



# RAYLEIGH TOWN COUNCIL

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**TOWN CLERK: Mrs Kerry Cumberland**  
The Pavilion  
King George V Playing Field  
Bull Lane  
Rayleigh  
Essex  
SS6 8JD

VAT Number: 830 7558 23

4<sup>th</sup> August 2017

Dear Sir/Madam,

## **FLORAL DECORATIONS PLANTING, INSTALLATION, REMOVAL, STORAGE, WATERING AND MAINTENANCE**

Please find enclosed the specification for floral decorations within Rayleigh Town.

You are invited to submit a tender for a three year contract for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021 as per the attached specification. Tender documents must be returned sealed, in the envelope provided, to the Town Clerk, Rayleigh Town Council, at the above address by no later than **NOON ON FRIDAY 29<sup>TH</sup> SEPTEMBER 2017.**

Please note that:

1. if a person submitting a tender is to his/her knowledge related to any member(s)/employee(s) of the Rayleigh Town Council he/she and the person he/she is related to shall disclose the relationship in writing to the Town Clerk, and
2. canvassing of members of the Town Council or any committee or sub committee or employee(s) for any contract under the Town Council shall disqualify the contractor from such a contract.

Please note that Rayleigh Town Council enters the Large Town Category for the regional Anglia in Bloom competition each year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. Cumberland'.

Mrs K Cumberland  
Town Clerk



SPECIFICATION

FLORAL DECORATIONS  
THREE YEAR CONTRACT  
1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021  
PLANTING, INSTALLATION, REMOVAL/STORAGE, MAINTENANCE AND  
WATERING

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and/or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed.....

For and on behalf of .....

Address.....

.....

.....Post Code.....

Telephone .....

.....

Date.....

## **RAYLEIGH TOWN CENTRE FLORAL DECORATIONS SPECIFICATION**

### **PLANTING, INSTALLATIONS, REMOVAL, STORAGE, WATERING & MAINTENANCE**

**3 YEAR CONTRACT FROM 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2021**

#### **PLANTING**

##### **Summer Planting – To be installed in the first weekend in June**

All baskets must be double lined (moss/ liner). All compost shall contain water retaining crystals and slow release fertiliser. (Where possible environmentally friendly compost to be used).

Plants to be recommended by contractor and agreed by Town Council on an annual basis and contents should not exceed £30.00. A list of specified plants required for hanging baskets in the High Street and on lamp columns is attached with the exception of floral displays on columns in Websters Way road and Websters Way car park as we would like you to consider appropriate plants that can deal with wind and shade in these displays. A cost breakdown is to be supplied annually and agreed with the Town Council.

Where required pigeon prevention material will be supplied by the contractor who shall be responsible for informing the Town Council accordingly, on an annual basis, whether additional material is required.

##### **Hanging Baskets**

To plant a total of:

- (i) 55 (maximum) hanging baskets for local businesses  
(Locations in High Street and Eastwood Road will be notified annually)
- (ii) 5 hanging baskets for the Mill Hall area (in road leading to car park from Bellingham Lane)  
Lamp Columns
- iii) 26 baskets (maximum) ~Websters Way Car Park  
28 baskets (maximum) – Websters Way (road)  
Any alteration in figures will be negotiated with Contractor.

##### **Lamp Columns**

98 current (maximum) half lamp column baskets (2 per lamp column) for High Street, Eastwood Road, Bellingham Lane, Church Street, Top of Crown Hill, Ernie Lane and Websters Way (As per attached list). All lamp columns will be subjected to a full structural survey next year by Essex County Council, which may affect the number of columns that may be used for floral displays.

## Winter/Summer Planting for Flowerbeds/Planters

Testing the soil and topping up or replacing as necessary in each of the flowerbeds will be required as appropriate.

We would like you to consider appropriate plants that can deal with wind and shade in each individual flower bed/planter. A cost breakdown is to be supplied annually and agreed with the Town Council.

