



# **SUDBURY TOWN COUNCIL**

## **TENDER**

FOR

FLORAL SUPPLY AND MAINTENANCE OF FLOWERBEDS, PLANTERS,  
HANGING BASKETS AND SHRUB AND PERENNIAL BEDS  
OCTOBER 2023 - OCTOBER 2026

FOR

**SUDBURY TOWN COUNCIL**

Ciaran Griffin  
Town Clerk, Sudbury Town Council  
Town Hall  
Old Market Place  
Sudbury  
Suffolk, CO10 1TL

## BACKGROUND

Sudbury Town Council takes great pride in the appearance of our town centre and the green spaces we are responsible for and recognises the significant role that well maintained, sustainable and creative floral and plant displays play in creating an attractive and vibrant town centre.

We are now seeking tenders for the supply and maintenance of high-quality and sustainable plant, shrub and floral displays in Sudbury for three years starting on **16 October 2023**. As part of our ongoing commitment to work more sustainably across all areas of our business, Sudbury Town Council members adopted a perennial planting policy in 2022 aiming for a 70% overall perennial scheme across all our beds and planters with complementary seasonal Winter and Summer planting.

To complement the adopted perennial policy, and in recognition of hotter, drier summers in this region, Sudbury Town Council are now harvesting rainwater in IBC tanks installed in the town centre. We are also reducing and reusing our green waste by cutting back on seasonal bedding plants and producing our own peat-free compost via Aerobin Hot Composters.

We particularly welcome tenders that address and creatively respond to the changing climate conditions, particularly in our region, and employs suitable planting schemes that can tolerate sustained extremes of temperature.

The successful contractor will be suitably experienced, staffed and qualified to undertake this tender and be able to provide examples of similar successful projects that they have been involved in.

## INSTRUCTIONS TO TENDERERS

Sudbury Town Council (hereafter referred to as the “Client”) invites tenders for the supply and maintenance of high-quality floral, plant and shrub displays throughout Sudbury. The Contractor shall make themselves fully conversant with the Client’s requirements by reading the invitation to tender and visiting and inspecting the sites set out in the tender document.

The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be entertained by the Client following the submission of tenders. The approximate dimensions of the floral beds and planters included in Appendix B are to be regarded as a guide only and it is the responsibility of the Contractor to satisfy themselves of the accurate dimensions of the flower beds and planters.

## SUBMISSION OF TENDER

1. **Sealed Bids:** Tenders should be submitted by post or delivered by hand in a sealed envelope clearly labelled ‘Private and Confidential / TENDER: Sudbury Town Council floral supply and maintenance’ addressed for the attention of: Ciaran Griffin, Town Clerk, Sudbury Town Council, Town Hall, Old Market Place, Sudbury, Suffolk, CO10 1TL, to be received no later than **12 noon, Tuesday 1 August 2023**. Contractors delivering by hand will receive a signed and dated receipt of Tender.
2. 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 received by the Client by the above date and time.
3. All prices are to be quoted exclusive of VAT.
4. Contractors should break down quotes clearly into **supply** aspects of the tender; to include all plants, compost, mulch, fertiliser etc and **maintenance schedule**; growing on, delivery, weeding, edging, deadheading, soil conditioning, planting up, removal of green waste etc

5. The Contractor's attention is further drawn to the insurance requirements of the Client, with Public Liability Insurance of £5m minimum. The successful Contractor will not be awarded the contract until acceptable evidence of the insurance, has been approved by the Client and a risk assessment provided.
6. The Client will write to all Contractors at the conclusion of the tender selection process advising of our decision and its rationale.
7. The Client may reject any tender not complying in any matter and their decision in that regards shall be final.
8. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.
9. Contractors must confirm in their submission that they have visited the sites outlined in Appendix A. The sites are open to public access and Contractors can attend without the need to notify or have the Client present excluding beds located on roundabouts. If a contractor wishes to meet a representative of the Client on site, or visit a roundabout, please get in touch via the details in section 15. Please note, you will be required to supply and wear your own high visibility workwear while inspecting any beds or planters by the Highway.

#### **10. Arithmetic Accuracy of the Tender**

- 10.1. If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the Contractor only.
- 10.2. It is the responsibility of the Contractor to check that all unit rates and other information entered in their Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded, they will not be taken into account. The figure agreed at the time of contract will prevail.

#### **11. Confidentiality**

- 11.1. All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for the purpose of obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Council.

