



Hexham BID

Contract for design work 12th July 2017

Hexham Business Improvement District (BID) is business led and business funded, and works in Hexham to invest collectively in new projects and services that businesses have prioritised. There are more than 680 Levy payers in Hexham, covering a diverse range of business sectors. We are led by a team of 11 voluntary Directors and a BID Manager, structured as a Company limited by guarantee, not for private profit. Further general information is available on our website at www.hexhambid.co.uk, or by speaking to the BID Manager, Helen Grayshan, on 01434 607 962. Informal enquiries are welcome.

We are seeking design services to support BID events and projects. We are developing a number of projects for which clear print and digital communications with businesses and the wider public are required. We require a suitably experienced local company to support this on an occasional basis.

Design work required in the next 3 months is likely but not exclusively to include:

- Wedding brochure
- Brands brochure
- Leaflet 'Welcome - your business in Hexham'
- Shop jacketing for use in varying locations
- Christmas trail leaflet
- Membership leaflet
- Business cost saving leaflet
- Windows stickers
- Advertising
- A folder or pack cover for the collation of leaflets

Print services will be arranged separately, however if you offer both design and print please indicate this. Work will need to be both print and online ready.

Work will be arranged in advance, and paid monthly by BACS. More than one company will be engaged if appropriate. The BID seeks to re-invest the Levy collected in Hexham wherever possible, and a copy of our procurement policy is available on request.

Please send a proposal by 26th July 2017 at 12 noon, to our Manager helen@hexhambid.co.uk We may ask shortlisted organisations to a discussion. Please include in your proposal:

- Your price for delivering the service and how this has been calculated (day/hourly rate or item)

- Examples of your work
- Details of your approach to delivering the contract, including staffing, timescales, understanding of the brief
- Your availability
- Your organisation's legal status, company registration etc
- Names and business address of contract manager(s)
- Confirmation of appropriate insurances
- Relevant organisational policies and procedures, including Health and Safety at Work
- Ability to comply with our data protection policy and procedures
- Evidence of a track record of delivery similar services
- Any references from previous customers you may have
- Membership of any relevant professional bodies or quality marques.

This brief refers solely to this work and does not create ongoing contractual arrangements. Future contracting opportunities will be advertised on the BID's website.