January 2021

**Wokingham Town Council is seeking tenders for grounds maintenance contract from 1st April 2021 to 31st March 2024. Comprising grounds maintenance of eight parks / open spaces and four allotment sites in Wokingham.**

A site visit is highly recommended to prospective contractors, to familiarise themselves with any working restrictions. This should be conducted with reference to the following documents:

* Grounds Maintenance Specification 2021 – 2024
* Grounds Maintenance Schedule 2021 – 2024
* Elms Field Grounds Maintenance Schedule 2021 – 2024
* Allotment grass cutting specification and site plans 2021 – 2024
* Two maps are provided

Please note that the specifications are divided across **three** main sections.

Please quote as per the Invitation to Tender.

Please provide separate total costs for the grounds maintenance and the allotment work.

Please submit the following documents by post or delivery:

* Tender on the form contained within the Invitation to Tender document
* Completed health and safety questionnaire with associated documents
* A copy of your current public liability insurance

These are to be delivered to the Town Clerk at the address detailed below.

**Please mark the envelope in the bottom left-hand corner:**

**‘Do not open before noon Tuesday 16th February 2021’.**

Wokingham Town Council plans to award the contract at the meeting of its Amenities Committee on Tuesday 2nd March 2021.

The successful tenderer will be required to provide the Town Council with a risk assessment, a method statement and their environmental policy, in regard to this Grounds Maintenance contract.

**The closing date to receive tenders is noon Tuesday 16th February 2021’.**

If you would like any further information please contact:

Rob Vincent, Buildings & Grounds Officer

07847 602186 / bgo@wokingham-tc.gov.uk

Paul Smith, Allotments Officer

[07954 250290](https://hangouts.google.com/?action=chat&pn=%2B447954250290&hl=en_GB&authuser=0) / allotments@wokingham-tc.gov.uk