



CONTRACT NOTICE 2017-2020

FORMAL FLORAL BEDDING, PLANTERS AND HANGING BASKETS

(Value range £105,000+)

The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA
Tel: (01661) 835487

This notice describes the scope of work in the procurement of a contract for Works, Supply and Services in respect of '**Formal Floral Bedding, Street Planters and Hanging Baskets**'.

SCOPE OF WORK

The Town Council has responsibility for 30 formal beds. These are located along the B6395 and equate to approximately 650 sq metres, each bed is planted with spring and summer bedding. Additionally, spring and summer bedding is planted and maintained at 6 town signs, also along the B6395/A695 and in the Town Centre 'The Glade'.

The Council has responsibility for 33 street planters (800x600x600mm), 1 large 3-tier planter, 4 large planters, 8 medium barrier planters and 36 summer hanging baskets (water reservoir baskets supplied).

The following areas of work, supply and service are required under the contract:

- To remove previous season plants and prepare for new season planting as required.
- To supply all plants and associated materials.
- To provide all labour, tools and equipment to bring on, maintain and ensure pristine beds, planters and baskets throughout the seasons.
- To liaise with Prudhoe Town Council to ensure a high standard of service is maintained.

All work will be carried out within the town of Prudhoe (NE42), and including Mickley (NE43).

PROCUREMENT

All procurement documents are available on-line at <http://www.parish-council.com/prudhoe/index.asp?pageid=655573>, can be collected from the Town Council Office or will be posted out to interested parties.

The Council's Financial Regulations require the Council to ensure that value for money is obtained in respect of all contracts for the supply of goods and services, and to ensure that set procedures for the obtaining of tenders and quotations are adhered to.

The Council's Standing Orders require all decisions and resolutions by the Council, including those agreeing to the award of contracts, to be taken by the public meeting of the meeting of the Council in a form prescribed by law.

The Council will award the 'Formal Floral Bedding, Planters and Hanging Baskets' contract based on 'Cost' and 'Quality'.

PROCUREMENT/AWARD TIMESCALE

19th September – Contract Notice amended

3rd October – Contract Return date

w/c 3rd October – Procurement Group to open and review tenders, with recommendation to go out with Extra-Ordinary Meeting Papers on 6th October 2016

12th October – Extra-Ordinary Meeting to endorse and agree Contract offer

13th October - Contract offered and unsuccessful tenders notified following acceptance