- a) Flowerbed 1 on attached plan - outside Rayleigh Lanes  
240 cm diameter (circular shape)
- b) Flowerbed 2 on attached plan -outside Crown Public House  
Oval Shape 600 cm x 120 cm
- c) Flowerbed 3 on attached plan -outside Boots the Opticians  
240cm diameter (circular shape)
- d) Flowerbed 4 on attached plan - outside Grouts the Bakers  
240 cm diameter (circular shape)
- e) The water trough marked 5 on attached plan - 61 cm x 122 cm
- f) Flowerbed at Railway Station marked 6 - 120 cm diameter (circular shape)
- g) Drought Bed, Eastwood Road (to replace plants as necessary each season)
- i) 5 Silver Tubs in High Street (2 by Heritage Board and 3 by Half Moon Pub)
- j) 4 Promenade Planters by Half Moon Pub
- k) 2 Barrels at entrance to Rayleigh Railway Station
- l) Planters on railings at top of Crown Hill on both sides of road and outside Rayleigh Lanes

The Town Council may increase these flowerbeds/displays and any change would be subject to negotiation.

### INSTALLATION/REMOVAL

All Hanging Baskets and Lamp Columns to be installed on the first weekend in June and to remain until the last week in September. The Contractor shall inform the Highway Authority of when he intends to carry out the works. Vehicle maneuvering must not cause disruption to peak traffic flows. No vehicles will mount public pavements.

During works being carried out, the contractor must observe all Highway Authority regulations, which can be obtained from Essex County Council Highways, Unit 36, Childerditch Industrial Park, Childerditch Hall Drive, Brentwood, Essex. CM13 3HD.

## STORAGE

All baskets to be emptied and waste disposed of by contractor and sterilized for following years use. Pigeon scaring material retained for use for future years or replace if required. Contractor to be responsible for the provision of Storage of Hanging baskets and Lamp Column baskets during winter months.

## MAINTENANCE

### Hanging Baskets/Lamp Columns - June - September

- a) All plants to be fed once a week
- b) All plants to be “dead headed” once a week

### Flower Beds/Planters – All year round

- a) To weed the flowerbeds/planters and clearance of litter once a week
- b) All plants to be “dead headed” once a week

### 19 Clearmac TreePits

To be sprayed with appropriate weed killer bi monthly. Provide details of chemicals to be used and copy of licence. (subject to seasonal adjustments)

## WATERING

### Spring/Summer Months (First Weekend in June – Last Weekend in September)

- a) All lamp column baskets to be watered every other day
- b) All hanging baskets to be watered every other day.
- c) Requests may be made to water all hanging baskets on a daily basis in hot weather. Please quote for additional daily cost.
- d) Flowerbeds/Planters to be watered 3 times a week (summer only and as necessary during autumn planting)

### Winter/Spring Months (October – May)

#### Flowerbeds/Planters

Watering to be carried out when planted and subsequently as and when required

**All watering to be carried out between the hours of 7 p.m. and 7 a.m. or as enforced by the Highway Authority.**

## INSURANCE/HEALTH & SAFETY

### Injury to or Death of Persons

- i) The Contractor shall be liable for and shall indemnify the Town Council against any liability, loss claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works unless due to any act or neglect of the Employer, or of any person for whom the Employer is responsible. Without prejudice to his liability to indemnify the Employer the contractor shall maintain and shall cause any sub-contractor to maintain such insurances as are necessary to cover the liability of the Contractor, or as the case may be, of such sub-contractor, in respect of personal injuries or deaths arising out of or caused by the carrying out of the Works to an amount of no less than £5,000,000.00 for any one occurrence or series of occurrences rising out of one event. Provided that nothing in this sub-clause contained shall impose any liability on the Sub-contractor in respect of negligence or breach of duty on the part of the Employer, the Contractor, his other sub-contractors or their respective servants or agents.

### Damage to Properties

- ii) The Contractor shall be liable for and indemnify the Employer against and insure and cause any sub-contractor to insure against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any real or personal property to an amount of £5,000,000 for any one occurrence insofar as such damage arises out of or in the course or by reason of carrying out of the works and is due to any negligence, omission or default of the contractor or person for whom the sub-contractor is responsible.