#### **13. Timetable**

- Return date for Tenders: **1 August 2023, by 12pm**
- Assessment and final panel decision: **4 August 2023**
- Award and Regret Letters: **5 August 2023**
- Agreement of Contract by: **7 August 2023**
- Commencement of contract: **16 October 2023**

#### **14. Award Criteria**

- **Price = 25%** (demonstrating value for money)
- **Ability to deliver to timescales = 25%**  
(Ability to deliver both annual plantings to required timescales as well as introducing any new perennial schemes at an appropriate time of year)
- **Business Experience and horticultural knowledge = 20%**  
(Including examples of similar projects)
- **Locality – Consistent with the Client's 'Support Local Policy' = 10%**

- **Demonstrating a commitment to sustainability = 20%** (Including management of green waste, knowledge and maintenance of sustainable planting, locally grown plants, drought tolerance and hardiness and energy efficient maintenance and processes).

## 15. Assessment Process

All submissions will be assessed in line with the Sudbury Town Council [financial regulations](#).

## 16. Contact Details

Any questions regarding these documents and the specific requirements of the Client must be made in writing by e-mail to: **Rachel Price, Town Centre Manager, [rachel.price@sudbury-tc.gov.uk](mailto:rachel.price@sudbury-tc.gov.uk)** specifying that the e-mail relates to the 'Sudbury Floral Displays Contract'. In order that full consideration can be given, and responses can be forwarded to all Contractors, comments and questions must be received no later than 31 July 2023. Questions and queries received after this may not be considered.

# APPENDIX A

## SPECIFICATION FOR THE SUPPLY, MAINTENANCE AND WATERING OF FLOWERBEDS, SUMMER AND WINTER HANGING BASKETS, PLANTERS, AND SHRUB AND PERENNIAL BORDERS

### Standard to be achieved

To achieve and maintain a **year-round** attractive, sustainable display of seasonal flowers, perennial and evergreen shrubs in defined areas, using appropriate healthy plants and a sustainable care and maintenance plan.

**Communication** The Contractor should maintain close communications with The Client throughout the year via the appointed Supervising Officer. With The Client, The Contractor is also expected to maintain close communication with 'Sudbury in Bloom' and will be expected to attend at least 4 meetings a year to ensure consistency and quality of planting throughout the town centre.

**Timing** The Client shall provide the Contractor with specific plant requirements at least three months prior to planting time.

### Summer bedding, perennial maintenance, planters and hanging baskets

Planting/hanging will not commence before **15 May** and will be completed by **15 June** unless otherwise notified and agreed with the Supervising Officer. New perennials will be introduced in late September / early October for best chance of establishing.

### Winter bedding, perennial maintenance, spring bulbs and planters

Planting will not commence before **15 October** and will be completed by **15 November** unless otherwise notified and agreed with the Supervising Officer.

### Perennial and mixed flowerbeds, including roundabout beds

The contractor shall:

- Be responsible for the supply of plant material, setting out, planting and maintaining displays to a high standard.
- Be responsible for the eco-friendly disposal of any green waste, making use of The Client's Aerobin Hot Composters where reasonable, or alternative methods of composting and reusing green waste.

- Ensure all bed planting schemes comprise at least 70% perennial planting (where reasonable), matching plants to soil conditions and bed positioning to ensure plant health and longevity. Some roundabout planting schemes comprise 90 – 100% perennial schemes,
- Arrange for the collection and delivery of all plants to sites.
- Ensure that no more than ten working days elapse between removal of any seasonal bedding and the completed planting of the subsequent season's bedding unless the Supervising Officer has instructed an early removal of previous season's bedding.
- Where applicable, strip flowerbeds annual plant material (other than perennial shrubs) and prior to planting of next season's bedding, spread all beds with an even depth of compost or other approved organic material and incorporate by single digging. Lightly consolidate and rake bed to level. Fertiliser / soil improver / mulch / chippings should be incorporated ahead of planting, twice per year.
- Add topsoil on areas where the soil level has depleted, to maintain the status quo
- As required, edge grass to maintain defined beds
- Maintain the intended shape and size of the bed throughout the Contract period unless otherwise discussed with Supervising Officer.
- Maintain the shrub and flower beds as indicated in a weed free condition. For clarification 'weeds' shall include annual weeds, perennial weeds, self-sown saplings, unwanted climbers and suckers. Weeds shall be controlled by manual cultivation.
- Remove and responsibly dispose of all litter and other deleterious material at the time of each routine maintenance visit, and as required by the Supervising Officer.
- Dead head as required to ensure longest possible flowering period.
- Replace all stolen, dead, dying or otherwise unsatisfactory plants, at the Contractor's own expense, with the same or a similar species as soon as possible to the same specification as all other plants in that bed.
- Where bulbs form part of the scheme, these will be treated accordingly to allow for repeat flowering.
- Notify the Supervising Officer within 24 hours of becoming aware of any significant vandalism to beds.
- Year-round displays: Beds should always look attractive, we encourage contractors to consider evergreen perennials that give as striking a display in winter, as in summer.

