**Tender Document**

**Caerphilly Town Council**

**Tender for the supply of summer floral displays**

Introduction

Caerphilly Town Council organises the annual floral displays in the town centre. The displays consisting mainly of hanging baskets and rail planters are delivered during late May and installed at specified locations. The displays remain in place until mid September when the baskets and planters are removed, and the plant material is emptied for composting. The baskets and planters are then returned to the supplier for replanting for the following year. After a number of years of using the same supplier, it is necessary to retender the contract to comply with the Town Council’s responsibilities as a public body and demonstrate value for money.

Core Service Requirements

The Town Council is inviting suitably experienced suppliers to submit proposals for the summer of 2024. The requirement is for the planting of 75 hanging baskets, 57 rail planters, and 3 three tier fountain planters ready for distribution around the town centre in mid May 2024. The Town Council owns the baskets and planters and arrangements will be made to transport the empty containers to the appointed supplier’s premises. The supplier will be responsible for growing the plants, filling the containers and arranging transport of the planted baskets and rail planters to a specified location within Caerphilly County Borough in May 2024. The baskets and planters should contain a selection of pollinator friendly plants. Typically:

* Lysimachia Goldii
* Diascia Rose
* Sanvitalia procumbens
* Begonia Tenella Yellow
* Begonia Illumination Apricot
* Petunia Sufinia Hot Pink
* Petunia Sufinia Light Blue
* Verbena Peaches
* Asteriscus maritimus

Where availability of specific plants is a problem, the supplier should source a suitable alternative to be agreed with the Town Council.

Additional Items - Turnkey Proposal

Currently the Town Council employs a separate contractor to erect the baskets and planters, water and maintain them on a regular basis during the summer, collect the baskets and planters at the end of the summer, empty the containers and compost the material, and transport the baskets and planters back to the Town Council’s nominated supplier for replanting for the following year.

The Town Council is interested in suppliers who may be able to offer a complete turnkey solution of growing, planting, erecting, watering and maintaining, and removing. In addition to the core requirements outlined above the following would also be required:

* Deliver and erect the 75 baskets, 57 rail planters, and 3 three tier fountains to specified locations in Caerphilly town centre (lamp posts and pedestrian railings) as listed in Schedule 1 attached. All planters should be in place by week commencing 20 May 2024.
* Watering baskets / planters / three tier fountains commencing 20 May 2024 to 8 September 2024 on 56 days (ie every two days), feed as necessary
* Removal back to premises, emptying, cleaning / repair of baskets / planters after 8 September 2024 (and completed by end of September or alternative date by agreement).

The contract will be awarded for 2024 with the option to extend to 2025 and 2026. The tender sum should be fixed for 2024. For 2025 and 2026 the Town Council will negotiate any uplift in costs due to inflation based on CPI in September 2024 and September 2025.

The contract will be awarded to the most economically advantageous tender. For the avoidance of doubt the Town Council is not obliged to accept the lowest or any tender.

Tender Evaluation

The Town Council has established a Procurement Advisory Panel supported by the Town Clerk to undertake the Tender evaluation. The decision to award any contract is reserved to the Town Council.

The evaluation will comprise three stages:

 Stage 1 – Compliance (pass/fail)

 Stage 2 – Quality (50%)

 Stage 3 – Price (50%)

Stage 1 Compliance

Tenders will be subject to an initial check to confirm they have been submitted on time and all the information requested has been included. The Tenders that pass this stage will be subject to detailed evaluation as set out below.

Stage 2 Quality

The floral displays have a huge visual impact on the town centre and have also featured in recent Wales in Bloom awards. It is important that plants are healthy and of good quality and will maintain appearance over the period May to September. The following method statements should be submitted demonstrating how each requirement will be met. The method statements should clearly reflect whether the Tender relates to the turnkey proposal or only the core service requirement.

1 Mobilisation – Provide the proposed approach for growing the plants and preparing the baskets and planters, that there is the capacity to cope with the numbers, and that the equipment is available for undertaking the turnkey operation.