### Insurance of the Works, Fire etc – Existing Structures

- iii) The Contractor shall produce, and shall cause any sub-contractors to produce, such evidence as the Employer may reasonably require that the insurance referred to in sub-clauses i) and ii) hereof have been taken out and are in force at all material times.

### Employers Liability Insurance

The Contractor shall provide the Town Council with a copy of their Public Liability Insurance in the amount of £5,000,000 each year on demand.

### Method Statement

The Contractor shall provide the Town Council with an annual Method Statement each year on demand.

### Risk Assessment

The Contractor shall provide the Town Council with an annual Risk Assessment & Traffic Management each year on demand.

Appendices:

List of Costs Per Year

Map of Rayleigh

Plan of Flowerbeds in High Street

List of Lamp Columns and Hanging Baskets

List of Clearmac Tree Pits

List of plants required in all hanging baskets and street light columns. (This list does not apply to plants for Websters Way Road and Websters Way car park and for all flowerbeds)

ITEMS	YEAR ONE 1.4.18 – 31.3.19	YEAR TWO 1.4.19 – 31.3.20	YEAR THREE 1.4.20 – 31.3.21	COMMENTS/ FURTHER INFORMATION
PLANTING - Hanging Baskets/Lamp Columns COST per unit				
PLANTING - Flowerbeds/Planters (twice a year) COST per unit				
INSTALLATION/REMOVAL/ STORAGE/STERILIZATION TOTAL COST				
MAINTENANCE TOTAL COST				
WEEDING OF 19 CLEARMAC TREE PITS TOTAL COST				
WATERING TOTAL COST				
*WATERING BASKETS ADDITIONAL COST PER DAY				
<b>TOTAL COST PER YEAR</b> Except Watering Baskets Additional Cost Per Day*				

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MAINTENANCE TOTAL COST				
WEEDING OF 19 CLEARMAC TREE PITS TOTAL COST				
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*WATERING BASKETS ADDITIONAL COST PER DAY				
<b>TOTAL COST PER YEAR</b> Except Watering Baskets Additional Cost Per Day*				



