

Little Thetford Parish Council



Chairman: Cllr G James

Locum Clerk: Mrs L White, c/o Little Thetford Village Hall, The Wyches, Little Thetford, CB6 3HG

07808 524 875 parish.clerk@littlethetford.org.uk

October 2020

Invitation to Tender for the Village Maintenance Contract in Little Thetford for the period 2021-2023

I write on behalf of Little Thetford Parish Council to invite you to submit a tender in relation to the provision of village maintenance for the period April 2021-March 2023.

Please contact the Locum Clerk to Little Thetford Parish Council for the full specification, drawings and supporting documents. The work includes: grass cutting of various public open spaces including playground, cemetery, public open spaces, verges, conservation area and maintenance of hedgerows.

Site Visit(s)

Please feel free to visit the various sites. If you wish to be accompanied or shown any areas, please contact the Locum Clerk to arrange a convenient time for all parties to meet.

Submission of Tender

Please submit the tender in a sealed envelope marked conspicuously '**Tender for Village Maintenance**' and send to the Locum Clerk, Little Thetford Parish Council c/o Little Thetford Village Hall, The Wyches, Little Thetford, CB6 3HG on or before **5pm on 9th November 2020**. **Please identify prices for individual sections of the specification, and a price for the total costs.**

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

Additional documents required:

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

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

Yours faithfully

Libby White CertHE PSLCC

Locum Clerk