**Suggested draft wording for the ITT Covering Letter**

Date; 28th February 2022

Heading; Duffield Parish Council; Grounds Maintenance Invitation to Tender (ITT)

Sub-heading; To: ITT Applicants

Duffield Parish Council is seeking tender submissions for its 3-year Grounds Maintenance Contract of open-spaces. The contract runs for a three year period from April 2022 to Mar 2025, with a possible extension period of up to two years.

Full details of the ITT and instructions on submitting tenders can be found by visiting Duffield Parish Council’s website; <https://www.duffieldparishcouncil.gov.uk/>. This provides links to download all ITT documents (including the ITT Brief, Specification, Plans and Terms & Conditions) and the five ITT forms for completion and submission as part of the applicant’s formal tender.

The timetable for the tendering and contract process is as follows: -

* Closing date for tenders; 28th March 2022
* Award of Contract; 7th April 2022
* Contract commencement; 25th April 2022

If you have any additional queries about aspect of this ITT or contract works, please do not hesitate to contact the Parish Council before the 21st March 2022.

Yours sincerely

Jane Terry

Duffield Parish Clerk

Tel: 01332 842740