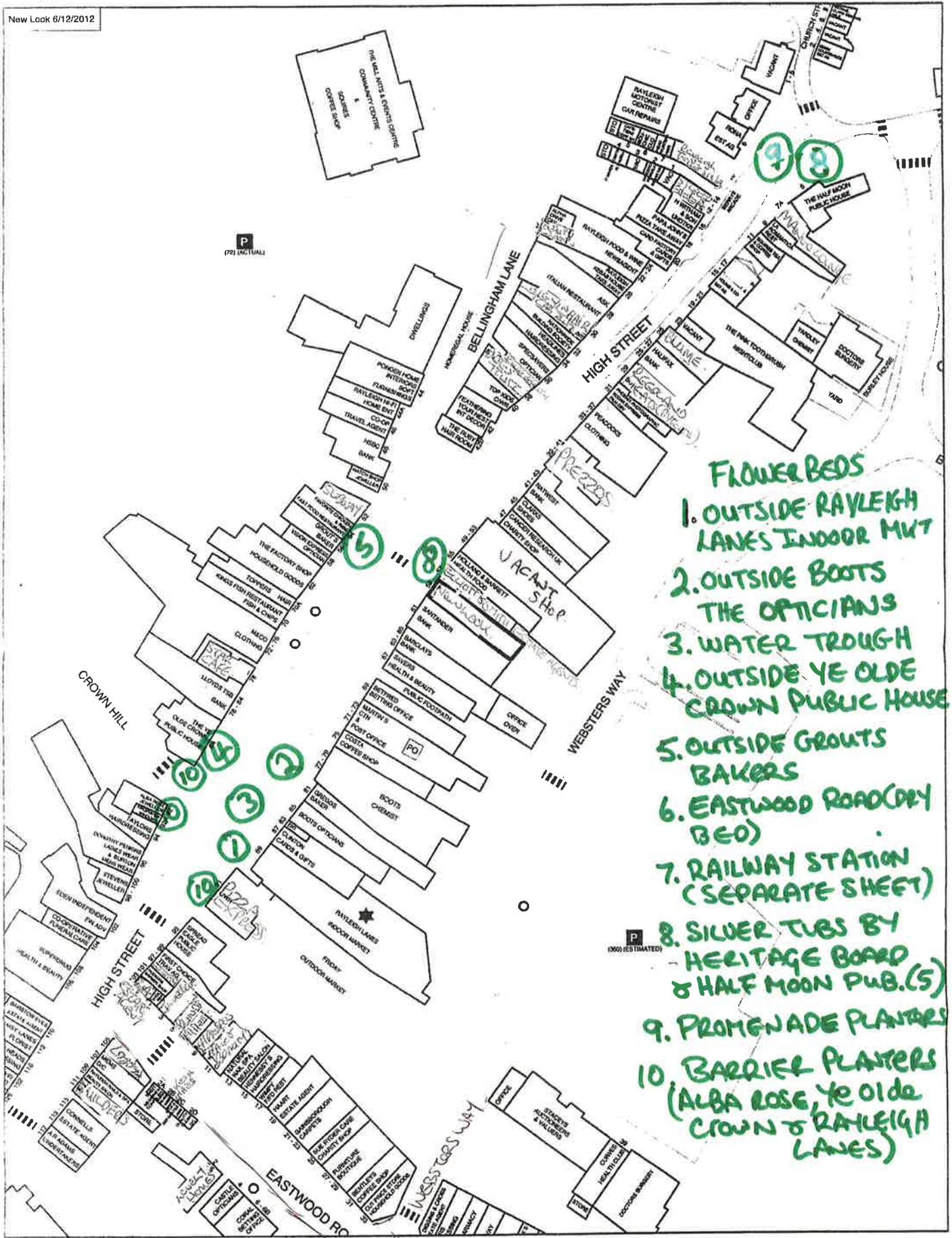
# FLOWER BEDS / PLANTERS

goad

Rayleigh

Experian

New Look 6/12/2012



- FLOWER BEDS**
1. OUTSIDE RAYLEIGH LANES INDOOR MVT
  2. OUTSIDE BOOTS THE OPTICIANS
  3. WATER TROUGH
  4. OUTSIDE YE OLDE CROWN PUBLIC HOUSE
  5. OUTSIDE GROUTS BAKERS
  6. EASTWOOD ROAD (DRY BED)
  7. RAILWAY STATION (SEPARATE SHEET)
  8. SILVER TUBS BY HERITAGE BOARD & HALF MOON PUB. (S)
  9. PROMENADE PLANTERS
  10. BARRIER PLANTERS (ALBA ROSE, YE OLDE CROWN & RAYLEIGH LANES)

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MARKS AND SPENCER

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Support Services

50 metres  
Scale 1:1250

500 metres

1/4 mile

Based from Ordnance Survey of Her Majesty's Stationery. All rights reserved. 00029066. In the event of any error or omission, the Publishers will not be responsible. The map or footprint is no evidence of right of way.

