The Harlington



236 Fleet Road

Fleet

Hampshire

GU51 4BY

01252 625246

3rd March 2025

**Subject: Invitation to Tender – Grounds Maintenance Contract 2025-2030**

Dear Tenderer

Fleet Town Council is tendering for the provision of grounds maintenance services within the Fleet area for the period 1st July 2025 – 30th June 2030, with potential for annual extensions for a further five years.

A comprehensive tender package is enclosed, including the specification, contract conditions, and required submission documents. Please ensure that all tender documents are completed and submitted in both electronic and hard copy formats. Each hard copy must have every priced page signed by the responsible individual.

Submissions must be received no later than 12 noon on Friday 16th May 2025. Electronic submissions should be emailed to [procurement@fleet-tc.gov.uk](mailto:procurement@fleet-tc.gov.uk) . Late submissions will not be considered.

To assist with the tender process, we invite you to attend a Bidders’ Day on Monday 7th April 2025 at The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4BY. Registration will be from 10:00 am, with a presentation beginning at 10:15 am. This will provide an opportunity to gain further insight into the contract requirements and to ask any relevant questions.

In addition, site visits have been scheduled with the Facilities and Open Spaces Manager at the following locations and times:

**Tuesday 8th April 2025**

* Ancells Farm – Meet by the Community Centre – 9:00 am (GU51 2XF)
* Oakley Park – 11:00 am (GU51 3PR)
* Basingbourne Park – 1:00 pm (GU52 6TQ)
* Calthorpe Park – 3:00 pm (GU51 4HX)
* The Views – 4:30 pm (GU51 4AE)

**Wednesday 9th April 2025**

* Fleet Cemetery – 10:00 am (GU51 5YZ)
* Leawood Road – 11:30 am (GU51 5AT)
* Dukes Mead – 12:00 noon (GU51 4HE)
* Holland Gardens – 12:30 pm (GU51 3NE)
* Durnsford Avenue – 2:00 pm (GU51 7TA)
* Longmead – 2:15 pm (GU52 7TR)
* Branksomewood Footpath / High Street – 2:30 pm (Meet at The Harlington, GU51 4BY)

Attendance at the Bidders’ Day and site visits is strongly encouraged to ensure a full understanding of the scope and expectations of this contract.

Should you have any queries, please contact us at [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk) or 01252 625246.

We look forward to receiving your submission and thank you for your interest in working with Fleet Town Council.

Kind regards

Rita Tong  
Executive Officer  
Fleet Town Council  
The Harlington, 236 Fleet Road,  
Fleet, Hampshire, GU51 4BY