### **Planter Specification**

The contractor shall:

- Ensure year-round displays, with sustainability at the forefront (frost hardiness in the winter, drought tolerance in the summer) and embracing the 'Pillar, Filler, Spiller' principle.
  - Ensure plants are hardy to pollution as all planters are in proximity to the highway.
- Promenade planters should have a well-maintained central, structural, perennial plant or evergreen shrub giving the planters year-round height and interest.
- Provide water efficient planting schemes in the summer – the promenade planters are self-watering with substantial reservoirs, but they are all exposed to full sun in urban areas, this should be considered in schemes with well-considered drought tolerant planting.
  - Plant out in an approved soil-less compost incorporating water retaining agents and compound fertiliser.
- Inspect planters on a fortnightly basis checking for dead or dying blooms, which shall be replaced ASAP at the Contractor's own expense (this contingency should be considered within your tender).
- Apply an organic liquid feed on a weekly basis with watering, between May – September, and as required between October – April.

### **Summer watering and feeding**

Summer watering and feeding schedules will be the responsibility of The Contractor and have the required equipment and licenses to undertake a regular schedule. Please include details of summer watering within your maintenance schedule. The Contractor will have access to The Clients' harvested rainwater supplies (where available), and this should always be used before mains water. Standpipe hire

and appropriate certification will be the responsibility of The Contractor where these methods will be employed as part of the maintenance schedule.

## APPENDIX B

### REFERENCE DOCUMENTATION

Summer period: May – September

Winter / Spring period: October – April

Prior to the annual anniversary of the contract commencement The Client reserves the right to review the size, quantity and shape of beds and the quantity, type and location of planters around the town centre. In consultation with The Contractor any reasonable impact to plant supply and maintenance will be reflected in remuneration.

List of flower beds and locations					Supply	Planting	Watering / Feeding	Maintenance
Area	W3W Location	Quantity	Planter / Bed	Type	Summer / Winter	Summer / Winter	Summer	Summer / Winter
Station Road	<a href="https://what3words.com/reference.chin.speeds">https://what3words.com/reference.chin.speeds</a>	2	Planter	Amberol 3 tier self-watering planters - Precinct Fountain –				
Station Road	<a href="https://what3words.com/imprints.scoters.polished">https://what3words.com/imprints.scoters.polished</a>	6	Planter	Amberol self-watering Promenade Planters - 150cm x 50cm x 75cm				
Great Eastern Road	<a href="https://what3words.com/cold.grafte.d.march">https://what3words.com/cold.grafte.d.march</a>	1	Planter	Amberol 3 tier planter - Precinct Fountain Base diameter 104cm (junction with Cornard Road)				
Gregory Street	<a href="https://what3words.com/reader.skin.sleepless">https://what3words.com/reader.skin.sleepless</a>	1	Bed	Gregory Street Perennial bed				
Gregory Street	<a href="https://what3words.com/belonging.booth.spearhead">https://what3words.com/belonging.booth.spearhead</a>	2	Bed	Lavender, Rosemary and rose bed at War Memorial				
King Street	<a href="https://what3words.com/outlast.spared.senders">https://what3words.com/outlast.spared.senders</a>	8	Planter	Flower Troughs (Borehamgate railings)				
King Street	<a href="https://what3words.com/eyepieces.fizzy.dote">https://what3words.com/eyepieces.fizzy.dote</a>	4	Planter	King Street / Belle Vue Roundabout Scheme - Petal Planters				
King Street	<a href="https://what3words.com/eyepieces.fizzy.dote">https://what3words.com/eyepieces.fizzy.dote</a>	1	Planter	King Street / Belle Vue Roundabout Scheme - Centre				

