Oakham Town Council

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INVITATION TO TENDER

FOR THE SUPPLY, MAINTENANCE AND WATERING OF FLORAL DISPLAYS IN OAKHAM FOR 2027 to 2030

FOR

OAKHAM TOWN COUNCIL
("The Council")
of
ROL HOUSE, LONG ROW OAKHAM, RUTLAND, LE15 6NL

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Instructions to Tenderers

1. Oakham Town Council ("OTC") is inviting tenders for the provision maintenance and removal of floral displays in specified locations in and around Oakham Town Centre.

2. The contract will be for a 3 year period commencing on 1st April 2027 and ending on 31st March 2030.

3. The core contract will be for the provision, maintenance, watering and removal of displays as defined in Appendix A for a 20 week period commencing in May and ending in Sept/Oct depending on the condition of the plants.

4. Optional pricing will be required for the following additional services:
   a. Supply and maintenance of a second planting of winter/spring displays in locations noted in Appendix A between October and April.
   b. Provision of watering services for displays provided and maintained by Oakham in Bloom as defined in Appendix B.

5. The numbers, locations and types of displays may vary; the numbers in Appendices A and B are indicative. The actual quantities will be paid for at the unit rates quoted and agreed. Tenderers are required to complete the Bill of Quantities attached.

6. The unit rates will be fixed for the duration of the contract [and will not be subject to annual review or adjustment/and will be subject to annual adjustment in line with CPI]. [I expect some resistance to a 3 year fixed price commmittment. Are we permitted to let the contract on fixed rates subject to annual adjustment in line with CPI? Cllr Ainsley has helpfully provided a draft clause for price adjustment if we use this option.]

7. Watering and maintenance will be as required to maintain the displays in good health and condition. Frequency will be at the risk of the tenderer.

8. Tenderers are required to break down their prices into the following elements:

   a. Installation of planters, baskets etc. Price per type.
   b. Planting. Price per type.
   c. Watering and maintenance. Price per week.
   d. Rental of planters, baskets etc. Price per week.
   e. A lump sum rate for transferring ownership of hardware to OTC on completion of the 3 year term.

      [Historically these have not been itemised. Does OTC want to have ownership of the infrastructure at the end of the 3 years? If not, we don't need to know the rental rates.]
   f. Removal of planters, baskets etc. Price per type.

9. OTC works in partnership with Oakham in Bloom ("OiB"). Tenderers will be required, to the extent that it is reasonable, to liaise with OiB to co-ordinate colour schemes and flower mixes with the theme of the displays provided by OiB. For the avoidance of doubt, OiB will have no power to authorise expenditure. [Please could Council clarify the extent to which the Task and Finish Group/OiB are permitted to

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vary the precise scope of work within the spending envelope for the approved budget. E.g. if we wanted to swap a lamppost “trough” for a hanging basket, or remove a display from one location and place it in another, would this have to come to Council or could the decision be made by Member(s) in discussion with the contractor and OiB. My understanding is that once an order is placed, even if that order is for less than the budget allowance, the overall value of the order cannot be increased without Council approval to dip into the unused budget. However, if the proposed changes are cost neutral, I don’t see why it would be necessary to consult Council and the changes could just be reported to Council for note. Clarity on this would be welcome as I may have to rewrite this clause depending on the answer.]

10. Tenderers will be required to enter into a contract on the terms set out in Appendix C.

11. Tenderers are to price on providing and installing new containers and brackets at the commencement of the contract.

12. Tenderers are encouraged to visit Oakham Town Centre to familiarise themselves with the types and locations of the existing displays and to include examples of both the containers and the types of planting proposed in their pricing.

13. The date for submission of bids is **[4th December 2026] [My estimate assuming approval at Council on 10th November, issue of Bid Documents 13th November 2026 and 3 weeks for bidders].**

14. The bids will not be assessed solely on the basis of price and bidders are encouraged to include a statement as to how they propose to deliver the services and may include visuals to support their bids. OTC does not undertake to accept the lowest or any tender.

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