



**The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB**

**LETTER OF INVITATION TO TENDER
(To be published on Contracts Finder)**

19th November 2024

**Grounds maintenance covering Odiham Cemetery, King Street, Odiham, Hampshire
2025-2028**

Odiham Parish Council invites you to tender to provide grounds maintenance services for Odiham Cemetery. The contract will be for a period of 3 years, unless terminated as defined in the Conditions of Contract, commencing on 1st April 2025 and ending 31st March 2028.

The following documents are provided and form the tender pack:

- i) Letter of Invitation
- ii) Incorporating Collusive Tendering Certificate
- iii) Technical Specification
- iv) Schedule of Works & Rates

Tenderers should review all 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 Parish Office.

Tenders should be returned electronically by email to clerk@odihamparishcouncil.gov.uk by Friday 20th December including the following documents:

- i) Completed Form of Tender
- ii) Schedule of Rates, exclusive of VAT
- iii) Evidence of £10M public liability insurance cover
- iv) Other related documents, to include a Health & Safety statement and Environmental statement as a minimum.

This invitation to tender will be published on the Council's website and Contracts Finder for a period of 30 calendar days from Wednesday 20th November to Friday 20th December 2024.

Shortlisted tenders will be invited to an online meeting week commencing 13th January 2024 and the contract award will be decided on 21st January 2024.

Odiham Parish Council also invites tenders to provide grounds maintenance services for the Council's public open spaces, covering the same period, and the Council reserves the right to award both contracts to one company.

Yours sincerely
Andrea Mann
Parish Clerk