

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Invitation to tender for a 3-year contract for floral displays for Bingley Town Council

The town council is coming to the end of a successful three-year contract for the provision of its floral displays which have provided displays both in summer/autumn (May-October approx.) and a winter/spring display (October-April approx.).

Scope of the contract

The contract will include planting the Council's existing hardware, installing and planting new hardware as necessary, maintaining (watering/feeding/deadheading) the floral displays and demounting and storing the hardware in secure premises as necessary. The hardware locations are in central Bingley (main Street/Chapel Lane/Wellington Street/lower part of Park Road and Poplar House) and outlying parts of Bingley parish, i.e. Cottingley, Crossflatts, Gilstead and Eldwick.

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments necessary for the smooth and safe fulfilment of the contract are in place.

Colour schemes will be discussed and agreed with Bingley Town Council.

Total Bingley Town Council-owned items to be planted and maintained

We require the following items to be planted in summer/autumn only:

- Pole-mounted baskets regular size – total 59 (118 half units)
- Pole-mounted baskets larger size – total 5 (10 half units)
- Tiered planters – total 2
- Tub planters – 13
- Barrier baskets – 12
- Tiered planters – 2

These items will be removed from site at the end of the summer season and stored and maintained by the Contractor.

We require the following items to be planted in both summer/autumn and winter/spring:

- Barrier baskets – total 12
- Tub planters – total 13
- Tiered planters – total 2
- Trough planters- total 2 (Hub)

These will be emptied at the end of each season, compost added as necessary and replanted.

Additional planting and maintenance requirements

In addition to managing the above Bingley Town Council-owned items the Contractor will be required to plant and maintain:

- 1 no. stone 'Prospect House' planter owned by CBMDC (Summer and Winter)
- 4 pole-mounted baskets (8 half units) in Cottingley (owned by Cottingley Community Association) (Summer only)

And to maintain

- 5 no. CBMDC-owned 'blue' tub planters in Bingley Market Square (planted by Bingley WI)
- 4 no. CBMDC-owned stone 'Bingley' planters in Bingley Main Street (planted by Bingley WI)
- 3 barrier baskets, 3 no. tiered planters and 1 no. stone 'Crossflatts' planter (planted by Crossflatts Village Society)
- 2 no. barrier baskets and 3 no. tub planters at Crossflatts Railway Station (planted by Action Stations)
- The flowerbed around the Millennium Stone in Eldwick (planted by Eldwick Village Society)

Winter Planting

Barrier baskets and tubs as Summer

- 12 barrier baskets, 9 in central Bingley and 3 in outlying areas
- 13 tubs, 7 in central Bingley and 6 in outlying areas

In addition to managing the above Bingley Town Council-owned items the Contractor will be required to plant and maintain:

- 1 stone planter at Poplar House

Tender documents

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document)
- Draft contract, with appendix itemising items to be planted
- Certificate of non- collusion

To bid for this tender, please submit the following:

- 1) Your cost for the three-year floral display requested, broken down per year. Please also itemise the costs for a) planting, b) maintenance (watering/deadheading etc) and c) installing/demounting/storage
- 2) Evidence of public liability insurance (up to £1,000,000)
- 3) Evidence of employers' insurance if relevant (up to £1,000,000)
- 4) Evidence that the hardware will be insured when stored on your premises over the winter months
- 5) Details of similar projects/services undertaken including references to clients or links to relevant web pages
- 6) Information on key personnel likely to be involved if you are awarded the contract

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

Reporting procedure

A preliminary meeting will be held between Bingley Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

The Town Clerk, will have overall responsibility for the project on behalf of Bingley Town Council. Bingley Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelop to The Town Clerk at the above address by noon on Monday 7 June 2021. Submissions received after this date and time will not be considered.

Bingley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on Monday 7 June 2021.

The Council will notify applicants of the outcome of their tender by Wednesday 7 July 2021.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website (www.bingleytowncouncil.gov.uk) and will be updated regularly.

For further information, please contact the Clerk – townclerk@bingleytowncouncil.gov.uk.