

Tender Specification

You are invited to bid for the contract to provide floral displays in Fleet, Hampshire.

1. Background

- 1.1 Fleet is a medium-sized town with a population of approximately 25,000 people. The town's main retail area is concentrated on Fleet Road where the majority of the floral displays are also situated.
- 1.2 Fleet Road is a designated highway that is maintained and managed by Hampshire County Council.
- 1.3 Fleet Town Council has provided the floral displays in Fleet since its creation in 2010.
- 1.4 Traditionally the floral displays are installed at the beginning of June and removed at the start of October.
- 1.5 The Council has an indicative budget of £16,500 per annum excluding VAT.
- 1.6 The bid should be based on the contract lasting three years (2023, 2024 and 2025) with a further 2 year option to extend the contract.
- 1.7 During the course of the Contract, the Council may agree to additional costs should it agree to increase the scope or extent of the scheme. These will be negotiated should the need arise.

2. Specification

Fleet Town Council is seeking a contractor to fully manage the installation, maintenance, removal, and storage of the Floral Displays.

Map of locations and photos supplied further down.

Hire, install and maintain floral displays as follows :

A. Hanging Baskets – 100

- 50 Lamp posts
100 x self watering Hanging Baskets – 18” diameter. Two baskets per lamp post
- Supply & fit fixings for 50 lampposts
100 x Hanging Basket Brackets/Fixings

B. Floral Cubes – 9

- 8 x Freestanding, self watering flower towers - 600 x 600 x 1200mm or similar
- 1 x Single Freestanding, self watering flower towers - 600 x 600 x 600mm or similar

C. Barrier baskets – 17

- 9 x Barrier Baskets (with water reservoir) - 900 x 300 x 200mm or similar
- 9 x Barrier Basket special brackets to fit square rail at front of Gurkha Square Car Park
- 8 x Barrier Baskets (with water reservoir) to fit at pedestrian light crossings
- 8 x Barrier Basket Brackets

D. Road Sign Displays – 8

- Floral displays under Welcome to fleet Signs must be sustainable at the location and stand out against the greenery
- 8 x Floral Baskets / Barrels (with water reservoir)
- 8 x Basket Brackets to suspend displays under 'Welcome to Fleet' Road Signage

2.6 Scope of Supply

Scope of supply

The contract will be for:

2.6.1 Flowers

- 2.6.1.1 To provide High Quality Flowers
- 2.6.1.2 To provide a choice of colours each year

2.6.2 Installation

- 2.6.2.1 To supply and install the agreed floral displays on an agreed date - preferably early evening onwards to avoid congestion in the town centre
- 2.6.2.2 To ensure hanging basket weights are checked and meet Southern Electric (SSE) requirements

2.6.3 Maintenance

- 2.6.3.1 All floral displays be fully maintained throughout the period including watering, deadheading, feeding etc...
- 2.6.3.2 Any defective components during the period that the displays are in situ are replaced
- 2.6.3.3 Outline of a maintenance regime i.e. watering schedule. The maintenance and watering regime to cause minimum noise/nuisance to neighbours

2.6.4 Dismantling

- 2.6.4.1 Ensure floral displays are removed before the end of the timeframe approved by Hampshire County Council and Southern Electric (SSE)

2.6.5 Storage

- 2.6.5.1 Any necessary storage and maintenance of the floral displays ready for use in subsequent years

2.6.6 Health and Safety

- 2.6.6.1 Supply Risk Assessments Method Statements (RAMS) to the Council
- 2.6.6.2 Provide evidence of a current £10m public liability insurance
- 2.6.6.3 Ensure all work undertaken conforms to all relevant Health and Safety Regulations and any requirements of the local authorities

2.6.7 Contingency

- 2.6.7.1 Outline contingency plans in case of e.g. a drought order in this area