

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

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

Company Name: *MJD Landscapes*

Your Name: [REDACTED]

Date: *26/3/18*

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 invoices that reflect the cost of each area visit made. Every maintenance visit will be pre-agreed between the successful bidder and the Clerk, based on seasonal needs and any other factors arising. If successful, you will be expected to suggest work that needs to be done in those areas covered by the scope of the document, but work will only be carried out with specific and written agreement in advance.

QUOTATION FOR: Melbourn General Maintenance MGM03/2018

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:

£ *5020 + VAT*

Melbourn Parish Council - Melbourn General Maintenance Invitation to Quote MGM03/2018

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:.....

Telephone..... Email.....

**Methods and Risk Assessments –Shrub and Hedge Maintenance in Melbourn
(Various Sites)**

<p>Method of Work – Describe the methods and any tools/equipment to be used.</p> <p>Note 1. All work site visits must be pre-agreed with the Clerk. Note 2. The timing of visits must respect the nesting season for birds Note 3. All cuttings and vegetation to be removed from site</p>

<p>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.</p>	
<p>Hazards Identified (noting that there are many different areas involved)</p>	<p>Planned Actions to Minimise Risks</p>

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. <i>self</i>	
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? <i>self</i></p> <p>If Yes, do you have specific evidence of <i>safety training</i>? <i>Enclose self</i></p> <p>Do you have a Health & Safety policy? <i>If so, enclose copy.</i></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><input checked="" type="radio"/> Yes/No</p> <p><input type="radio"/> Yes/No</p> <p><input checked="" type="radio"/> Yes/No</p> <p><input checked="" type="radio"/> Yes/No</p> <p><input checked="" type="radio"/> Yes/No</p>
2.4 (20%)	<p>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> <p>Referee 1: Name of referee: <i>[Redacted]</i> <i>3-5110</i></p> <p>Address: <i>[Redacted]</i></p> <p>Telephone: <i>[Redacted]</i></p> <p>Email: <i>[Redacted]</i></p> <p>Name of person to contact (if different to referee name): <i>[Redacted]</i></p> <p>A brief description of the grounds maintenance services provided/frequency: <i>Village Maintenance</i></p> <hr/> <p>Referee 2: Name of referee: <i>[Redacted]</i></p> <p>Address: <i>[Redacted]</i></p> <p>Telephone: <i>[Redacted]</i></p> <p>Email: <i>[Redacted]</i></p> <p>Name of person to contact (if different to referee name): <i>[Redacted]</i></p> <p>A brief description of the grounds maintenance services provided/frequency: <i>Village Maintenance</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 – Shrub and Hedge Maintenance

Please refer to attached location schematic

As Agreed With Parish Council – Tasks: to trim and maintain as needed: -		
	Area	Cost per Visit
1.	Armingford Crescent	£ 300 + VAT
2.	Corner of Beechwood Avenue opp. Elm Way	£ 250 + VAT
3.	Clear Crescent Play Park - Hedge Boundary	£ 350 + VAT
4.	Junction Back Lane & High Street	£ 100 + VAT
5.	Orchard Road Cemetery Hedges	£ 320 + VAT
6.	Worcester Way open rec. space boundary Hedging (back and front)	£ 320 + VAT
7.	Elm Way (and adjoining area to Orchard Road surgery)	£ 350 + VAT
8.	Chalkhill Barrow	£ 300 + VAT
9.	Hedge at Junction Maple Way and Orchard Road (opp. Black Horse Pub)	£ 120 + VAT
10.	Triangle Adjacent to Telephone Kiosk (Church Walk - village centre)	£ 100 + VAT
Total Per Annum Cost for 2 visits to every site		£ 5020 + VAT

Note: MPC reserves the right to add or remove areas from the above list as circumstances dictate. Changes will be price- negotiated as they arise.