February 2024

**Wokingham Town Council is seeking tenders for grounds maintenance contract from 1st April 2024 to 31st March 2029. Comprising grounds maintenance of eight parks/open spaces.**

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

* Grounds Maintenance Specification 2024 – 2029
* Grounds Maintenance Schedule 2024 – 2029
* Elms Field Grounds Maintenance Schedule 2024 – 2029
* Two maps are provided:
  + Elms Field plan
  + Parks Map (which covers all other parks and open spaces)

Please note that the specifications are divided across **two** main sections:

* Grounds Maintenance for Elms Field
* Grounds Maintenance for all other parks and open spaces

Please quote as per the Invitation to Tender.

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

The successful tenderer will be required to provide the Town Council with a risk assessment, a method statement, and any environmental policy, regarding this grounds maintenance contract.

Wokingham Town Council plans to award the contract at the meeting of its Amenities Committee on Tuesday 12th March 2024.

**Completed tenders must be received by noon, Friday 1st March 2024**

**Tender documents can be submitted electronically to:**

[tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk)

**OR**

They can be delivered, as a hard copy, to the Town Clerk at the address detailed below.

In this case, please mark a plain envelope in the bottom left-hand corner:

**‘Do not open before noon Friday 1st March 2024’**

If you would like any further information about the specifics of the work required, please contact:

Marianna Pentek, Grounds & Bloom Officer  
07934 297259 / [mpentek@wokingham-tc.gov.uk](mailto:mpentek@wokingham-tc.gov.uk)