



Floral Displays 2018/19/20/21/22 Fleet Invitation to tender

21st July 2017

You are invited to bid for the 5 year contract to provide floral displays in Fleet, Hampshire.

Background information

Fleet is a medium-sized town with a population of approximately 36,000 people. The town's main retail area is concentrated on Fleet Road where the majority of the floral displays are also situated.

Traditionally the floral displays are installed at the beginning of June and removed at the end of October.

Local Authorities

Fleet Road is a designated highway that is maintained and managed by Hampshire County Council.

Fleet Town Council has provided the floral displays in Fleet since 2011.

Contract

Any contract awarded will be between the designated supplier and Fleet Town Council.

The bid should be based on the contract lasting five years (June 2018 – Oct 2022) with a possible further 2 year option to extend the contract. The Council has an indicative budget of £16,300 per annum (exc VAT).

Bids

Bids to be received by midday on Monday 28th August 2017.

Floral Displays for Fleet - The Specification

A quotation is required in several parts for hire of floral displays as follows:

Main requirement

Supply, install/remove and maintain floral displays as follows:

Hanging Baskets - 100

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

Floral Cubes - 9

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

Barrier baskets – 17

- 9 x Barrier Baskets (with water reservoir) 900 x 300 x 200
- 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

Road Sign Displays – 8

- 8 x Barrel Half Basket (with water reservoir)
- 8 x Basket Brackets to suspend displays under ‘Welcome to Fleet’ Road Signage

Scope of supply

The contract will be for:

1. High Quality flowers within the displays
2. Choice of colours each year
3. The checking of basket weights to meet SSE requirements
4. All floral displays to be fully maintained throughout the period i.e. watering, deadheading, feeding etc...
5. The replacement of any defective components during the period that the displays are in situ
6. Any necessary storage and maintenance of the floral displays display for use in subsequent years
7. All work undertaken is to conform to all relevant Health and Safety Regulations and any requirements of the local authorities
8. To supply risk assessments Method Statements (RAMS) to FTC
9. Evidence of £10m public liability insurance

Other

- Outline contingency in case of a drought order in this area
- Outline maintenance regime i.e. how often watering's will be done

Timings

All timings are approximate and are intended to provide guidelines at this stage.

Date	Event	Comments
21 st July 2017	Tender advertised on national contract finder website	
28 th August 2017	All bids to be returned to Fleet Town Council	Bids appraised by FTC
6 th September 2017	Report on bids to Council	
October 2017	Announcement of approved contractor	
April/May 2018	Supply of all relevant certificates and submission of application to Hampshire County Council	Fleet Town Council to make the application supported by relevant documentation supplied by contractor
June 2018	Installation	
October 2018	Removal of displays	

Additional information

Any pictorial representations of proposed floral displays, example photographs of floral displays in situ or additional information that might help Fleet Town Council to reach a decision are welcomed as part of the bid.

All bids to be sent electronically to charlotte.benham@fleet-tc.gov.uk . Any pictures or illustrations should be supplied in electronic format as these may be used in a Powerpoint presentation to highlight the different bids.

Any additional questions or for further information, please contact:

Charlotte Benham

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The Harlington
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Fleet
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Email: charlotte.benham@fleet-tc.gov.uk

FORM OF BID

Please clearly indicate the cost for each year, and a total cost for all 5 years.

Hanging Baskets

Supply and fit 100 x self watering hanging baskets with brackets

One year _____

Five years _____

Freestanding Floral Towers

Supply 9 self watering flower towers

One year _____

Five years _____

Barrier Baskets

Supply and fit 17 Barrier Baskets (with water reservoir) with brackets for Gurkha Square and Pedestrian Light crossings

One year _____

Five years _____

Road Signs

Supply and fit floral displays (with water reservoir) under the 8 Welcome to Fleet Signs

One year _____

Five years _____

Maintenance

To include:-

Watering, Feeding, Pruning, Dead Heading, Use of pesticides if necessary, Removal and replacement of sub-standard displays etc...

One year _____

Five years _____

Total cost per year _____

Total for five years _____

PRICES TO EXCLUDE VAT

Referees

Please provide the contact details of 3 organisations (preferably in the local area) for whom you have carried out similar work

to include:	Name
	Organisation
	Postal and email address
	Telephone number