

Quotes for Groundworks in Wickhambrook 2020 - 21

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 contracts for groundworks – the grass cutting and general maintenance of the village greens, cemetery, recreation ground and six acres.

By using the council's subscription to Parish On-line, the Clerk has been able to accurately map the areas (plans attached as **Appendix A**) which have been maintained through two contracts:

1. Recreation Ground – by Vertas; and
2. The remaining greens, cemetery, six acres and those parts of the recreation ground which Vertas has not been able to cut or maintain, by D R King and Son (this has included the maintenance and cutting of some footpaths in the vicinity of six acres.

And quotes based on this more accurate specification have again been sought for the next financial year. (**Appendix B**).

Four quotes have been received to date, from D R King and Son, Vertas, CGM & RH Landscapes (**Appendices C, D, E & F respectively**) and are summarised below:

	D R King	CGM	Vertas	R H Landscap
All Saints Churchyard		£ 828.00		£ 680.00
Attleton Green		£ 414.00	£ 744.34	£ 280.00
Coltsfoot Green	£3,165.00	£ 207.00	£ 604.00	£ 280.00
Meeting Green		£ 414.00	£ 109.51	£ 280.00
Nunnery Green Verges		£ 138.00	£ 190.47	£ 320.00
Tennis Courts surrounding Grass		-		
Cemetery and Memorial Garden - grass, hedges and leaf clearing	£4,060.00	£ 1,035.00	£ 2,990.87	£ 1,600.00
Bowling Green (in and outer banks), leaves & debris collected	£ 1,250.00	-	* included in recreation ground	£ 720.00
Bury Road Play Area - leaves & debris collected		£ 138.00	£ 251.56	£ 280.00
Cemetery Road Play Area - leaves & debris collected		-	** included in recreation ground	£ 560.00
In and outer banks of Recreation Field		-		
Other hedges (cut one side)		-		
Recreation Ground & Six Acres		£ 4,554.00		£ 2,400.00
Village Hall	£3,672.00	-	£ 4,034.64	
Footpaths per plan		-		
Total	£12,147.00	£ 7,728.00	£ 8,925.39	£ 7,400.00
Recreation Ground & Six Acres (Grass Cutting Only) by Vertas	£ 1,821.36			
Total	£13,968.36			

All prices quoted are plus VAT @20%.

The quote put forward by D R King & Sons does not include the main grass cutting of the Recreation Ground, which has until now been undertaken by Vertas. Vertas have not quoted for this specific area alone, but have advised the cost for the 2020-21 Financial Year which would be £1821.36 plus VAT.

A total of £14,332 plus VAT has been budgeted for in the next financial year.

Councillors are not obliged to choose the cheapest quote, but should satisfy themselves that the choice made represents value for money.

Action:

Identify one or more suppliers to undertake the ground works required for Wickhambrook during the financial year 2020-21 and instruct the Clerk & RFO to issue the necessary purchase orders and contracts.

