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Coleford Town Council

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Invite to tender for Coleford Parish Flowers Contract

# Overview of the Specification

Coleford Town Council hereby invites tenders for the carrying out of Coleford Parish Flowers Contract 1st April 2025 - 31st March 2027, in accordance with details as stated within this specification.

Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, should their tender be accepted.

Any queries regarding any part of this specification should be addressed to the Town Clerk, no later than one week before the closing date.

The successful tender submission, together with Coleford Town Council’s written acceptance, shall form a binding agreement as set out within this specification.

Prospective Contractors should note that Coleford Town Council is not bound to accept the lowest price, or any tender. The Council’s decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

**The submissions should be received in paper form to the Town Clerk**

**and submitted no later than noon Wednesday 5th March 2025.**

Envelopes must be sealed and clearly written in the top left-hand corner:

***“Coleford Parish Flowers Tender Document***

***PRIVATE AND CONFIDENTIAL; NOT TO BE OPENED***

***UNTIL WEDNESDAY 5TH MARCH 2025”.***

# 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
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**The successful contractor must:**

* comply with all relevant legislation, e.g. the Health and Safety at Work Act, COSHH Regulations and other agreements in respect of safety, health and welfare
* use equipment appropriate and suitable for the relevant job
* use machinery that has been PAT tested, or equivalent
* ensure employees are provided with suitable Personal Protective Equipment (PPE) safety clothing, safety footwear, gloves, goggles, helmets, high-visibility jackets and tabards etc.
* take all necessary measures for the protection of staff, the public and adjoining property and vehicles.

**This specification sets out:**

* Duration of Contract
* Schedule of work
* Compliance, Standards and Communication Protocols
* Penalties for non-compliance
* Payments
* Criteria for assessing quotations
* Timeline for the assessment

# Duration of Contract

Contract duration will be for two years commencing on 1st April 2025 until 31st March 2027.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion and approval of the Council.

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

# Schedule of Work

Based on the Landscape and Ecological Management Plan (LEMP)

and Landscape Management and Maintenance Plan (LMMP)

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.

**Compliance, Standards and Communication Protocols**

* Coleford Town Council reserves the right to inspect the service areas at any time to ensure that the work meets the agreed standards.
* Any deficiencies in service delivery must be rectified within 24 hours upon notification by Coleford Town Council.
* Training: All staff involved must be properly trained.
* Any incidents must be reported to Coleford Town Council immediately.
* Any complaints received from the public must be logged and reported to Coleford Town Council within 24 hours.

# Penalties for Non-Compliance

* Failure to meet the standards outlined in this specification may result in deductions from payments, termination of the contract, or other penalties.
* Non-compliance includes:
* Failure to maintain standards expected within the contract work
* Leaving areas unsightly
* Delays in completion of work
* Poor communication
* Use of substandard materials to complete the work required
* Failure to provide necessary documentation
* Non-adherence to environmental and bio-diversity guidelines

**Payment**

Payment will be made by bank transfer to the contractor’s bank.

The contractor should submit invoices monthly, listing all relevant visit dates covering that period of work.

All payments will be made within 30 days of receipt of an invoice.

# Criteria for Assessing Quotations

Quotations for this contract will be assessed based on the following criteria:

# Cost (50%)

* + The overall price of the quotation, including any potential additional charges.
  + Value for money, considering the scope of work and quality of service proposed.

# Quality of Service (20%)

* + Proposed methods for ensuring high standards of work.
  + Quality of equipment proposed for use.

# Experience (20%)

* + Demonstrated experience in providing similar services to other Councils/Trusts or organisations.

# Environment (10%)

* + Evidence of the supplier’s knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission.

**Timeline for Assessments**

1. **Invitation to Tender Issued: Monday 3rd of February 2025**
2. **Deadline for Submission of Quotations: Wednesday 5th March 2025**
3. **Notification of Award: w/c 17th March 2025**
4. **Contract Start Date: 1st April 2025**

**Submission**

Please note that all tenders received in connection with any or all submissions will be opened by an independent panel of members, to be fair and transparent in this tendering process.

**Tenders should be returned to the Coleford Town Council office address above.**

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