

**Insert address**

Phone: 01772 531564  
Email: Lindsay.wareing@lancashire.gov.uk  
Ref: LW/CAS/LCC/21/1212  
Date: 1 April 2021

**Dear**

Re: **Contract Award: Routine Grounds Maintenance Services for Schools and other Educational Establishments, DPS.**  
(Ref LW/CAS/LCC/21/1212)

Following the issue of the award letter for the above tender, I am pleased to confirm the provisions set out in this Contract Acceptance Form, **name of supplier** (the 'Service Provider') has been selected to fulfil the Contract (the 'Contract') for the **Grounds Maintenance Services** ('the Services') to the **[name of school]** (the 'Placing Authority').

By issue of this Contract Acceptance Form, Lancashire County Council (acting on instructions from the Placing Authority) is notifying you, and by signing this Contract Acceptance Form in the spaces provided below, you are accepting that this Contract for the provision of the **Grounds Maintenance Services**.

Commencement Date: [ ]

Expiry Date: [ ]

Extension Period: A period or periods of up to 2 years in total, such that the total length of the Contract shall not exceed 4 years.

The entire agreement in respect of the Contract between the Placing Authority and the Service Provider comprises:

1. This Contract Acceptance Form.
2. The Call-off Terms for **Grounds Maintenance Services**,
3. Your tender response (including the Bill of Quantities detailing the **annual price of £ for this site**) submitted **on DATE**.

The documents set out above shall take precedence in the sequence in which they are set out in the event of any conflict between the documents or any parts thereof.

Please print two copies of this Contract Acceptance Form and sign both copies in the space provided below – this confirms acceptance of the award of the Contract by the Service Provider, subject to the terms and conditions referred to above. One copy of the signed acceptance should be returned to Lancashire County Council by email at the above email address, and the other copy retained for your records.

Please contact the Procurement Service (contact details above) if you have any questions or queries related to this procurement process. We look forward to receiving the signed acceptance of this Contract Acceptance Form by email.

Yours sincerely,

*Lindsay Wareing*

Lindsay Wareing  
Category Officer  
Construction and Assets Procurement Team  
Lancashire County Council

**Insert supplier name** agree to enter into a contract with **[school ]** (the "Placing Authority") for the provision of Grounds Maintenance Services on the terms and conditions as detail within the tender documentation and the details contained within this Contract Acceptance Form

**Signed for and on  
behalf of [successful  
tenderer]**

**Signed:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_