

# Melbourn Parish Council

## Invitation to Quote

**Quote Title: MELBOURN CEMETERIES**

**Quote Reference Number: MC03/2018**

**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 three\* cemeteries that are the responsibility of Melbourn Parish Council, two open and one closed.

**New Road Cemetery** is situated off New Road, behind Victoria Way and is now the principal cemetery for the village.

**Orchard Road Cemetery** in Orchard Road dates from the late 1800's and is still in use, although only for burials that have been pre-booked.

**All Saints' Church Yard**, located in the village centre adjacent to the church, is a closed cemetery. MPC, together with the Parochial Church Council continue to maintain this churchyard.

It is the responsibility of MPC to maintain all the cemeteries above and covered by this Invitation to Quote, and to the standards as set out.

**A location map for the above sites included within the scope of this document is available with this Invitation to Quote, together with a grass-cutting plan for New Road Cemetery.**

\* A fourth (closed) cemetery can also be found on Orchard Road (but not the responsibility of the Parish Council and outside this contract scope).

# Invitation To Quote - KEY INFORMATION

<b>Quotation No:</b>	MC03/2018
<b>Quotation Title:</b>	Melbourn Cemeteries
<b>Quotation Availability date:</b>	1 <sup>st</sup> March 2018
<b>Quotation latest return date &amp; Time:</b>	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
<b>Quotation return address:</b>	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
<b>Contact Officer (Councils Procuring Officer)</b>	Mrs. Claire Littlewood
<b>Contact Officer Telephone:</b>	01763 263303 option 3
<b>Contact Officer E-mail:</b>	parishclerk@melbournpc.co.uk
<b>Number of copies required:</b>	(1)
<b>Expected Tender Decision Date:</b>	23 April 2018
<b>Contract Start Date:</b>	1 <sup>st</sup> 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. Contractor Contact 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 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 1<sup>st</sup> 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 is 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:

<b>Evaluation Criteria</b>	<b>Percentage</b>	<b>Relating to questions (Section 2)</b>
<b>Quality Competencies</b> , of which:	<b>60%</b>	
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
<b>Cost</b> (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	<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.

*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, 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

- 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

### Melbourn Parish Council – Contractor Contact Information, Quotation & Competencies Declaration

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

**Company Name:**

**Your Name:**

**Date:**

**Company  
Address:**

**Telephone No:**

**E-mail:**

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 Cemeteries MC03/2018

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:

£

## 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 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.

### Contract Manager for Contractor

Signature.....

Name/Position:.....

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%)	<p>Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?</p> <p>If Yes, do you have specific evidence of <i>safety training</i>? <b>Enclose.</b></p> <p>Do you have a Health &amp; Safety policy? <b>If so, enclose copy.</b></p> <p>Do you carry our Risk Assessments for the types of work being quoted?</p> <p>State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
2.4 (20%)	<p><b>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.</b></p> <p><b>Referee 1:</b> Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the <b>grounds maintenance</b> services provided/frequency:</p> <hr/> <p><b>Referee 2:</b> Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the <b>grounds maintenance</b> services provided/frequency:</p>	

<b>2.5 (5%)      EQUALITIES of OPPORTUNITY</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?		
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
<b>If your organisation has an equal opportunities policy please enclose this with your Quotation documents.</b>		
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

## Replacement Page 11 MC03/2018

### Melbourn Parish Council – Specifications (Schedule of Works Per Visit Cost - Costings and Method Statements

#### A. Schedule of Works for Quotation – New Road Cemetery

*Please refer to appended grass cutting schematic*

<b>Weekly: April to September - Tasks</b>			
<p>1. Adequately water all newly planted and vulnerable stock planting, especially during dry weather. This will include all trees, shrubs, flowerbeds, shrubs, the flowerbed on the outside left hand side of entrance and any newly turfed graves. All newly grassed areas to be given particular care until new grass is properly established.</p>			
<b>Per Visit Cost</b>	£		
<b>Per Annum Cost for 20 visits</b>	£		
<b>Three Monthly: April to September - Tasks</b>			
<p>1. Inspect for significant weeds in grassed areas, particularly the 'mound', and remove weeds/treat as required with selective weed killer. 2. Inspect all paths and Car Park area for weed growth and treat when needed.</p>			
<b>Per Visit Cost</b>	£		
<b>Per Annum Cost for 2 visits</b>	£		
<b>Fortnightly: April to October - Tasks</b>			
<p>1. Grass cutting to the whole of the cemetery according to the attached cutting plan. Areas defined as 'A' should be short – cut (Note – short cutting includes <u>when needed</u> the Burial Mound); Area defined as 'B' medium – cut; Area defined as 'C' long – cut. <i>It is assumed that areas of longer grass will not need to be cut as frequently as once per fortnight.</i></p> <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc. All areas will not necessarily need to be cut each visit. Contractor to delay cutting of daffodil leaves after flowering and allow time for natural 'dieback'.</i></p>			
	<b>Per visit</b>	<b>Visit Number</b>	<b>£ Annual *</b>
<b>Costs (Area 'A')</b>	£	<b>15</b>	
<b>Costs (Area 'B')</b>	£	<b>6</b>	
<b>Costs (Area 'C')</b>	£	<b>3</b>	
<b>TOTAL Annual * New Road Cemetery (A+B+C)</b>	£		

## Methods and Risk Assessments – **New Road Cemetery**

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

Note 1. Contractors to use cemetery rear access gate via track leading from Water Lane. (Padlock keys will be issued and signed for)

Note 2. Grass cutting to be carried out without damage to tree stock

Note 3. Contractors vehicles and equipment must not damage grassed or paths

**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**

**Planned Actions to Minimise Risks**

## B. Schedule of Works for Quotation – Orchard Road Cemetery

<b>Weekly: April to September - Tasks</b>	
1. Adequately water any vulnerable stock planting, especially during dry weather.	
<b>Per Visit Cost</b>	£
<b>Per Annum Cost for 20 visits</b>	£
<b>Three Monthly: April to March - Tasks</b>	
1. Inspect for significant weeds in all burial areas, and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
<b>Per Visit Cost</b>	£
<b>Per Annum Cost for 4 visits</b>	£
<b>Fortnightly: April to September - Tasks</b>	
1. Grass cutting inside the cemetery. Grass cutting also to include between 'close' graves, where Strimming may be needed.	
<i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
<b>Per Visit Cost</b>	£
<b>Per Annum Cost for 12 visits</b>	£
<b>TOTAL per annum Orchard Road Cemetery</b>	£

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

--

**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.

<b>Hazards Identified</b>	<b>Planned Actions to Minimise Risks</b>

## B. Schedule of Works for Quotation – All Saints’ Church Yard

<b>Three Monthly: April to March - Tasks</b>	
1. Inspect for significant weeds in grassed areas and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
<b>Per Visit Cost</b>	£
<b>Per Annum Cost for 4 visits</b>	£
<b>Fortnightly: April to September - Tasks</b>	
1. Grass cutting inside the cemetery including path edges  <i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
<b>Per Visit Cost</b>	£
<b>Per Annum Cost for 12 visits</b>	£
<b>TOTAL per annum All Saints’ Church Yard</b>	£

Methods and Risk Assessments – **All Saints’ Church Yard**

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

--

**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.

<b>Hazards Identified</b>	<b>Planned Actions to Minimise Risks</b>