Full Council meeting 10th November 2026

For information

Agenda item: Floral Displays tender

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Background

The Task and Finish Group was established to secure a list of interested parties for delivery of the Town Centre Floral Displays for 3 years commencing 1st April 2027, and then to undertake a tendering process, select a Contractor and negotiate and finalise a Contract; all under the direction of the Clerk.

The Call for Expressions of Interest has now closed. There have been 3 responses and, given the small number, it is proposed that all of the interested parties are invited to bid.

In preparing the bid documents, a physical audit of existing locations has been undertaken and some modifications and additions to the existing provision have been proposed. Most significantly these include winter planting and continuation of the watering service to Oakham in Bloom. A budget for provision of the revised services and a description of the proposed changes to the displays has been produced and is attached to this Motion. The documents are entitled Floral Displays Proposed Changes and Budget Estimate 2027 – 30 and Floral Displays Estimate for OiB Watering 2027 – 30. These are provided for Members purely for information so that they can see what has changed and how the budget figures have been calculated, and.for their consideration when the final budget for 2027/28 is discussed and approved. They **WILL NOT** form part of the tender pack to be sent to bidders.

The purpose of this Motion is **NOT** to set the budget **OR** to commit to a particular Scope of Work or financial outlay. It is to secure firm prices for the Scope that **might** be required so that we can refine the budget using real costs **before** Council is asked to approve the final scope and price. **Please note that the winter planting and watering for OiB are to be priced as Optional Items.**

If approval of the Bid Document can be secured at the meeting of 10th November, there is a good chance that bids can be secured **before** the Budget is finalised in December 2026.

The draft Bid Documents attached comprise Instructions to Tenderers, Appendices A to C and a Bill of Quantities. The documents attached follow the instructions given and the draft conditions of contract are based on those used for the existing agreement with Window Flowers Limited. There are a few areas where there are different ways of approaching an issue and am seeking guidance from Council as to how to proceed. These issues are highlighted in **RED** on the drafts to provide context and the motion provides for a DECISION on each of them.