



RYDE TOWN COUNCIL

TENDER DOCUMENTATION

TOWN PLANTING AND WATERING

October 2022

RYDE TOWN COUNCIL – TOWN PLANTING AND WATERING

INTRODUCTION

Ryde Town Council (RTC) is responsible for planting a number of movable tiered and cascade planters, barrier baskets, hanging baskets and fixed quarto planters throughout the town. All summer planting is in place by the second bank holiday in May and is expected to last to the end of September where possible. A limited amount of winter planting is also undertaken which replaces the summer planting at the end of September. The successful tenderer will be responsible for provision of plants, and maintaining and replacing plants throughout these two periods, and for assembling, storing and moving the planters at the beginning and end of the season. A detailed schedule of the range of planters and the scheme is attached.

Tenders are being invited from suitably qualified and experienced Contractors to undertake the planting and watering of all of the floral features identified in this document for a period of 1 year commencing in May 2023, with the potential to extend the contract by up to a further 12 months at the discretion of the Town Council. The continuation of the contract during this period will be subject to the contractor's satisfactory performance

The tender is broken into two components – planting and watering. Each contractor can submit tenders for either the Planting or Watering elements or submit a tender for both elements. The contract may be awarded as a combined contract or as individual contracts (Planting and Watering). This is at the discretion of the Town Council. If the contract is awarded as separate contracts it will be expected that both the watering and planting contractors closely liaise with one another to ensure the plants are maintained correctly throughout the season.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 80% on Price
- 20% on Qualitative Criteria

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document. Each of the four elements identified will constitute 5% of the qualitative assessment.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

SPECIFICATION

PLANTERS

Planters are supplied and maintained by RTC as detailed in the above introduction. However, the successful Contractor will be responsible for assembling, storing and moving the planters at the beginning and end of each season. Planters are to be planted up with plants by the second bank holiday in May for the summer season and at the beginning October for the winter season. This may be varied with the agreement of RTC dependent on weather conditions.

Planters will be emptied of plants at the end of each season, or within 2 weeks notice given by RTC. The contractor will be responsible for the disposal of all waste arisings and where possible should arrange for this to be composted. The planters will be filled by the Contractor with new peat free compost. The compost is to be supplied by the contractor.

The contractor will mix the compost with a 3 - 4 month slow release fertilizer with a nutrient formula appropriate to planted containers. The slow release fertilizer is to be supplied by the contractor.

PLANTS

Plants are to be supplied by the Contractor. The choice of plants is to be determined by the Contractor. However, the following should be taken into account when choosing the planting scheme:

- Recommended bedding plants to include: begonias, pelargoniums and geraniums.
- Each planter must be planted in a ratio of two thirds flowering plants and one- third foliage plants with a view to ensuring that the soil and the planter are fully covered.
- Trailing plants are encouraged but must not hang lower than 30cms from the base of the planter and not require cutting to achieve this.
- Plants chosen should be resistant to drought as well as cool and wet conditions, as much as possible.
- Each planter must contain a range of complementary colours rather than single colours. If the Town Council requires any particular colour combination the Contractor will be notified in advance.
- On planting, each plant must be in flower (if applicable) and free from any pest and/or disease, mineral deficiency and in a healthy condition.
- Sufficient plants must be supplied to cover the planter and sides at the time of planting.
- The range of plants should be as diverse as possible. However, Marigolds should be avoided due to slugs.

NUMBERS OF PLANTERS

Table 1 gives a list of the numbers of planters to be serviced as part of the contract, their type, and whether summer/winter planting is required.

It is not anticipated that there will be any change to the overall number of planters and amount of planting, but during the contract period the planters may need to change location and/or size and shape. Contractors must be flexible in this respect. Any additional planters will be supplied by RTC. Similarly, arrangements for the removal or relocation of planters will be as directed by RTC and undertaken by the Contractor.

TABLE 1 – Numbers of Planters

SUMMER PLANTING

DESCRIPTION	QUANTITY
14" Hanging Baskets – Town Centre –North Entrance of High Street	4
14" Hanging Baskets – Town Council Offices	2
Large 5 Tier Planters (Cascades)	1
Quarto Planters (4 sections)	4
Large Wall Containers	5
Four Tiered Planters (Cascades)	4
Three Tiered Planters	1
Square single height planter	1
Ground beds	1
TOTAL	23

WINTER PLANTING

DESCRIPTION	QUANTITY
Quarto Planters (4 sections)	4

ADDITIONAL PLANTING

The contractor is required to be available for the re-planting of any planters required due to vandalism or failure of the plants upon request. The Contractor will be required to replace any failed plants at their own cost. The contractor should also be prepared to participate in any promotion run by the Council. The contractor is required to have the capacity to take on additional planters during the contract period should RTC increase its portfolio of planters. The cost for any additional planting and

watering will be based on the rates entered into the Bill of Quantities by the Contractor.

