



# IVYBRIDGE TOWN COUNCIL

*Town Clerk  
Kate Elliott-Turner*

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9<sup>th</sup> January 2026

Dear Sir or Madam,

Ivybridge Town Council ("the Council") invites you to submit a tender for the Grass Cutting and Grounds Maintenance Contract 2026-2028.

The Council owns, manages or maintains a range of open spaces, woodland, leisure and play facilities across the Parish of Ivybridge, either directly or through maintenance agreements with third parties. The Council also undertakes the cutting of selected roadside verges on behalf of Devon County Council. Existing contractual arrangements are due to conclude and, as a result, the Council is undertaking a formal procurement exercise to appoint a contractor to deliver these services under a new contract.

The purpose of this tender is to appoint a suitably experienced and competent contractor to carry out grass cutting and grounds maintenance works in accordance with the requirements set out in the Invitation to Tender (including the Contract Specification) and associated documents. The successful tenderer will be responsible for delivering the services to the standards, frequencies and locations detailed therein.

The contract is intended to run for a two-year period, commencing on 1 April 2026 and ending on 31 March 2028. The Council does not undertake to accept the lowest, or any, tender submitted and will not be responsible for any costs incurred in the preparation of a tender.

## **Tender documentation**

The tender pack comprises the following documents:

1. Invitation to Tender - Grass Cutting and Grounds Maintenance Contract 2026-2028 (including Contract Specification)
2. Form of Tender - Grass Cutting and Grounds Maintenance Contract 2026-2028
3. Location maps

Tenderers are required to read all documents carefully and submit their tender strictly in accordance with the instructions set out in the Invitation to Tender. Failure to comply with those requirements may result in a tender being rejected.

## **Submission requirements and deadline**

Completed tenders must be returned **no later than 12:00 noon on Monday 16<sup>th</sup> February 2026**.

Tenders must be returned in a sealed envelope clearly marked:

**“Private and Confidential – Grass Cutting and Grounds Maintenance Contract Tender”**

and delivered either by post or by hand to:

The Town Clerk  
Ivybridge Town Council  
Town Hall, Erme Court  
Leonards Road  
Ivybridge  
Devon  
PL21 0SZ

In addition to the hard copy submission, tenderers are requested to provide an electronic version of their tender either:

- on a USB data stick,
- by email, or
- via a secure downloadable link (for example Microsoft OneDrive or WeTransfer).

It is the responsibility of the tenderer to ensure that their submission is received by the Council by the stated deadline. Tenders received after the deadline will not be considered.

**Procurement process and clarification**

The Council will assess tenders in accordance with the requirements set out in the Invitation to Tender. The Council reserves the right to amend, vary or terminate the procurement process at any stage.

All enquiries or requests for clarification relating to this tender must be directed to the Council's appointed contact:

Mrs Kate Elliott-Turner, Town Clerk  
Ivybridge Town Council  
Town Hall, Erme Court  
Leonards Road  
Ivybridge, Devon, PL21 0SZ  
Email: [townclerk@ivybridge.gov.uk](mailto:townclerk@ivybridge.gov.uk)  
Telephone: 01752 893815

Tenderers should note that pre-tender negotiations are not permitted and contact with elected Members of the Council regarding this tender is not allowed.

We thank you for your interest in this opportunity and look forward to receiving your tender.

Yours faithfully



Mrs Kate Elliott-Turner  
Town Clerk