Downham Market Town Council

15 Paradise Road, Downham Market, Norfolk PE38 9HS
Tel: (01366) 387770
E-Mail: info@downhammarkettc.co.uk
Town Clerk: E M Oliver

Dear Sirs,

Contract Tender for Downham Market Town Council - Grounds Maintenance Contract 2020 - 2023

Downham Market Town Council's Grounds Maintenance Contract is due for renewal on Wednesday 1st January 2020 with the Council seeking a four-year contract to cover the period 01st January 2020 to 31st December 2023. I am pleased to invite you to tender for this service as per the attached schedule and the Council's contract documents.

Please note:
The works items include all necessary labour, equipment and materials.
The contractor is required to comply with all UK legislation including Health, Safety and Environmental Protection of operatives, council members/staff and duty of care to members of the public.
The contractor is responsible for the disposal of all waste generated by the works as part of their inclusive rates.

If you can provide the requested service as stated above, please complete and return the attached tender documentation pack. For evaluation and accounting purposes it is essential that a breakdown is provided for each of the requirements stated.

In addition to the completed tender form; we require details of your management arrangements for this contract, points of contact, and copies of your Health & Safety and Environmental Protection policies, Public Liability and Employers Liability certificates, together with any supporting documentation you can provide evidencing best practice that meets recognised industry standards. A list of any pesticides, herbicides or insecticides potentially used, if any, will also be required. Furthermore, please note the Council has made a corporate decision that no peat-based composts are permitted under this contract and only sustainable materials should be used.

If you wish to carry out an initial site visit to assist you with the preparation of your tender please don't hesitate to contact the Town Clerk, Elaine Oliver or myself.

I would like to take this opportunity to thank you in advance for your interest and I look forward to receiving your completed tender and associated documentation by Thursday 31st October 2019.

Yours sincerely

Richard Davidson
Deputy Town Clerk