

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN GRASS CUTTING

Quote Reference Number: MGC03/2018

Closing Date/Time for Submission of Quotations: 30 March 2018 @ 13.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 April 2018.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a large number of grassed verges and some specific open grassed recreational spaces as a result of continuous road and housing development over many years.

Historically, the majority of these have been assigned as the responsibility of Melbourn Parish Council to maintain. A significant balance, however, has remained either as a Cambridgeshire County Council or South Cambridgeshire District Council (SCDC) responsibility to cut and look after.

The situation changed at the end of 2017, and responsibility for remaining Cambridgeshire County Council maintained areas was transferred to Melbourn Parish Council, increasing the scope of works now required. A few areas remain with SCDC, and these are not included within the scope of this document. Also not included within the scope are the regular but infrequent requirements to maintain boundary hedges and shrubberies that abut some of the grassed areas included here. These works are the subject of another Invitation to Quote '*Melbourn General Maintenance*'.

Small areas of grass exist on many of the roads in Melbourn. The contractor should assume these fall within the scope unless explicitly excluded. The appended road plan and Section 4 shows/lists those roads that can be specifically excluded.

In addition to the general grass cutting requirements, two other small areas are included for general maintenance in addition to grass cutting: -

Melbourn Community Hub, 30 High Street Melbourn – this Invitation to Quote requires the bidder to also quote for grass cutting of the small lawned area, together with the pruning and maintenance of the garden areas.

Shrubbery Apron area to Main Melbourn Car Park – This Invitation to Quote includes maintenance of the small shrubbery area between the Main Car Park and High Street, adjacent to the Bus Stop.

Location maps for sites included within the scope of this document are available with this Invitation to Quote.

Invitation To Quote - KEY INFORMATION

Quotation No:	MGC03/2018
Quotation Title:	Melbourn Grass Cutting
Quotation Availability date:	1 st March 2018
Quotation latest return date & Time:	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	23 April 2018
Contract Start Date:	1 st May 2018

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 4. Schedule of Grassed Areas Excluded from this Invitation to Quote

This Section lists those roads and locations that remain the responsibility of either South Cambridgeshire District Council or Housing Associations.

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st May 2018.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (if your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality, of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
- a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
- Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The Bidder's general understanding of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths, respecting the 'dieback' of daffodils by cutting around these as needed.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC "reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub
30 High Street
Cambridgeshire
SG8 6DZ

Company Name: *Herts & Cambs Ground Maintenance Ltd*

Your Name: [REDACTED]

Date: *23/3/18*

Company Address: [REDACTED]

Telephone: [REDACTED]

E-mail: [REDACTED]

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

Note: Please see the conditions set out below. If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

QUOTATION FOR: Melbourn Grass Cutting MGC03/2018



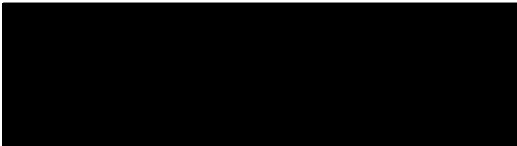
I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£ *6900.00 x vat*

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **30 March 2018**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor	
Signature.....	
Name/Position:.....	<i>Justin Willmott (Director)</i>
Telephone.....	
Email.....	

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required	
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	<input checked="" type="radio"/> Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	<input checked="" type="radio"/> Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	<input checked="" type="radio"/> Yes/No
	Do you carry our Risk Assessments for the types of work being quoted?	<input checked="" type="radio"/> Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	<input checked="" type="radio"/> Yes/No
2.4 (20%)	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.	
	<p>Referee 1: Name of referee: [REDACTED] Address: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]</p> <p>Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency: <i>Darrington PLC clerk, All grass in village, hedges & more</i></p> <p>Referee 2: Name of referee: [REDACTED] Address: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]</p> <p>Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency: <i>Shepreth PLC clerk, All grass cutting & other services</i></p>	

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – Grass Verges and Recreation Spaces (see map)

1. Armingford Crescent
2. Elm Way
3. Rose Lane/Dolphin Lane
4. Grassed area outside Leeches Butchers
Grassed area around the War memorial
Sloping Area Adjacent to Telephone Box at Village Centre
5. Chalkhill Barrow
6. Clear Crescent Play Park area
7. The Moor Play Park area
8. Grass in front of Orchard Road Cemetery in front of hedge
9. Worcester Way open recreational space
Grassed area leading to housing immediately adjacent to Worcester Way rec. space
10. Lawned area in front of the Community Hub 30 High Street
11. Greengage Rise – three areas – (a) at road entrance (b) at half way point (c) green space at end of road

