

Report Purpose:

Town Centre Florals ITT

Author:

Town Clerk

Current Situation

Ansa were contracted to provided the following floral arrangements in the town centre:

- 104 half circle pole mounted baskets;
- 72 barrier planters;
- 21 3-tiered planters;
- 10 large static square planters.

To be planted for summer and planted for winter. This has changed due to the Macc on Foot, which Ansa were flexible with.

This is the final year of the contract, and therefore an ITT has been prepared to provide the town centre florals.

Update

The new ITT will be seeking

- 104 half circle pole mounted baskets to be planted, watered and maintained for summer season, and then removed and stored until next summer season,
- 72 barrier planters to be planted, watered and maintained for summer season and winter season
- 43 Corten Steel Planters to water and maintain only. Planting maybe requested.
- 6 large static square planters to plant, water and maintain summer and winter session.

Timescales

If approved the timescales will be as follows:

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	23/09/25
Deadline for clarification questions (Clarification Deadline)	14/10/25
Deadline for submission of ITT responses by potential suppliers (Tender Response Deadline)	4/11/25

Panel meet to submit scores and make decision	18/11/25
Contract Awarded	Week of 18/11/25

The panel will consist of Officers

- Laura Smith
- Nicola Mellor
- Lead Ranger – Damon Bailey

Plus 2/3 Councillors.

Note: CEC have completed the Macc on Foot project and MTC approved maintaining the benches, festoons and planters, however as yet there has been no formal handover and therefore none of the equipment is as yet on the asset register.

Proposal

- To approve the seeking to tender and the timescales.
- To approve named Councillors to join the panel.