



MALDON TOWN COUNCIL

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Town Mayor: Cllr D. Ogg
Town Clerk: Mrs J. Coleman

LETTER OF INVITATION TO TENDER

24 December 2021

Grounds Maintenance and Floral Display Contract for Maldon Town Council **1 April 2022 to 31 March 2025**

Maldon Town Council invites you to tender to provide grounds maintenance and floral display services for the Town Council's owned and managed land, which includes three closed churchyards, two gardens, three allotment sites and the trees, hedging and grass in various open spaces within the Town boundary. In addition floral displays (planted areas and hanging baskets) within the Town centre are a key feature during Spring and Summer and are an essential element of the Town's character.

The contract will be for an initial period of 3 years, extendable by up to two years, unless terminated as defined in the Conditions of Contract and will commence on 1st April 2022.

The following documents are provided and form the tender pack:

1. Letter of Invitation
2. The Tender
3. General Requirements & Specification of Works
4. Schedules of Works
5. Site Maps

Tenderers should review all the documents and familiarise themselves with the extent and nature of the required services. Should you have any questions or require a site visit, please contact the Environment Officer.

This invitation to tender will be published on the Council's notice boards, local newspaper and Contracts Finder.

The successful Tenderer shall be required to provide evidence of Public Liability insurance cover of £10m as a minimum.

Yours sincerely

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Lynda Townend
Environment Officer
Maldon Town Council