2 Health and safety – Provide the proposed approach and method statement for managing health and safety on the suppliers’ premises and on site under the turnkey operation. Personnel are trained and qualified for horticultural work, and if appropriate for erecting and maintaining the baskets and planters on site.

3 Risk management – Identify specific risks that are anticipated, how it is proposed to manage them and include Risk Register. Contingencies for plant failures. Public Liability and Employers Liability Insurance.

4 Quality control – Provide details of quality assurance and quality control proposals. They should cover that the plants are pest free and healthy and subject to maintenance will provide lasting colour for the summer period. Outline sustainable principles.

5 Programme management – Ensure efficient programme and adherence to timescales given that all baskets and planters need to be in place by fixed date in May.

The quality evaluation carries 50 points based on the submissions / answers provided to the method statements. Each method statement will be awarded up to 10 points and assessed on the following basis:

 10 points Excellent, response exceeds requirements

 8 points Good, response meets all requirements

 5 points Satisfactory, complete to all minimum standards

 3 points Less than satisfactory, inadequate information

 1 point Poor, fails to meet minimum requirements

Stage 3 Price

The Pricing Schedule should be completed and submitted as part of the Tender return.

 Tender sum 50 points

For the Tender sum the Tenderer with the most competitive price will receive the maximum points available. Each remaining Tenderer’s price will be awarded a score based on the percentage difference between their price and that of the most competitive price.

Tenderer’s will not be awarded negative scores and if this should arise it will be adjusted to 0 points.

Tenderers are advised that the Town Council will scrutinise carefully any Tender that contains a price which appears very low. The Town Council reserves the right to disregard / reject any Tender that is abnormally low.The scores achieved for both quality and price will be added together to give an overall score. The overall scores will then be used to rank the Tender submissions.

Supporting Information for Tenderers

**Schedule 1**

Town centre locations for baskets and planters (lamp posts, railings and buildings)

**Schedule 2**

Tender timetable

**Schedule 3**

Pricing Schedule to be returned with Tender submission. Failure to return the Pricing Schedule in the format requested will result in a non compliant Tender.

**Schedule 4**

 Checklist of information to be submitted by Tenderer.

Tender Submissions

The Tender submission must be received by the Town Council no later than 12 noon on 29 August 2023. Late tenders will not be considered. Tenders are to be returned by post in a sealed envelope and clearly marked “Tender” to:

Town Clerk

Caerphilly Town Council

The Twyn Community Centre

The Twyn

Caerphilly

CF83 1JL

Any queries concerning this tender should be addressed to the Town Clerk by email to caerphillytowncouncil@outlook.com before the Tender submission date. As this is an open Tender any additional information provided to a potential tenderer will be posted on the Town Council website.