<b>Newton Road</b>	<a href="https://what3word.s.com/beaters.ov.erhead.blackmail">https://what3word.s.com/beaters.ov.erhead.blackmail</a>	2	Bed	x2 large perennial beds 30m and 17m with trees and shrubs				
<b>Newton Road</b>	<a href="https://what3word.s.com/unsettled.t.unnel.loyal">https://what3word.s.com/unsettled.t.unnel.loyal</a>	8	Planter	Flower Troughs (Borehamgate railings - Newton Rd entrance)				
<b>Newton Road</b>	<a href="https://what3word.s.com/ideas.wart.hog.grief">https://what3word.s.com/ideas.wart.hog.grief</a>	1	Bed	Annual bedding small bed - Ingrams Well Road				
<b>Gaol Lane</b>	<a href="https://what3word.s.com/speeches.upstarts.prices">https://what3word.s.com/speeches.upstarts.prices</a>	2	Planter	Amberol Promenade Planters - 150cm x 50cm x 75cm				
<b>Market Hill</b>	<a href="https://what3word.s.com/vanish.shells.punctured">https://what3word.s.com/vanish.shells.punctured</a>	28	Planter	Amberol Railing Flower Troughs - Sudbury Arts Centre (St Peters)				
<b>Market Hill</b>	<a href="https://what3word.s.com/butlers.ritual.sank">https://what3word.s.com/butlers.ritual.sank</a>	1	Tower Planter	Flower Tower - Friars Street junction				
<b>Market Hill</b>	<a href="https://what3word.s.com/tango.void.remind">https://what3word.s.com/tango.void.remind</a>	1	Tower Planter	Flower Towers Gainsborough St junction				
<b>Market Hill</b>	<a href="https://what3word.s.com/splint.mock.ed.processes">https://what3word.s.com/splint.mock.ed.processes</a>	2	Planter	Amberol Promenade Planters - 150cm x 50cm x 75cm				
<b>Market Hill</b>	<a href="https://what3word.s.com/mermaids.l.andmark.reclusive">https://what3word.s.com/mermaids.l.andmark.reclusive</a>	5	Planter	Amberol Promenade Planters - 150cm x 50cm x 75cm				
<b>Old Market Place</b>	<a href="https://what3word.s.com/showroom.s.hours.catapult">https://what3word.s.com/showroom.s.hours.catapult</a>	3	Planter	Amberol Promenade Planters - 150cm x 50cm x 75cm				
<b>Old Market Place</b>	<a href="https://what3word.s.com/hillside.giants.objecting">https://what3word.s.com/hillside.giants.objecting</a>	6	Planter	Flower Troughs (Front of Town Hall) - 95cm (l) x 15cm (d) x 20cm (w)				
<b>North Street</b>	<a href="https://what3word.s.com/opinion.blaze.daydreams">https://what3word.s.com/opinion.blaze.daydreams</a>	12	Planter	Amberol Promenade Planters - 150cm x 50cm x 75cm				
<b>North Street</b>	<a href="https://what3word.s.com/waxing.cycle.chestnuts">https://what3word.s.com/waxing.cycle.chestnuts</a>	1	Tower Planter	Flower tower (Top of North Street nr Masonic Hall / seating area)				

