**Workington Town Council**

WORKINGTON TOWN CENTRE FLORAL DISPLAYS

Supply and maintenance of hanging baskets,

mangers and containers

**Procurement 2025**

**Documents to be returned to** [**emma.chapman@workingtontowncouncil.gov.uk**](mailto:emma.chapman@workingtontowncouncil.gov.uk)

|  |  |
| --- | --- |
| **Company** |  |
| **Name (Print Name):** |  |
| **Date:** |  |

1. **General Requirements**

Workington Town Council is seeking a forward thinking, qualified company with green credentials to manage the floral displays that include baskets, mangers and planters in the centre of Workington. The floral displays will be managed in accordance with sustainable horticultural practices that support biodiversity and are climate positive whilst maintaining a high-quality appeal.

1. **Overview**

As part of the Climate and Nature Strategy 2024-2027 Cumberland Council is committed to making Cumberland carbon neutral by 2037 and recovering biodiversity to create an abundance of thriving plants and wildlife. In consultation with Cumbria Wildlife Trust, Workington Town Council is leading the way by adopting sustainable, peat-free practices that support biodiversity within its floral displays and planting schemes.

Through the coordination of nature-friendly displays and planting schemes and peat free practices, the focus will be on the development of sustainable planting and In-Bloom activities, which have the potential to make a significant contribution to the Council’s climate objectives and increase biodiversity throughout the town.

Workington Town Centre has a tradition of high quality floral and hanging basket displays. The contractor will be expected to work closely with Officers from the Town Council to achieve the high standards required.

\*\*\*Whereas this is a tender document for the main floral displays within the town, a future aspiration of the Council is to encourage community ownership of other areas around the town. The Council would be very interested to hear from groups or organisations who wish to be responsible for planting and improving the environment around their home or work and could benefit from funding from the Council.

Please email [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk) for more information.

1. **Location Details**

Location details are noted below, but Officers are happy to meet contractors in town to review locations.

1. **Hanging Basket/Manger Requirements and Specifications**

The contractor will be expected to plant, install and maintain all baskets and troughs to a high standard throughout the year. Moving away from high-cost traditional annual bedding schemes, the Council welcomes a more sustainable approach, for example the use of perennials to provide year-round displays, and sourcing healthy pesticides/herbicide free pollinator friendly plants grown in a peat –free medium, alongside the use of peat-free compost for all displays. Innovative ways to reduce watering, such as the use of hardy plants that tolerate weather variability, and appropriate irrigation systems are encouraged.

The Council recognises that the use of perennials may not possible for 2025, so it will work with contractors to implement this in future years. The use of perennials would require all year-round watering.

The quantity of items and locations required is as follows:

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| **Quantity** | **Description** | **Location** |
| 97 | Troughs/Mangers | Washington Street & Argos Crossing |
| 12 | Troughs/Mangers | Quayside |
| 24 | 18” Baskets | Washington Square Shopping Centre |
| 57 | 18” Baskets | Murray Road & Finkle Street |
| 4 | 18” Baskets | End of Murray Road & Basket Trees |
| 4 | 18” Baskets | Workington Railway station |
| 7 | 18” Baskets | Harrington Bridge |
| 7 | 18” Baskets | Town Hall, Oxford Street |
| 2 | 18” Baskets | Princess Street Offices |
| 4 | Planters | Murray Road opposite library |

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| **Element** | **Performance criteria** |
| Growing Medium | Peat free  Weed cover – maximum 1%  Weed height maximum 50mm  Litter maximum 1%  Leaf litter maximum 5%  Water retain gel added  Slow-release fertiliser added if needed |
| Plant | To be sourced from a peat-free nursery  To be pesticide/herbicide free  To be attractive to pollinators  Pest and disease maximum 1%  Water – plants to always be healthy  Dead Heads within the design maximum 5% (where appropriate to species & cultivars)  Dead material within the planter to be replaced as necessary  No gaps of plant material in the basket/manger  From installation the floral display must be well established to give instant impact |
| Basket/Manger | To be on site beginning of June and removed October time, dependant on weather or all year round if using perennials  Hanging basket to be 18”. No smaller size is acceptable  Weight should not exceed 30Kg this is the total sum of container / substrate / plants watered to field capacity |
| Basket/Manger Liner | To be environmentally friendly  Plastic liners to be avoided  Water neutral irrigations systems encouraged |
| Supports | Brackets and fixings – to be in a condition that will support the stated weight of the basket/manger  Basket/manger to be secured at installation |

**Plant Selection**

The contractor is to work closely with the Estates Team Leader in respect of plant selection. The ETL is to approve the contractors plant selection prior to ordering of plants. All baskets and mangers must be planted to provide a full and colourful display throughout the year.