PGD July 2023

**Schedule 1**

**Locations for Floral Displays**

**Three Tier Fountain Planters**

Twyn Community Centre – 3 planters

**Hanging Baskets**

Twyn Community Centre – 8 baskets

Twyn Car Park LP No **WT923** – 1 basket

Twyn Car Park LP No **WT924** – 1 basket

Caerphilly Visitor Centre (first floor) – 5 baskets

Caerphilly Visitor Centre (ground floor) – 7 baskets

Castle Street LP opposite Cenotaph (no number) – 1 basket

Paved area north of Cenotaph (opposite Castle Court) – 8 baskets

Castle Street (municipal club) LP No **WT513** – 1 basket

Castle Street LP No **WT106** – 2 baskets

Castle Street LP No **WT107** – 1 basket

Castle Street LP No **WT 108** – 1 basket

Piccadilly Area LP No **WT 63** – 1 basket

Piccadilly Area (cheese) LP No **WT110** – 1 basket

Piccadilly Area LP No **WT75** – 1 basket

Bedwas Road (car park entrance) LP No **WT55** – 1 basket

Bedwas Road (gym) LP **WT56** – 2 baskets

Market Street (Brinsons) LP No **WT76** – 1 basket

Market Street (Fussells) LP No **WT77** – 1 basket

Bus Station LP No **WT937** – 1 basket

Bus Station LP No **WT939** – 1 basket

Bus Station LP No **WT940** – 1 basket

Bus Station LP No **WT941** – 1 basket

Bus Station LP No **WT942** – 1 basket

Bus Station LP No **WT943** – 1 basket

Station Toilets LP No **WT951** – 1 basket

Station Toilets LP No **WT952** – 1 basket

Cardiff Road (railway bridge) LP No **WT88** – 1 basket

Cardiff Road (railway bridge) LP No **WT89** – 1 basket

Clive Street (north side shops) – 4 baskets

Clive Street (south side shops) – 3 baskets

Cardiff Road (outside Vape House) LP (no number) – 1 basket

Cardiff Road (Aktons) LP No **WT95** – 1 basket

Cardiff Road (Caerphilly Market) LP No **WT96** – 1 basket

Cardiff Road (Kings Arms) LP No **WT97** – 1 basket

Cardiff Road LP No **WT98** – 1 basket

Cardiff Road LP No **WT100** – 1 basket

Cardiff Road (NatWest) LP No **WT101** – 1 basket

Cardiff Road (Glanmores Bakery) – on shop – 2 baskets

Cardiff Road LP No **WT102** – 1 basket

Cardiff Road (Superdrug) LP No **WT104** – 1 basket

Cardiff Road (Barclays) LP (no number) – 1 basket

Cardiff Road (junction of Cardiff Road / Twyn) LP (no number) – 1 basket

Market Street / Twyn (Library) LP No **WT919** – 1 basket

Total number of baskets 75

**Rail Planters**

Caerphilly Castle Drawbridge 8

Twyn Community Centre 11

Cenotaph Area 11

Halifax 3

Boars Head Hotel 1

Ten Degrees Market Street 3

Caerphilly Cwtch traffic island 6

Lazy Panda traffic junction 5

Malcom Uphill 3

Fonehouse / Caerphilly Mkt 3

Aktons Estate Agents 2

Santander 1

Total number of rail planters 57

July 2023

**Schedule 2**

Tender Timetable

31 July 2023 Town Clerk approves Tender Document (ITT) following consultation with Procurement Advisory Panel.

1 August 2023 Tender posted on website, and alerts sent to selected companies

1 Aug to 29 August Tender period

29 Aug 2023 Closing date for return of Tenders

30 Aug 2023 Tender opening with Procurement Advisory Panel

W/C 4 Sept Tender documents circulated to Procurement Advisory Panel

20 Sept Procurement Advisory Panel meets to evaluate Tenders

9 Oct 2023 Tender report completed for Town Council agenda

16 Oct 2023 Town Council decision on Tender award

17 Oct 2023 Notification issued to Tenderers

The aim is to present a Tender report to the Town Council on 16 October 2023 and for a decision to be notified to Tenderers on 17 October 2023.

**Schedule 3**

**Caerphilly Town Council**

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**Pricing Schedule**

Core service requirements

Supply ready to display £

1 75 hanging baskets

2 57 rail planters

3 3 three tier fountain planters

4 Transport and delivery to specified location in Caerphilly CB

 Total (ex vat)

Additional Items – Turnkey Proposal

1 Erect / place planters (as above) to locations in Schedule 1

2 Watering / feeding planters (as above) on 56 days (ie every 2 days)

 between 20 May 2024 and 8 September 2024

3 Remove all planters, empty, clean, and minor repairs\*\*

4 Transport all planters to nominated supplier for replanting

 Total (ex vat)

\*\* Major repair or replacement to be recharged at cost

**Schedule 4**

Checklist of Information required for Tender

Company information including registered address, no of employees, latest annual accounts, experience, membership of relevant trade bodies, key contact person

No of individual personnel who will work on contract, and for each person their training, qualifications and experience

Reference site where company has supplied hanging baskets and planters

Two client references

Mobilisation method statement

Health and safety method statement

Risk management / risk register

Quality assurance and quality control proposals

Programme management

Insurance cover (public liability and employee liability)

Pricing Schedule