

# Melbourn Parish Council

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## Acceptance of Contract: Grass Cutting MPC-GC2024

This agreement is entered into on 1<sup>st</sup> June 2024 by and between:

**Party A: Herts & Cambs Ground Maintenance Ltd**  
Address: Summerhouse Farm  
New Road  
Melbourn  
Royston  
Hertfordshire  
SG8 6DL  
Email: justin@hcgmltd.co.uk  
Phone: 07968 365833

**Party B: Melbourn Parish Council**  
Address: Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ  
Email: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
Phone: 01763 263303 ext 3

Both parties agree to the terms and conditions outlined in the contract, effective as of the date of this acceptance.

### Acknowledgment

By signing below, both parties confirm that they have read, understood, and agreed to all terms and conditions set forth in the referenced contract.

#### Herts & Cambs Ground Maintenance Ltd



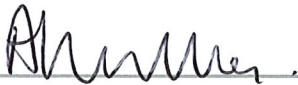
[Signature of Party A]



[Name of Party A]

Date: 6/6/24

#### Melbourn Parish Council



[Signature of Party B]



[Name of Party B]

Date: 6/6/24

## MELBOURN GRASS CUTTING

**CONTRACTOR: Herts & Cambs**

COMPETENCY  
FACTOR

<b>1. COST</b>	Per Visit	Annual	
<b>Grass verges</b>			
Armingford Crescent	£ 60.00	£ 900.00	
Elm Way	£ 30.00	£ 450.00	
Village Centre	£ 40.00	£ 600.00	
Chalkhill Barrow	£ 20.00	£ 300.00	
Clear Crescent Play Park area	£ 50.00	£ 750.00	
The Moor Play Park area	£ 50.00	£ 750.00	
Worcester Way open recreational space	£ 25.00	£ 375.00	
Greengage Rise – three areas – (a) at road entrance (b) at half way point (c) green space at end of road	£ 30.00	£ 450.00	
Lawned area in front of the Community Hub 30 High Street	£ 20.00	£ 300.00	
Piggott Close	£ 25.00	£ 375.00	
<b>Total</b>		<b>£ 5,250.00</b>	
<b>Other grass spaces</b>			
All on schematic Other Grass	£ 490.00	£ 3,430.00	
<b>Total</b>		<b>£ 3,430.00</b>	
<b>Millenium Copse and Jubilee Orchard</b>			
Millenium Copse - up to 5 cuts a year	£ 80.00	£ 240.00	
Jubilee Orchard - up to 5 cuts a year	£ 120.00	£ 600.00	
<b>Total</b>		<b>£ 840.00</b>	
<b>Village entrances</b>			
From A10 to hot numbers	£ 30.00	£ 90.00	
From A10 to Village	£ 40.00	£ 120.00	
From A10 to Melbourn Bury	£ 70.00	£ 210.00	
From A505 to New Road	£ 80.00	£ 240.00	
<b>Total</b>		<b>£ 660.00</b>	
<b>GRAND TOTAL</b>		<b>£ 10,180.00</b>	

# Melbourn Parish Council

## INVITATION TO QUOTE

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**QUOTE:** Grass Cutting

**QUOTE REFERENCE NUMBER:** MPC-GC2024

**CLOSING DATE:** ~~16 April 2024~~

**EXTENDED CLOSING DATE:** 30 April 2024

**Closing Date for Submission of Quotations:** 30 April 2024, by 4pm - 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 2 May 2024.*

*Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote 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. Small areas of grass are under the maintenance of South Cambridgeshire District Council.

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

### **Millennium Copse and Golden Jubilee Orchard**

The Millennium Copse is a public open space used by visitors for recreation purposes. This site has a small orchard of various fruit trees and an area set out as a copse.

**KEY INFORMATION**

Quote:	Grass Cutting
Quote reference number:	MPC-GC2024
Quotation availability date:	26 March 2024
Quotation deadline:	30 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 May 2024
Contract start date:	1 June 2024

## CONTENTS

**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. Contractor Information, Quotation and Competencies Declaration**

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those 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. Exclusions**

This Section contains the locations that are explicitly excluded from this invitation to quote – these areas remain the responsibility of South Cambridgeshire District Council or Housing Associations.

