

**Comhairle Chontae Laoise  
Laois County Council**



**SPONSORSHIP OF PORTLAOISE ROUNDABOUTS**

**2023-2026**

**INSTRUCTIONS TO TENDERING**

**Invalidation of Tender**

Intending applicants shall carefully note the following instructions as failure to comply with them may lead to invalidation of the tender.

**Form of Tender**

The Tender form shall be completed and submitted by **email** in soft copy format to:

**Angela Marshall (Staff Officer)  
Roads Section  
Laois County Council  
Aras an Chontae  
Portlaoise  
Co Laois  
anmarshall@laoiscoco.ie**

Subject line of text to clearly state the following:

**“Tender for Sponsorship of Portlaoise Roundabouts”**

**Closing Date and Time**

**Closing date for receipt of tenders is 4pm on Monday 19<sup>th</sup> June 2023.**

## **Tenders**

Tender must be submitted strictly in accordance with the Tender Documents. The Senior Engineer, Roads, Transportation & Capital Projects will have final decision on whether or not the Tender is acceptable.

## **Communications**

Any communications in connection with the Tender and requests for clarifications should be forwarded to the:

Michael Buckley (Executive Parks & Landscape Officer)

By phone 086-0313617 Or by email to **mbuckley@laoiscoco.ie**

The latest date for receipt of queries in connection with the Tender shall be six days before the latest date for receipt of Tender. All queries and resulting replies given will be circulated to all applicants.

## **Completion of Documents**

Entries on the tender form shall be legible in ink on the documents supplied.

## **Value Added Tax**

The rates quoted in the Pricing Document shall be the **total** Tender Price. Value added tax should not form any part of the tender.

## **Omissions**

Items against which no price or rate is entered in the Pricing Document shall be deemed to be omitted by the applicant as they do not wish to Tender for same.

## **DETAIL OF THE ADVERTISEMENT AND CONDITIONS**

### **Location and Description of the Site**

The locations of each roundabout are marked on the Maps appended to this document in Appendix A. Each map shows the roundabout layout together with description of the approach Roads. Location of proposed sponsored signage has been shown on these maps and referenced in accordance with the Pricing Document.

### **Duration of Sponsorship**

The contact duration is for a period of 3 years commencing from date of Tender acceptance.

### **Advertising Signs**

It will be the responsibility of the successful Applicant (Sponsor) to have all signage constructed at their **own cost**. The cost for the supply of signage does not form part of the tendered price. The successful Applicant (Sponsor) shall submit precise sign details of lettering etc. which they wish to have placed on the sign to Laois County Council prior to fabrication and erection. The signs shall remain the property of the sponsor and shall be returned to the sponsor on completion of sponsorship period.

### **Damaged / Vandalised Signs**

The sponsor shall pay the cost for replacing vandalized / damaged signs. The Council shall not be liable for the periods of replacement. The Council will not be responsible for ensuring that the signs are in place throughout the year but shall endeavour to replace signs that have been removed on notification.

### **Roundabout Maintenance**

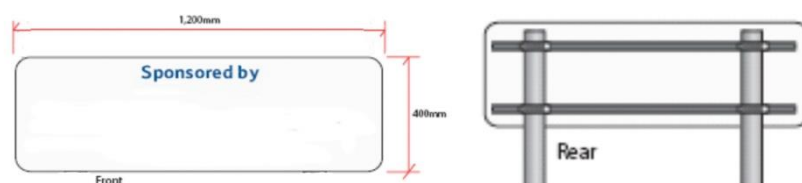
Laois County Council shall maintain the landscaping of the roundabouts.

### **Proposed Signage Specification**

Each advertising sign shall be **1200mm X 400mm in dimension** and shall follow the following format:

1. The signage will be a standard sign of 1200mm x 400mm x 2.5mm. Signage should be in accordance with The Traffic Signs Manual, Department of Transport, November 2021. These will be mounted below the black and yellow chevron signs located at the entrances to the roundabouts. No alternative signs will be allowed.

## Example



**Signage must be of 2.5mm aluminium panel with 2 channel fixing rails to rear, to fix to poles.**

## Tendering

1. Each applicant can Tender for sponsorship of one or more roundabouts. The tendered price shall be for sponsorship of all signage on the roundabout.
2. Sponsorship will be awarded to the highest tender for each roundabout. The Sponsorship tendered price will be based on the location of each roundabout. The minimum sponsorship tender price for each roundabout category is set out in Table 1. below.

