

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

Opening hours:

Monday - Friday: 10:00 – 13:00 / 14:00 – 15:00

Please call in advance to arrange an appointment

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March 2024

## Invitation to Tender for Grounds Maintenance Contract for the village of Melbourn

Melbourn Parish Council is inviting tenders in relation to continuing grounds maintenance works across the village in South Cambridgeshire.

Works to include

- General village maintenance (MPC-GM2024)
- Grass Cutting and verges (MPC-GC2024)
- Melbourn Cemeteries (MPC-MC2024)
- Recreation Grounds (MPC-RG2024)
- Stockbridge Meadows (MPC-SM2024)

Please contact the Clerk to Melbourn Parish Council for the full specification, drawings and supporting documents.

### Further information

If you require further information for preparation of your tender or wish to arrange a site visit, please contact the Parish Clerk on 01763 263303 x3 or [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk).

### Submission of Tender

Tenders must be submitted using the tender documents provided (either digitally or by hand). Other forms of pricing will not be considered.

Please submit the tender in a **sealed envelope** clearly marked with the relevant reference number and send it to the Parish Clerk at Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ on or before **4pm on Tuesday, 16 April 2024**.

Please note that the Parish Council is not obliged to accept the lowest tender.

### LATE SUBMISSIONS WILL NOT BE CONSIDERED.

Please note that it is the responsibility of the tenderer to study the specification and requirements before submitting the tender.

Yours faithfully

*Abi Williams*

*Alex Coxall*

Abi Williams & Alex Coxall  
Parish Clerks