Quotes for Groundworks in Wickhambrook 2022 - 23

The Parish Council's Financial Regulations require that, (11.1h) for every contract entered into of less than £25,000 (and over £3000) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply).

This applies to the council's contract for groundworks – the grass cutting and general maintenance of the village greens, cemetery, recreation ground and six acres.

A new contractor was appointed for 2021, and whilst there were some teething issues whilst the contractor bedded in, in part caused by no cutting in March and a warm and wet spring contributing to strong growth in the early part of the season, these were largely resolved by the summer months.

A revised specification for the grounds contract was agreed by the parish council at its September meeting (Min.21.09.16), with:

- detailed mapping
- an increase in the number of cuts from 16 to 18
- an extension of the cutting season to include one cut in November and February;
 and
- The contract period being moved to start in March and finish in February.

The agreed specification is attached as **Appendix A**, and plans as **Appendix B**.

Quotes based on this more detailed specification were sought in the autumn of 2021 and three quotes have been received to date, from CGM Ltd, D R King and Son and RH Landscapes & Maintenance (our current contractor). These have been circulated to councillors and are summarised below:

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		103	9 /20	, Colego	و.	RH LANDSON	DRIVING	Cest Grant		
		Mocu	Collect	is Leaf Clear	Notes	BAL	OFF	CO.		
Map Item	Greens	_ `			1	,		*quoted on basis of 16 cuts		
		18			leave small triangle at rear for wildflower	ĺ				
	Attleton Green		NO		colonisation	£ 630.00				
2	Coltsfoot Green	18	No		strim down into all culverts	£ 630.00	£ 810.00	£ 225.00		
		18			small triangle must be trimmed to ensure					
3	Meeting Green Verge & Triangle		No		visibility	£ 630.00	£ 486.00	£ 445.00		
		18			verges uneven, take time in dips to obtain					
4	Nunnery Green Verges				even cut	£ 630.00	£ 486.00	£ 148.50		
	Cemetery & Churchyard									
						1				
5	All Saints Churchyard	18	No		Only in Churchyard, not verges or car park	£ 1,530.00	£ 810.00	£ 890.00		
					Delay cuts where bee orchids indicated, or					
		18			to allow spring flowers to set seed, as					
					agreed with contractor - when cuts delayed,					
6	Cemetery and Memorial Garden			yes	cost per cut to be adjusted accordingly.	£ 1,800.00	£ 2,592.00	£ 1,350.00		
	Play Areas									
	Bury Road Play Area		yes	yes		£ 630.00				
- 8	Cemetery Road Play Area - leaves & debris collected	18	yes	yes		£ 630.00	£ 810.00	included in quote for plan 12 below	£ 720.00	
	Six Acres & Recreation Ground					+				
	Bowling Green (in and outer banks)	18	yes	yes	not the bowling green itself	£ 720.00	£ 648.00	included in quote for plan 12 below	£ 684.00	
	Tennis Courts surrounding Grass	18		1,55		£ 360.00		included in quote for plan 12 below	£ 504.00	
	Inner banks of Recreation Field and Six Acrees	18				£ 540.00		included in quote for plan 12 below	£ 594.00	
					*please quote for both collection of ansings,					
12	Recreation Ground & Six Acres	18			and arisings left in place	£ 2,970.00	No Quote	£ 5,850.00		
	Other					l				
	Footpaths per plan	8				£ 320.00		included in quote for plan 12 above	£ 232.00	
	Outer banks of Recreation Field and Six Acres	3			strim/brushcut - note steep banks	£ 1,050.00		included in quote for plan 12 above	£ 862.50	
15	Memorial Social Centre Grounds	16	yes			£ 400.00	£ 864.00	included in quote for plan 12 above	£ 632.00	
	Hedges - bowling green, along the track next to the rec, the beech									
	hedge near the car park (cut one side) and the hedge around the cemetery cut hedges both sides on road & one side elsewhere.	_				£ 900.00		5 1 100 00	C 1 000 00	
10	centetery cut neages both sides on road at one side elsewhere.		yes		Anglia Water not currently in a position to	£ 900.00	£ 1,260.00	£ 1,100.00	£1,080.00	
17	Land to rear of Croft Close: not next financial year		yes	yes	transfer					
- 17	Land to real of Croft Close. Not next illiancial year		yes	yes	uaisiei					
18	Scrub to rear of hard standing between Bowling Green and Tennis Courts	2	yes			£ 100.00	£ 405.00	not quoted	£ 252.50	
			,							
					Total	£ 14,470.00	£ 12.582.00	£ 10.602.00	£5,561,00	
						, , , , , ,	£5175.00*	1325.25**		
							£ 17,757.00	£ 11,927.25		
					Total for 3 year undertaking	£ 43,410.00				
					equivalent per annum	£ 14,470.00	£12771.00**	•		
							*Mean Cost of using an alternative contractor			
							**based on total cost/no cuts*2 for November and February			
							** excluding additional costs for Recreation Ground & Six Acre			