**Appendix A Questionnaire justification additional space**

**Appendix B Grass Verges Schematic**

**Appendix C Other Grass Spaces Schematic**

**Appendix D Millenium Copse Schematic**

**Appendix E Village Entrance Schematic**

## SECTION 1: INFORMATION FOR BIDDERS

### 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 1 June 2024.
- 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 index linked for any subsequent 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 following schedules of work.
- 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	%	Relating to question
<b>Quality Competencies</b> , of which:	<b>60%</b>	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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 any problems arising 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 MPC 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 MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
- Qualifications of contractor.
- 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.

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, perception of risks to safety and how these can be mitigated.

- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.18 Expectations:

- 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.
- 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 is 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.
- Additional areas of work identified during the life of the contract will be separately negotiated.

## SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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

Company Name: *Herts & Cambs Ground Maintenance Ltd.*  
Your Name: *Justin Willmott*  
Date: *29/4/2024*  
Company Address: *Summerhouse Farm  
New Rd  
Melbourn, Royston, Herts, SG8 6DL*  
Telephone: *07968 365 833*  
Email: *justin@hcgmltd.co.uk*

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.

There are two options for bidding.

**Option 'A'** 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.

**Option 'B'** If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

**Quotation for:**

**MPC-GC2024**

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:

£ <del>10,100.00 + vat</del>	A	B <input checked="" type="checkbox"/>
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£10,180.00 + VAT - correction of calculation.

*Justin*

**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 April 2024. 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 Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, 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.

Signature: *J Willmott*  
 Name: J WILLMOTT  
 Position: Director  
 Telephone: 07968 365 833  
 Email: justin@hcgmltdr.co.uk

**Competencies Declaration: Questionnaire**

The following items match the award criteria specified on page 5 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, found in Appendix A, as necessary.

Question	Justification
<p><b>2.1 (15%)</b></p> <p>Who will carry out the work 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 a separate sheet if required.</p>	<p>our employees x myself, we only employ local experienced staff</p>
<p><b>2.2 (10%)</b></p> <p>What is the level of liability insurance held and can you confirm that your insurance is still valid?  Enclose copy of certificate.</p>	<p>10m</p>
<p><b>2.3 (10%)</b></p> <p>Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No</p>
<p>If Yes, do you have specific evidence of relevant training? Please enclose.</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No</p>
<p>Do you have a Health &amp; Safety policy, if so please enclose.</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No</p>
<p>Do you carry out Risk Assessments for the types of work that is being quoted?</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No</p>
<p>State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.</p>	<p><u>Yes / No</u> NONE</p>
<p><b>2.4 (20%)</b></p> <p>Please provide the name 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> <p>Name: <i>Dunington Parish Council</i> Address: <i>Dunington Cambs</i>  Telephone: <i>07809 168332</i> Email: <i>rosamund.rhodeskemp@nhs.uk</i> Description of services provided: <i>gov, etc</i>  <i>very similar to this contract</i></p>	<p>Name: <i>Whaddon Parish Council</i> Address: <i>Bridge Street Whaddon</i>  Telephone: <i>07735 908030</i> Email: <i>whaddonparishclerk@outlook.com</i> Description of services provided:  <i>very similar again.</i></p>

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	The Race Relations Act 1976	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	The Race Relations Code of Practice	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	The Race Relations Act (Amendment) Regulations 2003	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Employment Equality (Religion and Belief) Regulations 2003	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Disability Discrimination Act 1995	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Equal Pay Act 1970 (Amendment) Regulations 2003	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Employment Equality (Sexual Orientation) Regulations 2003	<input checked="" type="radio"/> Yes / <input type="radio"/> No
	Employment Equality (Age) Regulations 2006	<input checked="" type="radio"/> Yes / <input type="radio"/> No
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy?	
	If yes, please enclose a copy	
<b>2.5.3</b>	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	
<b>2.5.4</b>	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	<input checked="" type="radio"/> Yes / <input type="radio"/> No

**SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY****Grass Verges and Recreation Spaces: Schedule of works quotation**

Notes: Please refer to Appendix B – Grass Verges Schematic (referenced as below)