**Plant Theme**

The plant theme is ‘Wonderful Workington, nature-friendly and peat-free’.

Vibrant, colourful sustainable displays with flowering plants to support both day and nighttime pollinators and have year-round appeal. Contactor, with the approval of the ETL, to select pollinator friendly hanging basket displays.

The following pollinator friendly plant species are suggested:

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| Salvia Mystic Spires  Bacopa  Dwarf lavender e.g. Bandera  Bird’s-foot trefoil  Trailing lobelia  Bacopa (single varieties e.g. Chaenostoma)  Nasturtium single varieties  Marigold single varieties e.g. calendula officinalis | Miniature dahlia (single e.g. Mignon varieties)  Sweet William  Echium blue bedder  Salvia  Dwarf scabious  Dwarf catmints  Mexican fleabane  Aubretia  Viola (single varieties)  Bidens | Taller plants  Wall flower e.g. Erysimum ‘Bowles’ Mauve)  Vipers bugloss  Fuchsia single varieties  Meadow or wood crane’s-bill or other single varieties of geranium  Helitropium arborescens ‘White Queen’ |

**Supply of Baskets and Mangers**

The contractor is to supply all baskets and mangers in a good condition and replace any broken baskets/mangers. Hanging basket and mangers wires/hooks must be kept in good condition and any sign of ware or rust are to be replaced.

**Secure Baskets and Mangers**

The contractor is responsible for the installation and securing of all hanging baskets and mangers. The contractor is also responsible for the removal of the hanging baskets and mangers at the end of the season.

Any additional removal/installation of hanging baskets and mangers e.g. due to the risk of high winds shall be included in the contract price.

**Watering**

The contractor is to ensure sufficient watering to maintain baskets/mangers/containers to the highest standards throughout the season (June to October) including twice a day if required during very hot and dry spells. Opportunities that support water neutrality are welcome for consideration.

Watering should not be carried out between 8am & 6pm to avoid causing traffic congestion.

**Town Centre Works**

Several of the mangers and hanging baskets are located on main arterial routes into the Town Centre and the contractor is to be competent with working on highways safely in accordance with ‘Safety at Street Works and Road Works – A Code of Practice’

The Contractor will be expected to work closely with the Town Centre Area Manager to ensure that works are carried out in a safe manner and at those times of the day where disruption will be kept to a minimum. To avoid traffic congestion work should not be carried out between 8am & 6pm.

1. **Budget**

Previously the Council has had a budget of approx.. £18,000 for the floral displays in town, however it welcomes costings from contractors to take into consideration the desires of the Council’s future plans to have perennial planting all year round and an all year round watering scheme.

The budget agreed is to be set and cannot be exceeded, prices will be fixed and firm for the duration of the contract. All pricing should be exclusive of VAT. Pricing is to be valid for 180 days from the due date of the response.

1. **Non- Consideration of a Tender Response**

Workington Town Council has the right to refuse any submissions without the tenderers being able to claim compensation. The Council may refuse a tender response if they believe any alterations have been made to the original document or information requested has not been provided. Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the Council concerning the tender may result in disqualification. Anything other than appropriate contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

1. **Contract Conditions**

**By the Council**

The Council may in writing determine the contract (but without prejudice to the rights of the parties accrued to the date of determination) in any of the following cases:

1. Default: If the contractor, having been given notice by the Chief Officer to re-execute work which has not been performed in accordance with the specification, or to proceed with the work in such a manner as to enable completion to be affected by the date named, fails within a reasonable time to comply with such notice.

The period regarded as reasonable for the purpose of this clause shall be stated in the notice.

2. Corrupt Gifts: If the contractor or anyone employed by or acting on their behalf shall commit an offence under the Bribery Act 2010 in relation to this or any other contract with the Council.

3. Bankruptcy: If the contractor becomes bankrupt or makes any composition or arrangement with his creditors or has a winding up order made or (except for the purpose of reconstruction) a resolution for voluntary winding-up passed or a receiver or manager of his business or undertaking is duly appointed or possession is taken by or on behalf of any creditor of any property the subject of a charge.

In the event of the determination of the contract as mentioned above the Council may either by use of their own employees or by the employment of any other contractor or contractors complete the works or any part thereof and recover the excess cost from the contractor.

**By the Contractor**

The contractor may in writing determine the contract (but without prejudice to the rights of the parties accrued to the date of determination) in any of the following cases:

1. Payments: If the Council fails to make any payment due within 28 days of the invoice date.

2. Obstruction: If the Council or any person for whom they are responsible interferes with or obstructs the carrying out of the works to the detriment of the maintenance standard and to the financial disadvantage of the contractor.