WATERING AND FEEDING

The planting scheme will require watering from the second bank holiday in May through to October, this date to be determined. The start and end dates of the delivery of this contract will be flexible in nature and, subject to the agreement of both parties, and may be changed according to the floral displays, weather etc.

The frequency of watering must be appropriate to ensure that the plants are kept in a good condition throughout the above periods, but as a minimum watering must be undertaken three times a week. Additional watering over and above three times per week that is deemed to be required, particularly during hot periods, will be as directed by RTC. This will be paid for at the rate contained within Appendix 1 – Bills of Quantities.

All baskets, inserts and planters may require additional feeding throughout the season over and above the slow release fertiliser provided within the compost as detailed above. This will be at the direction of RTC, and will be paid for at the rate contained within Appendix 1 – Bills of Quantities.

Dead heading must be undertaken to all accessible baskets, inserts and planters on at least a weekly basis.

A Town Council representative will monitor the watering and the condition of the plants on a regular basis, and any concerns reported to the Town Clerks who will agree an appropriate course of action with the Contractor.

CONDITIONS OF CONTRACT

HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation. It is a requirement that contractors wear protective clothing and gloves when planting out. Measures must be taken to minimize any risk to the public. For example tools must not be left on the pavement where they could present a trip hazard.

Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

All waste materials such as compost bags and plant trays must be removed and disposed of by the contractor. Disposal in public waste bins is not allowed.

Any spilt compost must be swept up and removed.

Full risk assessments must be completed by the contractor and submitted with the tender.

INSURANCE

It is a requirement that the contractor is adequately insured, with a minimum of £10m public liability cover. A copy of your current insurance certificate must be included in the tender response.

ATTENDANCE

The Contractor will be required to appoint a representative who will be the first point of contact with RTC officers.

It is expected that the Contractors representative will, upon request, attend meetings at the RTC offices or on site with RTC representative(s) to discuss the performance and any other aspects of the contract. As a minimum it is expected that an annual progress meeting is undertaken prior to the commencement of the next contract year, and that interim quarterly meetings are held.

EQUIPMENT / SERVICE HOURS OF DELIVERY

The Contractor shall provide suitable equipment for the delivery of this contract and have regard to local residents and the time of day when undertaking the planting and watering.

MEDIA

The Contractor will be required to seek the Town Council's agreement to any contact that the Contractor wishes to undertake about any aspect of the services provided with the media

INVOICING

Planting: A single VAT invoice for Summer planting and a single VAT invoice for Winter planting are to be submitted in accordance with the rates entered in the bills of quantities in Appendix 1, following satisfactory completion of each seasons planting.

Watering: Four-weekly VAT invoices are to be submitted during the watering season in accordance with the rates entered in the bills of quantities in Appendix 1, following satisfactory completion of watering within that period.

THE CONTRACT

The contract will be with Ryde Town Council. No sub letting of the contract to a third party is allowed without prior permission.

The term of the contract will be for 1 year commencing on 1 May 2023 with summer planting. The contract may be extended by up to a further 12 months at the sole discretion of RTC.

VARIATIONS

Any variations to the contract will be notified to the Contractor by the Town Clerk and agreed in writing between the two parties. The value of any variations made will be based on the rates entered by the contractor in the Bills of Quantities, or used as the basis of the valuation if no appropriate rate exists.

CANVASSING AND DISCLOSURE

Canvassing of members of the Town Council or its staff, directly or indirectly, for a tender of the Council will disqualify the applicant for such tender.

If an employee of the Contractor is related to any Councilor, or to any officer of the Council, this shall be disclosed in writing to the Town Clerk. If the Contractor fails to do so shall be disqualified, and, if awarded the contract(s), may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

TERMINATION OF THE CONTRACT

Should, in the opinion of the Council, the service provision be deemed to be of an unsatisfactory standard or any other contravention of these contract terms occurs you will be deemed to be in breach of contract and the contract will be terminated with immediate effect. However, the Contractor will be given notice by the Council of unsatisfactory standards being achieved and will be given an opportunity to improve standards within an agreed timescale. Failure to do so will result in termination of the contract. Should the Contractor wish to terminate this contract, a minimum of three months notice must be given prior to the commencement of each contract year.

