



Dear Contractor

11 November 2024

### **Invitation to Tender for Grounds Maintenance Contract**

The current grounds maintenance contract with Lydiard Millicent Parish Council is coming to an end. At a recent Parish meeting it was agreed that the contract be offered again, with invitations being sent out for companies to supply quotations for the work needed.

The contract will run for three years, March 2025 to February 2028; a copy of the Contract is attached to the email with this letter along with maps of the relevant areas. The final date for tenders to be received by email is Monday 2 December 2024, and a paper copy by Friday 6 December 2024.

If you wish to take part in this tendering process, please supply the following information in via email, or in an envelope clearly marked **Grounds Maintenance Contract** to the Parish Clerk at:

Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH

To include:

- Details of the cost of the contract – please provide a breakdown of figures by area
- Appropriate Method Statements and Risk Assessments
- Public Liability of at least £5,000,000 – a copy of your certificate will be required each year.

Please do contact me if you require any further information.

Yours sincerely

Hayley Graham  
Parish Clerk  
Tel: 07999 641919