**Specification**

1. Folkestone & Hythe District Council is seeking quotations for supply and delivery of its summer and winter bedding plants for the district over the next two years.
2. Supplier Nursery should be located within 50 minutes’ drive from the Council’s offices at the Civic Centre, Castle Hill Ave, Folkestone for ease of access by the Contract Officer or representative and ease of multiple deliveries across the district. Suppliers outside of this distance may be excluded from the competition at the Council’s discretion. Google Maps will be used to verify the estimated travel time to the supplier’s location.
3. The plant quality requirements are as specified in BS 3936-7:1989 and must meet the standards detailed **(see Appendix B)**.
4. The bedding plants required are detailed in **Appendix C** – Pricing Schedule.
5. Plants should be delivered free from pest and disease. Biological methods of pest and disease control are to be used as far as is practicable.
6. If substitution is necessary, for example due to crop failure or industry availability, the substitute plants must be agreed at the earliest opportunity with the Council’s representative to minimise disruption to the bedding schemes. Any excess in cost for agreed substitute will be covered by the supplier.
7. The Council asks the supplier to make peat-free compost an available option in addition to standard substrate compost. The Contract Officer will confirm which, if any, plants are to be provided in peat-free compost at the beginning of each growing season. Otherwise, plants are to be provided in standard substrate compost.
8. Supplier shall be required to provide adequate customer service to ensure quality and consistency of the service and bedding plants provided, i.e. available to deal any enquiries and complaints during office hours, Monday – Friday.
9. Supplier shall be required to have the capacity meet the delivery schedule.
10. Delivery prices should be incorporated into the plant prices submitted on the pricing schedule.
11. Deliveries will be made to approximately 17 locations or as desired (as detailed in **Appendix D** – 2015 Delivery Schedules) as agreed with the Folkestone & Hythe District Council Contract Officer.
12. Copies of the 2015 delivery schedules for summer and winter are provided (see **Appendix D** – Delivery Schedules) for indicative purposes only. Delivery schedules for 2020 and 2021 will be agreed upon as described below.
13. Deliveries must be made on time as specified in the 2020 and 2021 delivery schedules, which will be agreed 2 weeks before the first delivery of each season.
14. Delivery dates will be agreed following a visit to the Nursery by the Contract Officer or representative 2 weeks in advance of the anticipated delivery schedule. The visit will be made to inspect the quality and maturity of the plants and to decide which will be delivered early and which can be delivered in the second week of planting. The delivery dates are anticipated to be in May for summer bedding and the first two weeks of October for winter bedding and the delivery schedules may comprise of 2 to 3 deliveries per day.
15. If the supplier should cancel delivery due to unforeseen events (i.e. inclement weather conditions, vehicle breakdown etc), the supplier must inform the Council as soon as possible to advise of the reason and reschedule the delivery.