



We Are Weymouth Limited

**TENDER FOR THE SUPPLY AND MAINTENANCE
OF HANGING BASKETS FOR 2024**

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INTRODUCTION

Weymouth is proud of its town and open spaces, having won a Gold Award and Silver Golt in the prestigious Britain in Bloom competition.

We Are Weymouth, Weymouth's Business Improvement District, are inviting tenders from suitably qualified and experienced contractors to undertake the supply, maintenance and removal of self-watering hanging baskets throughout the town centre for 2024, with displays being in situ from **1st June 2024 until 30th September 2024**.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on both price and qualitative criteria.

It is to be noted that We Are Weymouth 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 We Are Weymouth may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Any question regarding these documents and the specific requirements of the project must be made in writing to info@weareweymouth.co.uk, with the subject line including 'Hanging Baskets 2024 Tender'.

In order that full consideration can be given, comments and questions must be received no later than 22nd December 2023. Questions and queries received after this may not be considered.

The deadline for tenders to be received is **22nd December 2023 at 09:00am**. Further details can be found in the 'Tender Submission' section of this document.

SPECIFICATION AND PARTICULARS

Hanging Baskets are to be supplied and maintained by contractor as detailed in the above introduction.

The successful contractor will be responsible for assembling and erecting Hanging Baskets at the start of the season. The Hanging Baskets will be filled by the contractor with new peat free compost. The compost is to be supplied by the contractor.

Hanging Baskets are to be planted up with plants and in situ by **1st June 2024** for the summer season and removed by **30th September 2024**. This may be varied with the agreement of We Are Weymouth dependent on weather conditions.

The contractor will be responsible for the removal of baskets at the end of the season, and disposal of all waste arising from the Hanging Baskets. Where possible the contractor should arrange for this to be composted.

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.

Brackets are in situ on most properties, with a number being installed in 2021 and up to 220 tested at the end of 2023. It is not anticipated that brackets will need to be replaced, however, the Contractor is expected to test brackets and ensure that the brackets are fit and safe for use and be fully insured. Additional brackets may be requested for installation. To this end the contractor must provide insurance details and provide a price for installing new or replacement brackets in the Bill of Quantities, priced per unit. If an outsourced contractor is being used for installation or testing this must be reflected in the final price. Details of outsourcing must be indicated with additional details of insurance.

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 considered when choosing the planting scheme:

- Each basket 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 basket 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 We Are Weymouth requires any particular colour combination the contractor will be notified after the contract has been awarded.
- Each basket must contain a range of complementary colours rather than single colours. If We Are Weymouth requires any particular colour combination the contractor will be notified after the contract has been awarded.
- The range of plants should be as diverse as possible. However, Marigolds should be avoided.

NUMBER OF HANGING BASKETS

220 baskets a trough at the Lookout Café, 4 boats on both Lakeside/cargo stage plus the planters along the cargo stage should be included within your tender response and bill of quantities. Plus replanting of the Boats with Autumnal planting until the following year.

ADDITIONAL PLANTING

The contractor is required to be available for the re-planting or removal of any Hanging Baskets 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 is required to have the capacity to take on additional planters during the contract period should We Are Weymouth increase its portfolio. The cost for any additional planting, and watering will be based on the rates entered into the Bill of Quantities by the Contractor. Please include the price for additional bracket installation in your tender.

WATERING AND FEEDING

The Hanging Baskets are to be self-watering by design.

All Hanging Baskets may require additional feeding throughout the season over and above the slow-release fertiliser provided within the compost as detailed above. Any spilt compost must be swept up and removed.

A We Are Weymouth representative will monitor the watering and the condition of the plants on a regular basis, who will agree an appropriate course of action to resolve any issues with the contractor.

HEALTH AND SAFETY

Contractors must comply with all relevant health and safety 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.

Full risk assessments stress testing of brackets and ongoing health and safety must be completed by the contractor for all brackets and submitted with the tender.

INSURANCE

It is a requirement that the contractor is adequately insured, with a minimum of £5m public liability cover. A copy of your current insurance certificate must be included in the tender response.

VEHICULAR ACCESS

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

WASTE DISPOSAL

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 etc. must be swept up and removed.

ATTENDANCE

The contractor will be required to appoint a representative who will be the first point of contact with the We Are Weymouth Operations Team.

It is expected that the contractor's representative will, upon request, attend meetings at We Are Weymouth offices, virtually, or on site with We Are Weymouth representative(s) to discuss the performance and any other aspects of the contract. As a minimum it is expected that a meeting is held at the start of the project, halfway through the project, and after completion of the project.

EQUIPMENT / SERVICE HOURS OF DELIVERY

The contractor shall provide suitable equipment for the delivery of this contract and have regard to local businesses and residents and the time of day when undertaking work.

COMMUNICATION AND MEDIA

The contractor will be required to seek We Are Weymouth's permission and agreement to any contact that the contractor wishes to undertake with the media. The contractor should also be prepared to participate in any promotion of the hanging baskets scheme run by We Are Weymouth. The contractor is expressly forbidden to run any marketing on the scheme. The contractor is not to use the details of businesses partaking in the scheme to obtain additional paid work of this nature. All contacts are confidential.

INVOICING

Payment will be made in three stages:

- 25% of the contract value will be paid on the award of the contract.
- 25% will be paid upon installation in June 2022
- The remaining 50% will be paid upon removal in October 2022.

SUB-CONTRACTING

The contract will be with We Are Weymouth. No sub-contracting of flowers is to be made to a third party without prior permission. Should specialist services require subcontracting (such as bracket installation), you are responsible for engaging their services, and appropriate inclusion need to be made with regards pricing and additional documentation, PPL, Risk assessments, method statements etc.

VARIATIONS

Any variations to the contract will be notified to the contractor by We Are Weymouth and must be agreed in writing between the two parties.

TERMINATION OF THE CONTRACT

Should, in the opinion of We Are Weymouth, 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 We Are Weymouth 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 six months' notice must be given prior to the commencement.

TENDER SUBMISSION

Your tender submission should comprise of the following:

- A letter, outlining your understanding of the specification, your proposal and confirming acceptance of the requirements outlined in this tender document
- A completed Form of Tender document

- A completed Bill of Quantities document
- Examples of similar contracts undertaken
- Details of two persons / organisations who can comment on your ability to carry out this type of work.
- A copy of your public liability insurance
- A copy of your risk assessments / method statements
- A copy of outsourced suppliers and their liability insurance

To respond to this tender, please email info@weareweymouth.co.uk and ensure the subject line is '**Hanging Baskets 2024 Tender Response**'.

You may also send your response by post to:
We Are Weymouth, Pilgrim House, 1 Hope Street, Weymouth, DT4 8TU.

The deadline for tenders to be received is 22nd December 2023 at 09:00am.

Applications received after this time may not be considered.

Contractors are required to note that it is the contractor's responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the We Are Weymouth by the above date and time.

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, We Are Weymouth is not bound to accept any tender.

It will be expected that the Contractor, prior to submitting their 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.

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 We Are Weymouth.

We Are Weymouth 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 We Are Weymouth. However, We Are Weymouth 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.

The total of the Bill of Quantities must match with the value on the Form of Tender document.

All prices quoted are to be exclusive of VAT.

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