

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/043400-2025>

Tender

## **Town Centre Floral Displays**

Keighley Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-043400

Procurement identifier (OCID): ocds-h6vhtk-0566ee

Published 28 July 2025, 11:59am

## **Scope**

### **Description**

Keighley Town Council invites quotations from competent and experienced contractors to undertake regular maintenance of the town centre floral displays over a period of three years. The appointed contractor will be responsible for maintaining the public realm to a high standard, ensuring that the area is safe, clean, and presentable for both residents and visitors.

This Invitation to Quote (ITQ) is issued in accordance with Keighley Town Council's Financial Regulations and Public Procurement legislation, for contracts below the current UK procurement threshold.

### **2. Scope of Works**

The scope includes, but is not limited to:

- Maintenance of floral displays within town centre
- Weeding and moss control
- Planting of flowers in permanent stone planters

- Planting of tiered basket containers and hanging baskets

Town Centre, Keighley

### Core Maintenance Tasks

#### No Required Type/Location Requirements

143 Hanging Baskets - various locations around the Town Centre. Plan available on request - Annual planting May/June

- Regular maintenance to include weeding and dead heading as required
- Watering throughout the season
- Removal at the end of the season

64 Barrier Baskets - various locations around the Town Centre. Plans available on request - Annual planting May/June

- Regular maintenance to include weeding and dead heading as required
- Watering throughout the season
- Removal at the end of the season

6 Tree Pits - North Street opposite Wetherspoons - Monthly weeding

- Replacement stone/slate as required

19 Trees with flowerbeds around the base

- 6 on Cavendish Street outside Town Hall Square
- 6 on Cooke Street outside Town Hall Square
- 7 on North Street outside Town Hall Square
- Replace with new compost
- Plant with summer bedding plants (pollinator friendly)
- Weeding on a regular basis

- Watering when necessary (a minimum of once per week July - August)

#### 5 Plastic Planters opposite Wetherspoons

- Remove all vegetation and top layer of soil from planter
- Replace with new compost
- Plant with summer bedding plants
- Weeding on a regular basis
- Watering when necessary (a minimum of once per week July - August)

#### 6 Stone Planters

- 5 outside TSB junction of Cavendish Street & Town Gate
- 1 junction of Low Street & Hanover Street
- Remove all vegetation and top layer of soil
- Replace with new compost
- Plant a variety of pollinator friendly perennials
- Weeding as and when required
- Watering when necessary (a minimum of once per week July - August)

#### 9 Planters located around the bus station, from Bow Street to Town Gate

- Remove all vegetation and top layer of soil from planter
- Replace with new compost
- Plant with summer bedding plants (pollinator friendly)
- Weeding on a regular basis
- Watering when necessary (a minimum of once per week July - August)

4 Large Plastic Planters, junction of Low Street and Cooke Lane - Remove all vegetation and top layer of soil from planter

- Replace with new compost
- Plant with summer bedding plants (pollinator friendly)
- Weeding on a regular basis
- Watering when necessary (a minimum of once per week July - August)

5 Large Plastic Planters along Low Street - New compost

- Plant with summer bedding plants (pollinator friendly)
- Weeding on a regular basis
- Watering when necessary (a minimum of once per week July - August)

2 Red brick wall planters, Low Street junction of Hanover Street - New compost

- Plant with summer bedding plants (pollinator friendly)
- Weeding on a regular basis
- Watering when necessary (a minimum of once per week July - August)

1 Dementia Friendly Garden, Church Green

- Plant with Perennials and dementia friendly summer planting
- Weeding on a regular basis
- Water during the summer as and when required

#### Additional Requirements

- The choice of colours, flowers must be approved by the appropriate Committee of Keighley Town Council in December prior to the relevant planting season.
- Only those plans approved by the Town Council will be permitted as part of the contract.
- Keighley Town Council is a Bee Friendly Local Authority and encourages pollinator friendly planting practices on all areas under its responsibility.
- The number of barrier baskets and hanging baskets may fluctuate year on year in response to demand.

### **Total value (estimated)**

- £48,000 excluding VAT
- £60,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 November 2025 to 31 October 2028
- 3 years

### **Main procurement category**

Services

### **CPV classifications**

- 77330000 - Floral-display services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

---

## Participation

### Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

---

## Submission

### Tender submission deadline

9 August 2025, 12:00pm

### Submission address and any special instructions

Submissions must be sent by email to: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

Or delivered in a sealed envelope to:

The Town Clerk, Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ

## Tenders may be submitted electronically

No

---

## Award criteria

Name	Type	Weighting
Price	Price	50%
Method Statement/Delivery Plan	Quality	20%
Relevant Experience & References	Quality	20%
Environmental/Sustainability	Quality	5%
Health & Safety	Quality	5%

---

## Procedure

### Procedure type

Below threshold - open competition

---

## Documents

### Associated tender documents

[Invitation to Quote TCP 2025.pdf](#)

---

## Contracting authority

### Keighley Town Council

- Public Procurement Organisation Number: PLJY-2817-JNLG

Keighley Civic Centre, North Street

Keighley

BD21 3RZ

United Kingdom

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

Website: <http://www.keighley.gov.uk>

Region: UKE41 - Bradford

Organisation type: Public authority - sub-central government