<b>Grass Verges: Fortnightly – April to October</b>		<b>Per visit cost</b>	<b>Per annum cost (15 visits)</b>
Armingford Crescent	Ref	£ 60.00 x vat	£ 900 x vat
	GV1		
Elm Way	Ref	£ 30.00 x vat	£ 450 x vat
	GV2		
Village centre - outside Leeches, war memorial, telephone box	Ref	£ 40.00 x vat	£ 600 x vat
	GV3		
Chalkhill Barrow	Ref	£ 20.00 x vat	£ 300.00 x vat
	GV4		
Clear Crescent Play Park	Ref	£ 50.00 x vat	£ 750.00 x vat
	GV5		
The Moor Play Park	Ref	£ 50.00 x vat	£ 750.00 x vat
	GV6		
Worcester Way - recreation space and grassed area	Ref	£ 25.00 x vat	£ 375.00 x vat
	GV7		
Greengage Rise – at road entrance, half way point and green space	Ref	£ 30.00 x vat	£ 450.00 x vat
	GV8		
Melbourn Community Hub – small grassed area to the front	Ref	£ 20.00 x vat	£ 300 x vat
	GV9		
Piggott Close	Ref	£ 25.00 x vat	£ 375.00 x vat
	GV10		
<b>Total annual cost: Grass Verges</b>			<b>£ 5250.00 x vat</b>

**Other Grass Spaces: Schedule of works quotation**

Notes: Please refer to Appendix C – Other Grass Spaces Schematic (referenced as below)

<b>Other Grass Spaces: Monthly – April to October</b>		
<ul style="list-style-type: none"> <li>Grass cutting to <b>ALL</b> village verges as shown in blue on Other Grass Spaces Schematic:</li> </ul>		
<i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i>		
	<b>Per visit cost</b>	<b>Per annum cost</b>
	£ 490.00 x visit	£ 3430.00 x visit
		£ 3430.00 x visit

### Millennium Copse and Golden Jubilee Orchard: Schedule of works quotation

Notes: Please refer to Appendix D – Millennium Copse Schematic

Millennium Copse and Golden Jubilee Orchard			
<ul style="list-style-type: none"> <li>Millennium Copse: Cut existing path around perimeter of site regularly leaving wildflower area in centre of site uncut after (1) early season cut plus (1) following flowering and seeding of flowers and grasses at approximately end of August and (1) final cut end of growing season. <i>Note: Costs to include up to five cuts a year.</i></li> </ul>	Per visit cost	Per annum cost	Number of visits
	£ 80.00 x vat	£ 240 x vat	3
<ul style="list-style-type: none"> <li>Golden Jubilee Orchard: Cut around and in between rows of trees as in an orchard and when season demands. <i>Note: costs to include up to 5 cuts a year.</i></li> </ul>	Per visit cost	Per annum cost	Number of visits
	£ 120 x vat	£ 600 x vat	5
Total annual cost: Millennium Copse and Golden Jubilee Orchard		£ <del>820.00</del> x vat	

£840.00 + VAT.

Correction of calculator.

Alvinus,



**Village Entrances Grass: Schedule of works quotation**

Notes: Please refer to Appendix E – Village Entrance Schematic (referenced as below)

<b>Village Entrances Grass: Every 8 weeks – April to October</b>			
<ul style="list-style-type: none"> <li>Grass cutting to the whole of areas below from village boundary to A10 and A505 junctions. Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</li> </ul>			
From A10 Cambridge Road to Hot Numbers – both sides	<b>Ref</b> VE1	<b>Per visit cost</b> £30.00 x cat	<b>Per annum cost (3 visits)</b> £90.00 x vat
From A10 Station Road to Village – both sides	<b>Ref</b> VE2	£40.00 x vat	£120.00 x vat
From A10 (village sign) to Melbourn Bury entrance – both sides	<b>Ref</b> VE3	£70.00 x vat	£210.00 x vat
From A505 New Road to village sign – both sides	<b>Ref</b> VE4	£80.00 x cat	£240.00 x vat
<b>Total annual cost: Village Entrances Grass</b>			<del>£660.00 x vat</del>

£660.00 + VAT .  
 Correction of calculation -  
 Amulus

**Method of work**

Describe the methods and any tools / equipment to be used.