Roundabout Category	Description	Minimum Sponsorship Tendered Price Per Sign for 3 years.
1	Main Town centre locations (C1)	€1000.00
2	Large Primary (major entry points to Portlaoise) (C2)	€750.00
3	Large Secondary Portlaoise Southern Circular (C3)	€500.00

Table 1.

3. No additional signage may be placed on the roundabout other than the approved sign.

## **AWARD OF TENDER**

### **Award of Tender**

The highest Tender for each roundabout shall be accepted unless two equal tenders are received for the same roundabout. In such a case the two equal tenderers will be given the opportunity to submit a revised tender. The higher of these tenders will then be accepted.

Laois County Council reserves the right to decide whether any prospective sponsor would be accepted on any roundabout.

### **Notification of Successful Tender (Sponsor)**

Laois County Council will notify the successful applicant (Sponsor) where the applicant (Sponsor) shall accept or reject the offer of advertisement. Where the applicant accepts the offer, payment in full of the tendered amount shall be made within 7 days of acceptance of offer. Where the applicant fails to make this payment, Laois County Council reserves the right to withdraw the offer and offer the sponsorship to the next highest tender.

### **Receipt of Advertisement Details**

On receipt of notification of successful Tender (Sponsor), each successful applicant (Sponsor) shall be given two weeks to submit precise lettering etc. requested on the advertisement sign. This will have to be approved by Laois County Council.

## GENERAL NOTES

### **Highest Tender**

Laois County Council does not bind itself to accept the highest or any Tender.

### **Freedom of Information**

1. Tenderers should be aware that under the Freedom of Information Act 1997, and Amendment Act 2003 information provided by them during this public procurement competition may be liable to be disclosed.
2. Tenders are asked to consider if any information supplied by them in their tender should not be disclosed because of its commercial sensitivity. If tenderers consider that certain information is not to be disclosed because of its commercial sensitivity, tenders should when supplying such information, clearly identify same and identify specify the reasons for its commercial sensitivity. If tenderers do not identify it as commercially sensitive, it is liable to be released in response to a Freedom of Information request without further consultation with you. The Contracting Authority will where possible consult with tenderers about commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Act.

## Pricing Document

(To be completed by applicant and returned with Tender)

Category	Ref	Roundabout	Quantity of Signs per Roundabout	Minimum rate per sign	Tendered rate per sign for 3-year period	Minimum Total Tender Price for Roundabout for 3-year period	Total Tender Price for Roundabout for 3-year period
1	C1.1	James Fintan Lalor Avenue	4	€1,000		€4,000	
1	C1.2	Abbeyleix Road Roundabout	4	€1,000		€4,000	
1	C1.3	Father Browne Avenue	4	€1,000		€4,000	
1	C1.4	Market Square	4	€1,000		€4,000	
2	C2.1	Boghlone	4	€750		€3,000	
2	C2.2	Timahoe Road / Pairc an Phobail	2	€750		€1,500	
2	C2.3	Ballymacken	4	€750		€3,000	
3	C3.1	O'Doran	4	€500		€2,000	
3	C3.2	O'More	4	€500		€2,000	

Signed:

Print name:

On behalf of:

## Portlaoise Town Roundabouts



C1.1 - N80 James Fintan Lalor Ave Roundabout



C1.2 - N80/N77 Abbyleix Road Roundabout





C1.3 Fr Browne Ave Roundabout



C1.4 - Market Square Roundabout



C2.1 Boghlone Roundabout



C2.2 Timahoe Road/Pairc an Phobail Roundabout





C2.3 Ballymacken Roundabout



C3.1 O'Doran Roundabout



C3.2 O'More (O'Moore) Roundabout

**Tender**

**(To be filled out  
by applicant and returned with Tender)**

I / We \_\_\_\_\_ submit my / our Tender for the Sponsorship of Portlaoise Roundabouts Scheme 2023-2026 in accordance with Laois County Council conditions outlined in this document at the various locations listed in the Pricing Document for the prices stated herein.

Following offer of Sponsorship contract, I/We will make Payment in full within **7 days** following notification from Laois County Council.

**Signed** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company Name** \_\_\_\_\_

**Tel. No** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date** \_\_\_\_\_