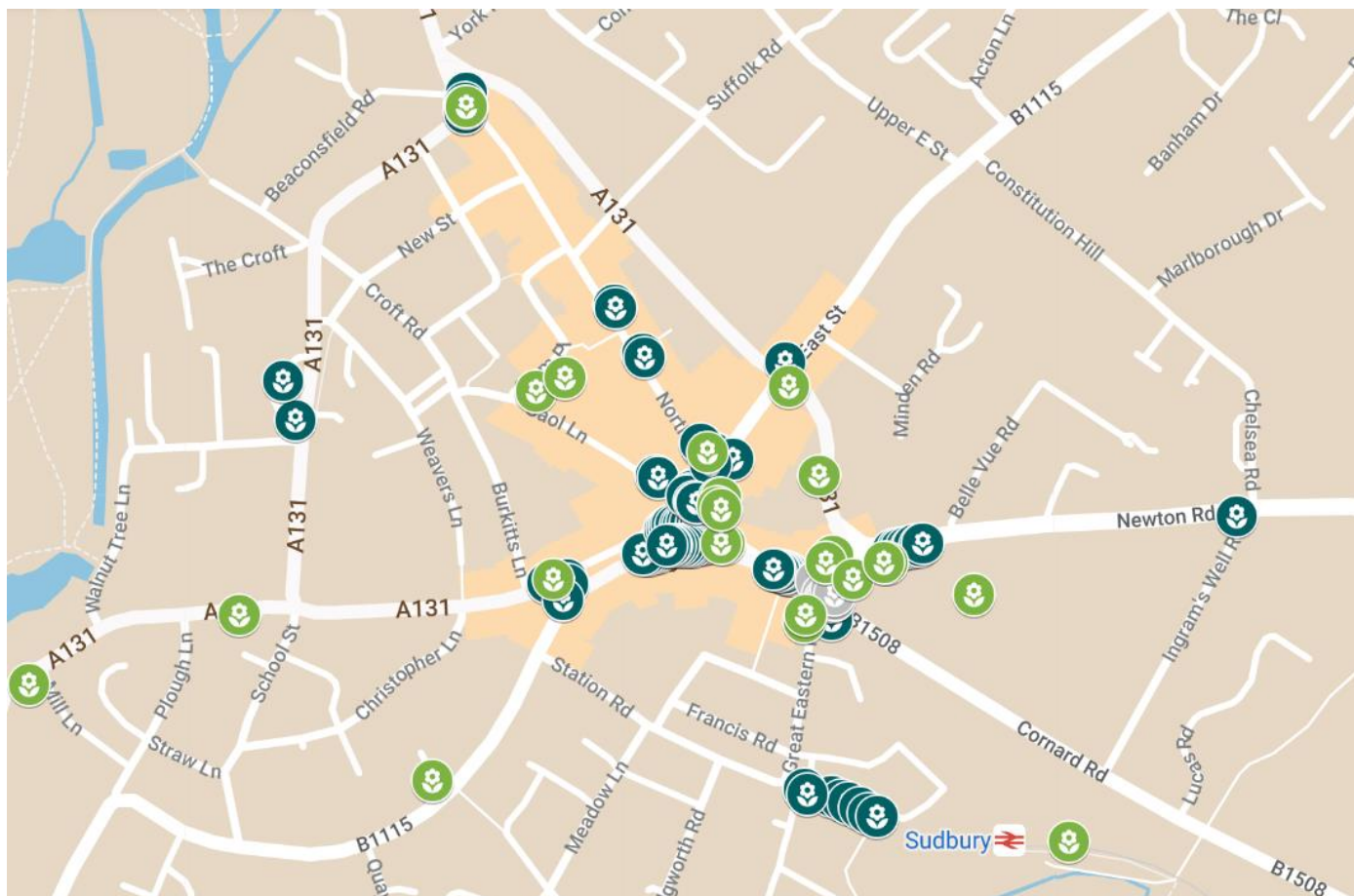
Roundabout beds								
Roundabout - Tesco	<a href="https://what3words.com/from.digit.mows">https://what3words.com/from.digit.mows</a>	1	Bed	Medium perennial bed				
Roundabout - B&Q	<a href="https://what3words.com/richest.interview.dweller">https://what3words.com/richest.interview.dweller</a>	1 bed	Bed	Small perennial circular bed in centre				
Roundabout - McDonald's	<a href="https://what3words.com/voting.brochure.celebrate">https://what3words.com/voting.brochure.celebrate</a>	2	Bed	Large roundabout with 4 perennial beds at entry points – x2 are managed by Sudbury in Bloom				
Roundabout - KFC	<a href="https://what3words.com/richest.interview.dweller">https://what3words.com/richest.interview.dweller</a>	1	Bed	Small roundabout with central perennial bed				
Town Centre - Hanging Baskets	<a href="#">Hanging Basket Map</a>	30	Hanging Baskets	'Cup and Saucer' hanging basket with reservoir (summer only)				

Map of Sudbury beds and planters [here](#) on Google Maps or click map below.

Locations in teal are within the scope of this tender document listed above.

Locations in lime green are managed by Sudbury in Bloom and are not within the scope of this tender but are supplied for information only.





[Map link](#)

Scan QR for map of all beds and planters under the scope of this contract:



## Planter types

	<p>Amberol Precinct Fountain 3-tier self-watering planter</p> <p>x3 total</p> <p>Base diameter 104cm Height 212cm</p>
	<p>Amberol railing trough planters with reservoir.</p> <p>x 50 total</p> <p>3 lengths: 125cm, 105cm and 95cm. All 15cm (d) x 20cm (w)</p>
	<p>Other Amberol tiered planters and flower towers</p> <p>Various self-watering models x4 total</p>
	<p>Amberol Promenade planters</p> <p>x30 total</p> <p>150cm (l) x 50cm (w) x 75cm (d)</p>
	<p>Amberol 'Cup &amp; Saucer' hanging baskets with reservoir.</p> <p>x30</p> <p>Diameter 53cm Depth 26.5cm</p>
	<p>Petal planters x4</p> <p>Large hexagonal Amberol tree planter x1 with established Olive Tree</p> <p>*This scheme requires redesign retaining the Olive tree.</p>

## **APPENDIX C**

### **SCHEDULE OF WORKS/FORM OF TENDER**

Schedule of Works - General Notes and guidance:

A schedule of works template is not provided. Contractors are expected to provide full details of their design schemes, plant selection (preferably with illustrations) and seasonal maintenance schedules.

