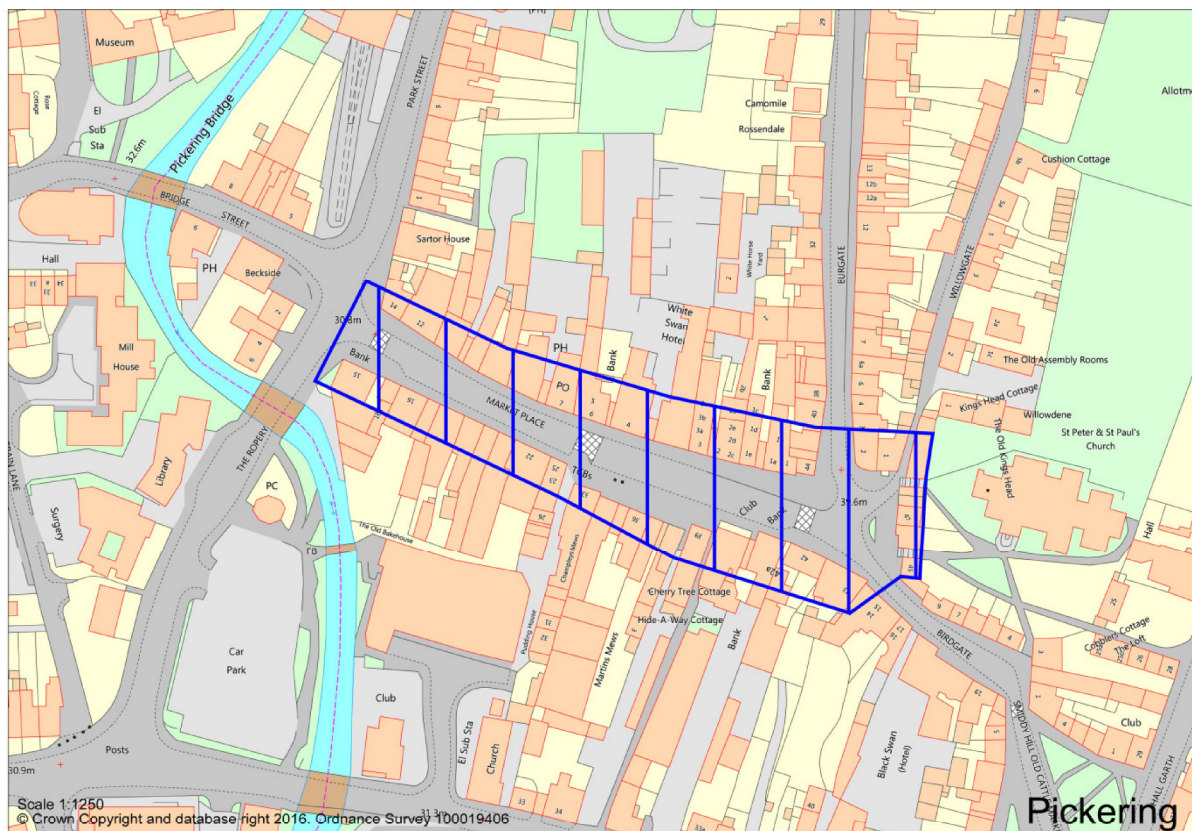




Coverage includes: Commercial Street



Coverage includes: Market Place



### **Format of quotations**

Please ensure you read all instructions carefully. Quotations submitted will be scored solely on the basis of the information contained within them.

A template is included for your response. You must use this template – if you do not, your quote will be rejected. This is for uniformity purposes and as an aid to evaluation. No appendices should be included with your submission.

**The template is available electronically. The box content is not fixed, so you do not have to stay within prescribed sizes – however, you should complete all questions, leave no blanks and add no additional material.**

Please note that the Panel can only score a submitted proposal based on the information included in the document. Any lack of clarity in the information submitted will result in the deduction of marks.

### **Selection and Award Criteria**

These instructions are addressed to those who are considering submitting a quote to provide services, as set out in the Terms of Reference, to Ryedale District Council. The successful applicant will be appointed under a contract. All applicants will be evaluated using a two stage process.

In the first instance quoting organisations must demonstrate that they meet a minimum level of experience, by providing at least one previous example of provision of a similar scheme. Only those who meet this requirement (by scoring yes) will progress to stage 2 for an assessment on quality and cost (50 cost / 50% quality weighted)

Stage 2 will be based on cost and quality only.

