

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

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

Company Name: MD 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 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:


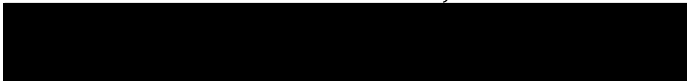

£ 5430 + VAT

Melbourn Parish Council - Melbourn Grass Cutting Invitation to Quote MGC03/2018

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	<i>info@mel-landscapes.co.uk</i>

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%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons? <i>self</i> <input checked="" type="radio"/> Yes <input type="radio"/> No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose. <input type="radio"/> Yes <input type="radio"/> No
	Do you have a Health & Safety policy? If so, enclose copy. <input checked="" type="radio"/> Yes <input type="radio"/> No
	Do you carry our Risk Assessments for the types of work being quoted? <input checked="" type="radio"/> Yes <input type="radio"/> 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 <input type="radio"/> No
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: [REDACTED] Address: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]</p> <p>Name of person to contact (if different to referee name): [REDACTED]</p> <p>A brief description of the grounds maintenance services provided/frequency: <i>Village maintenance</i></p> <hr/> <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): [REDACTED]</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 – 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	
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	£ 180.00 + VAT
Per Annum Cost for 15 visits	£ 2,700.00 + 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	
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	£ 280 + VAT
Per Annum Cost for 6 visits	£ 1,680 + VAT

Melbourn Parish Council - Melbourn Grass Cutting Invitation to Quote MGC03/2018

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	£ 200 + VAT
Per Annum Cost for 3 visits	£ 600 + 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	£ 150 + VAT
Per Annum Cost for 3 visits	£ 450 + VAT

TOTAL PER ANNUM COSTS (A+B+C+D)	£ 5430 + 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.

Spade, shovel, Hoe, Secateurs, rake, broom, blower,
Hedge cutter, Strimmer, Pedestrian lawn mower,
Triple cyl. mower, cut front flail, Compact
tractor, wood shredder

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)

Assess the situation
when you arrive and
check weather condition

Planned Actions to Minimise Risks

Put signs out, warning
signs.

NATIONAL PROFICIENCY TESTS COUNCIL

APPLICATION FORM FOR PESTICIDES APPLICATION TEST - FOUNDATION MODULE (PA 1)

A ALL to complete

Candidate's surname: THOMAS

Note 1 Mr Mrs Miss Ms

Full Forename(s) MARK DAVID

Permanent Home Note 2 [Redacted]

Home Telephone No: [Redacted]

Employer: Note 3
Name of co [Redacted]
Employer's [Redacted]
Employer's [Redacted]

Date of birth: [Redacted] and National Insurance No: [Redacted]

I have read and understood the declaration overleaf.

B Signature: [Redacted] Date: 1 February 1994

C The Health & Safety Executive ask you to consider providing the following information for medical research purposes. Note 6

Maiden name (if applicable) Year in which you were first involved in using Pesticides: 19 ____
County/District where your birth is registered:
National Health Number: [] [] [] [] [] [] [] [] [] [] Numbers of years worked using Pesticides: [] years.

D Have you received instruction prior to applying for this test, if YES:

Instructor's name: [Redacted] and number [Redacted] (if known)

Candidate's background: Note 1

<input type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Horticulture	<input type="checkbox"/> Forestry	<input type="checkbox"/> Amenity Horticulture	<input type="checkbox"/> Contractor
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or Other:

For official use
CPTC
Fee received: 1.00
Date received: 8.2.94
Date forwarded to Examiner: 17.2.94
County code: CA

EXAMINER Note 6
PASS / ~~FAIL~~
Date: 7 March '94
Examiner's Name (block capitals) [Redacted]
Examiner's [Redacted]

NPTC USE ONLY
Fiche No: [Redacted]
Date received: [Redacted]
Cheque No: [Redacted]
Certificate of Competence:
Date:
Number: [Redacted]

Date: 21 August 2017

Broker Ref: [REDACTED]

LETTER OF INDEMNITY

We have pleasure confirming annual insurance cover commences 27 April 2017 – 26 April 2018

Insured: Mr Mark David Thomas T/A M D Landscaping

Address: [REDACTED]

Business Description: Landscape Gardener

Employers' Liability: Not insured

Public Liability: Limit of Indemnity £5,000,000

Policy Excess: £250 Third Party property damage

Insurance Company: AXA Insurance UK Plc

Policy Number: [REDACTED]

Subject to the Terms & Conditions of the Policy.

If you have any further queries regarding this or any other aspect of your insurance we would be pleased to assist in any way we can.

Yours sincerely

[REDACTED]

John Anderson
Commercial Director

PENGUON
insurance

Penguin Insurance Services Limited
Devonshire Business Centre, Works Road
Letchworth Garden City, Hertfordshire
SG6 1GJ

T: 01462 658777

www.penguininsurance.co.uk

M D Landscapes

Risk Assessment Policy

Use of machinery, tools, etc

Ensure maker's recommended safety checks are **always** carried out before use, with particular reference to:-

Cutter blades – Ensure all blades are free to move – i.e. not blocked or snagged

Hand mowers – Ensure blade rotation stops when handle released

Ride-on mowers – Ensure blade rotation stops when operator gets off

Operator safety equipment – Ensure always worn/used

Use of gang-mowers, strimmers, etc.

Before cutting, ensure removal from site of any glass, tins or other materials which could cause damage to the machinery or harm to users of the areas being cut

Take care not to cause damage when strimming round benches, trees, gravestones, etc.

Ensure people are not in the vicinity – danger of flying stones, etc.

Take care re. effect of flying stones, etc. on nearby buildings, vehicles, etc.

Use of sprayers

Display notice that spraying is taking place

Leave notice that spraying has taken place

Ensure people are not in the vicinity

Consider neighbouring properties

Safety generally

Report any safety concerns about the site immediately

N.B. We will not undertake any work in what we consider to be an unsafe environment

M D Landscapes

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Risk Assessment Worksheet

Location **Date** **Initials**

Use of machinery, tools, etc.

- Manufacturer's safety checks
- Cutter blades free to rotate?
- Hand mowers - blade rotation stops?
- Ride-on mowers - blade rotation stops?
- Operator safety equipment

Use of gang-mowers, strimmers

- Remove glass, tins, etc.
- Care when strimming round obstacles
- Ensure people not in vicinity
- Care re. nearby buildings, vehicles, etc

Use of sprayers

- Display notice
- Leave notice
- Ensure people not in vicinity

Items to be reported back to Parish Council or site owner

Location **Date**