Hilary Workman
Clerk & RFO
March 2021

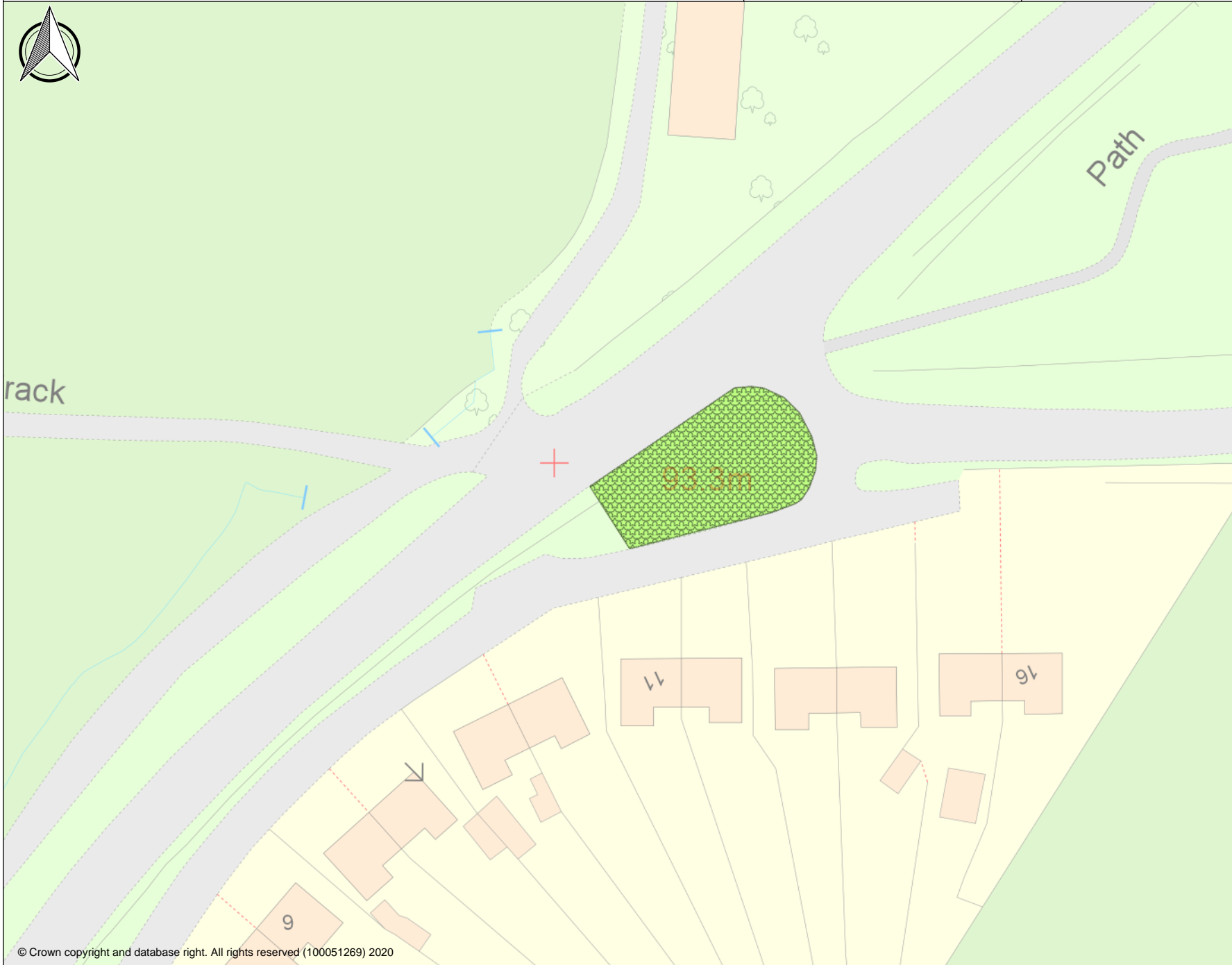


Grass Cutting



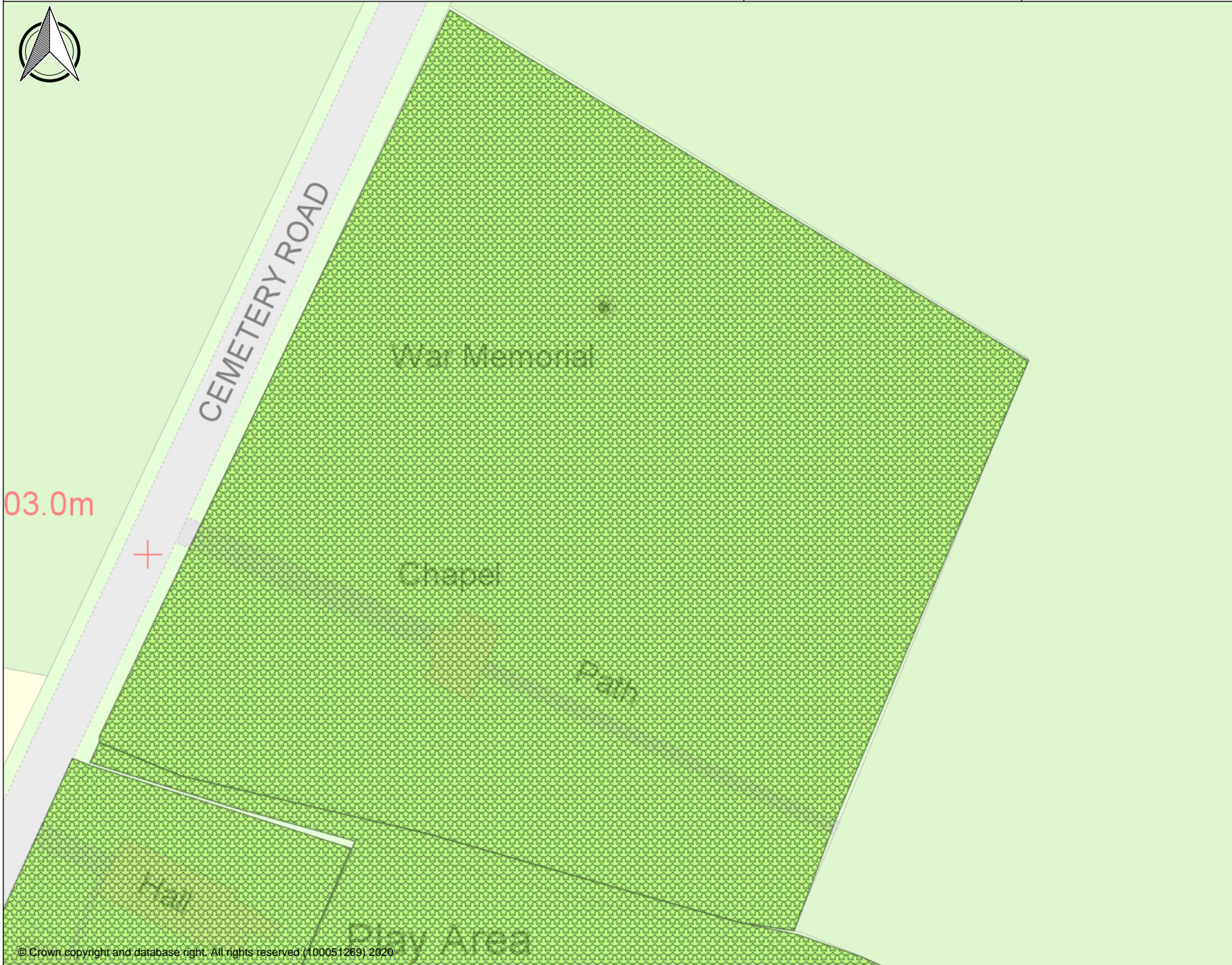
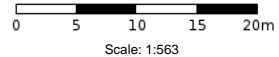