Notes:

- All schedules to be taken into account.

We run modern, well maintained equipment, these are all suitable for these works, we maintain in-house employing a qualified fitter 2 days a week.

Should you wish to visit at any time, you are more than welcome.

**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:**

RAMS

Attached

**Planned actions to minimise risks:**

## **SECTION 4: EXCLUSIONS**

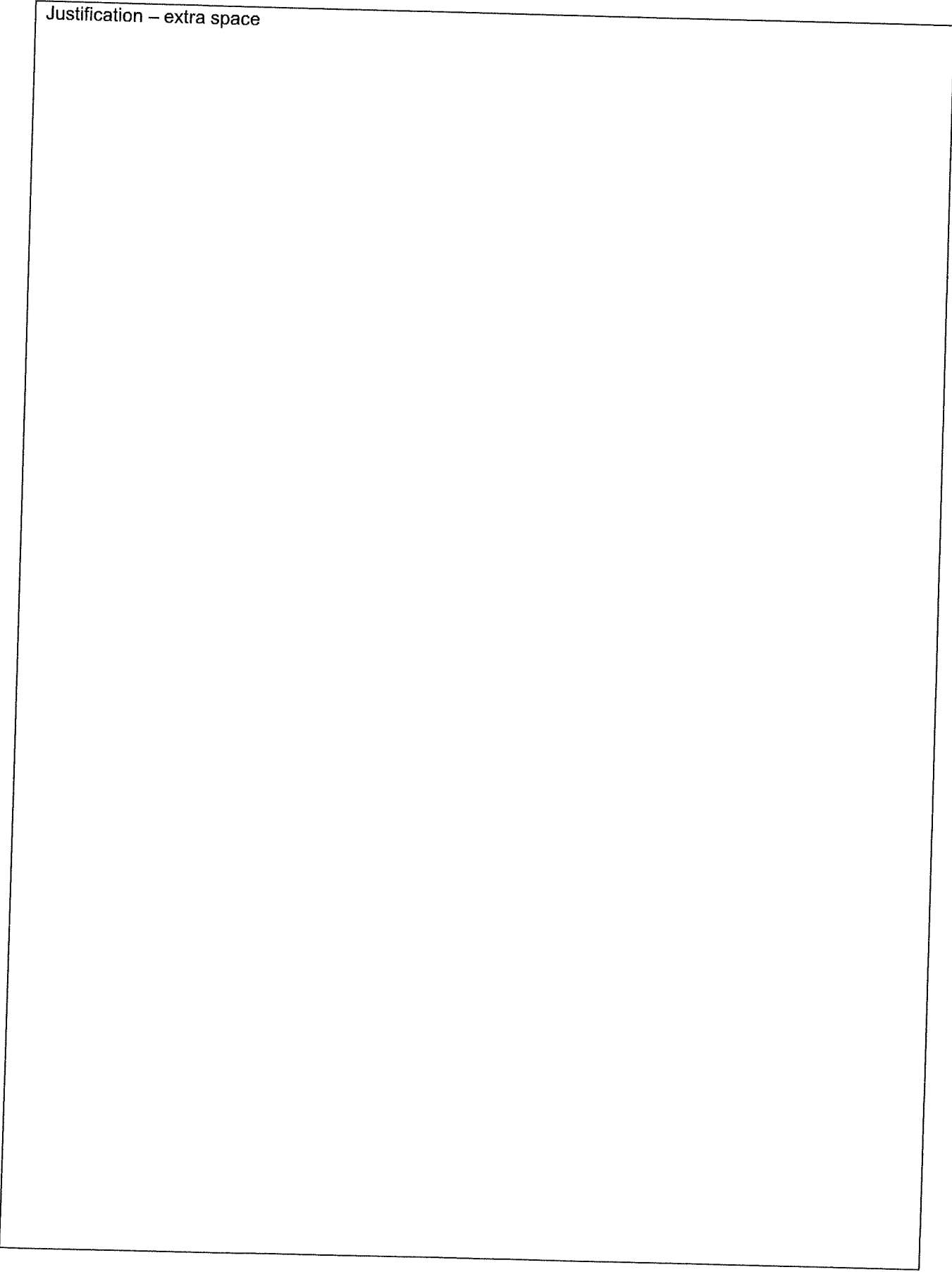
MPC grassed areas and roads NOT covered by the scope of this Invitation to Quote:

- 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
- Rosemary Place
- Hopkins Homes Estate

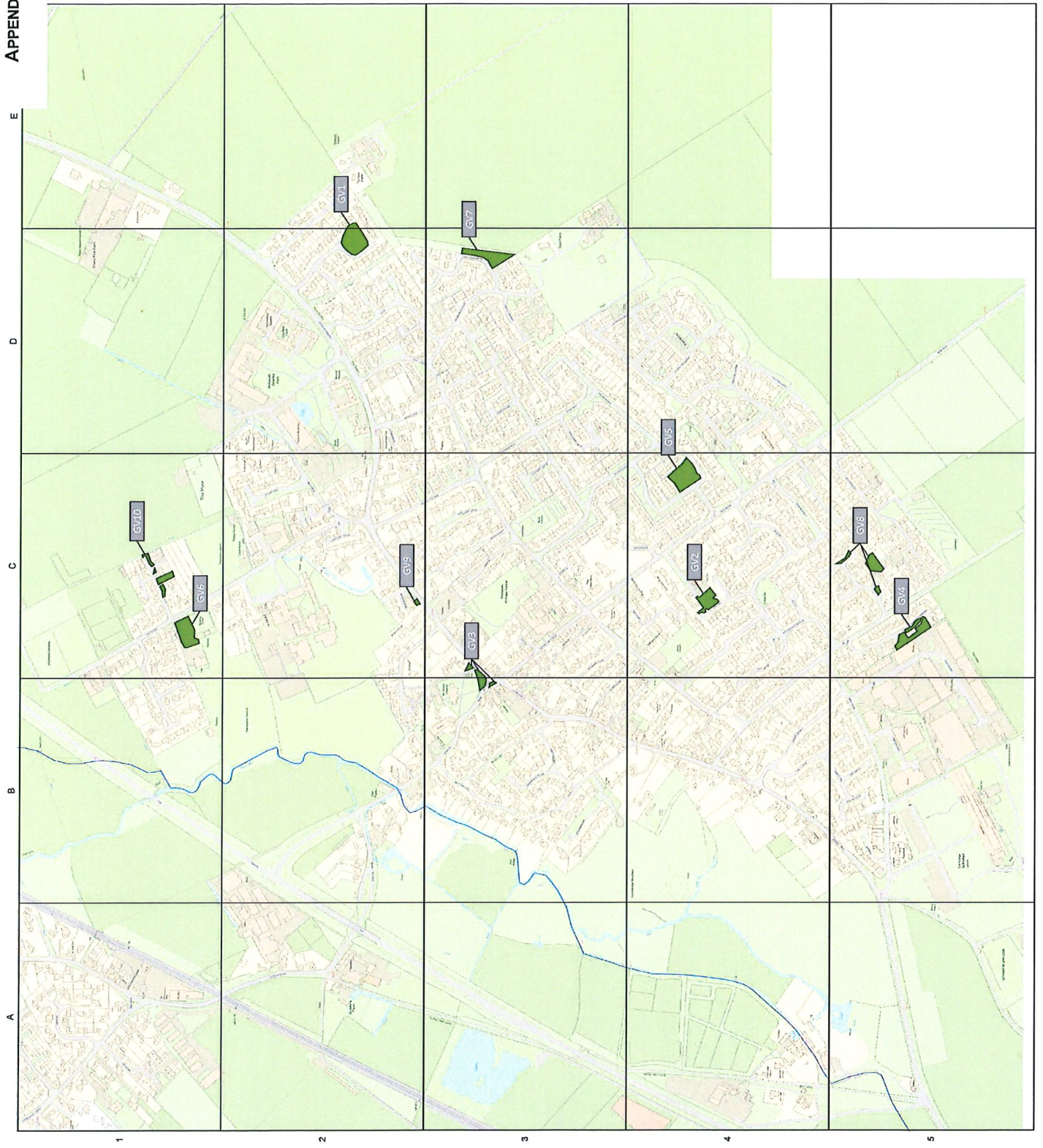
These areas remain the responsibility of either Housing Associations or South Cambridgeshire District Council.