Scale: 1:50,000

- 1 MARMADUKE AVENUE
- 2 SALEM WALK
- 3 NEWPORT COURT
- 4 HARVARD COURT

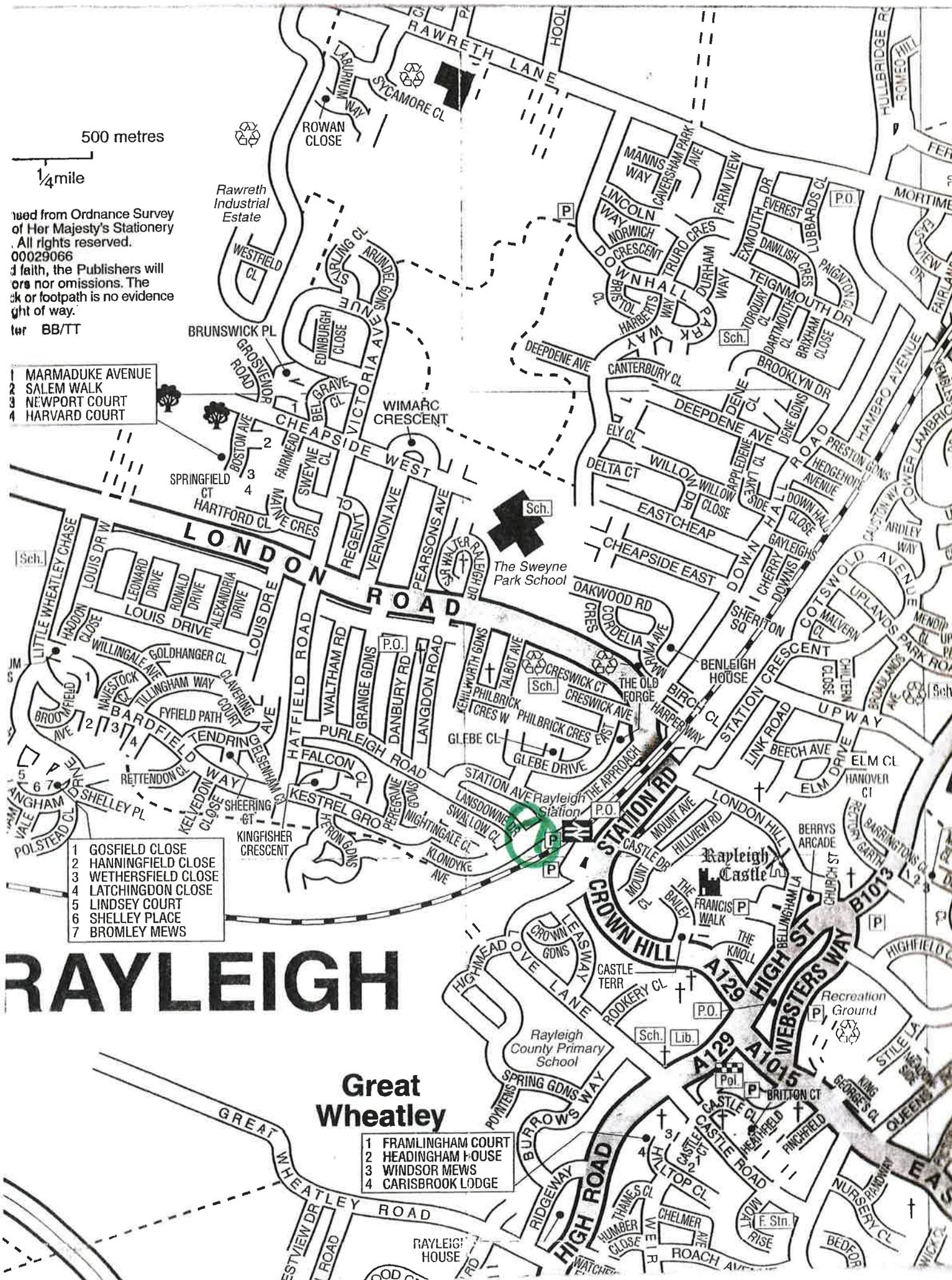
- 1 GOSFIELD CLOSE
- 2 HANNINGFIELD CLOSE
- 3 WETHERSFIELD CLOSE
- 4 LATCHINGDON CLOSE
- 5 LINDSEY COURT
- 6 SHELLEY PLACE
- 7 BROMLEY MEWS

