

# FLORAL PLANTER PLANTING, MAINTENANCE WATERING AND INVITATION TO QUOTE 2025-26

## QUOTES ARE INVITED FOR THE FOLLOWING WORK SPECIFICATION

A minimum of 14 days before 31st May 2025

### Contract Specification

- Collect the 12 pole planters and 3 x 3 tiered planters from the Town Council store at least 2 weeks prior to them being erected around Wem. The 8 Barrel planters will be already on site on Jubilee Square
- Collect plants and compost to be supplied by the Town Council
- Fill each planter including barrel planters (except 5 entrance planters) with the compost supplied by the Town Council.
- Plant up supplied plants in the planters as per the specification below.
- All planters must be fully planted up and in place in the areas identified by the Town Council by 31<sup>st</sup> May of each year.

### Planting Specification

- Each planter must be planted in a ratio of at least two thirds flowering plants and one third foliage plants with a view to ensuring that the soil and the planter are fully covered.
- Each planter must contain a range of complementary colours rather than single colours. If the Town Council require any particular colour combination you will be notified in advance.
- On planting, each plant must be in flower (if applicable) and free from any pest and/or disease, mineral deficiency and in a healthy condition.
- Plant each planter with a mix of plants to last the summer season until 30.9.25. Larger planters, barrel planters and entrance planters can be planted up on site. Depending on distance the Town Council may be able to arrange transportation of the pole planters if required.
- Inspect all planters on site by the end of July 2025 and replace any plants that have failed.

### Watering and Maintenance

- Water all planters at least three times a week (as specified in Appendix A) , fertilize as necessary and maintain the planters in a tidy and attractive condition until the end of September 2025 (exact date dependent on weather and condition of planters). In addition to the Town Council owned planters, watering of the following troughs is included in the contract

Location	Number	Planter Type
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High Street - Outside Wem Town Hall	1	Trough
High Street - Adjacent to Monks Estate Agents	2	Trough
High Street - Outside library	1	Trough

- Water 5 entrance planters once a week during the summer season (this may be more or less often depending on the weather) and to maintain the planters in a tidy and attractive condition until the end of September 2025.
- To remove summer bedding plants from entrance planters and leave planters in a tidy state for the winter period.
- At a date to be agreed at the end of September or early October to remove all planters and return to agreed location, compost to be recycled on the Town Council's allotments (contractor to be informed of composting site.)

### Winter

- Supply winter bedding plants and plant up the 8 barrel planters on The Jubilee Square for the winter season. Barrels to be planted with winter bedding by 30<sup>th</sup> November 2025.
- Water barrels once a week during winter season (this may be more or less often depending on the weather) to maintain the planters in a tidy and attractive condition until the end of March 2026.

The successful applicant will be required to provide evidence of public liability insurance, method statements and risk assessments for the watering and maintenance of the planters.

**PLEASE SUBMIT QUOTES TO THE TOWN CLERK,  
WEM TOWN COUNCIL, WEM LIBRARY,  
HIGH STREET, WEM SY4 5AA  
[info@wem.gov.uk](mailto:info@wem.gov.uk), 01939 232733  
by 16.00 on 16<sup>th</sup> December 2024**

### Appendix A

The Town Council is responsible for the maintenance of floral planters in Wem in the following locations

<b>Location</b>	<b>Number</b>	<b>Planter Type</b>
High Street. At the rear of the pavement in front of the Church and Church Hall.	10	8' high pole surmounted by a plant holder approximately 24" in diameter
High Street. Outside the Library.	2	8' high pole surmounted by a plant holder approximately 24" in diameter
Barrel Planters located on The Jubilee Square	8	Diameter 630mm Depth 450mm
Entrance Planters Whitchurch Rd, Soulton Rd, Shawbury Rd Mill Street Railway Bridge, Ellesmere Rd	5	Wooden in situ planters 1.22m in length 56cm in width & 54cm in height
Jubilee Square area	1	3 tiered planter
Isherwoods Road entrance	1	3 tiered planter
Summerfield Road and New Street Junction	1	3 tiered planter and entrance planter

The following planters are included for watering only

<b>Location</b>	<b>Number</b>	<b>Planter Type</b>
High Street - Outside Wem Town Hall	1	Trough
High Street - Adjacent to Monks Estate Agents	2	Trough
High Street - Outside library	1	Trough