8
Calling for Bids and Analyzing Responses

Objective and anticipated results

It is time now to prepare the execution phase, i.e., the installation of signposts and street plaques. The materials (poles and street plaques) need to be purchased, and the installation company/companies chosen. This is done by a call for bids.

Responsibility and development

Executors: The head of the Street Addressing Unit prepares the calls for bids. The municipal authorities select the executing company/companies.
Duration: 5 months

Methodology

This task can be divided into three steps:
1. Drawing up documents for the invitation to bid
2. Launching the invitation to bid
3. Selecting the successful company/companies.

1\textsuperscript{st} Task – Draw up documents for the invitation to bid
The documents for the invitation to bid are as follows:
- the advertisement
- the notice of the invitation to bid
- Part 1: Special Regulation for the Invitation to Bid
- Part 2: Certificate of Commitment
- Part 3: TOR for bidding documents
- Part 4: TOR for civil works
- Annexes.
8.1 - Examples of street plaques

<table>
<thead>
<tr>
<th>STREET UTOPIA</th>
<th>STREET 1.234</th>
<th>STREET 1.234</th>
</tr>
</thead>
<tbody>
<tr>
<td>temporary numbering by street plaque with sector number as the “radical”</td>
<td>temporary numbering by street plaque with neighborhood number as the “radical”</td>
<td>temporary numbering by street plaque, giving name of &quot;sponsor&quot;</td>
</tr>
</tbody>
</table>

8.2 - Example of a bi-directional signpost
Invitations to bid may cover two distinct categories:

- The purchase of supplies and materials (in particular, street plaques and signposts)
- The installation of street plaques and signposts.

1 – The purchase of supplies and materials:

The sign map serves as a reference for calculating the number of street plaques and street signs required, the names to be inscribed on the street plaques, the number of signposts, etc.

If the decision to install the street plaques and street signs has been taken, the next step is to turn to the manufacturers. One option is a “classic” style of street plaque. However, inscriptions (street numbers or street names) will vary by town, and should be special-ordered. Street plaque materials may vary. The choice here will depend principally on financial resources.

If the decision is made to stencil numbers on walls, it is not always necessary to carry out an invitation to bid, but if the operation is an extensive one an invitation to bid could be considered for the purchase of paint and of specific stencils.

The technical characteristics of the street plaques

Street names may be inscribed on the street plaques, or simply painted on walls.

**Materials**

Several types of materials may be considered:

<table>
<thead>
<tr>
<th>Material</th>
<th>Cost</th>
<th>Technical characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Wood</td>
<td></td>
<td>not very weather-resistant</td>
</tr>
<tr>
<td>- plastic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- painted metal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- composite material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- back-lighted street plaque</td>
<td></td>
<td>expensive</td>
</tr>
<tr>
<td>- fluorescent, enameled</td>
<td></td>
<td>expensive</td>
</tr>
</tbody>
</table>

There are several options for a painted inscription:

- **Brush**: rapid, less expensive, but irregular and not homogeneous
- **Stencil**: regular and homogeneous
Dimensions:
There are no international standards for the dimensions of street signs. The choice results from a compromise between legibility, solidity and durability. A suitable size would perhaps be: 27cm x 42cm for named streets, and 20cm x 34cm for numbered streets.

Colors and inscriptions:
Here, too, there are no international standards, and individual countries may or may not have their own standards. But uniformity and visibility of both the location of the street plaque and the inscription must be of the primary importance.

Characteristics of signposts:
Signposts may vary in composition and style. However, to avoid theft and vandalism, a hollow, metal model, with a diameter of at least 6cm, is recommended.

Number of signposts and street plaques:
To optimize costs, each bidder could be asked to respond to three options corresponding to different quantities. For example:

- Option A: 3,000 street plaques, or 1,500 intersections with 100 signposts
- Option B: 5,000 street plaques, or 2,500 intersections with 200 signposts
- Option C: 7,000 street plaques, or 3,500 intersections with 300 signposts.

One of these options (generally Option B) will correspond to the quantities specified by the sign maps. However, should a bidder offer a good price for a larger quantity of street plaques, the sign maps could be revised and either additional neighborhoods addressed, or the density of street plaques increased.

2 – Installation

Installation may, but need not necessarily, be contracted out. The company may be chosen via an invitation to bid, or by amicable agreement.

2nd Task – Launch the invitation to bid

It is recommended that an international invitation to bid for the manufacture and purchase of materials be launched. This is to ensure that specialized (and therefore more competent and, in the end, less costly) companies are “reached”. However, working with a local company is strongly recommended for the installation, since such a company is likely to be less expensive and to have a better knowledge of the town.
3rd Task – Selecting the company/companies

Each candidate will be asked to attach to his/her offer a prototype of the street plaque or the signpost. These prototypes should conform to the technical characteristics specified in the documentation for the invitation to bid. This process ensures real competition between the various companies, and makes it possible to evaluate based on concrete criteria.