



Invitation to Tender

Installation, Maintenance, and Watering of Floral Decorations in
Bromyard Town Centre

April 2025 – March 2026

Invitation to Tender

Bromyard & Winslow Town Council invites tenders from suitably qualified and experienced contractors to:

1. Supply and install high-quality seasonal floral displays in Bromyard Town Centre.
2. Provide regular maintenance and watering of the displays throughout the summer months.

Please note that the Council reserves the right to appoint separate contractors for the planting and watering tasks. Contractors are encouraged to submit bids for either or both services.

Full details and further information can be obtained from the Town Clerk or Council offices between 9:00 am and 2 pm, Monday to Friday.

Closing Date for Quotations: Monday 3rd March 2025, 9:00 am.

Karen Mitchell
Town Clerk
Bromyard & Winslow Town Council
Council Offices
The Old Vicarage
Rowberry Street
Bromyard
HR7 4DU

Tel: (01885) 482825

Email: clerk@bromyardandwinslow-tc.gov.uk

Conditions of Contract

1. **Contact Restrictions:** Contractors are prohibited from contacting councillors or staff outside the prescribed process.
2. **Evaluation:** The Town Council is not obliged to accept the lowest or any tender.
3. **Site Inspections:** Contractors are deemed to have inspected the sites and considered all conditions in their quotation. Claims for extra payment due to site ignorance will not be entertained.
4. **Insurance:** Contractors must provide proof of Public Liability Insurance with a minimum indemnity of £5,000,000 per incident (unlimited number of incidents).
5. **Health & Safety:** Compliance with current legislation, including the Health and Safety at Work Act, is mandatory.
6. **Contract Period:** The contract period from 1st April 2025 to 31st March 2026.
7. **Payments:** Invoices must be submitted promptly and itemised and include a report detailing work carried out.
8. **Defective Workmanship:** Payments may be withheld for defective work until rectified to the Council's satisfaction.
9. **Sustainable Practices:** Contractors are encouraged to use environmentally friendly practices, including drought-resistant and pollinator friendly plants, peat free compost and minimal use of chemical fertilisers.

Scope of Work

Summer Displays: To be installed from beginning of June to September

- Collect the hanging baskets and troughs from the Town Council. Fill and install the following containers so they are in situ by the beginning of June.(containers supplied by the Town Council):
 - 28 T Cup Baskets
 - 19 Hanging Bucket Baskets
 - 13 Troughs
 - 8 Large Half-Round Troughs
 - 28 Small Half-Round Troughs for Lamp Posts
 - 15 Stone Planters (in situ) around the town
 - Plant and maintain the display at the Cider Press, the bottom of Sherford Street.
- Ensure all displays are vibrant, well-maintained, and visually appealing throughout the season.
- Water and maintain the displays regularly during the summer months (frequency to be agreed, with increased frequency during heatwaves).
- Remove and dispose of summer displays at the end of September.

Autumn/Winter Displays: October/November to March

- Supply and plant high-quality floral arrangements in the 15 permanent stone planters to suit the winter season.
- Ensure displays remain tidy and visually attractive throughout the autumn/ winter months.

Tender Submission Requirements

Contractors must include the following in their submission:

1. Details of experience in providing similar services.
2. Proposed planting schemes for summer and winter displays.
3. Maintenance and watering schedules.
4. Breakdown of costs for:
 - Planting and installation of summer displays.
 - Planting and maintenance of winter displays.
 - Watering of summer displays.
 - Removal of summer displays.
5. Proof of insurance coverage.

Evaluation Criteria

Bids will be assessed based on the following:

1. Cost-effectiveness.
 2. Quality and creativity of planting schemes.
 3. Demonstrated experience
 4. Compliance with sustainable practices.
 5. Clarity and feasibility of maintenance and watering schedules.
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Important Notes:

- Contractors are invited to tender for either planting, watering, or both services. Please clearly indicate the scope of your bid.
 - The Council reserves the right to appoint separate contractors for planting and watering tasks if deemed necessary.
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Contact for Clarifications: All enquiries regarding this tender must be directed to the Town Clerk or Properties Officer via email or phone 01885 482825

clerk@bromyardandwinslow-tc.gov.uk – Town Clerk

deborah.berry@bromyardandwinslow-tc.gov.uk – Properties Officer

Attempts to influence the tendering process outside this channel may result in disqualification.

Bromyard & Winslow Town Council

Tender Submission Form

Contract: Supply, Installation, Maintenance, and Watering of Floral Decorations in Bromyard Town Centre (April 2025 – March 2026)

Part 1: Contractor Details

1. **Company Name:**

2. **Contact Name:**

3. **Address:**

4. **Telephone Number:**

5. **Email Address:**

6. **Company Registration Number (if applicable):**

7. **VAT Registration Number (if applicable):**

Part 2: Scope of Tender

Please indicate which services you are tendering for (tick all that apply):

- Planting of summer and winter floral displays
 - Watering and maintenance of summer floral displays
 - Both planting and watering services
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Part 3: Proposed Costs

Please provide a detailed breakdown of costs. All costs should be exclusive of VAT.

1. **Planting of summer floral displays:** £ _____

2. **Planting of winter floral displays:** £ _____

3. **Watering and maintenance of summer displays:**

£ _____

4. **Removal of summer floral displays:** £ _____

Total Annual Cost (2025-2026): £ _____

Total Cost for Two-Year Contract: £ _____

Part 4: Planting Scheme Proposal

Please provide details of your proposed planting schemes for:

1. Summer Displays:

2. Winter Displays:

(Attach additional sheets if required.)

Part 5: Maintenance and Watering Schedule

Provide details of your proposed maintenance and watering schedule for the summer floral displays:

Part 6: Insurance Details

Please provide details of your current insurance policies:

1. Public Liability Insurance:

Policy Number:

Provider:

Cover Amount: £_____

Renewal Date: _____

2. Employer's Liability Insurance:

Policy Number:

Provider:

Cover Amount: £_____

Renewal Date: _____

(Attach copies of insurance certificates.)

Part 7: Declaration

I/We hereby submit a tender for the provision of floral decorations in Bromyard Town Centre in accordance with the specifications provided by Bromyard & Winslow Town Council.

I/We certify that the information provided in this submission is accurate and complete to the best of my/our knowledge.

Signed: _____

Name: _____

Position: _____

Date: _____

Submission Instructions:

Please return the completed form, along with all supporting documentation, to:

Karen Mitchell
Town Clerk
Bromyard & Winslow Town Council
Council Offices
The Old Vicarage
Rowberry Street
Bromyard
HR7 4DU

Email: clerk@bromyardandwinslow-tc.gov.uk

Deadline for Submission: Monday 3rd March 2025, 9:00 am.



Approx size of stone planters