



Our Ref: GB/EAB/10.5

Date: 6<sup>th</sup> September 2022

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

**RE: FIVE YEAR PLANTING CONTRACT**

Billingshurst Parish Council requires a quotation based on a 5-year contract for the completion of work detailed below. The 5-year planting contract will commence in the late spring of 2023 and continue until late 2028.

1. **Billingshurst Village Green**

2 x annually (May & late September). To provide and plant sufficient quality summer and winter bedding in flower bed adjacent to the Parish Council Noticeboard. The quotation must also include initial watering-in. The quotation must also include digging in of soil improver each autumn.

**Choice of bedding to be agreed in advance with Office each season to allow for different themes/colour schemes each year.**

2. **Billingshurst High Street - Planters**

2 x annually (May & late September). To provide and plant sufficient quality summer and winter bedding for the 8 planters in the High Street. The quotation must include watering-in and the removal and disposal of old compost and providing fresh compost for the planters when spring bedding is planted in 2023, 2025 and 2027.

**Choice of bedding to be agreed in advance with Office each season to allow for different themes/colour schemes each year.**

3. **Billingshurst High Street – Planter outside the former Barclays Bank**

2 x annually (May & late September). To provide and plant sufficient quality summer and winter bedding for the planter located outside the front of the former Barclays Bank building in the High Street. The quotation must include watering-in and the removal and disposal of old compost and providing fresh compost for the planter when spring bedding is planted in 2023, 2025 and 2027.

**Choice of bedding to be agreed in advance with Office each season to allow for different themes/colour schemes each year.**

4. **Billingshurst High Street – Hanging Baskets**

1 x annually (Late May). To plant-up 6 hanging baskets (provided) with sufficient quality summer bedding, in new compost and install on brackets in the High Street. The quotation must include watering-in of bedding as well as removal and storage of baskets at the end of season.

**Choice of bedding to be agreed in advance with Office each season to allow for different themes/colour schemes each year.**

**(Note: all subsequent watering undertaken by Council staff)**

Council Office: Billingshurst Community and Conference Centre  
Roman Way, Billingshurst, West Sussex RH14 9QW  
Tel: 01403 782555  
Email: council@billingshurst.gov.uk

Contractors should ensure that they visit each site and if required, obtain clarification from the Parish Office on any areas of the contract **prior to** submitting a quotation. **Contractors must ensure copies of their Public Liability Insurance and Employers Liability Insurance are included when submitting a quotation.**

**Quotations must be received in Billingshurst Parish Council's offices by noon on Friday 28 October 2022 at the latest. Late submissions will not be accepted. The successful contractor will be notified in early December 2022.**

If any of the above points are unclear, or if you wish to make an enquiry about this invitation to quote, please contact Mrs E. Berry (Office Manager).

I look forward to hearing from you soon.

Yours faithfully



Mr G C Burt  
Clerk to the Council



**BILLINGSHURST PARISH COUNCIL  
HIGH STREET - PLANTING CONTRACT  
2023 – 2028**

**6 x LAMPPOST HANGING BASKETS**



**1 x LONG BED ON VILLAGE GREEN**



**8 x HIGH STREET PLANTERS IN TOTAL**



**x 6**



x 2

**1 x PLANTER OUTSIDE FORMER BARCLAYS BANK**

