



Delivering Quality Services to  
Coxhoe & Quarrington Hill

Parish Clerk - Claire Llewelyn

All correspondence to:  
Coxhoe Parish Council  
Coxhoe Village Hall  
Front Street East  
Coxhoe  
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DH6 4DB

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## Provision of Hanging Basket and Planter Service at Coxhoe and Quarrington Hill for Coxhoe Parish Council: Invitation to tender

In order to ensure it achieves the greatest value for money for its communities, Coxhoe Parish Council is reviewing the hanging baskets and planters service it provides.

At the present time the Council contracts out the following:

### Coxhoe

59 Hanging Baskets on lamp posts and elsewhere on buildings

11 Planters filled with seasonal bedding

Hanging baskets and planters watered every other day depending on weather through the life of the seasonal plants.

### Quarrington Hill

17 Hanging Baskets on lamp posts and elsewhere on buildings

14 Planters filled with seasonal bedding

One small area filled with seasonal bedding

Hanging baskets and beds watered every other day depending on weather through the life of the seasonal plants.

Note that the Parish Council undertakes the appropriate testing of lampposts where required. Brackets are already installed. The Parish Council does not provide the hanging baskets. Planters are already in situ. The locations are provided at Annex 1. Please note these locations may be approximate and may change from time to time.

The Parish Council would therefore invite you to tender for the provision of the following service options:

**Quotation:** for the provision of a Hanging Basket and Planter service as set out below and as detailed in Annex 1, and provision of a **mix** of perennial and seasonal plants and shrubs in the flower beds and planters identified above. The Parish Council would be grateful if your quotation could provide advice and specification of the type of plants you would recommend for the individual locations. It would be helpful if the quotation could provide details of both Year 1, Year 2 and Year 3 costs as it is anticipated that future years' costs would only relate to maintenance and replacement of any failed plants and to new season plants.

Tender sums should also provide a **breakdown of the individual costs for each item of service provision and should include maintenance costs** (including any weeding or pruning required). The Parish Council would be pleased if you could indicate your preference for billing the Parish Council, for example as a one-off payment or as a monthly bill for the service provided. It is recommended that any tendering organisation visits the areas and views the sizes, locations and the planters in situ.

It is anticipated the new agreement will apply from May 2021.

This invitation to tender is being issued as required by, and in accordance with, the Parish Council's Financial Regulations and Standing Orders. These Regulations require you to be advised that, in the interests of probity and transparency, any relationship that you may have with any Member of the Parish Council ought to be declared to the Parish Clerk. Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisers, and the Council. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

Please note that email tenders will not be accepted. The Clerk can supply a suitable envelope if required. Please submit your tender, in a sealed envelope marked clearly as 'Tender Submission', to The Clerk to the Council. This can be sent by post or delivered by hand to Coxhoe Village Hall, Front Street East, Coxhoe, Durham, DH6 4DB (the post box is to the side away from the car park). For any tender to be considered it must be submitted by no later than 12.00 noon on Tuesday 16 March 2021. The Parish Council looks forward to hearing from you.

**Notice issued by Claire Llewelyn, Parish Clerk**

**23 February 2021**

## Annex 1

### Hanging Basket Location Schedule

Coxhoe Lamp Post number	Quantity	Location	Comment
36	1	Outside Doulton Crescent, Station Road	
37	1	Station Road	
38	1	Station Road	
39	1	Station Road	
41	1	Outside Bungalow Garth Ends, Station Road	
42	1	Opposite Wylam, Station Road	
43	1	Opposite The Grove, Station Road	
44	1	Outside No 9 Station Road	
45	1	Outside No 6 The Grove	
46	1	Outside Highfield House, Station Road	
47	1	Coxhoe Fish Bar	
48	1	Outside Hallgarth	
50	1	Station Road Outside 7-9	
51	1	Opposite No 1 Blackgate West near traffic lights	
-	2	On the front of St Andrews Church	
-	4	On Coxhoe Village Hall	
-	25	Single and double baskets on lamppost columns on the front street	
64	1	Outside No. 1 Coronation Terrace	
65	1	Village Care, opposite 11 Coronation Terrace	
66	1	Outside No. 18 Coronation Terrace	
67	1	Adjacent Bus Stop	
68	1	Opposite West Parade	
70	1	Outside 18A Commercial Road East	
72	1	Adjacent Van Sales on Quarry Road	
74	1	Outside Bower Court	
76	1	Opposite Peat's Buildings adjacent Bus Stop	
225	1	Co-Operative Terrace	
226	1	Co-Operative Terrace	
227	1	Co-Operative Terrace	
228	1	Co-Operative Terrace	
231	1	The Avenue	
	<b>59</b>		

<u>Quarrington Hill Lamp Post Number</u>	<u>Quantity</u>	<u>Location</u>	<u>Comment</u>
-	6	Quarrington Hill Community Centre (2 on column inside car park)	
270	1	At entrance to QH from Coxhoe	

-	2	Entrance to village	
-	4	On columns at Carole Dunes	
-	2	Quarrington Hill Club	
-	1	On Front Street North corner	
-	1	On Front Street South opposite statue	
<b>Total</b>	<b>17</b>		
<b>Grand Total</b>	<b>76</b>		

### Floral Planters Location Schedule

Street Planters and other areas			
Site	Quantity	Location	Comment
Coxhoe	7	Central to Coxhoe Front Street and within the curtilage of the Village Hall	Generally 1m Diameter
Coxhoe	4	Bogma Terrace	Generally 1.5 x 0.5m
Quarrington Hill	14	Various locations in the village including Hawthorn Crescent, behind north village sign, near south village sign, 2 outside Cassop School, 4 on village greens, 2 outside Community Centre	Various sizes
Quarrington Hill	1	Small area to the front of the Miners' Memorial on the village green	Shown on photo below
<b>Total</b>	<b>26</b>		

### Types of Floral Planters at Coxhoe and Quarrington Hill

