**Tender Notice:** **Coleford Parish Flowers Contract**

Coleford Town Council are seeking a contractor to carry our Coleford Parish Flowers Contract. This includes the production of a year-round planting programme

within the town centre and gateways.

**Contract Duration:** 1st April 2025 – 31st March 2027  
**Submission Deadline:** Noon, Wednesday 5th of March 2025

**Overview:** Coleford Town Council invites tenders for a two-year Coleford Parish Flowers Contract, starting 1st April 2025. The contract will be reviewed annually, with no changes to rate, without prior Council approval.

A possible extension of the contract may be agreed upon by mutual consent, subject to performance.

**Submission Requirements:**

All submissions should be in paper format to Coleford Town Council office at:

4, Mushet Walk, Coleford, Glos GL16 8BQ

The tender notice and any related documentation can be found at:

<https://www.gov.uk/contracts-finder>

**Accompanying Documents:**

* Public Liability Insurance
* Certification and training information
* Equipment details
* Breakdown of costs per scheduled task, including hourly rate
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**Contractor Responsibilities:**

* Compliance with all relevant legislation (Health and Safety at Work Act, COSHH Regulations, etc.)
* Use of appropriate and PAT-tested equipment
* Provision of suitable PPE for employees
* Protection measures for staff, public, and property
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council

**Contact Information:** For further details, please see the below information:

🌐 Website: [Contracts Finder - GOV.UK (www.gov.uk)](https://www.gov.uk/contracts-finder) or

<https://www.colefordtowncouncil.gov.uk/>

📞 Phone: 01594 832103

📧 Email: [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk)

**Office opening hours: Monday – Thursday 9:30am – 5:00pm / Friday 9:30am – 3:00pm**

**Schedule of Tasks**

A year-round programme is required to produce a continuous display, with Spring, Summer and Autumn/Winter planting of the following areas using appropriate planting – please include in your bid a description of the type and number of plants you envisage using annually. All receptacles are to be well-filled and a colour theme incorporated. Contractors are at liberty to redesign the flower beds, although the memorial holly tree must be preserved (but not necessarily in the same position).

**Town Centre Hanging Troughs, Hanging Baskets, & The Horse Trough**

• Floral display inside horse trough (1.8m x 0.76m)

• 2 x 0.3m hanging baskets (positioned above horse trough)

• 6 x traditional hanging baskets (0.5m) in St Johns Street

• 3 x traditional hanging baskets (0.5m) on the Tourist Information Centre

• 34 x self-watering troughs (1.5m) displayed town centre on the railings

**Town Centre Flower Beds, Standing Troughs & Town Centre Planters, Bicycle Rack**

• The two raised flower beds either side of the steps (left 7.3m x 7.3m - right 12.2m x 1.5m)

• 5 x large floor standing planters. (1 x 0.7m diameter - 4 x 0.38m x 0.38m)

• 1 Memorial trough situated in Town Clock archway. (1.5m x 0.30m)

• 1 x semi-circular stone planter to the side of the Clock Tower. (0.6m diameter)

• 4 x flower planter incorporated with Mushet Archway. (2x 0.53m x 0.23m, 2x 1.21m x 1m)

• 4 x 3 tiered planters

• 2 x large square planter Newland Street Baptist Church

• 1 x small bicycle rack to the side of the Tourist Information Centre (1.0 x 0.4m approx.)

**The Gateway Way Planting**

7 x bordered gardens (1.0 m) for these locations:

• B4018 Mile End Road (opposite Forest Hills Golf Club)

• B4228 Perrygrove Road (opposite Perrygrove Railway)

• B4228 Staunton Road (near Stowfield Quarry)

• Bakers Hill

• Coalway Road

• Newland Street

• The Gorse

**Maintenance programme**

• Hanging baskets and troughs to be in bloom and to be positioned from the beginning of May

• Soil in the baskets and troughs to incorporate a water retention product.

• Autumn/winter planting to be done by the 2nd week in October

• Regular and sufficient watering of hanging baskets

• Regular and sufficient watering and feeding of the planters.

• Maintenance of the self-watering baskets and troughs as required.

**Additional Works**

A weekly clean of pigeon excrement around the Clock Tower area is required, and again before any significant town events.

The paved areas in the town centre and Mushet Walk are to be kept free of weeds.

Please note a mains water supply is situated in the Clock Tower.

***Coleford Town Council Making a Difference***