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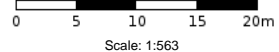
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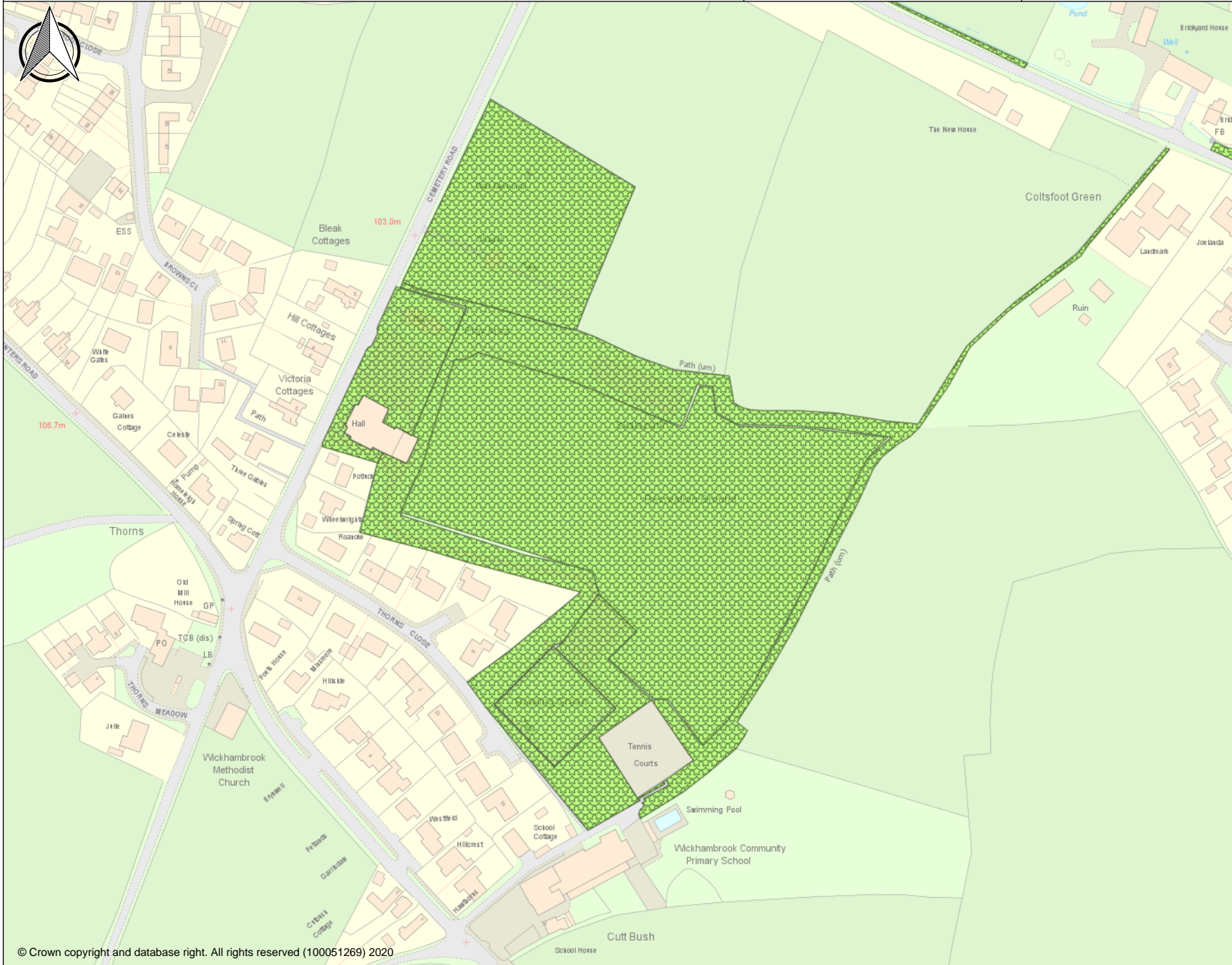