Fortnightly: April to October - Tasks	
<ol style="list-style-type: none"> 1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i> 2. Daffodils to be allowed to die back so that leaves dry off before fully cutting bulb-planted areas. 	
Per Visit Cost	£ 300 x vat
Per Annum Cost for 15 visits	£ 4500 x vat

B. Schedule of Works for Quotation – Other Grass Spaces (see map)

❖ All Village Verges and areas Shown in Dark Green on the Map, and including -

- Small triangular grassed area adjacent to Bus Stop and Vicarage Close
- Beechwood Avenue grassed area opposite junction with Elm Way
- The Verge on The Moor in front of the Play Park and Bowls Club
- The Path beside the Bowls Club
- The Corner of Medcalfe Way and Orchard Road
- Verge Opposite the Black Horse Pub
- Back Lane to Greengage Rise
- Car Park perimeter area to LHS of entrance
- Royston Road to Bury turning both sides
- Church Walk down to All Saints' Community Hall
- Orchard Road opposite Orchard Gate for approx. 20 feet
- Entrance to Gray Allotments (Thatcher Stanfords Close)
- Corner of Mortlock Close and Mortlock Street
- Cambridge Road both sides to Garden Centre and Wrights Mowers
- Path perimeters Stockbridge Meadows (by agreement with Clerk only)

Monthly: April to October - Tasks	
<ol style="list-style-type: none"> 1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i> 	
Per Visit Cost	£ 700 x vat
Per Annum Cost for 6 visits	£ 2400 x vat

C. Schedule of Works for Quotation – Other Grass Spaces at village entrances (not mapped)

- From A10 Cambridge Road to Wrights Mowers (both sides)
- From A10 Station Road to Village (both sides)
- From A10 (Village Sign) to Melbourn Bury turning (both sides)
- From A505 New Road to Village Sign (both sides)

Every Eight Weeks: April to September - Tasks	
1. Grass cutting to the whole of the above sites from village boundary to A10 and A505 junctions. <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i>	
Per Visit Cost	£ 160 x vat
Per Annum Cost for 3 visits	£ 480 x vat

D. Schedule of Works for Quotation – Garden Maintenance – Melbourn Hub 30 High Street & Central Car Park Apron Area (Shrubs not grass). (Not mapped)

Every Eight Weeks: April to October - Tasks	
Note: This includes both the back and front areas of the Hub Gardens <ul style="list-style-type: none"> ▪ Weeding of borders as required ▪ Pruning of decorative and defensive shrubbery as required ▪ Removing all dead vegetation from site as required ▪ Removing dead leaves (autumn) including from roadway 	
Per Visit Cost	£ 230 x vat
Per Annum Cost for 3 visits	£ 690 x vat

TOTAL PER ANNUM COSTS (A+B+C+D)	£ 6900.00 x vat
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Methods and Risk Assessments – Grass Cutting in Melbourn (Various Sites)
Schedules A, B and C

Method of Work – Describe the methods and any tools/equipment to be used.

We would use modern well maintained machinery on all sites. All operators are trained. All paths/hard surfaces would be blown after each operation. I myself would regularly inspect works & liaise with yourselves to ensure everything is running smoothly.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Each site would be assessed & RAMS would be used as needed

Planned Actions to Minimise Risks

We enclose
→ examples

Methods and Risk Assessments – Garden Areas, Community Hub 30 High Street

Schedule D

Method of Work – Describe the methods and any tools/equipment to be used.

we would basically maintain the grounds as we do now we would undertake certain jobs out of Hub hours to ensure minimum disturbance to hub customers during opening hours. Again all equipment is modern maintained machinery, staff are trained.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that the Community Hub is a busy public area)	Planned Actions to Minimise Risks
<p>each site would be assessed & RAMS would be filled in as & how needed</p>	<p>we → enclose examples</p>

Section 4 EXCLUDED AREAS

Melbourn Parish Council – Grassed areas and roads NOT covered by the scope of this Invitation to Quote:

- Vicarage Close
- John Impey Way
- Corner of Trigg Way and Fordham Way
- Russet Way opposite junction with Bramley Avenue
- Area on the Left Hand Side of Russet Way as the road joins Cambridge Road
- Hagers Close
- Anything in Medcalfe way beyond junction with Ogden Close
- Ogden Close
- Worcester Way (except areas specified in this document)
- Hinkins Close
- Bramley Avenue

These areas remain the responsibility of either Housing Associations or South Cambridgeshire District Council.