TENDER SUBMISSION

Your tender submission should comprise the completion of the form of tender, supported by the pricing schedule at **Appendix 1** together with a copy of your current public indemnity insurance certificate and full risk assessments. An accompanying letter must also give the following details:

- Outline your understanding of the specification (5%)

- Confirm acceptance of the requirements outlined in this tender document (5%)
- Provide examples of similar contracts undertaken (5%)
- Provide details of at least two persons / organisations who can comment on your ability to carry out this type of work (5%)

One completed and signed copy of the tender document should be returned in a sealed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours (9.00 -14.00 weekdays).

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by:

12.00 Noon on Friday 18th November 2022

The Town Clerk, in the presence of the Councils Procurement Adviser, will open all tenders at the same time. Incomplete or qualified tenders will be rejected, in addition to those that have not been returned in accordance with these conditions. Late tenders will not be considered and will be opened only to return them to the sender.

Tenders will be checked for numerical accuracy and assessed on the criteria detailed in the Introduction and based on most economically advantageous tender received. However, the Council is not bound to accept any tender.

Any queries relating to this tender must be raised in writing with the Clerk to the Council by no later than **12.00 Noon on Friday 4th November 2022**. No queries will be entertained beyond this date. The results of any queries will be issued to all tenderers tendering for the services to which the query / queries relate where this is deemed appropriate, although the identity of the contractor(s) who raised the queries will not be made known.

It will be expected that the Contractor, prior to submitting his tender will have made any necessary site visits and satisfied himself of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs. Please also refer to the preamble to Bills of Quantities.

It is expected that the award of the contract(s) will be made during the week commencing **Monday 5th December 2022**.

PREAMBLE TO BILLS OF QUANTITIES

Attention is directed to all the sections comprised in this tender document and these are to be read in conjunction with the following Bills of Quantities. The contractor should visit the areas in full in which the services are to be provided to satisfy himself as to the local conditions, the full extent and character of the operations, the supply and conditions affecting labour and all other factors which could affect the execution of the contract generally as no claims on the grounds of want of knowledge will be entertained.

All services provided under this contract will be subject to regular quality inspections.

Each item shall be priced separately in the Bills of Quantities. Bracketing of items and the terms 'inclusive' and 'included' will not be acceptable and may result in the tender being rejected.

The tenderer is to allow in his prices for meeting the cost of providing manpower, offices, depots, all necessary plant and equipment, any associated charges, and every item of work necessary to make a complete job to the reasonable satisfaction of the Council.

The Council will not entertain any claim arising from the contractor's omission of any cost or charge and the tender figure will be deemed to include all costs required to provide a complete service as defined in the specifications, conditions of contract and any other associated documents.

The quantities of the works and frequencies of repetition specified in the specifications and other tender documents represent the standard service required by the Council. However, the Council reserves the right to increase or decrease the service standards.

The rates entered in the Bills of Quantities shall be the full inclusive value of the work described under the several items, including all costs and expenses, labour, plant and equipment and all other matters which may be required to provide the services in accordance with the contract, together with all general risks, liabilities and obligations set forth or implied as necessary to comply with the conditions of contract, the specifications and all other documents forming part of the contract.

Before pricing any item in the Bills of Quantities, the contractor should pay particular attention to the differing factors affecting each part of the service. The rates entered in the Bills of Quantities will be deemed to reflect these factors.

There is no Preliminaries Bill included within these documents and therefore all administration charges and overheads, costs of insurance as identified must be included within the rates for the various items of work included in the Bills of Quantities etc.

APPENDIX 1 – PRICING SCHEDULE / BILLS OF QUANTITIES

SUMMER PLANTING

DESCRIPTION	QUANTITY	UNIT	RATE (£)	TOTAL COST (£)
14" Hanging Basket Refills – High Street North Entrance	4	Per Unit		
14" Hanging Basket Refills – Town Council Offices	2	Per Unit		
Refill of 3 Tier Cascade Effect Planter – Lind Street (by phonebox)	1	Per Unit		
Refill of Large 5 Tier Cascade Effect Planter – St Thomas Square (1.25m diameter x 1.9m height)	1	Per Unit		
Refill of 4 section of Quarto Planters - St Thomas Square and Minghella Square (Length 0.95m; width 0.37m; depth 0.4m)	4	Per Unit		
Refill of Large wall Containers –St Johns Hill Toilets.	5	Per Unit		
Refill Large 4 Tiered 3' diameter Cascade Effect Planters – High Street: outside WHS Smith, ex-Shoe Zone and 2x South Entrance to High Street	4	Per Unit		
Refill square single height planter - St John's Hill (opposite launderette on square)	1	Per Unit		
Add spring bulbs and colourful perennials to bed in St Thomas' Garden.	1	Per Unit		

