

**WILMSLOW TOWN COUNCIL**

**Wilmslow Parish Hall,**

**Cliff Road**

**Wilmslow**

**Cheshire**

**Tel: 01625 402907**

**E-mail: townclerk@wilmslowtowncouncil.gov.uk**

**TENDER SPECIFICATION**

**Provision of Floral Planting and**

**Associated Works for Wilmslow Town Council**

**2025-2027 ( Tender Ref WTC 024/01)**

**Table of Contents:**

1. **INSTRUCTIONS FOR SUBMITTING A TENDER** 3

1.1 Introduction: 3

1.2 Preparation of the Tender Request (TR): 4

1.3 TR Procedures and Timetable: 4

1.4 Quotation Format and Cost Summary: 5

1.5 Selection Criteria: 5

1.6 Arithmetic Accuracy: 6

1.7 Period of Acceptance: 6

1.8 Final Submissions: 6

[**2 ORGANISATIONAL INFORMATION AND REQUIREMENTS**](#page7) 7

[2.1 Organisation Identity](#page7): 7

[2.2 Organisation Information](#page7) 7

[2.3 Financial Information](#page9): 9

[2.4 Insurance](#page9): 10

[2.5 Capacity](#page10): 10

[2.6 Provision of Service](#page10): 10

[2.7 Previous Contracts](#page10): 11

[2.8 Health & Safety Policy](#page11): 11

[2.9 Sustainability](#page11): 11

[2.10 Environmental](#page11): 12

[2.11 Equal Opportunities](#page11) 12

[2.12 Professional References](#page11): 12

[**3 OUR REQUIREMENTS**](#page12): 13

[3.1 Schedule of Requirements](#page12) 13

[**4 COSTS**](#page13): 13

[4.1 Detailed Cost Template for three-year contract](#page14) 14

**APPENDIX A – CONTRACT SCHEDULE** 16

**APPENDIX B – AREAS TO BE INCLUDED IN SCHEME** 17

1. **INSTRUCTIONS FOR SUBMITTING A TENDER:** 
   1. **INTRODUCTION:**

1.1.1 Wilmslow Town Council (WTC) is looking to purchase a service for the supply and maintenance of floral planting to its streetscape planters for a three year period.

1.1.2 The Town Council provides this service to enhance the appearance of the town and key commercial and gateway sites and to support the highly successful Wilmslow in Bloom volunteer group.

1.1.3 The planters include a range of tiered and un-tiered pavement planters, barrier planters, post-mounted planters and hanging baskets all of which are owned by the Town Council and designed with a reservoir self-watering system and are specified in Appendix B. Included within the range of planters are two sets of liners for the barrier and town entrance planters to allow for the following season to be planted up in advance of changeover to maintain continuity of planting.

1.1.4 The planters are to be planted with an attractive range of summer bedding plants at the end of May each year and replaced with Autumn / Winter bedding in October of each year. The planters are filled throughout the entire year and the planting reflects the seasons.

1.1.5 The planters are to be maintained with replacement or partial replacement of compost seasonally ( the Town Council favours the use of non-peat compost where practical) , appropriate dead-heading, slug and pest deterrent (costed separately) and watering / feeding throughout the summer months of June to September (costed separately)

1.1.6 The seasonal planting schemes to be discussed with the Town Council representative at the planning stage of the following season in order to take account of any specific planting preferences ( normally relating to themes of colour or habitat eg Bee Friendly)

1.1.7 We are currently seeking companies / institutions who can demonstrate that they are able to deliver an exceptional service and a value for money solution.

1.1.8 WTC is seeking to agree a three-year contract starting from the summer planting season June 2025 and ending prior to the summer planting in 2028 (that last planting season being in October 2027). Your tender documents must provide a three-year summary and breakdown of costs for each year of the three year term.

1.1.9 The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract purposes.

**1.2 Preparation of the Tender Request (TR):**

1.2.1 Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a contract.

1.2.2 The Council will do everything possible to ensure tenderers have access to all the information they require in order to produce their response.

1.2.3 Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted in writing to Town Clerk, townclerk@wilmslowtowncouncil.gov.uk or Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AG

1.2.4 Any additional information requested will automatically be provided to all invited tenderers.

1.2.5 **We strongly recommend a site visit by all interested parties prior to the submission of a tender.**

**1.3 TR Procedures and Timetable**

1.3.1 The following dates are applicable to this procurement:

|  |  |  |
| --- | --- | --- |
| Target Date | | Task |
| 8 Nov 2024 | | Issue Tender Document |
| 20 | Nov 2024 | Deadline for requests for additional information |
| 30 Nov 2024 | | Deadline for return of TR |
| 20 | Dec 2024 | Final selection of successful supplier and notify unsuccessful bidders |
| 6 Jan 2025 | | Target date for award of contract and first planning meeting |

1.3.2 No extension to any dates contained in the procurement timetable shall be granted to tenderers. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.

