Trowbridge Town Council

The Civic Centre

St Stephen’s Place

Trowbridge

Wiltshire

BA14 8AH

Wednesday 28th February 2018

Dear Sir/Madam

**Invitation to Tender for Cleaning Services for Trowbridge Town Council.**

**Period of contract: 36 months**

Trowbridge Town Council subject to its terms and conditions of service seeks to appoint suitably qualified delivery organisations to supply the above mentioned services and as such invites you to tender.

Please note that the Council requires one hard copy response. The deadline for receipt of submissions is **FRIDAY 16th MARCH 2018 by 2pm.** Hard copy tender submissions must be returned to the above address in an envelope clearly marked **TTC\_CS\_2018-2021**

No late tender submissions will be accepted.

Please find attached tender documents.

Yours faithfully

Karl Buckingham

**Facilities Manager**