Berkswell Parish Council

Clerk to Berkswell Parish Council – Mr Richard Wilson
PO Box 6379, Coventry, CV6 9LP
Email: clerk@berkswellparishcouncil.org.uk
Tel: 07801042623

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15 November 2021

Dear Contractor

Quotation for Grass and Hedge Cutting and General Maintenance Work

It is our legal duty to regularly seek competitive quotations for Council work. If you are interested in quoting for a contract to undertake grass and hedge cutting and associated gardening work for Berkswell Parish Council, please provide a quote based on the attached specification. It is our aim to have this contract run for a period of 3 years nominally from 2nd March 2022 before the start of the grass cutting season.

Attached to this letter is a specification and guidelines for quoting. It is our aim to let a new contract in February 2022 for work commencement in March 2022. To meet this deadline your quotation must reach me by close of business on **15th December 2021**. Email submissions are acceptable but must be backed up by a hard copy sent by post.

If you have any questions having read our specification and quotation documentation then please contact me.

Yours sincerely

Richard Wilson

Mr Richard Wilson

Clerk to Berkswell Parish Council

Invitation to Quote - Contract for Grass Mowing, Hedge Cutting and General Maintenance Work - 2 March 2022 to 1st March 2025

1. Overview of Scope

1.1. Mow/strim the areas listed below and shown the photos in the appendix
1.2. Undertake hedge cutting and minor work on trees as required
1.3. Sweeping up of leaves in the autumn and depositing them in the spinney
1.4. Odd job maintenance work requiring garden type carpentry skills, brick/pavement slab repairs
1.5. Litter picking

2. Overview and Performance Standards for grass cutting

2.1. The aim of the contract is to provide attractive cut grass and hedges within the Parish of Berkswell (Solihull Borough), including Balsall Common, rural areas and the Conservation are of Berkswell Village.
2.2. It is expected that grass cutting will be conducted during the grass growing season that is generally late March/early April to early November but this will vary from year to year and the Contractor will vary its work schedule to take account of growing conditions
2.3. Mown areas to be edge strimmed. Vegetation around street furniture, posts etc will also to be strimmed
2.4. Hedges and other work will be on specific instruction and the contractor will be paid on the basis of quoted day work rates.

2.5. **Weekly mowing and edge strimming - category A**

This category is for the most visually important areas. The target is to achieve lawn quality appearance with grass lengths generally between 25 and 40 mm.

- Berkswell Village Green

2.6. **Two weekly mowing and edge strimming – category B1**

This category is for where visual appearance is important but longer grass length is acceptable or desirable. The target is to achieve a "playing field" standard of appearance with grass lengths generally between 25 to 60 mm through mowing with occasional edge strimming.

- Berkswell Well area
- God cake on Lavender Hall Lane Berkswell
- The verge by the telephone box.
- Grass triangle at junction of Waste Lane and Hodgett's Lane
- Around "Berkswell Stone pillars" on Lavender Hall Lane to a distance of 1 metre.
- Inside of bank to right of entrance and weeding the Car Park island to keep them under control

- The Pound on Coventry Road. Mowing the verge to the front to create a "lawn effect"; Manual weeding and litter picking inside to keep weeds down and maintain a neat appearance; and strimming/brush cutting for about 1 metre to each side to keep neat

2.7. **Three weekly mowing and edge strimming – category B2**

- Strimming of the Spencer's Lane roundabout and it's 3 splitters on a 3 weekly basis.
- For the first cut rake and dump the grass on the verge opposite the roundabout to make it look good
- This work will be carried out during the grass growing season, that is generally late March/early April to early November but this will vary from year to year and the Contractor will vary its work schedule to take account of growing conditions

2.8. **Out of scope mowing and edge strimming – Responsibility of Solihull MBC**

The following work will be carried out by SMBC and is not the responsibility of the contractor:

- Verges on Lavender Hall Lane out of the village towards Hallmeadow Road
- Verges from Rose Cottage to Meriden Road
- Verge opposite Pound Close on Coventry Road
- Verges from Lavender Hall Road/ Coventry Road up to Butchers House/ Priory
- Small verges outside some residential properties on Lavender Hall Lane.
- Verges out of the village on both Spencer's Lane and Meriden Road
- Verges at entrance to Pound Close, off Coventry Road

3. Litter Picking and Sweeping – Category C

Non-hazardous litter may be disposed of in public waste bins where available. Hazardous litter must be reported to the Parish Clerk and only removed if the correct precautions are taken,

- Spinney Car Park and Spinney - Litter pick every month throughout the year.
- Kelsey Lane bus shelter - Litter pick when needed, but as a minimum every 2 months throughout the year
- Kelsey Lane bus shelter - sweep and clean the floor inside the bus stop every 2 months
- Kelsey Lane bus shelter - annually clean down the inside of the shelter to stop the build-up of cobwebs etc.