1.3.3 Tenderers who are interested in this procurement are invited to submit a fully costed TR proposal together with all the supporting documents as specified in this TR.

1.3.4 Wilmslow Town Council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.

1.3.5 This TR must be completed and returned in a sealed envelope, clearly marked with the following: TR Response – For the supply of Floral Planting, Town Clerk, Wilmslow Town Councill, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AA and also sent electronically to email: [townclerk@wilmslowtowncouncil.gov.uk](mailto:townclerk@wilmslowtowncouncil.gov.uk)

1.3.6 Your proposal must be received by 17.00hrs on 30 November - any tenders received after this date and time will not be considered.

1.3.7 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation. You should provide an index of all documents referred to in the completed tender.

Tenderers must return one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to the Town Clerk, Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AG. The opening times are Monday – Friday 10:00hrs – 15:00hrs. Please telephone in advance for an appointment.

1.3.8 The quotation document should detail precisely how the supplier will satisfy the Council’s requirements.

1.3.9 The Council does not bind itself to accept the lowest bid or any quotation. The Council reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time.

**1.4 Quotation Format and Cost Summary**

1.4.1 The suppliers shall provide full details of all costs that are to be charged to the Council as per schedule 4.1.

1.4.2 The completed schedule 4.1 of requirements and cost information must be attached as an addendum to the final submitted proposal.

1.4.3 Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

**1.5 Selection Criteria**

1.5.1 This TR is a two-stage process containing questions regarding suppliers’ ability and technical capability to provide and deliver the service within the costs being tendered. The full list will be shortlisted to a maximum of three suppliers who will be asked to attend a meeting to discuss their proposals. The preferred tenderer will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender.

1.5.2 The TR evaluation will be split as per the following weighting: Methodology/Quality 30%, Cost 70%.

**1.6 Arithmetic Accuracy**

1.6.1 It is the responsibility of the supplier to check that all costs are identified, entered in the cost templates and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.

1.6.2 If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

**1.7 Period of Acceptance**

1.7.1 The potential supplier is required to hold their TR open for acceptance for a period of up to three months from the closing date.

|  |  |
| --- | --- |
| **1.8** | **Final Submissions** |

1.8.1 The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the TR.

1.8.2 You must supply all details and certificates requested as part of this TR.

1.8.3 Lack of information may deem your tender unacceptable and will result in the failure of your submission.

1.8.4 WTC will not accept incomplete nor non-specific/generic submissions.

1.8.5 Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the TR price submitted.

1.8.6 A formal contract will be issued to the successful TR.

**2 ORGANISATIONAL INFORMATION AND REQUIREMENTS:**

**2.1 ORGANISATION IDENTITY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation |  | | |
| Contact |  | | |
| Address |  | | |
| Tel No. |  | | |
| Email |  | | |
| Company Registration No. |  | Date of Registration |  |
| Registered Address (if different from above) |  | | |

**2.2 ORGANISATION INFORMATION:**

|  |  |
| --- | --- |
| Is your organisation: (Please tick those that are applicable) | |
| Public Limited Company |  |
| Limited Company |  |
| Partnership |  |
| Sole Trader |  |
| Date of organisation’s formation |  |
| Date of incorporation in UK  (if different) |  |
| VAT registration No. |  |

Is your organisation registered under the Data Protection Act 2018?  YES/NO

If the answer is yes, what is your DPA registration number?:

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? YES/NO

If the answer is yes, WTC may require further information.

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? YES/NO

If the answer is yes, please provide details.

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)?

YES/NO

If the answer is yes, please provide details.

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? YES/NO

If the answer is yes, please provide the name and registered office address:

List the full names of all Directors, Partners and Company Secretaries:

|  |  |
| --- | --- |
| **Full Name** | **Role** |
|  |  |
|  |  |
|  |  |

Please give details of any Director, Partner or Associate who has been employed by Town Council:

|  |  |
| --- | --- |
| **Full Name** | **Role** |
|  |  |
|  |  |

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Town Council or who is a Council Member:

|  |  |
| --- | --- |
| **Full Name** | **Name of relation** |
|  |  |
|  |  |

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? YES/NO

If the answer is yes, please provide details:

**2.3 FINANCIAL INFORMATION:**

May your bankers be approached for a reference?Yes/No

A financial credit-check may be undertaken on your organisation as part of this tender process.