Removal from Storage and Installation of all Planters and Hanging Baskets (inc 2x 3 Tier Cascade Planter in Town Square)	1	Annual Sum		
Removal and Storage of all Planters and Hanging Baskets (inc 2x 3 Tier Cascade Planter in Town Square)	1	Annual Sum		
Provision of Storage Facility	1	Annual Sum		
Total for Summer Planting carried forward to Summary				£

WINTER PLANTING

DESCRIPTION	QUANTITY	UNIT	RATE (£)	TOTAL COST (£)
Refill of 4 section of Quarto Planters - St Thomas Square and Minghella Square (Length 0.95m; width 0.37m; depth 0.4m)	4	Per Unit		
Total for Winter Planting carried forward to Summary				£

SUMMARY FOR SUMMER AND WINTER PLANTING

Total for Summer Planting brought forward to Summary	£
Total for Winter Planting brought forward to Summary	£
Total for Summer and Winter Planting (Annual Sum) to Grand Summary	£

SUMMER WATERING (3 times/week – except beds 1 times/week)

DESCRIPTION	QUANTITY	UNIT	RATE (£) (a)	No. Weeks (b)	TOTAL COST (£) (a) x (b)
14" Hanging Basket Refills – High Street Entrance	4	Per Week		22	
14" Hanging Basket Refills – Town Council Offices	2	Per Week		22	
3 Tier Cascade Effect Planter – Lind Street (phonebox) and 2x in Town Square	3	Per Week		22	
Large 5 Tier Cascade Effect Planter – St Thomas Square (1.25m diameter x 1.9m height)	1	Per Week		22	
4 section of Quarto Planters - St Thomas Square and Minghella Square (Length 0.95m; width 0.37m; depth 0.4m)	4	Per Week		22	

Large wall Containers –St Johns Hill Toilets. and 3x Town Square	8	Per Week		22	
Large 4 Tiered 3' diameter Cascade Effect Planters – High Street: outside WHS Smith, ex-Shoe Zone and 2x South Entrance to High Street	4	Per Week		22	
Square single height planter - St John's Hill (opposite launderette on square)	1	Per Week		22	
Add spring bulbs and colourful perennials to borders in St Thomas' Garden.	1	Per Week		22	
Beds – Town Square: triangle bed near wall & both sides of pathway to carpark (watering only)	3	Per Week		22	

Additional Feeding – To ALL Planters/Containers identified above (not including beds)	Item	Per additional Watering		-	Rate Only
Additional Watering – To ALL Planters/ Containers/Beds identified above	Item	Per additional Watering		-	Rate Only
Total for Summer Watering carried forward to Grand Summary					£

Notes:

1. Summer Watering: The Rate to be entered in column 4 is for watering the quantity of units shown in column 2 three times per week, except for beds once per week. The total cost in column 6 is the rate in column 4 multiplied by the number of weeks in column 5.
2. Additional Watering and Feeding: The rate to be entered in the Bill Of Quantities (BoQ) is the fully inclusive rate to include **ALL** of the identified planters, hanging baskets, wall containers and beds (32 in all). It is **NOT** the rate for an individual unit. The **Rate Only** is to be entered in the BoQ. The Contractor will be paid these rates per occasion that additional watering and / or feeding is instructed by RTC.

GRAND SUMMARY – PLANTING AND WATERING - ANNUAL COST

Total for Summer and Winter Planting brought forward to Grand Summary	£
Total for Summer Watering brought forward to Grand Summary	£
Grand Total – Planting and Watering	£



RYDE TOWN COUNCIL

**FORM OF TENDER FOR
TOWN PLANTING AND WATERING**



Ryde Town Council
Town Hall Chambers
10 Lind Street
Ryde PO33 2NQ
Isle of Wight

Dear Sirs,

I / we having read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract,

Offer to deliver the Planting Service for the fixed price sum of

£.(Excluding VAT) (in words) Per Annum

Offer to deliver the Watering Service for the fixed price sum of

£.(Excluding VAT) (in words) Per Annum

The above prices are as detailed in the supporting tender price schedule, shown in Appendix 1

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

Signature:

Position:

Being authorised to sign tenders on behalf of (Name of Contractor):

.....

Address:

.....
.....
.....
.....