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**Gloucester Business Improvement District**

**TENDER DOCUMENTATION**

**CITY PLANTING AND WATERING**

**18 July 2018**

## INTRODUCTION

Gloucester Business Improvement District (BID) wish to install and plant a number of movable tiered and cascade planters, barrier baskets, hanging baskets, fixed quarto planters and hanging baskets throughout the BID area. All summer planting is in place by the second bank holiday in May and is expected to last to the end of September where possible. A limited amount of winter planting is also undertaken which replaces the summer planting at the end of September. The successful tenderer will be responsible for provision of plants, planters, and maintaining and replacing plants throughout these two periods, and for assembling, storing and moving the planters and lamppost inserts at the beginning and end of the season. As part of this tender the contractor will be expected to produce a detailed schedule outlining the number, dimensions and locations of planters and so-on proposed.

Tenders are being invited from suitably qualified and experienced Contractors to undertake the supply of planters on hire or sale where needed and planting and watering of all of the floral features identified in this document for a period of 4 years commencing in December 2018, with the potential to extend the contract by up to a further 12 months at the discretion of Gloucester BID. The continuation of the contract during this period will be subject to the contractor’s satisfactory performance

The tender is inclusive of planting and watering. Each contractor must submit tenders for both the Planting or Watering elements. The contract will be awarded as a combined contract (Planting and Watering). This is at the discretion of Gloucester BID.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

* 60% on Price
* 40% on Qualitative Criteria

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission. Each of the four elements identified will constitute 10% of the qualitative assessment.

It is to be noted that Gloucester BID is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then Gloucester BID may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

## SPECIFICATION PLANTERS

Planters are to be supplied and maintained by contractor as detailed in the above introduction. The successful Contractor will be responsible for assembling, storing and moving the planters and lamp post inserts at the beginning and end of each season. Planters are to be planted up with plants by the second bank holiday in May for the summer season and at the beginning October for the winter season. This may be varied with the agreement of Gloucester BID dependent on weather conditions.

Planters will be emptied of plants at the end of each season. The contractor will be responsible for the disposal of all waste arisings and where possible should arrange for this to be composted. The planters will be filled by the Contractor with new peat free compost. The compost is to be supplied by the contractor.

The contractor will mix the compost with a 3 - 4 month slow release fertilizer with a nutrient formula appropriate to planted containers. The slow release fertilizer is to be supplied by the contractor.

## PLANTS

Plants are to be supplied by the Contractor. The choice of plants is to be determined by the Contractor. However, the following should be taken into account when choosing the planting scheme:

* Each planter must be planted in a ratio of two thirds flowering plants and one third foliage plants with a view to ensuring that the soil and the planter are fully covered.

* Trailing plants are encouraged, but must not hang lower than 30cms from the base of the planter and not require cutting to achieve this.

* Plants chosen should be resistant to variable weather conditions as much as possible.

* Each planter must contain a range of complementary colours rather than single colours. If the Gloucester BID requires any particular colour combination the Contractor will be notified in advance.

* On planting, each plant must be in flower (if applicable) and free from any pest and/or disease, mineral deficiency and in a healthy condition.

* Sufficient plants must be supplied to cover the planter and sides at the time of planting.

* The range of plants should be as diverse as possible. However, Marigolds should be avoided.

## NUMBERS OF PLANTERS

The number of planters will be determined by survey by the contractor and determined by the budget as specified in the Budget.

**BUDGET**

Combined budget for Winter and Summer planting is £30,000 plus VAT where applicable

## ADDITIONAL PLANTING

The contractor is required to be available for the re-planting of any planters required due to vandalism or failure of the plants upon request. The Contractor will be required to replace any failed plants at their own cost. The contractor should also be prepared to participate in any promotion run by the BID. The contractor is required to have the capacity to take on additional planters during the contract period should Gloucester BID increase its portfolio of planters. The cost for any additional planting and watering will be based on the rates entered into the Bill of Quantities by the Contractor.

## WATERING AND FEEDING

The planting scheme will require watering from the second bank holiday in May through to October, this date to be determined, in 2019, 2020, 2021 and 2022. The start and end dates of the delivery of this contract in each year will be flexible in nature and, subject to the agreement of both parties, and may be changed according to the floral displays, weather etc.

The frequency of watering must be appropriate to ensure that the plants are kept in a good condition throughout the above periods,

All baskets, inserts and planters may require additional feeding throughout the season over and above the slow release fertiliser provided within the compost as detailed above. Dead heading must be undertaken to all accessible baskets on at least a weekly basis.

A Gloucester BID representative will monitor the watering and the condition of the plants on a regular basis, and any concerns reported to the board who will agree an appropriate course of action with the Contractor.

## CONDITIONS OF CONTRACT HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation. It is a requirement that contractors wear protective clothing and gloves when planting out. Measures must be taken to minimize any risk to the public. For example tools must not be left on the pavement where they could present a trip hazard.

Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

All waste materials such as compost bags and plant trays must be removed and disposed of by the contractor. Disposal in public waste bins is not allowed.

Any spilt compost must be swept up and removed.

Full risk assessments must be completed by the contractor and submitted with the tender.

## INSURANCE

It is a requirement that the contractor is adequately insured, with a minimum of £10m public liability cover. A copy of your current insurance certificate must be included in the tender response.

## ATTENDANCE

The Contractor will be required to appoint a representative who will be the first point of contact with Gloucester BID officers.