If requested would you be prepared to provide a set of the last year’s audited accounts for your own organisation and the holding/or ultimate parent (if applicable). Yes/No

Please provide details of your bankers:

Bank Name:

Branch Address:

Account Name:

Account Number: Sort Code: - -

Number of years account has been open?

If goods, services and or works proposed in your tender return are sub-contracted, WTC will require financial documents from each third party.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | |  | |
|  | | |  | |  | |

**2.4 INSURANCE:**

Please provide details of your organisation’s Insurance protection in respect of the following.

(A copy of your insurance papers must be provided as an appendix.)

|  |  |  |
| --- | --- | --- |
| **Policy Number** | **Insurer** | **Indemnity Value (£) in respect of any one incident** |
|  |  |  |
| **Public liability** |  |  |
|  |  |  |
| **Employers Liability** |  |  |
|  |  |  |
| **Professional Indemnity** |  |  |
|  |  |  |

**2.5 CAPACITY:**

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements alongside your existing contracts? YES/NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please indicate to which professional or trade bodies, if any, your organisation belongs to.

Please include the registration number, date of registration and where possible copies of certificates and website details.

**2.6 PROVISION OF SERVICE:**

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium?

YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

 Sub-contract?

 Consortium?

 Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation’s ultimate parent company where applicable.

Will the relationships be specifically established for this contract?  YES/NO

**2.7 PREVIOUS CONTRACTS:**

Has the organisation ever had a contract terminated? YES/NO

If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination:

Has the organisation ever withdrawn from a contract? YES/NO

If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination:

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? YES/NO

If yes please give name and address of the employer:

**2.8 HEALTH & SAFETY POLICY:**

Please provide a copy of your organisation’s Health & Safety at Work Policy, to include a risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

**This is a mandatory requirement.**

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

**2.9 SUSTAINABILITY:**

If you have one, please provide a copy of your organisation’s sustainability policy.

**2.10 ENVIRONMENTAL:**

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? YES/NO

If the answer is yes, please provide further details.

**2.11 EQUAL OPPORTUNITIES:**

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

* Human Rights Act 1998
* Equality Act 2010

**2.12 PROFESSIONAL REFERENCES:**

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

* Customer name and address.
* A brief overview of the project/programme description including the scope of your involvement
* Value of contracts.
* Contact name and telephone number.
* May customers be approached for a reference? YES/NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

**3 OUR REQUIREMENTS:**

**3.1 SCHEDULE OF REQUIREMENTS:**

The services supplied must meet or exceed the full requirement as detailed in Schedule 4.1 for all items detailed in Appendix B.

The watering, feeding and maintenance elements are to be shown separately as shown in schedule 4.1 to enable the council to get a full understanding of the make up of the total costs.

Schedule 4.1 or a separate sheet should include notes to specifically highlight the feeding regime including type and frequency, the type of compost used and the maintenance regime included within the costings

The tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services to demonstrate the ability to commence with the initial planting at the end of May 2025.

**4.** **COSTS**

Suppliers are required to submit their costs using the attached template at section 4.1 below.

Suppliers may add extra rows as appropriate to add clarity to their cost breakdown.

All costs should be a fixed price exclusive of VAT

All costs in schedule 4.1 reflect the planters detailed in Appendix B.

Please note that not all planters detailed in Appendix B are to be planted in both the summer and winter planting schemes.

Please state clearly what is to be provided within each area of cost.

The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a three-year agreement and any subsequent increases to costs over those three years that do not form part of this formal tender will not be the responsibility of Town Council.

**4.1 DETAILED COST TEMPLATE FOR THREE YEAR CONTRACT:**

**(Failure to provide a cost for three-years will result in the exclusion of your tender submission).**

**If you are proposing more than one option please provide a sheet for each proposal.**

| **Item** | **Description** | **Year 1 2025** | **Year 2 2026** | **Year 3 2027** | **Total Costs** |
| --- | --- | --- | --- | --- | --- |
|  |  | **£** | **£** | **£** | **£** |
| Summer Planting\* | To include planting of all planters shown in Appendix B.  To include the renewal of the compost within the rooting sections of each planter.  Notes : |  |  |  |  |
| Winter Planting\* | To include planting of all planters shown in Appendix B **excluding the 20 wicker style hanging baskets**.  To include the renewal of the compost within the rooting sections of each planter  Notes: |  |  |  |  |
| Watering and feeding\*\* | To include all watering and feeding of summer planted units from initial planting at the start of June until the end of September  Notes: |  |  |  |  |
| Maintenance of planters\*\*\* | To include deadheading and pest deterrent (eg slugs)  Notes: |  |  |  |  |