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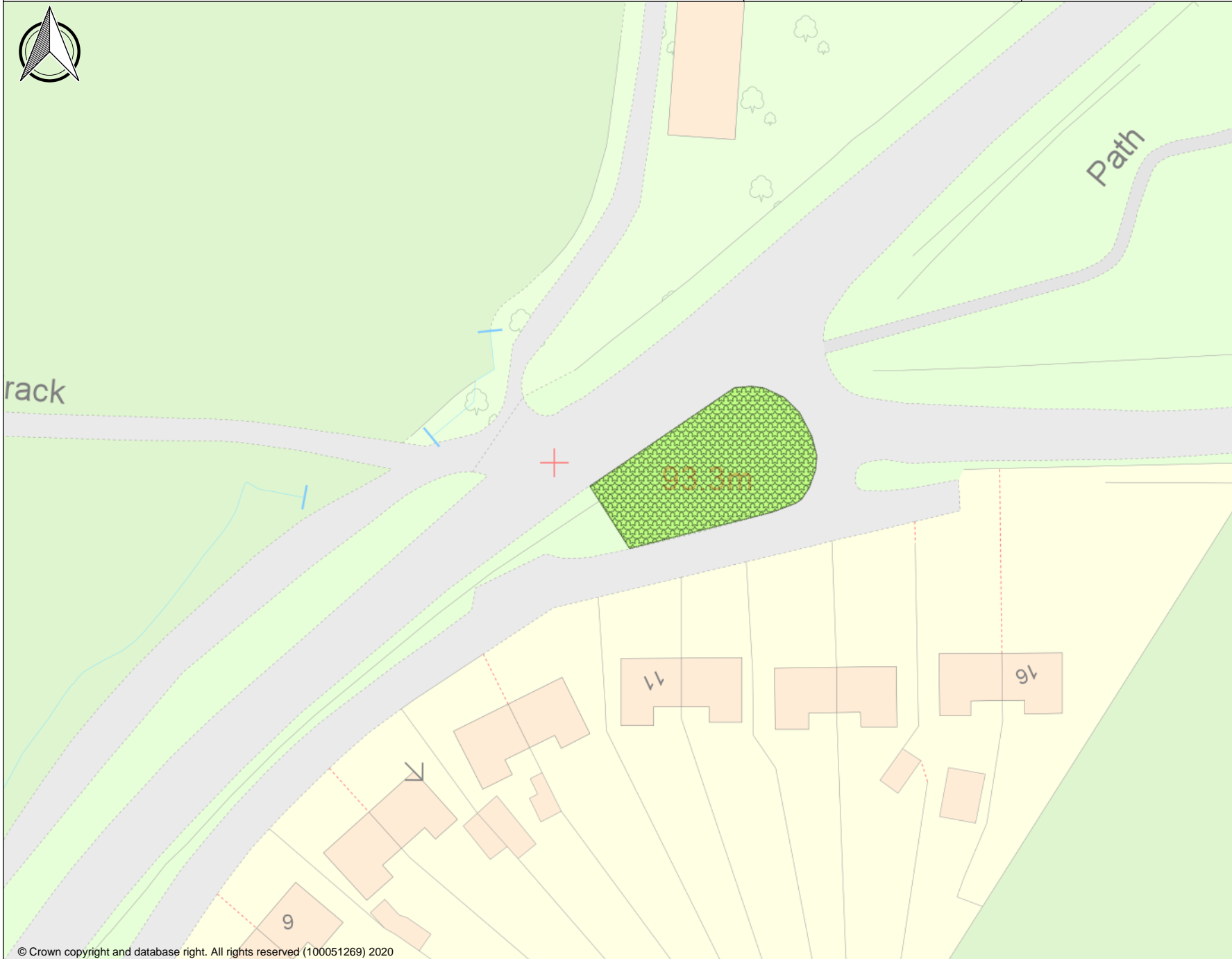


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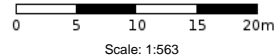
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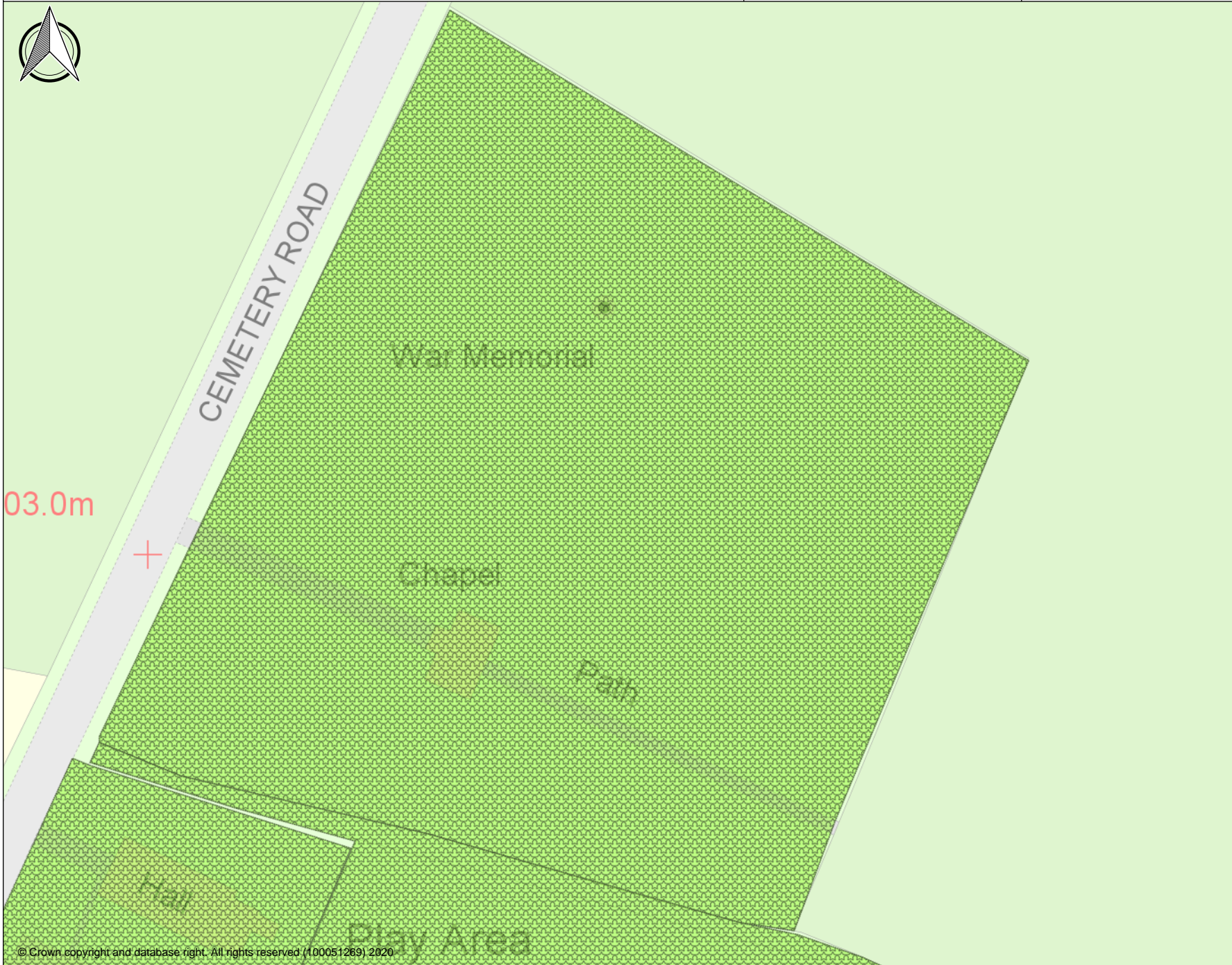