## APPENDIX A

Justification – extra space



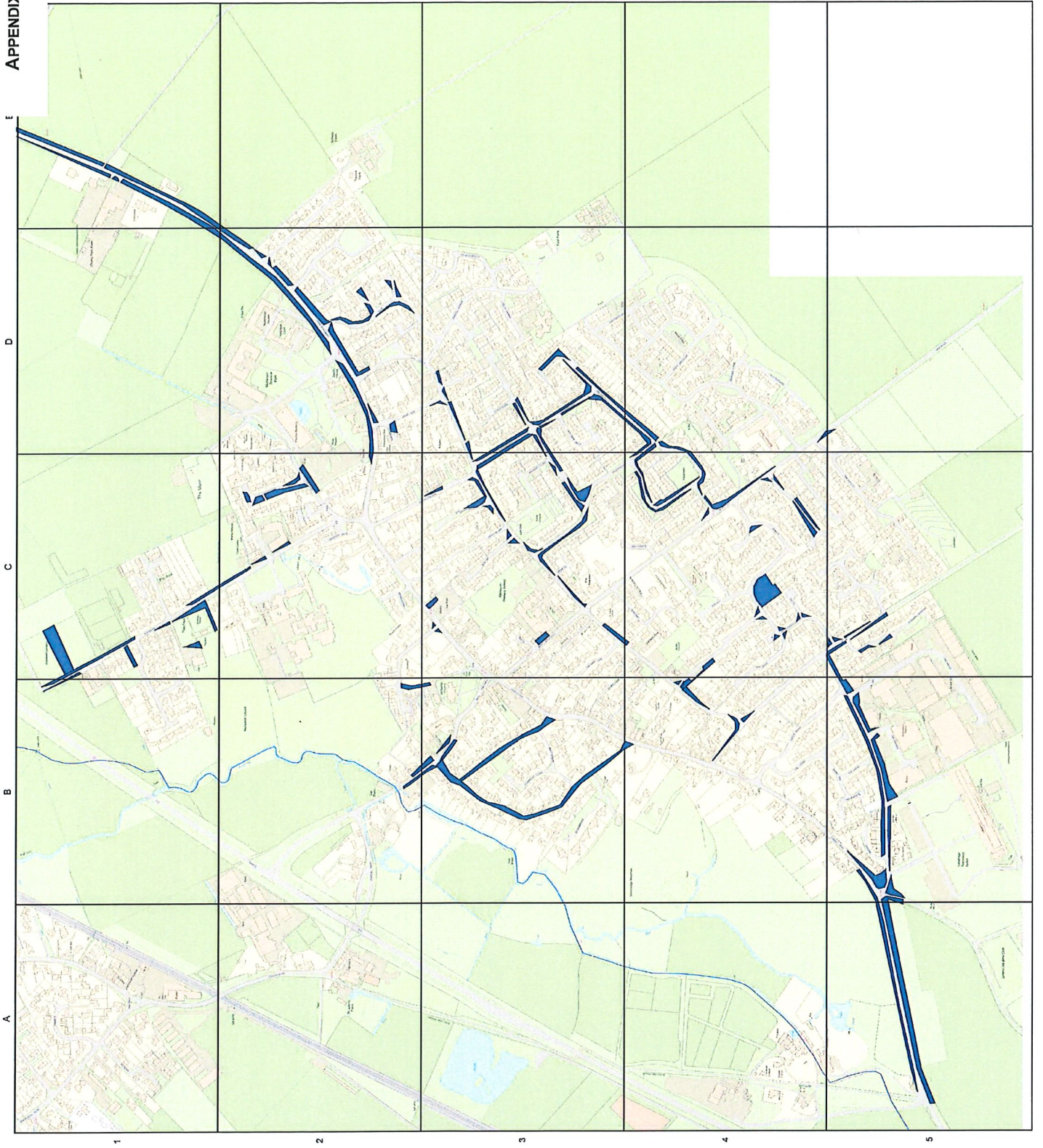
APPENDIX B



Armingford Crescent	D2, E2
Ain Grove	B4, C4
Back Lane	B5, C5
Barnham Court	D2
Beechwood Ave	C3, C4
Beeton Close	D3
Bramley Avenue	C2
Bury Lane	A4, A5
Cambridge Rd	D2, E1
Carlton Rise	C4
Cawdon Row	C4
Cedar Close	C4
Chalkhill Burrow	C3
Chapel Lane	B3, C4
Chapmans Close	B3
Clear Crescent	C4, D4
Clove Way	D4
Cooks Garden	C2
Cross Lane	B3
Dartford Close	D4
Daisy Way	D4
Dicksons	C2
Dolphin Lane	B5
Driary Lane	D2, D3
Elm Way	C4
Fordham way	D3, D4
Fowmere Road	E1
Garden End	C3, C4
Greenbanks	B4, B5
Greengate Rise	C4, C5
Haggars Close	C3
Hale Close	D2
High St	B3, B4, B5, C2, C3
Hinkins Close	C3
Hycemth Drive	C4
John Inghy Way	C3, D3
Kays Close	C2, C3
Lantern View	C4
Lavender Lane	D3, D4
Lillo Lane	C2, C3
London Way	A5, B5
Lorings Drive	C2
Majors Way	C4
Meadow Way	C3
Melville Way	C3
Melton Springs Care Home	B3, B4
Mickleton Lane	C2
Microlife Close	C2
Moochies Residential Home	C2
Moorlock Close	C3
Moorlock Meads	C3
Moorlock St	C3
New Road	C3, C4, D4, D5
Norries Lane	C2, C3
Old Farming Close	C2
Orchard Gate	C3
Orchard Rd	B4, C3, C4, D3
Orchard Way	C3, D3
Palmer Way	C3, C4, D4
Pigott Close	C1
Poppy Crescent	D4
Pinway	D2, E2
Prime Close	C3
Pratts Garann	C4
Pratts Orchard	C4
Rose Lane	B2
Rosemary Place	C4, C5
Russett New Close	B3
Russett Way	D2, D3
Southwell Court (Care Home)	D2, D3
Sponsor Drive	C3
Star Meads	C2
Station Rd	B2, B3
Stocobridge Meadows	B3
Thatchers Stanford Close	D1, C1
The Beeches	C3
The Lawns	B4, B5
The Lawns Close	B5
The Moor	C1, C2
Traves	D3
Trigg Way	D3
Village Close	B2, C2, C3
Victoria Way	C5
Water Lane	B4, C4