It is expected that the Contractors representative will, upon request, attend meetings at the Gloucester BID offices or on site with Gloucester BID representative(s) to discuss the performance and any other aspects of the contract. As a minimum it is expected that an annual progress meeting is undertaken prior to the commencement of the next contract year, and that interim quarterly meetings are held.

## EQUIPMENT / SERVICE HOURS OF DELIVERY

The Contractor shall provide suitable equipment for the delivery of this contract and have regard to local residents and the time of day when undertaking the planting and watering.

## MEDIA

The Contractor will be required to seek the Gloucester BID’s agreement to any contact that the Contractor wishes to undertake about any aspect of the services provided with the media

## INVOICING

**Planting**: A single VAT invoice for Summer planting and a single VAT invoice for Winter planting are to be submitted in accordance with the rates entered in the bills of quantities in Appendix 1, following satisfactory completion of each seasons planting.

**Watering**: Four-weekly VAT invoices are to be submitted during the watering season in accordance with the rates entered in the bills of quantities in Appendix 1, following satisfactory completion of watering within that period.

## THE CONTRACT

The contract will be with Gloucester BID. No sub-letting of the contract to a third party is allowed without prior permission.

The initial term of the contract will be for 4 years commencing on 1 May 2019 with summer planting. The contract may be extended by up to a further 12 months at the sole discretion of RTC. A minimum of three months notice will be given to the contractor prior to the end of the initial 4-year contract period.

The initial agreed contract price shall rise each year on the anniversary of the contract award in accordance with the Governments CPI Index (Consumer Price Index)

## VARIATIONS

Any variations to the contract will be notified to the Contractor by the Gloucester BID board and agreed in writing between the two parties. The value of any variations made will be based on the rates entered by the contractor in the Bills of Quantities, or used as the basis of the valuation if no appropriate rate exits.

## TERMINATION OF THE CONTRACT

Should, in the opinion of Gloucester BID, the service provision be deemed to be of an unsatisfactory standard or any other contravention of these contract terms occurs you will be deemed to be in breach of contract and the contract will be terminated with immediate effect. However, the Contractor will be given notice by the Gloucester BID of unsatisfactory standards being achieved and will be given an opportunity to improve standards within an agreed timescale. Failure to do so will result in termination of the contract. Should the Contractor wish to terminate this contract, a minimum of three months notice must be given prior to the commencement of each contract year.

## TENDER SUBMISSION

Your tender submission should comprise the completion of the form of tender, supported by a pricing schedule together with a copy of your current public indemnity insurance certificate and full risk assessments. An accompanying letter must also give the following details:

* Outline your understanding of the specification (10%)

* Confirm acceptance of the requirements outlined in this tender document (5%)

* Provide examples of similar contracts undertaken (15%)

* Provide details of at least two persons / organisations who can comment on your ability to carry out this type of work (10%)

One completed and signed copy of the tender document should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Gloucester BID cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours (9.00 -14.00 weekdays).

The sealed tender must be returned to Gloucester BID at the address given in the Form of Tender by:

## 12.00 Noon on Friday 31st August 2018

A selections committee appointed by the Gloucester BID board will open all tenders at the same time. Incomplete or qualified tenders will be rejected, in addition to those that have not been returned in accordance with these conditions. Late tenders will not be considered and will be opened only to return them to the sender.

Tenders will be checked for numerical accuracy and assessed on the criteria detailed in the Introduction and based on most economically advantageous tender received. However, the Gloucester BID is not bound to accept any tender.

It will be expected that the Contractor, prior to submitting his tender will have made any necessary site visits and satisfied himself of any access arrangements and any other necessary information required and that the tender is fully inclusive of all costs.

It is expected that the award of the contract(s) will be made during the week commencing **Monday 3 September 2018.**

## PREAMBLE TO BILLS OF QUANTITIES

Attention is directed to all of the sections comprised in this tender document and these are to be read in conjunction with the Bills of Quantities. The contractor should visit the areas in full in which the services are to be provided to satisfy himself as to the local conditions, the full extent and character of the operations, the supply and conditions affecting labour and all other factors which could affect the execution of the contract generally as no claims on the grounds of want of knowledge will be entertained.

All services provided under this contract will be subject to regular quality inspections.

Each item shall be priced separately in the Bills of Quantities. Bracketing of items and the terms ‘inclusive’ and ‘included’ will not be acceptable and may result in the tender being rejected.

The tenderer is to allow in the contract prices for meeting the cost of providing manpower, offices, depots, water, all necessary plant and equipment, any associated charges, and every item of work necessary to make a complete job to the reasonable satisfaction of the BID.

The Gloucester BID will not entertain any claim arising from the contractor’s omission of any cost or charge and the tender figure will be deemed to include all costs required to provide a complete service as defined in the specifications, conditions of contract and any other associated documents.

The quantities of the works and frequencies of repetition specified in the specifications and other tender documents represent the standard service required by Gloucester BID. However, Gloucester BID reserves the right to increase or decrease the service standards.

The rates entered in the Bills of Quantities shall be the full inclusive value of the work described under the several items, including all costs and expenses, labour, plant and equipment and all other matters which may be required to provide the services in accordance with the contract, together with all general risks, liabilities and obligations set forth or implied as necessary to comply with the conditions of contract, the specifications and all other documents forming part of the contract.

Before pricing any item in the Bills of Quantities, the contractor should pay particular attention to the differing factors affecting each part of the service. The rates entered in the Bills of Quantities will be deemed to reflect these factors.

There is no Preliminaries Bill included within these documents and therefore all administration charges and overheads, costs of insurance as identified must be included within the rates for the various items of work included in the Bills of Quantities.