Figures quoted must be the total fixed price, excluding VAT, for the works concerned, including all parts, materials, labour and ancillary costs. Pricing should also include delivery and installation.

The Contractor's submission should include a full breakdown of the costs for each part of the specification. It should also include a breakdown of the total fixed price to deliver all elements of the specification, into the annual cost for each of the three years.

Payments by the Client to the Contractor will be made through three payments a year, each payment being one third of the annual price, payable on: 28 February, 30 June and 31 October each year following quality of work inspections.

#### **Form of Tender - General Notes and guidance:**

In addition, the Contractor is also required to complete the following documentation:

- Key Information
- Form of Tender
- Collusive Tender Certificate

**SUPPLY, MAINTENANCE AND WATERING, OF SUMMER AND WINTER HANGING BASKETS, PLANTERS, FLOWERBEDS AND SHRUB AND PERENNIAL BORDERS**

**Key Information:**

Please Outline Details of your Insurance Coverage appropriate to undertake these works:
Please outline details of principal plant and equipment to be used to undertake this work:
Please provide details of project staff, their training and experience relevant to the works:

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.



**Assessment Criteria:**

Please complete the form below responding to and giving examples of how you meet each of the assessment criteria. Please also supply supporting documentation including website links, photos, illustrations of proposed schemes, portfolios and other documentation supporting your application.

<b>1. Price - Demonstrating value for money</b>	<b>Weighting: 25%</b>	<b>Assessors Score:</b>
<b>2. Ability to deliver to timescales</b>	<b>Weighting: 25%</b>	<b>Assessors Score:</b>

<b>3. Business Experience and horticultural knowledge -</b> (Including examples of similar projects)	Weighting: <b>20%</b>	Assessors Score:
<b>Locality</b> – Consistent with the Client's <a href="#">‘Local Purchase Policy’</a>	Weighting: <b>10%</b>	Assessors Score:

<b>Sustainability</b> - Demonstrating a commitment to sustainability and creatively responding to the impacts of Climate Change	Weighting: <b>20%</b>	Assessors Score:

## FORM OF TENDER

### SUPPLY AND MAINTENANCE, OF SUMMER AND WINTER PLANTERS, FLOWERBEDS, HANGING BASKETS, AND SHRUB AND PERENNIAL BORDERS

October 2023 to October 2026

**To:** Sudbury Town Council

Having examined the Conditions of Contract, Outline Design Brief, and full specification for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words):

(Amount in figures):

\*The value of this contract will be reviewed annually and uprated by the inflation index measured by CPI on the anniversary of the of the contract being awarded. Please base your quote on today's value.

\*\*Annual cost supply and maintenance breakdowns should be included within your tender application.

I/We certify that:

- (i) the amount of this Tender has not been communicated to anyone except the Client;
- (ii) the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
- (iii) no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to deliver the full specification of the Works starting on 16 October 2023 through to 31 October 2026.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

<b>Date:</b>	<b>Signature:</b>
<b>Designation:</b>	<b>Contact Person:</b>
<b>Company Name:</b>	<b>Tel no:</b>
<b>Company Address:</b>	<b>Mobile no:</b>
<b>Website or business page:</b>	<b>Email:</b>



**COLLUSIVE TENDERING CERTIFICATE  
SUPPLY AND MAINTENANCE, OF SUMMER AND WINTER PLANTERS, FLOWERBEDS, HANGING  
BASKETS, AND SHRUB AND PERENNIAL BORDERS  
2023 TO 2026**

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

**WE CERTIFY THAT**

- 1. The tender submitted herewith is a bona fide Tender intended to be competitive.
- 2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
- 3. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:

- (a) communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
- (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

**In this Certificate:**

- 1. "Person" includes any persons any body or association, corporate or unincorporated.
- 2. "Any agreement or agreement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this ..... day of.....2023

SIGNED (as in Tender)

.....

Duly authorised to sign for and on behalf of

.....

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