**Planting Agreement 2020-2023**

On behalf of the Town Council, I am inviting quotations for the install, removal and purchase of summer plants for the parish of Wolverton and Greenleys Town Council.

**PROVISION OF THE SERVICE**

* The following Services are covered and will include the following:
* Liners to be removed mid to late March to achieve full established display of plants
* New compost and feed to be placed in all liners
* Order, supply, maintain and plant bedding plants for planters and baskets to the existing 600mm half baskets and requested plants, (at least 8 weeks prior to installation date) ready for end may – beginning June instalment:
* Plants Purchased Summer, may vary
* NEPETA VARIEGATED 54
* GERANIUM SARITA LILAC SPLASH 45
* GERANIUM SURVIVOR WHITE 60
* GERANIUM SMOKEY EYE PINK 400
* IVY GERANIUM AMETHYST 54
* IVY GERANIUM WHITE 54
* ALYSSUM MIXED 300
* PETUNIA EASY WAVE BLUE 126
* PETUNIA EASY WAVE SILVER 162
* PETUNIA FRENZY LIGHT BLUE 360
* PETUNIA FRENZY WHITE 432
* Increased by an extra 200 plants .
* Total 2247
* Plants Purchased for Winter
* Winter Pansies qty 3000
* Plants installed by provider
* 500 Summer plants, all winter plants are planted by volunteers.
* Watering to be conducted on average twice weekly via Service Providers own equipment and dependent on weather.
* Vehicle must be fitted with safety flashing lights.
* Custom bowser fit for purpose, with long hose on purpose made reel – each vehicle to have an extended watering lance.
* The number of visits during the period mid-may until mid-September will be 44 visits. Watering conditions will be monitored, and watering regimes will be adjusted if required. Watering to be conducted on average twice weekly via Service Providers own equipment and dependent on weather.
* Any additional watering required, will be at extra cost which will need to be agreed in advance by the Clerk or Town Council.
* Plants to be dead headed on each site visit and waste plant material will be returned to the Service providers nursery and checked for pests and or disease.
* Pathways of the surrounding displays to be swept.
* On completion of the contract, the Service provider will be expected to remove the planters from the liners by November on each year that the agreement runs from and dispose of the contents in the approved way, composted on site or at local farms
* All liners to be stored by the provider in preparation for use for the next year.
* Public liability Insurance and disposal certificate to be provided
* Invoices need to be submitted monthly in arrears from the period of June to October.

 This service is provided 26 weeks a year.

**THE BASIS OF THE TENDER**

Tenders are being invited on a fairness basis so that the best choice is made for the service that is required, which is reflected by the duties as set out above

The tender is to provide this service from 1st January 2020, for a period of three years.

The contractor must provide their own equipment and vehicle. The Client is a Living Wage employer and to be considered for this tender the contractor must be committed to pay the Living Wage to all employees and sub-contractors.

**TENDERING PROCESS**

Quotations must be **submitted by** **12 noon on the 02nd December 2019** by email to communityofficer@wolvertonandgreenleystowncouncil.gov.uk or by post to Tracy Pearson, Wolverton and Greenleys Town Council, Town Hall, Creed Street, Wolverton, MK12 5LY. No tender will be considered if it reaches Tracy Pearson after the date and time specified.

Tenderers are invited to discuss any questions they may have about the tender specifications with Tracy Pearson in advance of the submission period.

Financial accounts for the last year of business operation should be submitted along with the tender. This is to show sustainability of the tendering organisation. Note that these will not be discussed in open session of Council. Some appreciation of the length of time the business has been in operation would be appreciated.

Tenders must be submitted with details of the insurance(s) which tenderers use to meet contractual obligations.

All prices quoted in the tender documents and any accompanying correspondence shall be exclusive of VAT.

**ANALYSIS OF TENDER SUBMISSIONS**

Tenders will be evaluated in terms of both price and quality, and the award made in terms of the “best value for money.”

Although fully recognised as a competitive quotation process, particular weight will be given to those Tenders that demonstrate a high degree of collaboration and willingness to work closely with the Council to deliver the most appropriate level of service at a fair price.

Yours sincerely

Tracy Pearson

Community Officer