November 2022

**Wokingham Town Council is seeking tenders for, the provision and maintenance of, hanging baskets and planters around Wokingham town centre. For a five-year contract, from 1st June 2023 to 31st May 2028**

Wokingham Town Council is a major supporter of Wokingham in Bloom, which in 2022 was awarded Gold in the category for ‘Large Town’, as well as overall Regional Winner, in the Thames and Chiltern in Bloom Awards, part of the Royal Horticultural Society’s Britain in Bloom. The town’s hanging baskets and planters should continue to contribute to the significant success in this competition.

A site visit is highly recommended, for prospective contractors to familiarise themselves with the requirements, locations, and any working restrictions. This should be conducted with reference to the following documents:

* Specification - Hanging Baskets & Planters 2023
* Locations and Container Types - Hanging Baskets & Planters 2023
* Maps - Hanging Baskets & Planters - 2023

Note: All flower towers, window boxes, and floor standing planters are owned by Wokingham Town Council and are already in situ.

Please quote as per the Invitation to Tender, and submit the following documents by post or delivery:

* Tender, on the form contained within the Invitation to Tender document
* Completed Contractor and Health & Safety Questionnaire, with requested documents
* A copy of your current public liability insurance

These documents are to be delivered to the Town Clerk at the address detailed below.

**Please mark the envelope in the bottom left-hand corner:  
‘Do not open before noon Wednesday 21st December 2022’.**

Wokingham Town Council expects to award the contract at the meeting of its Amenities Committee on Tuesday 10th January 2023. You will be advised of the outcome as soon as practically possible.

The successful tenderer will be advised of the Town Council’s summer 2023 colour combination requirements by the end of March 2023.

The successful tenderer will be required to provide the Town Council with a risk assessment, a method statement, and their environmental policy, in regard to the installation and maintenance of hanging baskets and planters.

**The closing date to receive tenders is noon Wednesday 21st December 2022.**

If you would like any further information or clarification, please do contact me:

Fiona Sleaford, Amenities Officer

07952 579112

[amenities@wokingham-tc.gov.uk](mailto:amenities@wokingham-tc.gov.uk)