

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

Bingley Town Council is a new parish council, established in 2016, and in 2017 and 2018 has put in place floral displays in both central Bingley and outlying villages with the help of an external contractor.

It now wishes to offer a three-year contract to a supplier who will provide a year-round floral display service so that residents enjoy both a summer/autumn display (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, purchasing, installing and planting new hardware as necessary, maintaining (watering/feeding/deadheading) the floral displays and demounting and storing the hardware 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.

Existing hardware

- Pole-mounted baskets regular size – 58 (116 half units)
- Pole-mounted baskets larger size - - 5 (10 half units)
- Barrier baskets – 10
- Tub planters – 8
- Tiered planters – 1

Hardware to be purchased in 2019

- Pole-mounted baskets regular size – additional 1 (2 half units – Amberol UTP-1P, diameter 590 mm colour: green)
- Pole-mounted baskets larger size – (2019 no additions)
- Barrier baskets – additional 2 (Amberol BBU-0P, 900 mm, colour: green)
- Tub planters – additional 5 (Amberol BRL-1P, 860 mm, colour: green)
- Tiered planters – additional 1 (Amberol CFS-3P, base 1000 mm, colour: green)

Total Bingley Town Council-owned items to be planted

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

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

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

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 no. railing planters, 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)
- 4 pole-mounted baskets in Cottingley (planted by Cottingley Community Association)

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) hardware purchase, b) planting, c) maintenance (watering/deadheading etc) and d) 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) Details of similar projects/services undertaken including references to clients or links to relevant web pages
- 5) 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, Ruth Batterley, 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.

Criteria for award of contract

Bingley Town Council is now bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work.

Demonstrated ability to deliver similar projects to a high quality	25%
Price fit within budget	25%
Quality and value for money	30%
Use of local resources and skills	20%

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelop to Ruth Batterley at the above address by noon on Monday 3rd December 2018. 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 3rd December 2018.

The Council will notify applicants of the outcome of their tender by Friday 14th December 2018.

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 Ruth Batterley, Clerk – townclerk@bingleytowncouncil.gov.uk.