



The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

**LETTER OF INVITATION TO TENDER  
(To be published on Contracts Finder)**

18<sup>th</sup> November 2020

**Grounds maintenance for Odiham Parish Council 2021-24**

Odiham Parish Council invites you to tender to provide grounds maintenance services for the Parish Council owned and managed land. The contract will be for a period of 3 years, unless terminated as defined in the Conditions of Contract and commencing 1<sup>st</sup> April 2021.

The following documents are provided and form the tender pack:

- i) Letter of Invitation
- ii) Incorporating Collusive Tendering Certificate
- iii) Technical Specification
- iv) Schedule of Works & Rates

Tenderers should review all documents and familiarise themselves with the extent and nature of the required services. Should you have any questions or require a site visit, please contact the Parish Office.

Tenders should be returned by completing the Form of Tender and Schedule of Rates, exclusive of VAT and returned by email to [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk) by noon on Wednesday 23<sup>rd</sup> December.

This invitation to tender will be published on the Council's website and Contracts Finder for a period of 35 calendar days from Wednesday 18<sup>th</sup> November to Wednesday 23<sup>rd</sup> December.

The successful Tenderer shall be required to provide evidence of Public Liability insurance cover of £10m as a minimum.

Yours sincerely

***Andrea Mann***

Andrea Mann  
Parish Clerk