Wobchester Way	D2, D3



APPENDIX C



Armingford Crescent	D2, E2
Ash Grove	B4, C4
Bacot Lane	B5, C5
Barnham Court	D2, D3
Beechwood Ave	C3, C4
Beeton Close	C3
Brimley Avenue	D3
Brookbank	C2
Bury Lane	A4, A5
Cambridge Rd	D2, E1
Causton Rise	C4
Cawdon Row	C4
Cedar Close	C4
Chapel Lane	B3, C4
Chapmans Close	B3
Clear Crescent	C4, D4
Close Way	D4
Cooks Garden	C2
Cross Lane	B3
Dalby Close	D4
Daisy Way	D4
Dicksons	C2
Dolphin Lane	B3
Dury Lane	D2, D3
Elm Way	C4
Fortham way	D5, D4
Fowmere Road	E1
Garden End	C3, C4
Greenbanks	B4, B5
Greengate Rise	C4, C5
Haggans Close	C3
Hale Close	D2
High St	B5, B4, B3, C2, C3
Hinkins Close	D3
Hycinth Drive	D4
John Impoy Way	C3, D3
Kays Close	C2, C3
Lantern View	C4
Lawender Lane	D3, D4
Little Lane	C2, C3
London Way	A5, B5
Lonskip Drive	C2
Maple Way	C4
Meadow Way	C3
Mescalie Way	C3
Messing Lane	B3, B4
Melbourn Springs Care Home	B3, B4
Moat Lane	D4
Moatlands Close	C2
Moatlands Residential Home	C2
Monticock Close	C2
Monticock Mews	C3
Monticock St	C3
New Road	C3, C4, D4, D5
Norgitts Lane	C2, C3
Open Close	D3
Old Foundry Close	C2
Orchard Gate	B5, C3
Orchard Rd	B4, C3, C4, D3
Orchard Way	C3, D3
Palmer Way	C3, C4, D4
Palmers Way	C1
Piggott Close	D4
Poppy Crescent	D4
Porway	D2, E2
Prine Close	C3
Pyons Garden	C4
Pyons Orchard	C4
Rose Lane	B2
Rosemary Place	C4, C5
Rupert Nave Close	B3
Russett Way	D2, D3
Southwell Court (Care Home)	D3
Spencer Drive	C3
Star Mews	C2
Station Rd	B2, B3
Stockbridge Meadows	B3
Thatcher Stamford Close	B1, C1
The Beaches	C3
The Lawns	B4, B5
The Lawns Close	B5
The Moor	C1, C2
The Moor	D3
Trigg Way	D3
Victoria Close	B2, C2, C3
Victoria Way	C5
Water Lane	B4, C4
Worcester Way	C5, D5





