February 2024

**Wokingham Town Council is seeking tenders for a 5-year allotment grass cutting contract, to run from 1st April 2024 to 31st March 2029. Comprising grass cutting and strimming at six allotments.**

A site visit is strongly advised for prospective contractors, to assess the work involved and to familiarise themselves with any working restrictions. This site visit should be conducted with reference to the following documents:

* Allotment grass cutting specification
* Site plans – allotment grass cutting

Please quote as per the Invitation to Tender.

To complete the tender, please submit the following documents:

* Tender on the form contained within the Invitation to Tender document
* A completed health and safety questionnaire with associated documents
* A copy of your current public liability insurance

The successful tenderer will be required to provide the Town Council with a risk assessment, a method statement, and any environmental policy, regarding this grass cutting contract.

**Completed tenders must be received by noon, Friday 1st March 2024**

**Tender documents can be submitted electronically to:**

[tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk)

**OR**

They can be delivered, as a hard copy, to the Town Clerk at the address detailed below.

In this case, please mark a plain envelope in the bottom left-hand corner:

**‘Do not open before noon Friday 1st March 2024’**

If you would like any further information, or to arrange an on-site meeting, please contact:

Paul Smith, Allotments Officer  
07954 250290 / [psmith@wokingham-tc.gov.uk](mailto:psmith@wokingham-tc.gov.uk)