



INVITATION TO TENDER

PROVISION OF SERVICES – PERMANENT AND TEMPORARY SEASONAL PLANTING DECORATIONS

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Canvey Island Town Council

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1. Introduction

Canvey Island Town Council is looking to appoint a preferred supplier for the **PROVISION OF SERVICES – PERMANENT AND TEMPORARY SEASONAL PLANTING DECORATIONS** as set out in this document.

Any prospective supplier is invited to submit their design proposal in accordance with the specification set out in this document to the Council.

2. Tender Process

Item	Date
Publication date of the contract notices and publication of tender documents	05.01.26
Deadline for submission of tenders	30.01.26
Evaluation of tenders (including any clarification questions to tenders)	w/c 09.02.26
Notification to shortlisted applicants and invitation to presentation	w/c 16.02.26
Presentations by shortlisted tenderers	w/c 02.03.26
Evaluation Panel's Recommendation to Council	23.03.26
Date of the full Council meeting	23.03.26
Notification to applicants & contract award	25.03.26
Construction works commencing	01.04.26

Prospective contractors must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk within the timescales indicated above.

The tender shall be submitted only on the attached tender form.

If, having examined the tender documents, prospective contractors wish to submit a tender they should fully complete and return the tender form by the specified deadline to:

Mrs Elaine De Can
Town Clerk

The Paddocks Community Centre
Long Road,
Canvey Island,
Essex, SS8 0JA

or to:

Email - clerk@canveyisland-tc.gov.uk

Hard copy tender documents should be submitted in a sealed marked envelope or by submission of electronic bids. Either is accepted.

Tenders received late will not be considered.

Prospective contractors should note that the Council is not bound to accept any particular tender. The Council's decision is final, and no correspondence will be entered into on the reasons which a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

Notes to Tenderers

- a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.
- b) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.
- c) Any construction works must be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by the Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.
- d) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.
- e) Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- f) Contractors are asked to contact the Town Clerk if any clarification is required.
- g) The Council reserves the right to make such enquiries as it sees fit regarding the suitability and experience of any tenderer.

3. Description of the Provision

Prospective suppliers are requested to provide a quotation for a **5-year period with the option of a 1-year extension**. A Work Specification and Location Plan are enclosed with the opportunity.

Prospective suppliers are invited to submit one or more designs for the goods, services, works to be delivered within the specified budget which should specify the following:

- Specification e.g. BS/EN standards
- Include the Council's requirements in relation to e.g. materials, location, restrictions, constraints, construction methods, etc

Any submission and quotes for works shall include:

- health and safety provisions, including Risk Assessment Method Statement (RAMS) documentation
- project management
- evidence of third party/public liability insurance with a sum insured of at least £10m
- employer liability insurance if applicable
- all labour costs and oncosts, including overnight accommodation, welfare provisions etc
- site security including overnight
- all preparatory works to the site
- groundworks
- all materials

- installation of the facility as defined above
- any reinstatement works

4. Considerations

Access

Access to the proposed locations can be facilitated via local roads and the site is publicly accessible.

Care must be taken when approaching site. Any damage to existing paths will need to be remediated at the contractor's expense.

The successful supplier is likely to encounter members of the public during the works.

Defects Maintenance Period

The Council and the supplier will agree the works required to rectify any defects to ensure that the site complies with the specification set out in this document. Note: Risks and defects identified are required to be rectified at the supplier's cost.

A 12-month defect period shall commence from when all agreed findings have been rectified and signed off by the Council. On completion of the 12-month defect period the supplier will be required to repair or replace any items of play equipment or surfacing which show wear and tear over and above reasonable use of the area, i.e. where there is a design flaw or installation issue such as settlement.

Health and Safety

All health and safety information must be communicated to the Council prior to works commencing on site. The supplier will need to be compliant with any site-wide working restrictions and on-site traffic management. Pre-construction information, including a method statement for the works to be carried out, will need to be supplied to the Council prior to any works commencing on site.

The supplier shall protect the public from the works and from any materials being transported to and from the working area.

At the end of each working day and at weekends the site must be left secure and lit as necessary (not applicable for this contract).

The site allows for good visibility and is well-used by members of the public for recreational purposes. The location is also sited along the walking/cycling route. For those reasons, the foot/cycleways must be kept free from obstruction at all times.

There is no conflict of activities i.e. no other existing recreational areas in the vicinity.

The proposed site is not a protected site for wildlife/habitat considerations.

Public Relations

To the general public the supplier's employees working on the site are seen as the Council's. Each one of them is therefore a public relations officer and great care should be taken by the supplier in their personal instructions to the employees to make sure that they are all made aware of their responsibilities.

There should also be clear lines of communications to the Council on any complaints received from the public.

Reinstatement

The supplier shall be expected to leave the site in a clean and tidy condition upon completion of the works.

All adjoining footpaths will be swept clean throughout the contract period as necessary and any ground or hard landscaping disturbed due to the works will be restored back to its original condition.

Photographic evidence of the original site condition and the surrounding area will be taken to help avoid any future disputes.

Services

Every effort will be made to provide the supplier with service details prior to commencement on site from the relevant utility companies. As utility records are approximate and often incomplete, the supplier should follow guidance from the Health and Safety Executive (HSE) for avoiding danger from underground services.

Standards

All equipment must be built and installed to the required standards.

Storage of Materials (not applicable for this contract)

It may be feasible for a small compound to be erected on the site to store materials and equipment. This will be subject to the Council's approval.

On completion of work the supplier will be responsible for restoring any damaged ground or hard landscaping back to its original condition.

Working Area

The supplier will be working in restricted areas and therefore care should be taken to avoid damage and keep any inconvenience to a minimum.

Proposals to ensure the security of the site during and out of working hours will need to be proposed by the contractor and agreed with the Council prior to works commencing (not applicable for this contract).

Site security must be ensured at all times throughout the contract (not applicable for this contract).

5. Budget

The budget for the delivery of the Provision of Services – Permanent and Temporary Seasonal Planting Decorations is **£10,000** excluding VAT.

6. The Site

A location plan is attached to this tender notice.

The site is publicly accessible.

7. Planning Considerations

Planning consent is not required.

8. Construction Period

The construction works should start on or as soon as possible after the award of a contract. All associated works including reinstatement of any damaged ground are to be completed within four months of awarding the contract, subject to adequate working conditions/exceptionally inclement weather delays (please refer to note c in the Notes to Tenderers above).

9. Evaluation Criteria

The following section defines the Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the panel as to do so may undermine the integrity of the contract award process.

Decision-Making Process

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the panel will present its recommendation to the Full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Criteria	Definition and Required Evidence	Weighting
Price	The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of ☐ your ability to carry out the contract to the proposed design and specification and within the stipulated budget ☐ your financial and/or operational capacity to deliver the contract, ☐ your last year's audited accounts. N.B. If you are unable to provide audited accounts you may provide: (i) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation, or (ii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or (iii) An alternative means of demonstrating financial status if any of the above are not available	50%
Quality	The supplier's ability to perform the contract to the highest standards. Please submit ☐ evidence of your knowledge in and experience of carrying out similar contracts or other relevant evidence during the last five years, ☐ two references from recent customers of similar works.	25%

Timeframe	The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.	10%
Compliance	Evidence of the contractor's compliance with all Health & Safety, employment laws and regulations and safeguarding procedures, e.g. by submitting a relevant policy(ies).	10%
Environmental Issues	Evidence of the contractor's approach to environmental issues and how you will manage the disposal of waste, e.g. by submitting a relevant policy(ies).	5%