- 1 FRAMLINGHAM COURT
- 2 HEADINGHAM HOUSE
- 3 WINDSOR MEWS
- 4 CARISBROOK LODGE

# RAYLEIGH

## Great Wheatley

PLANTERS AT RAILWAY STATION





Car Parks & Websters Way			
Lamp Post Number	Position	No of Baskets	Notes
<b>WEBSTERS WAY</b>			
WW15	Corner by Todmans Solicitors		
WW14	p allard	2	
WW13(BusStop)	p corbett	2	
WW12	kinder	2	
WW11	D MERCER Mrs Hook	2	
WW10	D NORWOOD W. WOOD&Sons	2	
WW9	Clr Callis	2	
WW8	J LAWMON	2	
WW7	Sweyne Park School	2	
WW6	R DRAY	2	
		2	
WW5	Clr E Dray	2	
WW4		2	
WW3	wellman	2	
WW2 Websters	kirbys	2	
		<b>28</b>	
WW1			
EL 16	Ernie Lane		
EL 17	Ernie Lane		
EL 18	Ernie Lane		
<b>WEBSTERS WAY CAR PARK</b>		No of Baskets	
WW24		2	
WW25		2	
WW27		2	
WW28		2	
WW30		2	
WW33		2	
WW34		2	
WW35		2	
WW36		2	
WW38		2	
WW39		2	
WW40		2	
WW41		2	
Total Baskets for Websters Way Car Park		<b>26</b>	

<b>MILL HALL AREA</b>		
BELCAR 1 - Homeregal House		1
BELCAR 2 - Homeregal House		1
BELCAR 4 - WI Hall		1
BELCAR 1 - Mill Hall	Pronto Training(First A	1
BELCAR 2 - Car Park		1