**Preliminary Investigation**

1. The tenderer shall visit the contact site in the company of the ETL and shall satisfy themselves of the full requirements of the contract, prior to the submission of their tender. The tenderer shall carry out any investigations that they consider necessary to satisfy themselves of the ground conditions, the availability of water and electricity for any temporary supplies that may be required in carrying out the works, the extent, character and accessibility of the site and all other conditions affecting the works, prevailing at the time of their inspection.
2. The tenderer shall satisfy themselves as to the supply of and conditions affecting, labour and all local conditions and shall allow for all costs and expenses incurred in maintaining an adequate and effective labour force on the works.
3. No claim on the grounds of lack of knowledge of any of the above-mentioned items will be entertained.

**Method Statements**

Tenderers are required to submit to the Council comprehensive method statements to demonstrate they can deliver a high-quality service to support their tender.

The Council requires the following method statements:

Service Delivery: The Council wants to know how the tenderer intends to deliver a quality service that is efficient, effective and improving

Environmental Sustainability: The Council wants to know how the tenderer intends to provide an environmental sustainability floral display service.

Health & Safety: the Council wants to know how the tenderer intends to provide the service in accordance with best practice and current health & safety regulations.

Staff Training: the Council wants to know how the tenderer is to provide the correct staffing levels with the necessary skills and training required to fulfil a high-quality floral display schedule.

**Contractors Liability**

The contractor shall keep in force throughout the contract period an insurance policy covering them against third party claims for injury (including fatal injury) or damage to persons or property in the sum of at least £50000 for any one occurrence or series of occurrences arising out of one event. The policy shall on demand be produced to the Council for inspection.

The Council shall not be liable for any claims in respect of injury (including fatal injury) or damages arising out of or in connection with the execution of this contract to any person or property unless such injuries or damages shall be caused by any act or neglect of the Council or their employees.

The successful contractor will enter a contract by way of a Purchase Order with Workington Town Council.

The successful contractor must provide evidence of:

➢ Public Liability Insurance of no less than £5million

➢ Product Liability insurance of no less than £5million

➢ Employers Liability Insurance of no less than £5million

➢ Professional Indemnity Insurance of no less than £1million.

1. **Delivery of Works Timetable**

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| Tender documents issued | Friday 4th October 2024 |
| Site visits | To be arranged between contractor / Council. |
| Tender documents to be returned | Monday 18th November 2024 |
| Tender document review | W/c 18th November 2024 |
| Award contract | W/c 25th November 2024 |
| Contractor required documents returned | W/c 25th November 2024 |

1. **Tender Details – Weighting/Percentages**

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| --- | --- | --- |
| **Item** | **Detail** | **Score** |
| Service delivery | Proven track record of delivering a high-quality horticultural service, in terms of the supply and ongoing maintenance of floral displays for hanging baskets, mangers and troughs | 35% |
| Sustainability and biodiversity | The ability to provide healthy, attractive, sustainable, peat-free and pesticide/herbicides planting schemes that attract a wide range of pollinators. A commitment to carbon-neutral practices. | 35% |
| Best Practice Health and safety | Evidence of best practice in green horticulture and plant health, compliance with health and safety industry standards | 10% |
| Price | Value for money | 10% |
| Staff Training | Evidence that delivery needs are covered by qualified staff, and that relevant and recognised horticultural training is provided for all staff. | 5% |
| Social Value | Against the 5 themes listed below | 5% |

1. **Tender Questions**

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| **Service delivery and quality** |
| **Q. Please explain how you intend to deliver a quality floral display service that is efficient, effective and reliable** |
| **A.** |
| ***Q. Please give details of your approach to planning and coordinating this project. Please include details of the staff that will provide the service, including relevant experience, qualifications etc. Please include details of the level of communication you would undertake with the Council.*** |
| **A.** |
| **Environmental sustainability and innovation** |
| **Q. Please can you explain what measures you will take to provide biodiversity positive and climate positive practices e.g. commitment to peat-free, sustainable planting schemes that are pollinator friendly and visually pleasing throughout the season.**  ***Give details of your relevant experience of delivering for similar works. Please detail how the work you have undertaken has influenced positively and led to successful outcomes*.**  ***Please add in any previous client recommendations where appropriate and highlight any innovative techniques that you have used e.g. irrigation, sourcing peat-free plants, plant choices/ schemes using perennials.*** |
| **A.** |
| *Can you provide any examples to show how your company is climate positive and what steps your company is taking to address carbon reduction through your service provision?* |
| **A.** |
| **Health and Safety** |
| **Q. The Council wants to know how the contractor intends to provide the floral display service in accordance with best practice and current health & safety regulations.**  ***Give details of your relevant experience of delivering for similar works. Please detail how the work you have undertaken has influenced positively and led to successful outcomes*.**  ***Please add in any previous client recommendations where appropriate.*** |
| **A.** |
| **Staff Training** |
| **Q. How will you provide the correct staffing levels with the necessary skills and training required to fulfil a high-quality floral display schedule.**  ***Give details of your relevant experience of delivering for similar works. Please detail how the work you have undertaken has influenced positively and led to successful outcomes*.**  ***Please add in any previous client recommendations where appropriate.*** |
| **A.** |