Please indicate the type of compost proposed within your costings\*

Please detail separately the feeding regime, highlighting the type of feed and frequency of feed \*\*

Please detail separately the regime of maintenance and frequency \*\*\*

**Signed: Name (print):**

**Position in the Company:**

**Date:**

**Appendix A:**

**Schedule**

\*Please note all dates shown here are an example for TR purposes only. A revised schedule will be agreed on award of contract.

|  |  |
| --- | --- |
| Date | Task |
| 30 Nov 2024 | Deadline for TR submissions to WTC. |
| 20 Dec 2024 | Target date for award of contract |
| 6 Jan 2025 | Target date for Planning meeting. |
| 30 May 2025 | Installation of summer planting |
| 1 June – 30 Sept ‘25 | Watering and feeding service |
| 1 October 2025 | Installation of Winter Planting |
|  |  |
| 30 May 2026 | Installation of summer planting |
| 1 June – 30 Sept ‘26 | Watering and feeding service |
| 1 October 2026 | Installation of Winter Planting |
|  |  |
| 30 May 2027 | Installation of summer planting |
| 1 June – 30 Sept ‘27 | Watering and feeding service |
| 1 October 2027 | Installation of Winter Planting |

**Appendix B: Planter portfolio**

**Octagonal Four-Tier Planter Self-Watering**

15 x various locations (as listed below)

Chapel Lane shops x3, Railway Station x1, Costa Coffee (Parkway) x1, Water Lane x3, Alderley service road (Maison 49) x2, Alderley Road (Tesco Express) x1, King’s Arms Roundabout x2, Lacey Green Shops x2

Internal Planting Diameter Dimensions

Base 100 cm

Lower Tier 70cm

Mid-Tier 55cm

Top Tier 40cm



**Three Tier Self-Watering**

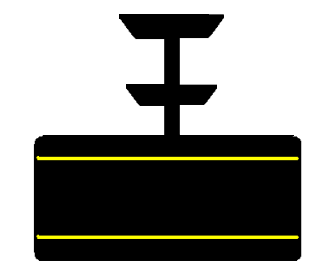
6 x Grove Street

Internal Planting Dimensions

Base 145cm x 95cm (rectangular)

Lower Tier 50cm (diameter)

Top Tier 40cm (diameter)



**Promenade Planter**

8x various locations

Alderley Road (junction with Green Lane), Alderley Road (Barclays Building)

Internal Planting Dimensions

130cm x 35cm (rectangular)



**Single Level Self-Watering**

2 x Alderley Road (Rex traffic lights)

Internal Planting Dimensions

Base 115cm x 55cm (rectangular)



**Barrier Planters Self-Watering ( see note at bottom on liners)**

24 x various locations (see listed below)

King William roundabout x 13, Bollin Fee junction (Alderley Rd / Station Rd) x5,

Alderley Road ( Leisure Centre) x 3, Blue Bell junction ( Manchester Rd / Stanneylands Rd) x3

Each planted in two removeable trays per barrier planter (as shown below)

External dimensions of main planter (129cm x 38cm x 28 cm)

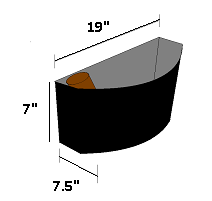


**Half Moon Planters**

18 x various locations (see listed below)

Station x 8, Chapel Lane x 8, Moor Lane/ Cumber Lane junction x2

Presented in pairs to make circle but counted individually (mounted on posts)



**Town Entrance Planters ( see note at bottom on liners)**

6 x various locations (see below)

Ford Garage (A34) x1, Alderley Road (Royal London) x 1, Styal Road (Twinnies Bridge) x1, Manchester Road (Wilmslow Garden Centre) x1, Woodford Road (Deanwater Hotel) x 1, Altrincham Road ( Airport Hotel) x1

External dimensions of main planter

|  |  |
| --- | --- |
|  |  |

Length 1000mm, Width 260mm

Planted in two removeable trays (in same way as barrier planters but different sizes) 

**Wicker Style Hanging Baskets (Summer Planting only)**

20 x various locations along Grove Street, Water Lane and Alderley Road

External Diameter 440mm



Note on liners

The Barrier planters and the town entrance planters all have spare set of liners which should be planted up in advance of the changeover to enable them to be installed as the previous season liners from the previous season are removed.