Millennium Copse Schematic

Key:

Copse - cut as described in schedule

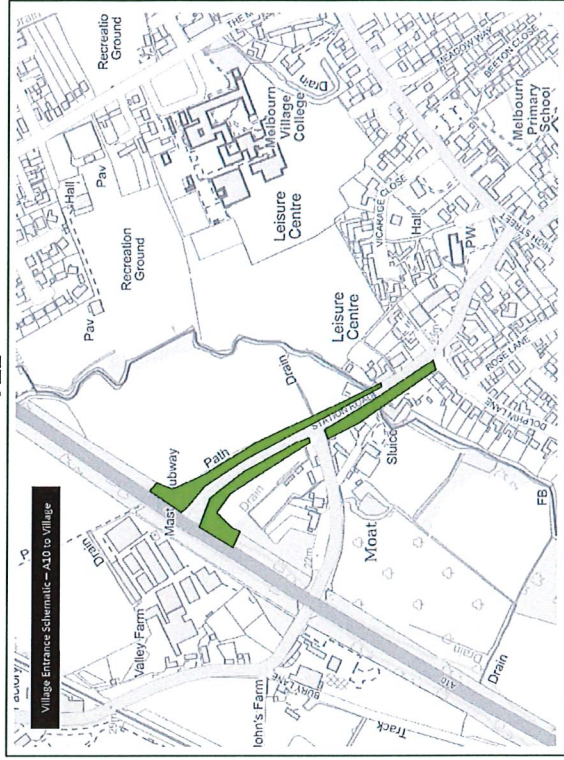
Orchard - cut as described in schedule



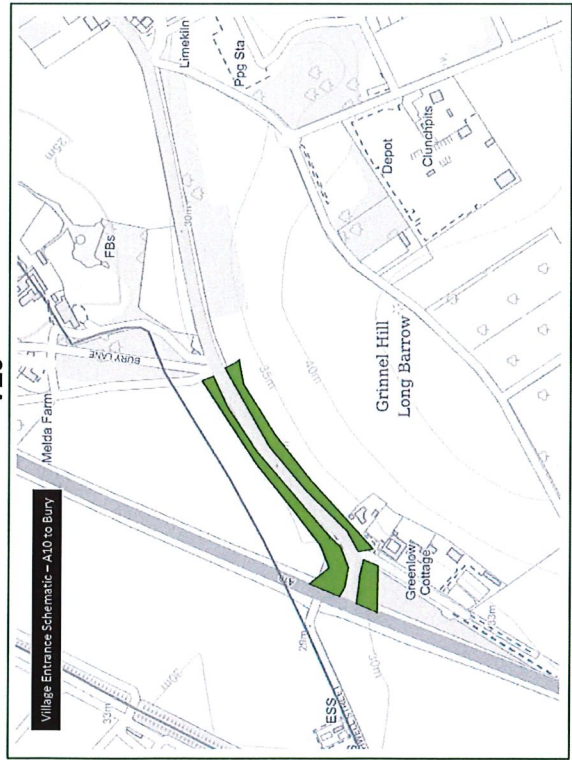
VE1



VE2



VE3



VE4