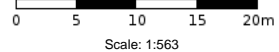
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Grass Cutting





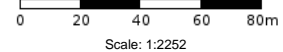
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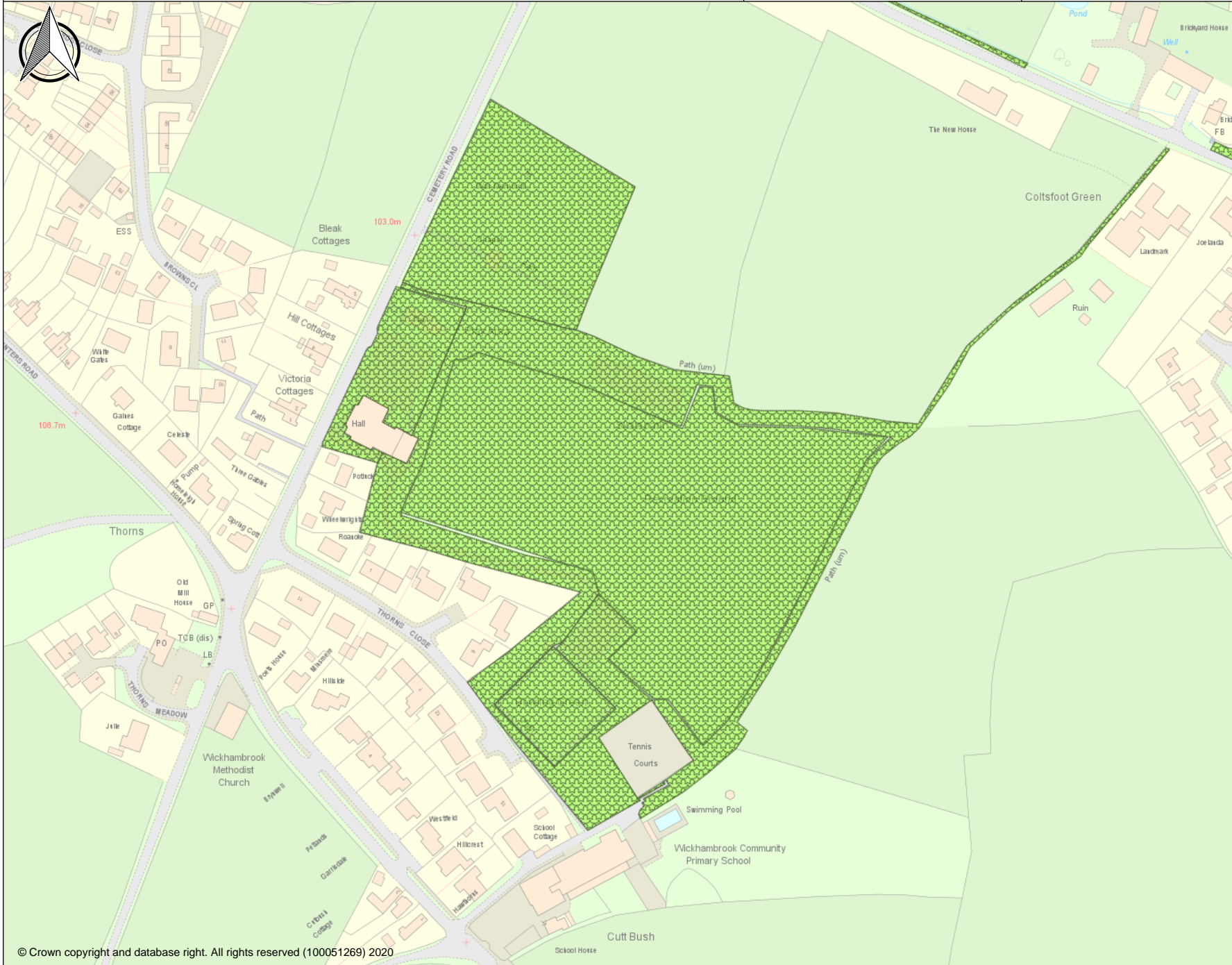


Grass Cutting





Grass Cutting



From: [David King](#)
To: [Hilary Workman](#)
Subject: Costings For 2021
Date: 15 January 2021 15:49:38

Dear Hilary

To maintain the following sites....

