



Brandon & Byshottles Parish Council

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Brandon and Byshottles Parish Council Floral Bedding, Planters and Hanging Baskets Invitation to Tender 2026 – 2029

Brandon and Byshottles Parish Council invites suitably experienced contractors to submit a tender for the supply, installation, maintenance and watering of the Parish Council's summer and winter floral displays.

The contract will be awarded for an initial period of one year, commencing on 1 April 2026. Subject to satisfactory performance and approval by the Council, the contract may be extended annually, up to a maximum end date of 31 March 2029.

The Parish Council currently maintains the following floral displays:

Display Type	Quantity	Total Area (m²)
Round tubs	144	72
Three-tier planters	13	19.5
Three-tier planter base circles	10	60.65
Four-tier planters	4	8
Four-tier planter base circles	4	12
Coal trucks	4	4
Rectangular planters	9	9
Square planters	3	3
3m circular beds	21	141.2
2m circular beds	6	18.84
Marker beds	14	28
The Roundy, Ushaw Moor bed	1	10.36
Two Hanging Baskets	2	

A full schedule of the floral beds and planters are attached as Appendix 1.

The successful contractor will be responsible for:

- Supplying all plants, compost, and associated materials
- Installing summer and winter floral displays at agreed locations within the parish
- Regular maintenance of displays, including dead-heading, feeding and replacement of failed plants
- Watering as required to ensure displays remain in good condition
- Removal and disposal of plants at the end of each seasonal period

- Ensuring all works are carried out safely and in accordance with relevant legislation
- Reporting any damage or vandalism
- To liaise with the parish council regarding the colour schemes and plants to be used
- To provide all labour, tools, plant and equipment required to fully undertake the services outlined within this contract.

The Parish Council requests a full and detailed breakdown of all annual costs for each year of the three-year contract period. All prices submitted must be inclusive of VAT.

Payment can either be made annually at the end of the service year, or monthly in arrears for each year of the three-year contract period.

If payment is to be made monthly, invoices must be submitted by the second Thursday of the month to ensure payment is processed for that month. Invoices received after this date will be carried over and paid in the following month.

Timescales

All tenders must be submitted in a sealed envelope clearly marked “**Floral Tender - Private and Confidential.**” Sealed tenders must be received by **12 noon on Thursday, 12 March 2026.**

Tenders may be hand delivered or sent via post. The Parish Council cannot accept responsibility for any tenders delayed, lost, or not delivered by postal services, and any tenders received after the stated deadline will not be considered.

Sealed tenders will be opened by the Clerk in the presence of two Members of the Parish Council. The Council is scheduled to meet on 20 March 2026 to consider the submissions and determine the successful bid. Contractors will be notified of the outcome on Monday, 23 March 2026.

The successful contractor must hold adequate insurance including public liability, usually £10,000,000 and possess the necessary training and qualifications including work in highways, New Roads and Streetworks Act 1991 (NRSWA) to carry out the contracted work. Copies of relevant certificates and risk assessments must be provided to the Council prior to commencement of the contract.