



Coleford Town Council

BRIEF FOR PARISH FLOWERS CONTRACT

Coleford Town Council needs to appoint a contractor for providing municipal planting in the parish of Coleford i.e. the town centre and seven gateway areas to the town

Skills required

To carry out the specified schedule of tasks, the contractor should have:

- Experience of carrying out a range of such work
- Appropriate horticultural qualifications and safety certificates
- Suitable equipment

Information about any other skills or services on offer would be appreciated.

Contract timeline

The Council is seeking bids for a 3-year contract, being 1 year from 1st March 2021 to 28th February 2022 in the first instance with extension for a further 2 years, depending on performance.

Tenders

Bids for taking on this contract should give a breakdown of the charges for each part of the schedule, including the maintenance programme. Contractors without their own nursery can source plants from a separate nursery, including details of the nursery's location and track record. This detail together with a note of insurance cover, qualifications and previous experience, examples of past work, three references, and any comments or recommendations on the schedule, should be returned by noon on Thursday 10th December 2020 to:

Chris Haine
Assistant Town Clerk (Seconded)
Coleford Town Council
No 2, The Town House
Lords Hill Walk
Coleford GL16 8BD

or by email to Chris at ctcoffice@colefordtowncouncil.gov.uk .

Contact

Please contact Chris on 01594 832103 Monday - Thursday 9am to 4pm for any further information – Many thanks.

SCHEDULE OF TASKS

A year-round programme is required to produce a continuous display, with spring, summer and autumn/winter planting of the following areas using appropriate planting – please include in your bid a description of the type and number of plants you envisage using annually. All receptacles are to be well filled and a colour theme incorporated. Contractors are at liberty to redesign the flower beds, although the memorial holly tree must be preserved (but not necessarily in the same position).

Town Centre Hanging Troughs, Hanging Baskets, & The Horse Trough

- Floral display inside horse trough (1.8m x 0.76m)
- 2 x 0.3m hanging baskets (positioned above horse trough)
- 6 x traditional hanging baskets (0.5m) in St Johns Street
- 3 x traditional hanging baskets (0.5m) on the Tourist Information Centre
- 34 x self-watering troughs (1.5m) displayed town centre on the railings

Town Centre Flower Beds, Standing Troughs & Town Centre Planters, Bicycle Rack

- The two raised flower beds either side of the steps (left 7.3m x 7.3m - right 12.2m x 1.5m)
- 5 x large floor standing planters. (1 x 0.7m diameter - 4 x 0.38m x 0.38m)
- 1 Memorial trough situated in Town Clock archway. (1.5m x 0.30m)
- 1 x semi-circular stone planter to the side of the Clock Tower. (0.6m diameter)
- 4 x flower planter incorporated with Mushet Archway. (2x 0.53m x 0.23m, 2x 1.21m x 1m)
- 4 x 3 tiered planters
- 2 x large square planter Newland Street Baptist Church
- 1 x small bicycle rack to the side of the Tourist Information Centre (1.0 x 0.4m approx.)

The Gateway Way Planting

7 x bordered gardens (1.0 m) for these locations:

- B4018 Mile End Road (opposite Forest Hills Golf Club)
- B4228 Perrygrove Road (opposite Perrygrove Railway)
- B4228 Staunton Road (near Stowfield Quarry)
- Bakers Hill
- Coalway Road
- Newland Street
- The Gorse

Maintenance programme

- Hanging baskets and troughs to be in bloom and to be positioned from the beginning of May
- Soil in the baskets and troughs to incorporate a water retention product.
- Autumn/winter planting to be done by the 2nd week in October
- Regular and sufficient watering of hanging baskets
- Regular and sufficient watering and feeding of the planters.
- Maintenance of the self-watering baskets and troughs as required.

Additional Works

A monthly clean of pigeon excrement around the Clock Tower area is required.
The paved areas in the town centre and Mushet Walk are to be kept free of weeds.
Please note a mains water supply is situated in the Clock Tower.