### **Closing Date for Proposals – Friday 4th March 2016**

All costs should be detailed exclusive of VAT. No extra marks will be given in this section for time in kind or other additions to cost.

### **Scoring of Proposals**

It is hoped that all scoring will be completed by Friday 18th March 2016, with results disseminated by email on that day but this will be dependent on the number of quotes received.

In line with Ryedale District Council's Policy on Procurement, this invitation to quote will have a mandatory standstill provision of 10 working days for queries and feedback. The Council must inform any supplier, contractor or service provider that has submitted a quote of its decision in relation to the award of the contract ('notice of award').

A supplier, contractor or service provider that has been sent a notice of award may request an accelerated debrief provided it is received by the Council, in writing, by midnight of the second working day of the standstill period. The Council must provide this information at least three full working days before the end of the standstill period.

Where this is not possible, the standstill period must be extended to allow at least three working days between the provision of the feedback and the date at which the Council proposes to enter into the contract. If a request for feedback is received outside the accelerated time limit, the Council must provide a debrief within 15 days of receipt of the request. The standstill will not be extended in these circumstances.

All contracts will require Council approval – there may be a time delay between award and confirmation of start date.

## **Contractual and other matters**

### **Procedures**

It is a condition of this invitation to quote, that Council will not be liable for any costs and/or expenses incurred in respect of the preparation of any quotation documents or associated materials submitted.

### **Agreements**

The Council will enter into a contract with the chosen supplier to deliver the infrastructure rollout in each of the town's. The ongoing management and funding of the individual services will be subject to separate contracts between the chosen supplier and the town council's.

### **The successful quotation**

The contract will be awarded to one or more organisations that are best able to meet the project criteria. The Council is not required to accept the lowest, or any, quotation and reserves the right to award distinct elements of the work to separate applicants.

### **Submission**

Three copies of your submission should be returned to [ryedaletenders@ryedale.gov.uk](mailto:ryedaletenders@ryedale.gov.uk) with the subject heading 'Wifi Implementation Quote' **by 5pm on Friday 4th March 2016.**

Proposals delivered AFTER this time will NOT be accepted under any circumstances.

Council is not bound to accept any or the lowest quotation. Interviews may be carried out to reach a final decision.

All submissions must be in the English language and any alterations or erasures must be initialled by the signatories. Council is not obliged to consider or accept alternative offers.

### **Economic and Financial Standing**

You may be required to furnish information as to economic and financial standing for assessment by Council prior to the acceptance of any quotation.

### **Costs and Expenses**

You will not be entitled to claim from Council any costs or expenses which may be incurred in preparing the quote whether or not it is successful.

### **Period of Validity**

You are required to keep quotations valid for acceptance for a period of ninety days from the closing date for receipts of quotations.

### **Confidentiality**

You should treat the submitted documents as private and confidential between oneself and Council.

### **Official Amendments**

If it is necessary for Council to amend the documentation in any way, prior to receipt of quotations, everyone will be notified in writing simultaneously. If appropriate, the deadline for receipt of quotations will be extended.

### **Canvassing**

Canvassing of any official of Council, concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other quotation will be disqualified.



## **Freedom of Information Act 2000**

Organisations looking to quote should be aware that the information provided in the completed quote and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies.

No information provided by organisations looking to quote will be accepted “in confidence” and Ryedale District Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ryedale District Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Disclosure decisions will be taken by appropriate individuals in Ryedale District Council having due regard to the exemptions available and the Public Interest.

Organisations looking to quote should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption.

Organisations looking to quote are required to highlight information that they include in the quote documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Organisations looking to quote are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ryedale District Council will not accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or quoting exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ryedale District Council. Ryedale District Council will consult with organisations looking to quote, where it is considered appropriate, in relation to the release of controversial information. Organisations quoting will be notified by the Council of any disclosure of information relating to them.

## **Final Check List for those submitting a proposal:**

- Have you used the template? Please note, no appendices should be included in your submission.
- Have you included three copies of your proposal?
- Ensure you are delivering this proposal on the date noted within the terms of reference, and that you note the closing time. If in doubt, request a receipt.
- Have you followed the scoring criteria when writing your proposal?
- Is the content of your proposal clear and understandable? Please note that the Panel can only score a submitted proposal based on the information included in the quote. Any lack of clarity in the information submitted will result in the deduction of marks, or a straight rejection.
- Have you included at least one previous scheme undertaken and references points?
- Do your costs “add up”? Are they clear and understandable? Have you separated delivery, installation and maintenance costs?

**Thank you for your interest.**