



Newcastle Higher Community Council  
Cyngor Cymuned Castellnewydd Uwch

# Watering of Summer Hanging Basket Contract

**3 Year Contract**

**Request for quotation: 17<sup>th</sup> January 2023**

**Date to return: Friday 4<sup>th</sup> February 2023**

**Contract to be awarded by:  
Newcastle Higher Community Council**

# Request for quotation

## Hanging Basket Maintenance Contract

The overall purpose is to provide a well-maintained and watered Hanging Baskets in and around Aberkenfig, Pen Y Fai and Pentre Felin, Tondu.

The Council has 60 hanging baskets that are 410mm in Diameter, 240 in Depth and can hold 11 liters of Compost and 7 Liters of water and can weigh 15kg upon installation.

The Council expects the contractor to install, water, remove and store the whole hanging baskets throughout the contract.

## Request for quote (RFQ)

You are asked to submit a quote with costings for the necessary work to be undertaken to deliver the contract. Your proposal should include:

- Details of qualifications and experience
- Examples of previous /similar work and/or references
- Note equipment owned and/or available
- Detail any Licenses you hold for equipment / machinery usage and any product licenses
- Confirmation you undertake and will provide risk assessments and method statements

### 1. Basket Installation

The Contractor will be expected to deliver the empty hanging baskets to the Councils contracted nursery for planting and accept the product and install each basket within 1 week of being ready.

### 2. Watering and Feeding

Watering should occur twice a week from Mid-May until mid-September. Your tender can only include a maximum of twice weekly watering x 15 weeks = 30 occasions.

### 3. Security of the Baskets

The maintenance of baskets involves checking that each basket remains securely fixed to the lighting column. This element should be done once per week during the watering process. i.e. 15 occasions per year.

### 4. Winter Storage

The baskets are expected to be taken down at the end of September each year, taken down safely by the accepted contractor and stored until the following summer season.

### 5. How we make payments to you

- Payment will be made upon satisfactory supply of goods/services and receipt of an itemized invoice.
- Invoices are paid by BACS by the Clerk

- To enable your invoice to be paid, the Clerk must receive it by the 1st of the month. Invoices received after that date will carry over into the subsequent month.

### **3. Penalties for unsatisfactory work**

The Council reserves the right to deduct a penalty of 10% to 25% of the overall costs if work is not to the satisfaction of the Council.

### **Timeline / Deadlines:**

Submission of proposal	3 <sup>rd</sup> February 2023
Successful Contractor will be contact via email by the	Soon After the 14 <sup>th</sup> February 2023
<i>First working week to be undertaken by</i>	After the 1 <sup>st</sup> April 2023
<i>Contract to end</i>	31 <sup>st</sup> March 2026

Please provide the following information with your response:

Company name and Registration number where applicable

Contact name, email, phone number and address

VAT registration Number if applicable

Confirmation of Public liability insurance

### **Submission of proposal**

For any queries, please contact Adam Davies, The Clerk

All quotations should be received on 3<sup>rd</sup> February 2023

[clerknewcastlehighercc@gmail.com](mailto:clerknewcastlehighercc@gmail.com)

### **Basket Design:**

Diameter	Depth	Compost	Water	Total Weight
410 mm	240 mm	11 Liters	7 Liters	15Kg

