 **RAYLEIGH TOWN COUNCIL**

 **The Pavilion, King George V Playing Field, Bull Lane,**

 **Rayleigh, Essex, SS6 8JD**

 **Tel: 01268 741880**

**Email: clerk@rayleightowncouncil.gov.uk**

 www.rayleightowncouncil.gov.uk

 VAT Number: 830 7558 23

Dear Sir/Madam

**THREE YEAR GROUNDS AND PREMISES MAINTENANCE CONTRACT**

Please find enclosed specification for a three year contract. Any contractor submitting a tender must ensure that the document is returned to:-

The Town Clerk, Rayleigh Town Council, The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex in the envelope provided by  **1th February 2022 by 5.00pm**. Please do not send your tender by email. Office hours are Monday to Friday, 9.00am to 3.30pm for delivery of tenders.

Canvassing by any person of Rayleigh Town Council regarding this contract is not permitted, failure to comply with this ruling may result in tender documents being dismissed.

Please note that tenders must include unit costs for works as detailed in the contents list (items 2 – 11) of the specification and that unit costs listed should be exclusive of VAT. Current TUPE information is attached.

Yours faithfully

Mr M Letch

Town Clerk

**RAYLEIGH TOWN COUNCIL**

 **GROUNDS AND PREMISES MAINTENANCE CONTRACT**

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed……………………………………………………………………………………

For and on behalf of……………………………………………………………………...

Address…………………………………………………………………………………..

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………………………………………………………………………………………….. . .

Post Code………………………………………………………………………………….

Telephone…………………………………………………………………………………

Mobile Telephone no……………………………………………………………………..

Email Address…………………………………………………………………………….

Date…………………………………………………………………………………………