

PRUDHOE TOWN COUNCIL
FORMAL FLORAL BEDDING, PLANTERS AND HANGING BASKETS
INVITATION TO TENDER 2020-2023

Prudhoe Town Council is inviting tenders for the supply, watering and maintenance of the Town's spring and summer floral displays for the three-year period from April 2020 to March 2023. The specification is detailed below.

SPECIFICATION

The Town Council has responsibility for 34 formal beds (schedule 1). These are located along the B6395 (and A695) and equate to approximately 650 sq. metres. Each bed is planted with annual spring and summer displays. The Town value the seasonal planting but this year we would like to extend the scheme of each bed to include an evergreen, flowering, perennial, to create some height and impact and also to reduce to impact of annual planting on the environment. In addition to the planting and maintenance of the beds, we also expect the successful contractor to support the Council in the recycling of plants that are removed, via residents, schools and community groups.

Schedule 2 of this contract is for 'The Glade', which is a high-traffic pedestrian area within the Town Centre. As well as a small area of grass that requires maintenance, there is a combination of established beds and seasonal planting.

We maintain 2 town signs (schedule 3) that were installed by Prudhoe Town Council with associated planting. One as you enter from the east (B6395), near the entrance to Cottier Grange and another at the western gateway as you turn-off the A695, heading east, onto the B3695. These contain a mixture of seasonal and perennial planting.

The Town Council present 36 hanging baskets (schedule 4) on attractive floral columns within the town centre. These are 18-inch reservoir baskets that we have purchased which need to be planted, installed and maintained.

The Town Council has responsibility for 41 street planters (800x600x600mm), 1 large 3-tier planter, 4 large planters, 10 medium barrier planters and 5 manchester flower bollards with 72-litre capacity baskets (schedule 5). Each of these is planted with seasonal planting, the largest planters could accommodate a central perennial, as in the formal beds above.

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 display season and between.
- To liaise with Prudhoe Town Council to ensure a high standard of service is maintained.
- To liaise with Prudhoe Town Council to agree subsequent colour schemes and the design for the commemorative bed.
- To report any damage or vandalism.

Summer displays should be in place in early June and removed in September ready for spring planting (excluding hanging baskets).

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

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All contractors are required to carry out an accompanied visit to all beds, planters and baskets prior to submitting their tender. You are requested to submit your tender on Tender Document 2 as required, additional information may be presented if felt necessary.

The successful company will be required to enter into a contract with Prudhoe Town Council and this will require the production of all relevant certification including a Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

VALUE RANGE

The contract is estimated to be valued from £100,000

PROCUREMENT TIMESCALES

Tenders must be received by Friday 1st November 2019 at 12 noon.

Full details will be reviewed by a small group of Councillors in advance of the meeting of the Planning, Contract and Works Committee, being held on 13th November 2019. A decision will be made at this meeting and all parties will be contacted by Friday 15th November with the outcome of the procurement process.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or staff either directly or indirectly shall disqualify them from the tendering process. You are also advised that information supplied in this document may be disclosable under the Freedom of Information Act 2000.

CLOSING DATE FOR TENDER RETURN

All tenders must be received by **12noon on Friday 1st November 2019** and should be marked '**Private & Confidential**' and be delivered in a sealed envelope to:

Sarah Eden
Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

If you would prefer to submit tenders electronically, please ensure these are saved in PDF format and emailed to sarah.eden@prudhoetowncouncil.gov.uk. Word documents that you can complete electronically can be provided.