



HASLEMERE TOWN COUNCIL

(CRITCHMERE, GRAYSWOOD, HASLEMERE, HINDHEAD & SHOTTERMILL)

TOWN MAYOR - CLLR. MALCOM CARTER

TOWN CLERK - MRS. LISA O'SULLIVAN

TOWN HALL, HIGH STREET, HASLEMERE, SURREY, GU27 2HG, UK

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19 March 2018

Dear Sir / Madam

Haslemere Town Council Invitation to tender for the provision of (i) General Ground Maintenance (GMG#3); (ii) Lion Green Ground Maintenance (LG/1); and Lion Green Ground Maintenance (LG/2)

You are hereby invited by Haslemere Town Council, to tender for the provision of ground maintenance services specified in the enclosed set of documents. Please note that there are three separate specifications enclosed as follows:

- i. General Ground Maintenance (GMG#3)**
Covering the ground maintenance for ten different sites.
- ii. Lion Green Ground Maintenance (LG/1)**
Relating to grass cutting and leaf clearance of Lion Green.
- iii. Lion Green Maintenance (LG/2)**
Relating to litter picking on Lion Green and health and safety inspections of the play equipment on Lion Green.

Additional Information

- a. You are invited to tender for one, two or all of the specifications listed above, please ensure that you specify on your acknowledgement letter which specifications you intend to tender for.
- b. With reference to General Ground Maintenance (GMG#3) you are invited to tender for all, or part of the specification. Submitted prices should be broken down by location.
- c. The awarded contract will cover a five-year period; 1st April 2018 to 31st March 2023.

- d. The Council is seeking a fixed-price contract to cover all details outlined in the specifications.
- e. There may be times when additional work is required which would not be covered by the enclosed specifications. The Council therefore requests that you provide a breakdown of your hourly and daily charges should the need arise to employ additional services.
- f. The enclosed envelopes must be used when submitting a tender. There are three separate envelopes enclosed with separate references on each. Please ensure that you use the appropriate envelopes when submitting a tender.
- g. All tenders must be received at the Town Hall no later than **5pm on Friday 28th July 2017**. It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Authority will not consider tenders received after that time.
- h. The Authority is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.
- i. Awarding of the contract will take place as soon as possible after the closing date.

Correspondence or enquiries connected with the tender which require attention before the date outlined above, or communication stating that no tender will be submitted, should be sent to the Administration Manager on the details below.

Please acknowledge receipt of this Invitation to Tender confirming your intention to submit a tender as requested by 5pm on Friday 21st July 2017.

Yours faithfully



Lisa O'Sullivan

Town Clerk

Email: town.clerk@haslemeretc.org