Meeting Green
Coltsfoot Green
Attleton Green
Nunnery Green Verges
Church
Village Hall
Wickhambrook Play Area
Bury Road Play Area
Cemetery And Memorial Garden
Tennis Court Surrounding Grass
Bowling Green Surrounding Grass and Conifer Hedge (Cut both sides)
Other hedges (Cut one side)
In and Outer banks of Recreation Field
Foot paths as on your plan.

Costing: £12,147

Break Down

Meeting Green, Attleton Green, Coltsfoot Green, Nunnery Green Verges, Church, Tennis Courts.....£3,165

Village Hall, Recreation Ground (areas not cut by Council) In and Outer Banks (Leaves and debris collected)
Play Area (Rec) Play Area (Bury Road) Leaves and Debris collected.....£3,672

Cemetery, Memorial Garden grass, hedges and leaf clearing.....£4,060

Bowling Green as per last year.....£1,250

Regards
David King

Enquiries to: Ross Lake
Tel: 07860 258413
ross.lake@vertas.co.uk

Our reference:
Date: 25 February 2021

Hilary Workman
Clerk to Wickhambrook Parish Council

Grounds Maintenance Tender 2021

Dear Hilary,

Further to your request for quotes for grounds maintenance on various parcels of land please find below the Vertas submitted price.

General Information

All Vertas Grounds staff have passed the enhanced DBS check, wear uniform with logo's and carry ID badges. The grounds staff are trained in the use the machines they operate, which are regularly maintained and comply with current Hand/Arm Vibration regulations.

In 2019 Vertas achieved the RoSPA gold award for occupational health and safety ISO14001 for Environmental Management, demonstrating a genuine commitment to safety of the public, employees and the environment.

Copies of CoSHH and Risk Assessments are carried in every vehicle and available for inspection by a client representative.

We aim to provide a dedicate team for each client. However, Vertas Grounds teams operate from several bases in west Suffolk allowing any staff sickness or machinery break down to be covered by an alternative depot if required. This provides increased assurance the schedule tasks will be completed without delay (weather permitting).

The attached schedules are flexible and can be edited if we have not interpreted your requirements correctly.

Yours sincerely,



Ross Lake
Grounds Operations Manager



Bury Road Pocket Park

Grass cut (boxed). 17 occasions per year.

Strim fence line and around structures.

Clear cuttings from footpath.

Total for 17 cuts £251.56 plus VAT.

Nunnery Green Verge

Grass cut (unboxed). 17 occasions per year.

Strimming banked area.

Clear cuttings from footpath.

Total for 17 cuts £190.47 plus VAT.

Coltsfoot Green and Coltsfoot Close

Cut grass (unboxed). 16 occasions per year.

Strim stream banks, parapets and around obstructions.

Total for 16 cuts £604.00 plus VAT.

Meeting Green Verge

Tractor flail hedge and grass. 1 occasion per year.

Total for 1 cut £109.51 plus VAT.

Attleton Green

Cut grass (unboxed). 16 occasions per year.

Total for 16 cuts £744.34 plus VAT.

Continued:

Vat Reg 120104394 | Company Reg 07728211

Registered Address Beacon House, Landmark Business Park, White House Road, Ipswich IP1 5PB



Cemetery

Cut grass (boxed). 17 occasions per year.

Strim obstructions.

Total for 17 cuts per year £2990.87 plus VAT.

Recreation Ground and Six Acres

Cut grass to the playing field. 16 occasions per year.

Apply total weed killer to hard surfaces around bowling green. 9 Occasions per year.

Cut grass around bowling surround and Memorial Hall. 16 occasions per year.

Cut grass in play area. 16 Occasions per year.

Strim banks around tennis courts. 9 Occasions per year.

Cut Leylandii (Bowling Green) and beech Hedge (Memorial Hall). 2 occasions per year.

Strim steep banks along playing field boundary. 1 occasion per year.

Total £4034.64 See works schedule for frequencies.

All Areas Combined

Total for all works described above.

£8925.39 plus VAT.

Attachments:

Suggested works schedule by site.

Vat Reg 120104394 | Company Reg 07728211

Registered Address Beacon House, Landmark Business Park, White House Road, Ipswich IP1 5PB





Reed House, Karoo Close, Bexwell Business Park, Downham Market, Norfolk PE38 9GA
www.cgmltd.co.uk 0800 160 1199 info@cgmltd.co.uk

Hilary Workman
Wickhambrook Parish Council
123 York Road
Bury St Edmunds
Suffolk
IP33 3EG

Our ref: BM/DC/CGM15944

25th February 2021

Dear Hilary,

Grounds Maintenance

Thank you for your most valued enquiry regarding the grounds maintenance for Wickhambrook Parish Council. After a recent site visit I now have the pleasure of providing the following quotation.