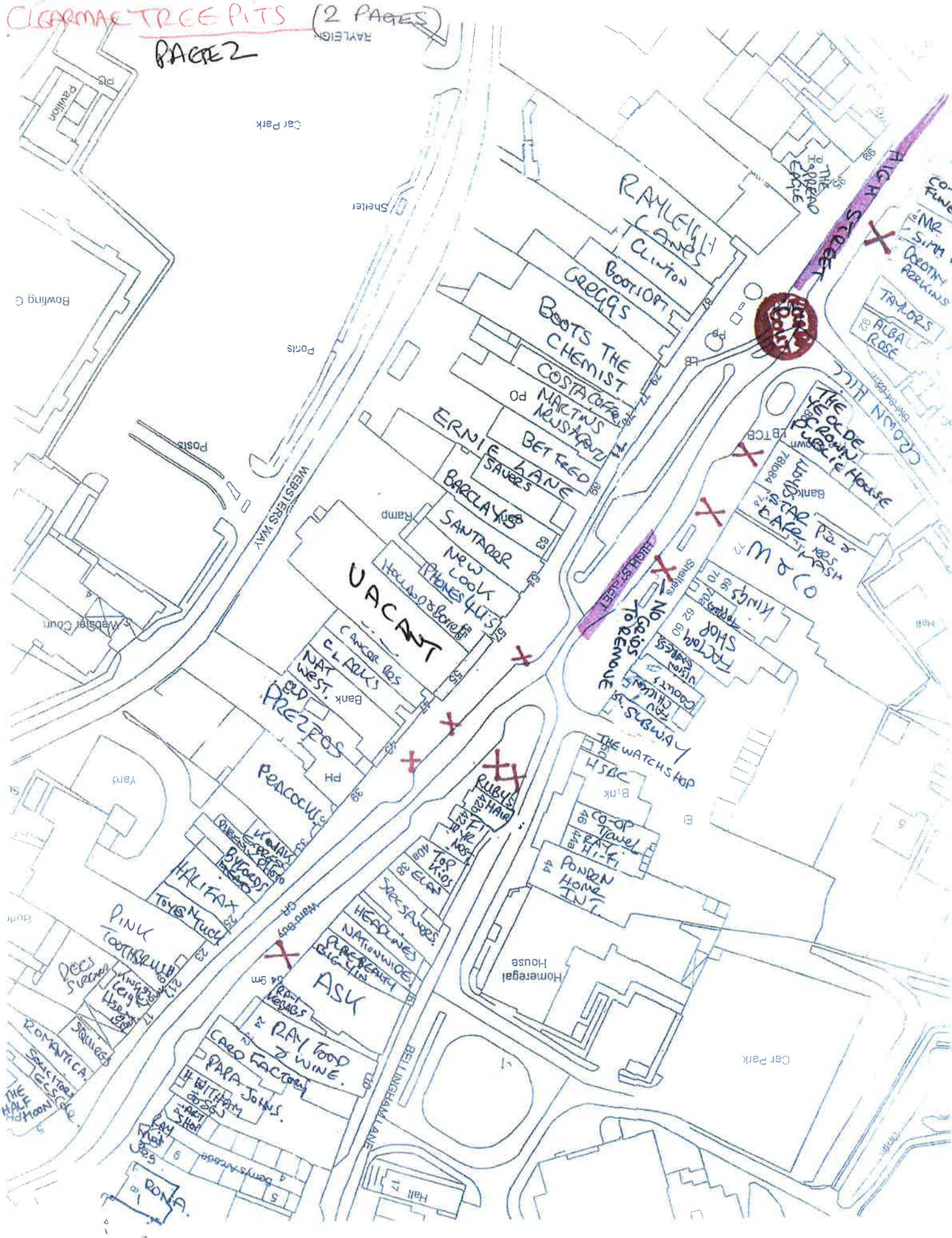
Lamp Columns				
Lamp Post Number	Position		No of Wraps	Notes
HR1 Hockley Road	Outside Church	Full	2	
HR2 Hockley Road	Outside Council Offices	Full	2	
HR3 Hockley Road	Outside Car Park	Full	2	
HS1 High Street	Outside Half Moon	Full	2	
No Numb High Street	Outside Half Moon	Full	2	
HS4 High Street	Outside Rona	not permitted		
HS3 High Street	Outside 3 High Street	not permitted		
HS5 High Street	Outside Mammars Romanica	Half	1	
HS6 High Street	Outside H Witham	Full	2	
HS7 High Street	Outside R J Young	Half	1	
HS8 High Street	Outside ASK	Full	2	
HS9 High Street	Outside Halifax	Half	1	
HS10 High Street	Outside Elan	Full	2	
HS11 High Street	Outside Peacocks	Full	2	
HS12 High Street	Outside Store Twenty One	Full	2	
HS 13 High Street	Outside Nat West	Not Permitted		
18, Bellingham Lane	Outside Secrets	Not permitted		
2BL Bellingham Lane	Coop Travelcare	Half	1	
HS14 High Street	Outside Holland and Barratt	Not Permitted		
HS14 High Street		Not Permitted		
HS16 High Street	Outside Chicken & Ribs	Full	2	
HS17 High Street	Outside Bet Fred	Full	2	
HS18 High Street	Outside Kings Fish Restaurant	Full	2	
HS 19 High Street	Outside Boots	not permitted		
HS 20 High Street	Outside Lloyds	Full	2	
HS 21 High Street	Outside Boots Optician	Not Permitted		
HS 22 High Street	Corner of HighSt/Crown Hill	Full	2	
HS 23 High Street	Opposite Crown Hill	Full	2	
HS 24 High Street	Outside Taylors Hairdressing	Full	2	
HS 25 High Street	Outside Yours	Full	2	
HS 26 High Street	Outside Eden Independent	Full	2	
HS 27 High Street	Outside First Choice	Full	2	
HS 28 High Street	Outside Superdrug	Full	2	
HS 29 High Street	Corner of HighSt/Eastwood Rd	Not Permitted		
HS 30 High Street	Outside Balrston Eves	half	1	
HS 30 High Street		half	1	
HS 31 High Street	Mems Dry Cleaners	Half	1	
HS 32 High Street	Outside Stuart Jewellers	Not Permitted		
HS 33 High Street	Outside A R Adams	Full	2	
HS 34 High Street	Outside Abbots	Full	2	
HS 35 High Street	Outside Rayleigh Police	Full	2	
HS 36 High Street	Outside Social Services	Full	2	
HS 37 High Street	Outside Panchos Restaurant	Full	2	
HS 38 High Street	Outside Alams Indian Rest	Full	2	
HS 39 High Street	Outside Blockbuster	Full	2	
HS 40 High Street	Outside Crossing nr Salvation Army	Full	2	
HS 41 High Street	Outside Iceland	Not Permitted		
HS 42 High Street	Outside Rayleigh Spicy	full	2	
HS 43 High Street	Outside Essex Tile Centre	full	2	
HS 44 High Street	Outside Old Post Office	full	2	
HS 46 High Street	Outside ESW	Full	2	
HIR 1 High Road	Outside Baptist Church	Full	2	
ER 2 Eastwood Road	Outside The Gift Shop	Half	1	
ER 3 Eastwood Road	Outside Hennessy	Full	2	
ER 4 Eastwood Road	Outside Dry Cleaners	half	1	
ER 5 Eastwood Road	Outside Gainsborough	Full	2	
ER6 Eastwood Road	Outside Corals	Full	2	
ER 7 Eastwood Road	Outside Bentleys Coffee Shop	Full	2	
ER 8 Eastwood Road	Outside Amusements	Full	2	
ER 9 Eastwood Road	Corner by Mini Roundabout	Not Permitted		
ER10 Eastwood Road	Outside Co-Op	Full	2	
ER11 Eastwood Road	Middle of Road Outside Co-Op	Full	2	
ER12 Eastwood Road	Middle of Road Outside M&S	Not permitted		
CH 1 Crown Hill	Corner of Crown Hill	Full	2	
CS1 Church Street	Corner of Church Street	Half	1	
WW16	Corner of Websters Way	Full	2	
WW2	Websters Way	Full	2	
	<b>Total Lampost Wraps</b>		<b>98</b>	