All prices quoted are plus VAT @20%.

CGM Ltd has now provided a quote which includes all areas requested in the specification, but has only quoted based on sixteen cuts over eight months, and does not include the last two cuts in November and February. The costs of the additional two cuts would be likely to increase the cost of the contract by £1325.25 to £11,927.25 plus VAT based on total cost/no cuts. The total provided in the quote from CGM Ltd was not arithmetically correct.

The quote put forward by D R King & Sons does not include the main grass cutting of the Recreation Ground, which would consequently have to be sourced from another supplier. An indicative cost for that based on the mean of the alternative quotes supplied has been used, to give an indication of the total cost of the contract if this option were to be considered. Another factor to take into account would be the additional time which would be likely to incurred by the clerk in administering two contracts.

RH Landscapes & Maintenance Ltd has provided a quote with a three year undertaking of £43,410 (£14,470 per annum) plus VAT. This would be likely to represent a saving over 3 years of £1300 based on an uplift of 3% per annum. RH Landscapes is the only contractor which has quoted for the entirety of the specification.

A total of £14,500 plus VAT (slightly higher than the mean of quotes submitted) has been budgeted for in the next financial year.

Councillors are not obliged to choose the cheapest quote, but (in accordance with Financial Regulations) should satisfy themselves that the choice made represents value for money to the parish.

Action:

Identify one or more suppliers to undertake the ground works required for Wickhambrook during the financial year 2022/23 and instruct the Clerk & RFO to issue the necessary purchase orders and contracts.

		No. Cuts	Collect Arisings	Leaf Clearing	Notes
1ap Item	Greens				
1	Attleton Green	18	No		leave small triangle at rear for wildflower colonisation
2	Coltsfoot Green	18	No		strim down into all culverts
3	Meeting Green Verge & Triangle	18	No		small triangle must be trimmed to ensure visibility
4	Nunnery Green Verges	18			verges uneven, take time in dips to obtain even cut
	Cemetery & Churchyard				
5	All Saints Churchyard	18	No		Only in Churchyard, not verges or car park
6	Cemetery and Memorial Garden	18		yes	Delay cuts where bee orchids indicated, or to allow spring flowers to set seed, as agreed with contractor - when cuts delayed, cost per cut to be adjusted accordingly.
	Play Areas				
7	Bury Road Play Area	18	yes	ves	
	Cemetery Road Play Area - leaves & debris collected		yes	yes	
	Six Acres & Recreation Ground				
	Bowling Green (in and outer banks)		yes	yes	not the bowling green itself
	Tennis Courts surrounding Grass	18			
11	Inner banks of Recreation Field and Six Acrees	18			
12	Recreation Ground & Six Acres	18			*please quote for both collection of arisings, and arisings left in
	Other				
13	Footpaths per plan	8			
14	Outer banks of Recreation Field and Six Acres	3			strim/brushcut - note steep banks
15	Village Hall	16	yes		
	Hedges - bowling green, along the track next to the rec, the beech hedge near the car park (cut one side) and the hedge around the cemetery cut hedges				
	both sides on road & one side elsewhere.		yes		
17	Land to rear of Croft Close	3	yes	yes	
18	Scrub to rear of hard standing between Bowling Green and Tennis Courts	2	yes		





































