Dear Contractor

**Grounds Maintenance Contract 2021 – 2024**

On behalf of West Chiltington Parish Council, I am writing to invite you to submit a tender for our grounds maintenance contract to commence on 1 April 2021 or as soon as possible thereafter.

Please read all of the documents listed in the Form of Tender, these documents plus your tender and any changes agreed will collectively form the contract.

 Document 1 - Letter of Invitation

 Document 2 – Form of Tender

 Document 3 – Conditions of Contract

 Document 4 – Technical Specification

 Document 5 – Schedule of Rates

The Contract will be for a period of three years unless terminated as defined in Conditions of Contract.

Tenderers should acquaint themselves fully with the extent and nature of the requirement and contractual obligations and are deemed to have done so before submitting a tender. Should you have any queries regarding this tender please email me, all enquiries should be made in writing.

Tenders are to be returned using the Form of Tender and Schedule of Rates, completed in ink or typed with all prices exclusive of VAT.

The tender MUST be returned **NO LATER THAN 5.00pm on Friday 4th December 2020** to the **Parish Clerk, West Chiltington Parish Council, Church Street, West Chiltington RH20 2JW or** **clerk@wcpc.org.uk**

Any tender received after this date and time will not be considered. West Chiltington Parish Council will assume that your tender will remain open for a minimum of 90 calendar days following the tender deadline date.

If you wish you may tender based on an alternative specification but if you do this then you must also submit a separate, primary, tender based strictly on the enclosed specification. Alternative tenders must be fully priced following the same tender process to show clearly how and where costs differ from the primary tender. You should also note that West Chiltington Parish Council reserves the right to accept an alternative tender without recourse to re-tendering.

I would be grateful if you would e-mail me if you decide not to submit a Tender. Knowing why you have decided to decline this opportunity would be appreciated as it may help us to improve the efficiency of our procurements in the future.

Yours sincerely

Anna Chambers

Mrs A Chambers

**Parish Clerk**