

Whitmore Parish Council

Invitation to tender for services relating to grounds maintenance in the Parish of Whitmore
Newcastle-under-Lyme Staffordshire

CONTRACT PERIOD

- a. The contract period will be for two years, with an option to extend for a further two years at the sole discretion of the Council.
- b. Contract Years
 - i) First Year contract period 1st April 2017 to 31st March 2018
 - ii) Second Year contract period 1st April 2018 to 31st March 2019
- c. Discretionary Extension Contract Years
 - i) Third Year contract period 1st April 2019 to 31st March 2020 (Discretion of the Council)
 - ii) Fourth Year contract period 1st April 2020 to 31st March 2021 (Discretion of the Council)
- d. A formal contract review will take place during the month of January of each contract period.

QUESTIONS ABOUT THE TENDER

- a. Any questions relating to this tender must be raised in writing no later than 15th February 2017.
- b. Questions should be addressed to the Clerk to the Parish Council: Mrs Wendy Kinson (preferably) by email to parish.clerk@whitmoreparishcouncil.co.uk or by letter to The Old Laundry, Maer, Newcastle-under-Lyme, Staffordshire ST5 5EF.
- c. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

TENDER SUBMISSION

- a. Your tender submission must be received by The Clerk to the Council by **noon on Monday 27th February 2017.**
- b. Tenders received after the closing time and date will not be considered.
- c. The tender should be submitted in a sealed envelope and clearly labelled with the words:
“Confidential. Not to be opened until after noon on Monday 27th February 2017 in the presence of the Clerk to the Parish Council and two councillors”
- d. Tenders should be sent to;

Mrs Wendy Kinson
Clerk to Whitmore Parish Council
The Old Laundry
Maer, Newcastle-under-Lyme
Staffordshire ST5 5EF

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DOCUMENTS ENCLOSED

1. Specification PART ONE
2. Specification PART TWO
3. Specification PART THREE
4. Specification PART FOUR
5. Map of areas to be maintained
6. Tender Submission Document
7. Return Envelope for completed tender