QUOTATION

CGM will provide trained staff and modern machinery in order to maintain the following areas in line with the contract specification outlined by Wickhambrook Parish Council and prices are based on all areas being cut on a fortnightly basis between March and October:

All Saints Church: £828.00 Plus VAT per annum

Attleton Green: £414.00 Plus VAT per annum

Bury Road Pocket Park: £138.00 Plus VAT per annum

Cemetery: £1,035 Plus VAT per annum

Coltsfoot Green: £207.00 Plus VAT per annum

Meeting Green Verge: £414.00 Plus VAT per annum

Nunnery Green Verges: £138.00 Plus VAT per annum

Recreation Ground and Six Acres: £4,554 Plus VAT per annum

Total: £7,820 Plus VAT per annum

(VAT is chargeable at 20%)

The CGM Group (East Anglia) Ltd. Registered in England Company No. 3529670





Reed House, Karoo Close, Bexwell Business Park, Downham Market, Norfolk PE38 9GA
www.cgmltd.co.uk 0800 160 1199 info@cgmltd.co.uk

I hope the above quotation is acceptable to you. Should you require any further information or have any queries, please do not hesitate to contact me. Should our quotation be acceptable, we would appreciate confirmation in writing by email to operationseast@cgmltd.co.uk or post for the attention Quotations Department.

Please quote the above reference on all correspondence. This quotation is valid for a period of thirty days from the date of the quotation, terms and conditions apply.

For policies and accreditations please visit our website www.cgmltd.co.uk

We'd love to hear your feedback, please leave us a review at: g.page/cgm-group/review

Assuring you of my best attention at all times and I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'B. Millard', written in a cursive style.

Brian Millard
Operations South East Manager

The CGM Group (East Anglia) Ltd. Registered in England Company No. 3529670





Hillary Workman
Clerk & RFO
Wickhambrook Parish Council
123 York Road
Bury St Edmunds
Suffolk
IP33 3EG

Date: 26/02/2021

Dear Hillary,

RE: Wickhambrook PC Grass Cutting Contract – 2021

Following a detailed and thorough inspection of the work required for 2021 and beyond I am pleased to quote as follows:

Methodology:

Staff will be issued with a set of maps of all areas require which will be by our admin staff, both in hard copy and on electronic devices, they will also be issued with a list of areas that will have been identified with the parish council as having caused issues or been missed regularly in the past to ensure that these are not missed or the issues considered during the cut.

It is our intention to carry out the cutting of the village with a mixture of Kubota front mounted rotary mowers with 72" cutting decks, and a John Deere X748 for a number of areas with restricted access and a Toro 4240 5 Gang Cylinder Mower, (3 of our machines actually pictured below). In terms of trimmers and blowers, we run a fleet of Stihl equipment which will be deployed on this contract.

Prior to cutting an area litter will be picked if required, it is our intention that a 2 operative team will cut the village on each occasion with 1 staff member mowing and one operative strimming and blowing hard standing areas. We have found that this method means mower operators are not having to constantly get on an off equipment and the use of the machine is maximized during the working day. Operatives will work in a methodical manner from one end of the village to the other.

R. H. Landscapes & Maintenance Services Ltd, 61 Boeing Way, Mildenhall, Suffolk, IP28 7RJ

T: 07884492120/ 01638 815530 / E: office@rh-landscapes.co.uk

VAT REG: 320 9756 01





As a minimum a bi monthly recorded quality inspection will be carried out and we are happy for this to be a joint inspection with a councilor or the clerk, where we review the standards of work, adherence to the schedule, identify any issue areas or missed bits and also review any areas that may need adding to site maps. All staff on site wear branded company uniform and will therefore be easily identifiable to the council and members of the public and all works vehicles are sign written.

Experience:

I have over 20 years' experience in delivering contracts of this nature for parish councils, district councils and private organizations and as a business we are determined to provide good old-fashioned customer services mixed with modern thinking and techniques.

My background prior to setting up my own business was the delivery of District council grounds maintenance contracts and I successfully managed the SCDC grounds maintenance contract for a contractor for over 8 years, in addition I managed Forest Heath District Councils (West Suffolk) grounds maintenance contract for 12 years.

We currently deliver grounds maintenance contracts for around 20 Parish Councils, District Councils, Management Companies and Estates.

We pride ourselves on being flexible and reliable and will work with the council to ensure that the grass is cut before any events that are being held either on or in the vicinity of the areas to be cut. We offer a high quality of work, reliability and a commitment to deliver what is required and build a long-term working relationship with the parish council.

Schedule of Works

From experience we know that grass grows at different rates throughout the season and although grass growth will slow towards the end the season, in recent years the growing season has been getting longer and longer as the climate changes, so we would suggest that we take the same approach as we do with all of our maintenance contracts and review the schedule prior to the final 2 cuts of the year and consider stretching these if required to extend the cutting season whilst ensuring the village maintains the desired appearance during the winter months. From our annual schedule we then break down our work into weekly and daily schedules for our teams.

In peak growing periods our flexible workforce are always willing to work additional hours in order to deliver the schedule and quality of work required. We currently have 10 team

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members; in addition we have access to labour only sub-contractors who could work with our teams should the need ever arise.

