



**CONTRACT FOR GROUNDS MAINTENANCE
FOR THE PERIOD 1st MARCH 2025 – 28th FEBRUARY 2026**

CONTENTS

- 1. Invitation to Tender**
- 2. Appendix A – Standard Conditions of Contract**
- 3. Appendix B – Specification of Works**
- 4. Appendix C – Schedule of Works**
- 5. Appendix D – Site Plans**
- 6. Appendix E – Form of Tender**
- 7. Appendix F – Questionnaire**
- 8. Appendix G – Scoring Matrix**

**WITLEY & MILFORD PARISH COUNCIL
CONTRACT FOR GROUNDS MAINTENANCE**

INVITATION TO TENDER

1. Witley & Milford Parish Council ("the Council") hereby invites tenders for the carrying out of the service of Grounds Maintenance in accordance with the Contract documents attached, which comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Locations & Plans
Appendix E	Form of Tender
Appendix F	Questionnaire
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to Sarah Nash, Parish Clerk by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender attached at Appendix E and price breakdowns included on Appendix C the Schedule of Works.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. The Council does not commit to accept any of the quotations provided.
8. Tenderers shall visit the site before tendering and shall satisfy themselves as to local conditions, accessibility to the site, the full extent and nature of the works, any constraints and anything else affecting the execution of the work. No claim on the grounds of lack of knowledge in such respects will be accepted. Contact the Clerk to arrange accompanied site visits.
9. The Tender, which may be provided on any one or all of the items in the Schedule, shall be priced as inclusive of all the costs involved in the work.
10. Tenders must be submitted without qualification. Any queries regarding the documents or their interpretation should be telephoned to the Clerk in the first instance.
11. Tenders, presented on the Schedule of Works (only) should be returned to this office no later than Wednesday 28th August 2024 by 12 noon. Tenders received will be considered by the Council on 5th September 2024.
12. The contract length is for an initial period of 1 year from March 2025, with the possibility to extend to two years. Please indicate if you are prepared to accept a fixed price contract for this period.

If having examined the tender documents you wish to submit a tender you should: -

- (a) Fully complete and return the following documents:

Appendix C Schedule of Works

Appendix E Form of Tender

Appendix F Questionnaire

- (b) **Return tenders and all related documentation to: -**

Sarah Nash, Clerk

Witley & Milford Parish Council

Council Office

Milford Village Hall

Portsmouth Road

Milford

Surrey

GU8 5DS

By 12 noon, Wednesday 28th August 2024.

Tenders received late will not be considered.

- (c) **Please note that the package containing the tender must be clearly marked “Tender for Grounds Maintenance” on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**