

PRUDHOE TOWN COUNCIL
FORMAL FLORAL BEDDING, PLANTERS AND HANGING BASKETS
INVITATION TO TENDER 2016

Prudhoe Town Council is inviting tenders for the supply, watering and maintenance of the Town's spring and summer floral displays for the three year period from 2017 – 2020. The specification is detailed below.

SPECIFICATION

The Town Council has responsibility for 30 formal beds. These are located along the B6395 and equate to approximately 650 sq metres, each bed is planted with spring and summer bedding. Additionally, spring and summer bedding is planted and maintained at 6 town signs, also along the B6395/A695 and in the Town Centre 'The Glade'.

The Council has responsibility for 33 street planters (800x600x600mm), 1 large 3-tier planter, 4 large planters, 8 medium barrier planters and 36 summer hanging baskets (water reservoir baskets supplied).

The following areas of work, supply and service are required under the contract:

- To remove previous season plants and prepare for new season planting as required.
- To supply all plants and associated materials.
- To provide all labour, tools and equipment to bring on, maintain and ensure pristine beds, planters and baskets throughout the display season and between.
- To liaise with Prudhoe Town Council to ensure a high standard of service is maintained.
- To report any damage or vandalism.

A colour scheme for 2017 and subsequent years will be communicated to the successful company as soon as it is known.

Summer displays should be in place in early June and removed in September ready for spring planting (excluding hanging baskets).

All work will be carried out within the town of Prudhoe (NE42), and including Mickley (NE43).

All contractors are required to carry out an accompanied visit to all beds, planters and baskets prior to submitting their tender. You are requested to submit separate prices for each of Schedules on Tender Document 2 as required.

The successful company will be required to enter into a contract with Prudhoe Town Council and this will require the production of all relevant certification including a Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

VALUE RANGE

The contract is estimated to be valued from £105,000

PROCUREMENT TIMESCALES

Tenders will be acknowledged as received on Monday 3rd October. A decision will be made at the meeting of Prudhoe Town Council scheduled for Wednesday 12th October 2016. All parties tendering will be contacted by Friday 14th October with the outcome of the procurement process.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or staff either directly or indirectly shall disqualify them from the tendering process. You are also advised that information supplied in this document may be disclosable under the Freedom of Information Act 2000.

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CLOSING DATE FOR TENDER RETURN

All tenders must be received by **12noon on Monday 3rd October 2016** and should be marked '**Private & Confidential**' and be delivered in a sealed envelope to:

The Clerk to the Council
Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

Please note that Tenders will not be accepted electronically.