4. Hedge cutting and other work – Category D

4.1. Cut the following hedges at least once a year:

- Along Lavender Hall Lane from the entrance to the spinney car park to the junction with Meriden Road
- Along Meriden Road from the junction with Lavender Hall Lane for the entire length of the car park on the west side of Meriden Road.
- Kelsey Lane Bus Shelter – Cut back hedges and ground vegetation around the bus stop and at the entrance to the footpath annually.

The Parish Council may issue a 'request for quote' for additional hedge/sapling cutting and other work via email. The contractor should respond to this request within 3 working days giving a quote confirming the scope of work, when the work could be undertaken, the man hours required, any additional materials required and the price, based on the "day work rates". A sapling is a tree of less than 9 cm in diameter.

4.2. The additional cutting of hedges, the occasional additional vegetation removal and general maintenance work, will be undertaken on "day work rates" (fixed for the duration of the contract).

4.3. Please provide a day work rate on the Quotation Pro Forma (Appendix 3) including equipment for strimming, mowing, hedge cutting, sapling removal and other general maintenance work (see 1.4 & 1.5 above), for the following periods of time worked.

2 hours
½ day (4 hours)
1 day (8 hours)

Day work rates to include equipment for strimming, mowing, hedge cutting, sapling removal and other general gardening style work. The removal and disposal of all cut grass/vegetation resulting from day work is also included in these rates.

5. Removal of cut vegetation

- The contract price includes provision for the removal and disposal of all cut grass/vegetation resulting from the regular strimming/mowing.
- It is the responsibility of the contractor to identify hazardous vegetation before removal and take appropriate measure to protect themselves and the public during and after the disposal.

6. General Care during work

The Contractor shall:

6.1. Demonstrate that all the specified work in this contract can be undertaken safely and without risk to health of their employees and the general public. In order to assess this, potential contractors must complete the questionnaire in Appendix 2 below:

6.2. Ensure all equipment is appropriate for use and is regularly maintained to ensure safe operation.

6.3. Provide protection to employees and the public to ensure that injury and damage to property are avoided. The Contractor shall provide a risk assessment to demonstrate that the issue of protection has been fully addressed

6.4. Not cut bulb leaves until one month after the flowering has ceased and shall take care to mow around flowering and recovering bulbs.

6.5. "Litter pick" areas before mowing/strimming in all areas and deposit detritus collected in nearest convenient public waste bin. Litter should not be mowed/strimmed.

6.6. Take suitable and sufficient action to avoid damaging wood/ stone/ paint of street furniture, fencing, cars and other objects and property of others.

7. Requirements of the Contractor during the Contract

7.1. The contractor will respond within 48 hours to messages sent by representatives of the Parish Council via text, voicemail or email

7.2. The contract may be terminated by the Parish Council giving 3 months' notice at any time and with no notice if the contractor has consistently failed to perform to acceptable standards

7.3. The Parish Council will leave to the contractor the choice of the exact days for carrying out mowing, within any two weekly period when grass is due to be cut. This is to maximise the contractor's efficiency and provide for professional judgement regarding the mowing needs of the grass areas covered by the contract.

7.4. If, in the opinion of the Parish Council, the grass cutting has not met the required standard at any time during the contract, the contractor may be requested to notify the Parish Council one week in advance of the days that the Contractor plans to perform the grass cutting service for a period of 4 weeks at a time and will then be required to cut the grass on the days specified.

8. Payment

8.1. All prices in this contract will be quoted excluding VAT

8.2. All invoices will show if VAT is payable and shall, where appropriate, include the Contractors VAT registration number

8.3. The successful Contractor can invoice the Parish Council by 25th March for the full years cost of the annual mowing/strimming activities defined in the contract. Subject to the work being undertaken in a satisfactory manner, the Parish Council will pay the contractor 1/8th of the annual sum in each month April to November inclusive for each year of the contract. As an alternative, the contractor may submit 8 invoices for the standard mowing/strimming work commencing in March each year with each invoice representing 1/8th of the total annual quoted price.

8.4. If the Parish Council does not consider that the work is being completed satisfactorily the Parish Council will advise the Contractor accordingly and suspend payment until the work is completed to the standard required

8.5. The Contractor will invoice the Parish Council for work undertaken on day work rates after the work is completed. The Parish Council will pay in accordance with the Contractor's Standard Terms and Conditions.

9. Duration of Contract

9.1. The Contract is for a fixed term 2nd March 2022 to 1st March 2025.

9.2. The Contract may be terminated by the Parish Council in the event that the Contractor fails to perform the services defined in the Contract to an adequate level.

10. Additions to schedule of regular work

The Parish Council may increase the volume (area to be mowed) or frequency of regular grass mowing during the course of the Contract. In the event of such a change the Contractor may make an increase in charge proportionate to the increase in costs incurred in performing the additional work.

11. Quotation

Please submit your quotation using the pro forma provided in Appendix 3.