**Social Value (5%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Themes** | **Outcomes** | **Does your company strive to make a position impact?** |
| 1 | COVID- 19 recovery | Help local communities to manage and recover from the impact of COVID-19 | Yes  No (if not, please explain) |
| 2 | Tackling economic inequality | Create new businesses, jobs and new skills in Cumbria | Yes  No (if not, please explain) |
| Increase supply chain resilience and capacity In Cumbria | Yes  No (if not, please explain) |
| **3** | Fighting Climate Change | Effective stewardship of the  environment | Yes  No (if not, please explain) |
| 4 | Equal Opportunities | Reduce the disability employment gap | Yes  No (if not, please explain) |
| Tackling workforce inequality | Yes  No (if not, please explain) |
| 5 | Wellbeing | Improve health and wellbeing | Yes  No (if not, please explain) |
| Improve community integration | Yes  No (if not, please explain) |

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| Please tick the following as applicable: |  |
| **Foundation Living wage** |  |
| YES - we currently pay employees the equivalent or higher of the Foundation Living Wage (FLW). |  |
| NO - we do not currently pay employees the equivalent or higher of the Foundation Living Wage (FLW). |  |
| **Zero Hours Contracts** |  |
| YES - we operate Zero Hours Contracts (Please provide details for operating this in the comments box below) |  |
| NO - we do not operate Zero Hours Contracts |  |

**Price Value (10%)**

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| --- |
| Prices quoted must anticipate all costs in relation to the provision of the service as no additional costs will be accepted unless approved in writing by the Council. |
| Prices must include for all costs, expenses and disbursements in connection with the provision of services under the contract as no additional costs will be accepted unless approved in advance in writing by the Council. |
| Please provide a spreadsheet containing a detailed breakdown of all costs for each element/stage of the project, setting out the team member involved in that element of project delivery and the time allocated. |
| **Please confirm your total quoted price for the provision of services to deliver the project.** All prices stated must be exclusive of VAT. |

1. **Scoring System**

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| --- | --- | --- |
| 5 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value. |
| 4 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies. |
| 3 | Adequate | Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort. |
| 2 | Below exceptions | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable. |
| 1 | Poor to deficient | Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading |
| 0 | Unacceptable | Totally deficient and non-compliant for that criterion |

1. **Format for Response**

Information received via email is acceptable, please ensure you provide the following:

* Detailed breakdown of costs
* Designs / visuals
* Risk assessments and method statements
* Public liability insurance
* Testimonials from previous customers

Contact for the tender; any questions relating to the tender and organising site visits should be directed to: Emma Chapman, Chief Officer, Workington Town Council, Town Hall, Workington, CA14 2RS.

01900 702986

[emma.chapman@workingtontowncouncil.gov.uk](mailto:emma.chapman@workingtontowncouncil.gov.uk)

1. **Subcontracting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **YES** | **NO** | |  |  |   Is it the intention of your company to subcontract  **\*(please tick what your response is)**  If your answer to the above is yes please state which company you will be subcontracting to, the percentage and description of work you intend to subcontract:  Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Percentage of Work to be Subcontracted:\_\_\_\_\_\_\_\_\_\_\_\_\_%\_\_\_\_\_\_\_\_\_\_\_  Description of Work to be Subcontracted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note any company requesting to subcontract work must obtain written permission from Emma Chapman.  Any company found to be subcontracting who has failed to declare this at tender stage may incur the following action:  1. The contract being cancelled  2. All other contracts/frameworks won by your company may be reassessed  **PLEASE COMPLETE A NEW FORM FOR EACH SUBCONTRACTOR YOU WILL BE USING. THIS INCLUDES OTHER CONSULTANTS IF THEY ARE TO BE USED.** |

1. **Declaration**

**PLEASE READ AND SIGN THE DECLARATION BELOW**

I/We apply to be considered for the provision of services (as stated above)

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the quotation. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any Officers of a public body and that any such action will empower the Council to cancel any contract or framework currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

I/We confirm that:

(i) I/We have not communicated and will not communicate to any person, under

agreement or arrangement, the amount of this quotation.

(ii) The amount of this quotation has not been adjusted under any agreement or arrangement with any person.

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| **Signed for and on behalf of the organisation:** | |
| **Company:** |  |
| **Signature:** |  |
| **Full Name (printed):** |  |
| **Designation:** |  |
| **Date:** |  |
| **Telephone:** |  |
| **Email:** |  |