

11th October 2021

Invitation to Tender for Grounds Maintenance in Great Shelford for the period 2022-2024

I write on behalf of Great Shelford Parish Council to invite you to submit a tender in relation to the provision of grounds maintenance for the period January 2022-December 2024.

Please contact me for the full specification, drawings and supporting documents. The work includes: grass cutting of various public open spaces including the Recreation Ground, roadside verges, and maintenance of hedges.

Site Visit(s)

It is possible to visit the sites during daylight hours, for queries please contact me during working hours Monday to Friday, 9am til 5pm.

Submission of Tender

Please submit the tender in a sealed envelope marked conspicuously '**Tender for Grounds Maintenance**' and send addressed to Clerk to the Council, Great Shelford Parish Council, c/o 3 Sheepwash Way, Longstanton, CB24 3GZ on or before **5pm on 22nd November 2021**.

Please ensure that prices are identified for individual sections of the specification, and a price for total costs.

Please note that Great Shelford Parish Council is not obliged to accept the lowest tender. LATE SUBMISSIONS WILL NOT BE CONSIDERED.

Additional Documents Required

1. Risk assessments and method statement
2. Copy of relevant insurance documents
3. Any quality assurance and relevant training certificates.

Please note that it is the responsibility of the tenderer to study the specification and requirements before submitting the tender.

Yours faithfully

Mrs Libby White BEM FdA FSLCC
Clerk to the Council