In order to stay on schedule reducing downtime to a minimum is key and in order to do this we carry out daily pre-use checks on our mowing equipment and service our machinery regularly. In addition, all vehicles carry a spare front and rear mower wheel and tyre as well as a number of standard spare parts to reduce downtime due to punctures and minor breakdowns.

We would plan to work this contract in with our Barrow Parish Council cemetery and church yard contract, which we have now delivered successfully for a number of years.

H&S

We have provided you with a copy of our H&S policy and insurance documents. I hold a NEBOSH National General Certificate in Occupational Safety & Health as well as a NEBOSH National Certificate in Environmental Management. All our staff are trained to national standards where required. All vehicles carry first aid kits and fire extinguishers. We are CHAS accredited highlighting our commitment to health and safety.

Pricing

Our pricing is based on providing a quality service, delivered to the specification detailed within the documents provided and makes allowance for all cuts specified per season to be undertaken.

All prices are stated on the schedule attached and are subject to VAT.

We are happy to fix our price for a 3 year period at the rates provided should the council wish.

Should you wish to accept or discuss the quote in more detail please call or email me so that a suitable time can be arranged to schedule the first cuts.

All rates are pro rata therefore if additional cuts are required, they will be at the rates stated above.

References:

Please see below some references who can be contacted should you wish; more are available upon request:

Barrow Cum Denham Parish Council

Kat Bowe

Parish Clerk

Tel: 01284 811952 Mobile: 07917 509009

Email: barrowcumdenhampc@gmail.com

R. H. Landscapes & Maintenance Services Ltd, 61 Boeing Way, Mildenhall, Suffolk, IP28 7RJ

T: 07884492120/ 01638 815530 / E: office@rh-landscapes.co.uk

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Barningham Parish Council

Vicki Gay
Parish Clerk
Red House, Back Hills, Botesdale, Diss, Norfolk, IP22 1DW
Tel 01379 898733
Email: BarninghamPC@outlook.com

Stetchworth Parish Council

Mrs Marilyn Strand
Parish Clerk
Tel: 01638 781286
Email: clerk@stetchworth.org

West Row Parish Council

Nicola Glading
35 Hornbeam Avenue
6 Albert Rolph Drive
Lakenheath
Suffolk
IP27 9DA
Tel: :01842 337488
Email: westrowpc@gmail.com

Teversham Parish Council:

Mrs Alison McFarquhar
Clerk, Teversham Parish Council
Tel: 07562 332842
Email: clerk@teversham.info

Fen Drayton Parish Council:

Gill Parrish
Clerk, Fen Drayton Parish Council
PO Box 1102
CAMBRIDGE
CB24 4WZ
Tel: 07704 023534
fendrayton.clerk@gmail.com

Toft Parish Council/

Hardwick Parish Council:

Gail Stoehr (Mrs)
Clerk to the Parish Council
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
Tel: 01954 210241

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Email: toftpc@lgs-services.co.uk

Comberton Parish Council:

Angela Bridges
Clerk, Comberton Parish Council
Tel: 07735908030
Email: parishclerk@comberton.org

Barton Parish Council:

Mr Ian Minto
Clerk, Barton Parish Council
Tel: 07742256557
Email: ian.minto@bartonvillage.org

Stretham Parish Council:

Mrs Kim Bolderson
Clerk, Stretham Parish Council
21 Akeman Close
Stretham
Ely
Cambridgeshire
CB6 3JR
Tel: 07507597368
Email: stretham.clerk@gmail.com

Bar Hill Parish Council

Mrs S Bell
Parish Clerk
Bar Hill Parish Council
Tel 01954 780456
Email: clerk@barhillpc.org.uk

Feltwell Parish Council

Mrs Jo Martin
Parish Clerk, Feltwell Parish Council
'Sok-Osi', 58 Wilton Road
Feltwell
Norfolk
IP26 4AY
Tel: 01842 828383
Email: feltwellparishclerk@gmail.com

I look forward to hearing from you.

Yours sincerely

R. H. Landscapes & Maintenance Services Ltd, 61 Boeing Way, Mildenhall, Suffolk, IP28 7RJ

T: 07884492120/ 01638 815530 / E: office@rh-landscapes.co.uk

VAT REG: 320 9756 01



L. Hamill

Luke Hamill
Director

R. H. Landscapes & Maintenance Services Ltd, 61 Boeing Way, Mildenhall, Suffolk, IP28 7RJ

T: 07884492120/ 01638 815530 / E: office@rh-landscapes.co.uk

VAT REG: 320 9756 01



Wickhambrook Parish Council Village Maint

Operation	Description	No. of Occasions	Rate	Total Cost
Attleton Green		8	£35.00	£280.00
Verge at meeting Green		8	£35.00	£280.00
Bury Road Pocket Park		8	£35.00	£280.00
Nunnery Green Verge		8	£40.00	£320.00
Coltsfoot Green		8	£35.00	£280.00
All Saints Church		8	£85.00	£680.00
Cemetery		16	£100.00	£1,600.00
Recreation Ground Play Area		16	£35.00	£560.00
Recreation Ground - Main Area	This would be mown with a cylinder mower	16	£150.00	£2,400.00

Cost P.A	£6,680.00
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