

Windsor Drive

(High Wycombe) Management Co. Ltd

Please Reply to:
David Winterburn
68 Windsor Drive
High Wycombe HP13 6BL
Tel: 01494 – 463107
WD Mob: 07762 – 003055
E-mail: david@windsordrive.co.uk

Date: As Postmark / e-mailed

Dear Sir / Madam,

RE: ANNUAL MAINTENANCE WORKS AT WINDSOR DRIVE 2024 - 2025

Thank you for your enquiry regarding the maintenance works on the Windsor Drive estate for the year 1st July 2024 to 30th June 2025.

Enclosed is a copy of the Tender Document showing an outline of the planned works for the forthcoming year. There may be additional works during the year and these will be contracted out as required. A map of the estate is also enclosed to help you identify the areas where the proposed works will be undertaken.

All contracts will be issued subject to competitive tendering, satisfactory references and company checks. Full insurance cover and compliance with relative health and safety standards are required for all works undertaken.

You are welcome to visit the estate in order to assess the work in preparation of your tender. Site visits can be arranged by mutual agreement. Please telephone or e-mail as above if you have any queries or wish to make arrangements to visit the site. Tenders should be returned to the above address by the deadline of 6pm on Wednesday 1th May 2024.

Yours Sincerely,

David Winterburn
Director & Co Secretary

ENC: Tender Document
Quotation Working Sheet
Estate Map

Tender Cover 2024