Day work rates should be given for other work as detailed in paragraph 4.3.

Quotations should be made by email with a copy sent by post to the following address using the reference **GMC/2022.**

The Parish Clerk
PO Box 6379
Coventry
CV6 9LP

Email: clerk@berkswellparishcouncil.org.uk

Your quote must be received by the Parish Council by **15 December 2021.**

Appendix 1

Photos to define the areas for mowing within the village of Berkswell

These photos exclude the triangle of land at the junction of Waste and Hodgett's Lane which is also covered by the contract



The village green



Well area1



Well area 2



Well area 3



God cake Lavender Hall Lane



Bank to right inside of car park entrance – view 1



Bank to right inside of car park entrance view 2



Island in car park



The Pound on Coventry Road including the verge in front and about 1 metre to the sides and rear is included



The area 8round the telephone box from the adjacent house drive to the bin is included



Green at the junction of Waste and Hodgett's Lanes



Hedges alongside Meriden Road Car Park

Appendix 2

Capability Questionnaire

Please complete the following questionnaire as part of your submission.

Ref	Question	Response
1	What arrangements will you have for managing the work? For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc?	
2	Will you be using subcontractors and if so how will you check they are competent? The level of competence for subcontractors will depend on the risk and the complexity of the work.	
3	What is your recent health and safety performance? For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?	
4	Do you have a written health and safety policy? (This is only a requirement if five or more people are employed.)	
5	Can you provide existing risk assessments done for similar jobs? (This is only a requirement if five or more people are employed)	
6	What qualifications, skills and experience do you have in this type of work?	
7	What health and safety information and training do you provide for your workers?	
8	If required, do you have Employers' Liability Compulsory Insurance?	
9	Do you have any independent assessment of their competence?	
10	Are they members of a trade association or professional body?	
11	Will they be producing a safety method statement for the job? (A safety method statement is not required by law).	
12	Please provide a copy of its Public Liability Insurance cover which shall be for not less than £2 million	

Appendix 3

Quotation for Grass and Hedge cutting and General Maintenance work

Quotation Pro Forma

Please provide your quotation in the following format:

Year 1

Category	Assumed No of Cuts Per year	Cost per cut (ex VAT) £	Total Cost for Category (ex VAT) £	Unit cost for additional cut (if required) (ex VAT) £
A – Weekly Mowing/ edge Strimming				
B1 – Two weekly mowing/strimming				
B2 – Two weekly mowing/strimming				
C – Litter Picking & sweeping	**Per specification**			
D – Annual Hedge Trimming				
Total Annual Fee (ex VAT)				

Year 2

Category	Assumed No of Cuts Per year	Cost per cut (ex VAT) £	Total Cost for Category (ex VAT) £	Unit cost for additional cut (if required) (ex VAT) £
A - Weekly Mowing/ edge Strimming				
B1 - Two weekly mowing/strimming				
B2 - Two weekly mowing/strimming				
C – Litter Picking & sweeping	**Per specification**			
D – Annual Hedge Trimming				
Total Annual Fee (ex VAT)				

Year 3

Category	Assumed No of Cuts Per year	Cost per cut (ex VAT) £	Total Cost for Category (ex VAT) £	Unit cost for additional cut (if required) (ex VAT) £
A - Weekly Mowing/ edge Strimming				
B1 - Two weekly mowing/strimming				
B2 - Two weekly mowing/strimming				
C – Litter Picking & sweeping	**Per specification**			
D – Annual Hedge Trimming				
Total Annual Fee (ex VAT)				

Total Contract

Category	Assumed No of Cuts Per year	Cost per cut (ex VAT) £	Total Cost for Category (ex VAT) £	Unit cost for additional cut (if required) (ex VAT) £
A - Weekly Mowing/ edge Strimming				
B1 - Two weekly mowing/strimming				
B2 - Two weekly mowing/strimming				
C – Litter Picking & sweeping	**Per specification**			
D – Annual Hedge Trimming				
Total Contract Fee (ex VAT)				
Total Contract Fee (inc VAT)				

Day Work Rates

Category	Rate (ex VAT) £	Rate (inc VAT) £
2 hours		
½ day (4 hours)		
1 day (8 hours)		

NB: Please respond to the following questions regarding your quotation:

Questions	Response
Is your quote a fixed price for the year regardless of the growing period or the need to maintain the visual standard as specified? If not, please indicate the unit cost for each additional cut if required in tables above.	
What assumptions have you made for an annual inflation increase (if any) during the 3 year contract period?	
Please confirm the total value of your quote for the period 2 March 2022 to 1 March 2025 (ex VAT)	
Please confirm that all quotes include the removal and disposal of all cut grass/vegetation for the regular strimming/mowing. If not, please supply the basis of the charge	
Where is your nearest depot to Berkswell?	
Please confirm you have Third Party Liability Insurance and the value of cover.	
Please provide the names of two referees who would be willing to provide a reference regarding the quality of your work	