CLEARANCE TREE PITS (2 PAGES)

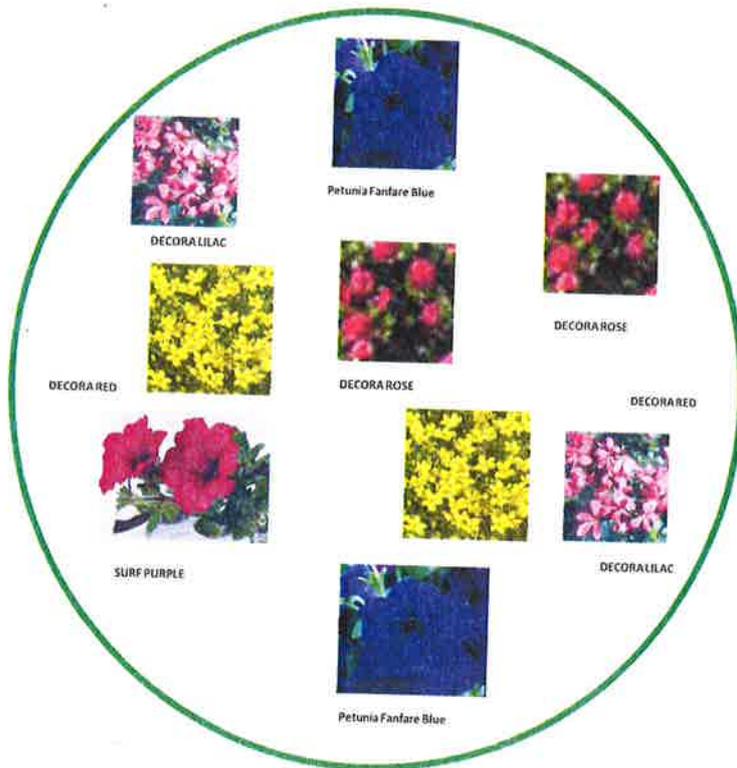
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RAYLEIGH





**Planting Colour Scheme**  
**Rayleigh Town Council**  
**High Street Baskets 2016**

**Planting Colour Scheme**  
**Rayleigh Town Council**  
**Lamp Columns 2016**

