

Dear Prospective Contractor,

Thank you for your interest in the grounds maintenance contract for Bishop's Itchington. We are offering a 3-year fixed price contract which will run from 1 March 2026 to 28 February 2029. Please would you therefore take this into account when considering your response along with the following:

- Please complete & return the **Supplier Questionnaire** which also includes the Evaluation model that will be used to assess responses.
- A copy of the draft contract is enclosed for information purposes only as it includes details of all the tasks to be undertaken. Additionally, a standard of work document has been included for your review.
- Please complete & return the **Pricing Schedule** to show your calculated costs and the total per annum for the three-year period.

Please find enclosed plans of the village showing all the areas for which the parish council is responsible as follows:

- Verges, Greens and Footpaths
- Recreation Ground showing Playing Fields, Play Area and Hardcourt Area (Shown as tennis courts)
- Maintenance at Knightcote Grange
- Cemetery and churchyard locations
- Cemetery
- St Michael's Churchyard

References to footpaths are public footpaths /alleyways which link different areas of the village and include the following:

- Link between Starbold Road to Lakin Drive
- Link between Lakin Drive to Chapel Street
- Link between St Michael's Close to Gaydon Road
- Pellett's Lane (leads off from the bottom of Mount Pleasant)

The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 2RB

Telephone 01926 613902
Email clerk@bishopsitchington-pc.gov.uk
www.bishopsitchington-pc.gov.uk

- Rear of Starbold Road garages to first kissing gate in Scowcroft Drive.

Knightcote Grange is the area off Knightcote Road and includes Scowcroft Drive, Parrish Close and Mandale Close. There are some additional maintenance tasks in this area which are detailed in the draft contract.

If you would like to be shown around the village, please contact me to make an appointment.

The deadline for receipt of sealed tenders is **9.00am on Monday 8 December 2025**. Please send your tender response including the Supplier Questionnaire, Pricing Schedule and any other relevant documents to the address at the foot of this letter. A decision on the award of the contract will be made by the parish council before 3 February 2026 and all applicants will be notified of the result in writing.

Please be aware that as this is a public sector contract, certain details of the successful tender will be published on the Contracts Finder website following the award of the contract. If you consider any of the information in your tender to be commercially sensitive or confidential, please make that clear in an accompanying letter so that we can take this into account when deciding what information to publish.

If you have any questions, or require further information, please do not hesitate to contact me.

Yours sincerely,

Jill Green
Clerk to the Council