

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

Opening hours:

Monday - Friday: 10:00 – 13:00 / 14:00 – 15:00

Please call in advance to arrange an appointment

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12 April 2024

**EXTENDED DEADLINE – please note the previous deadline to tender of 16 April 2024 has been extended to 30 April 2024.**

## **Invitation to Tender for Grounds Maintenance Contract for the village of Melbourn**

Melbourn Parish Council is inviting tenders in relation to continuing grounds maintenance works across the village in South Cambridgeshire.

Works to include

- General village maintenance (MPC-GM2024)
- Grass Cutting and verges (MPC-GC2024)
- Melbourn Cemeteries (MPC-MC2024)
- Recreation Grounds (MPC-RG2024)
- Stockbridge Meadows (MPC-SM2024)

Please contact the Clerk to Melbourn Parish Council for the full specification, drawings and supporting documents.

### **Further information**

If you require further information for preparation of your tender or wish to arrange a site visit, please contact the Parish Clerk on 01763 263303 x3 or [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk).

### **Submission of Tender**

Tenders must be submitted using the tender documents provided (either digitally or by hand). Other forms of pricing will not be considered.

Please submit the tender in a **sealed envelope** clearly marked with the relevant reference number and send it to the Parish Clerk at Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ on or before **4pm on Tuesday, 30 April 2024**.

Please note that the Parish Council is not obliged to accept the lowest tender.

### **LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

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

Yours faithfully

*Abi Williams*      *Alex Coxall*

Abi Williams & Alex Coxall  
Parish Clerks