

29 October 2019

Dear Prospective Contractor,

Thank you for your interest in the grounds maintenance contract for Bishop's Itchington. We are offering a 2 year contract which will run from 1 March 2020 to 28 February 2022. Please would you therefore take this into account when considering your costs for years 1 and 2.

A copy of the draft contract is enclosed for information purposes only as it includes details of all the tasks to be undertaken. Please use the enclosed pricing schedule to show your calculated costs and the total per annum.

Please find enclosed plans of the village showing all the areas for which the parish council is responsible as follows:

- Verges and greens
- Playing field
- Play area
- Footpaths
- Cemetery and churchyard

References to footpaths are public footpaths /alleyways which link different areas of the village and include the following:

- Link between Starbold Road to Lakin Drive
- Link between Lakin Drive to Chapel Street
- Link between St Michael's Close to Gaydon Road
- Pellett's Lane (leads off from the bottom of Mount Pleasant)
- Rear of Starbold Road garages to first kissing gate in Scowcroft Drive.

Knightcote Grange is the area off Knightcote Road and includes Scowcroft Drive, Parrish Close and Mandale Close. There are some additional maintenance tasks in this area which are detailed in the draft contract.

The Old Sorting Office  
Chapel Street  
Bishop's Itchington  
Southam  
CV47 2RB

Telephone 01926 613902  
Email [clerk@bishopsitchington-pc.gov.uk](mailto:clerk@bishopsitchington-pc.gov.uk)  
[www.bishopsitchington-pc.gov.uk](http://www.bishopsitchington-pc.gov.uk)

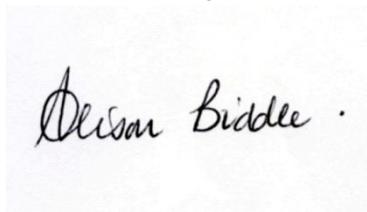
If you would like to be shown around the village, please contact me to make an appointment.

The deadline for receipt of sealed tenders is **5.00pm on Friday, 29 November 2019**. Please send your tender to the address at the foot of this letter and include the names and contact details for 2 references along with copies of your public liability insurance and spraying certificates. A decision on the award of the contract will be made by the parish council in January 2020 and all applicants will be notified of the result in writing.

Please be aware that as this is a public sector contract, certain details of the successful tender will be published on the Contracts Finder website following the award of the contract. If you consider any of the information in your tender to be commercially sensitive or confidential, please make that clear in your accompanying letter so that we can take this into account when deciding what information to publish.

If you have any questions, or require further information, please do not hesitate to contact me. I look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in black ink that reads "Alison Biddle" followed by a small dot.

**Alison Biddle**  
**Clerk to the Council**

