

## **Tender**

### **Thetford Town Council Is Seeking Quotations for the installation and maintenance of their hanging baskets and window troughs for 2017 - 2019.**

Contract Length: 1 year and 3 year price

#### **Specification**

##### **Hanging Baskets and window troughs**

- Collection of 124 baskets from previous contractor.
- To check all baskets fixtures every year and renew any that are not safe.
- Erection of 124 x 14 inch hanging baskets between the 26<sup>th</sup> of May and the 2<sup>nd</sup> of June. (the number of baskets could reduce due to lamp column test failure which can alter from year to year)
- Filling off 22 x 24" window troughs.
- To line with coco liner, and Internal heavy duty plastic water retaining material, approx 100mm deep. Fill with good quality compost with additional water retaining medium and slow release plant food.
- Plant the baskets with Begonia Illumination, Lantan, Lobelia, Black Eyed Susan Vine, Petunia Surfinia/million bells, fuchsia, upright geraniums, Ivy Geranium, Gerainbow, Trailing Geraniums. (Not all in one basket)
- The Town Council would like the colour palette to be mixed. This means that they would like some baskets with hot colours e.g. yellows oranges and reds, and some with cool colours pinks blues and purples and some a mixture.
- To grow on at nursery to a good size prior to positioning in baskets and troughs.
- To be delivered and positioned on site - preferably a Sunday or at a time to avoid traffic. Permits for vehicle access to King's street must be obtained from Norfolk County Council.
- Maintenance of 124 hanging baskets from end of May – mid October.
- To water the baskets 3 times weekly June to mid October before 8am or more frequently if there is hot dry weather.
- To use a soluble feed every week to maintain good growth and flowering and would expect to be using this until at least early October. e.g. Hortimix Extra
- To replace any plants that die due dry periods
- Baskets to be removed approximately mid October and the contents to be removed and the baskets stored over the winter months for future use
- The Town Council may wish to add additional baskets to the tender. For each additional basket please provide a price for the provision brackets and fixing of brackets. We also require a price for the provision of basket with the flowers and maintenance.

### **Tender Requirements**

- A written quote for 1 year and 3 years based on above specification. Please include figures for each year of the tender.
- Copy of Public liability Insurance
- Health & Safety Policy
- Risk Assessment
- Method Statement
- 3 References (commercial/business)

**Please note that tenders that do not include all the above will be discarded.**

Contact name and number: Roz Barnett Amenities Officer, (01842) 770253  
rosalindbarnett@thetfordtowncouncil.gov.uk

**Quotations to be in by noon, Tuesday the 3rd of January 2017**

**Sealed inner envelopes to be marked 'Hanging Basket Tender', for the attention of the Town Clerk, Thetford Town Council.**

**Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AP**

**Details of the winning contract will be published IAW Local Government Transparency Code 2014.**