

## Grounds Maintenance Tender Pack

31<sup>st</sup> October 2019

Dear Sir/Madam,

### **Grounds Maintenance Contract (Shrubs/Bushes/Hedges/Low-Level Trees) 3 Year contract from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2023**

The Parish Council wishes to appoint a contractor the above work for a period of three years.

The Council would require a team of two (2) working three days a week for 12 weeks throughout May, June and July, manually trimming shrubs and hedges across the Parish. A final hard shrub prune in September and October using a combination of manual cutting and hedge flailing. A final hedge cut and tidy up in November using a combination hedge flail and manual cutting.

The completed tender documents need to be returned to the contact provided on the documents by 10am on Friday 29<sup>th</sup> November 2019. The assessment of the quotes and the decisions on the successful contractor(s) will be completed by 6<sup>th</sup> December 2019 with all tenders being informed of the outcome on 18<sup>th</sup> December 2019. This will then commence the ten (10) day required Standstill Period. If no challenge is received or if received, resolved, then the award and order will be placed on Wednesday 8<sup>th</sup> January 2020.

Any other document submitted will not be considered as part of the assessment. It is in the interest of the tenderer to include detail in the documents to be returned.

The full tender pack consists of a number of documents as listed below:

1. Introduction Letter (this document)
2. Request For Quotation (RFQ)
3. Zone maps
4. Additional areas not included in the maps, such as land leased by the Council
5. Details of minor tree works required (to be done at ground level)

While any additional detail required can be obtained by contacting the Council, contractors are expected to undertake their own site visits to ascertain the work required. The Council will not provide any indication of the overall measurements of vegetation to be cut.

*Georgina Morgan-Denn*

Georgina Morgan-Denn BA (Hons), PSLCC  
Clerk & Responsible Financial Officer