

Landscape Services



(South West) Ltd

contract maintenance

Unit 6, Southfield Road Trading Estate, Nailsea, Bristol, BS48 1JE

Tel: 01275 859525

Email: info@landscapeservicesw.co.uk

Our Ref: PR/2024

26th February 2024

Jane Stone
Backwell Parish Council
1st Floor, 43 Rodney Road
Backwell
Bristol BS48 3HW

By email: clerk@backwell-pc.gov.uk

Dear Jane,

RE: Annual Grounds Maintenance – Backwell Parish Council (April 2024 to March 2025)

Firstly, many thanks for your custom over the last year.

We are very lucky to have a very select bunch of clients whom we value a great deal. During these tricky times we have been careful to keep things under control by concentrating on our existing client base and not looking for more work despite many offers.

Things seem to be stabilising a little and despite the wettest summer we can remember, which has made works very difficult we have been getting along well.

Everything still seems to be costing more and more with suppliers appearing to feel that they can charge what they like. However, we have managed to make savings in some areas meaning that we have been able to keep investing in machinery and vehicles when required. We need to do this to ensure that we can provide a reliable service.

Moving forward we will need to raise our annual costs by 4.5% we are doing this across the board to all clients. Although this is a rise it is for the second year running a rise beneath the rate of inflation.

I hope this is acceptable but please do not hesitate to contact us if you wish to discuss this further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Will Stops', written over a light blue horizontal line.

Will Stops
Director

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Annual Grounds Maintenance Contract

Landscape Services (SW) Ltd have been instructed to carry out gardening works according to the specification below at Backwell Parish Council, 1st Floor, 43 Rodney Road Backwell.

Site A - Red Cross Hall, BT Box, Parish Hall & Allotments

Strimmed 3 x per annum – May, August & October.

All adjacent pathways and paved areas to be swept free of arisings.

Site to be left in a clean and tidy condition.

A total of 3 visits, at a cost of £115.13 + VAT per visit

Site B - Spar Shop & Mens Club

Site visited fortnightly mid-March to mid-October

Site visited once in the Autumn/Winter.

Grass cut.

Edges trimmed and strimmed.

Borders and hardstanding kept weed free.

Litter collected and removed from all areas.

Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy where possible in line with good horticultural practice.

All debris from the above works to be removed from site.

A total of 16 visits, at a cost of £36.95 + VAT per visit

1 x visit (autumn/winter) at a cost of £39.29 + VAT

Site C - Oatfield Play Area, Hyatts Wood Road, Downside

Site visited fortnightly mid-March to mid-October.

Site visited once in the Autumn/Winter.

Grass cut.

Edges trimmed and strimmed.

Borders and hardstanding kept weed free.

Litter collected and removed from all areas.

Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy where possible in line with good horticultural practice.

All debris from the above works to be removed from site.

A total of 16 visits, at a cost of £96.33 + VAT per visit

1 x visit (autumn/winter) at a cost of £65.49 + VAT

Oatfield Play Area, Downside - Tractor Flailing

- Perimeter hedge cut by means of tractor flail once per annum

At a cost of £313.50 + VAT

Moor Lane

Site visited fortnightly mid-March to mid-October

Site visited once in the Autumn/Winter.

Grass cut.

Edges trimmed and strimmed.

Borders and hardstanding kept weed free.

Litter collected and removed from all areas.

Shrubs pruned/trimmed as and when required or requested to maintain neat and tidy where possible in line with good horticultural practice.

All debris from the above works to be removed from site.

A total of 16 visits, at a cost of £169.99 + VAT per visit

1 x visit (autumn/winter), at a cost of £65.49 + VAT

Moor Lane - Pruning

- Pruning of large borders/shrubbery's within the parkland once per annum

At a cost of £654.91 + VAT per visit

Moor Lane - Tractor Flailing

- High level tractor flailing at Moor Lane once per annum

At a cost of £522.50 + VAT

Station Road

Site visited 3 x per annum – May, July & September

Grass cut

Areas either side of the crescent x 2 (grass & laurel hedge)

Corner of Westfield Road grass

Station road post box lane to garages

A total of 3 visits, at a cost of £73.34 + VAT per visit

Total annual cost will be £7,078.91 + VAT, charged monthly (see below)

Total cost for Sites A, B & C £2,896.15 + VAT, charged monthly at £241.35 + VAT

Total cost for Moor Lane £3,962.74 + VAT, charged monthly at £330.23 + VAT

Total cost for Station Road £220.02 + VAT, charged monthly at £18.34 + VAT

The contract shall be for a period of one year from April 2024 to March 2025.

Invoices will be issued monthly and will be due for payment 30 days from the date of invoice.

N.B. If the client is invoiced on an annual cost divided into 12 equal payments basis and the contract is terminated mid-term, adjustment charges will be made for the number of visits already carried out.

Landscape Services will require one month's notice, in writing, should the client wish to terminate the contract.

By entering into the contract, you are also agreeing to our terms and conditions detailed below.

Signed
On Behalf of Landscape Services (SW) Ltd

Dated

Signed
On Behalf of Backwell Parish Council

Dated



Landscape Services (SW) Ltd - Terms & Conditions

Terminology: 'The Contractor' refers to Landscape Services (South West) Ltd. 'The Client' refers to any person, company or institution commissioning 'The Contractor'.

- 1. Acceptance:**
The acceptance of a quotation, estimate or the placing of an order will be held as acceptance of the Terms & Conditions.
- 2. Settlement:**
Unless otherwise stated, all quoted prices are due for settlement either a) on completion of the specified work, or b) within 30 days of the invoice date. Late settlement may incur interest to be added
- 3. Recovery of debts:**
After 60 days, an unpaid account will be subject to a £50.00 administration charge and passed to an appointed financial collection service for recovery and/or litigation proceedings.
- 4. Hazards:**
It is the responsibility of the client to warn the contractor of site hazards that may not be obvious during the Contractors Risk Assessment. Cost to the Contractor resulting from lack of such warnings may be billed to the client.
- 5. Access:**
The Contractor will take reasonable precautions to prevent ground damage but bears no responsibility for that arising from operationally necessary vehicle or pedestrian passage.
- 6. Sub-Surface Structures:**
The Contractor accepts no liability for damage to any sub-surface structures if the client or their agent does not make the Contractor aware of their presence. Injury or damage occurring to plant, equipment or staff will be the responsibility of the client should information not be disclosed.
- 7. Statutory Protection:**
The Contractor cannot be commissioned to carry out work to any tree or trees that fall outside planning permission specifications or that in any way contravenes the Tree Preservation Order and Conservation Area Order legislation as defined in the Town & Country Planning Act.
- 8. Good Practice:**
The contractor cannot be commissioned to carry out pruning work, which is harmful to the tree or trees in question as defined by the question as defined by the relevant British Standards (BS3998/1989) and industry codes of practice. In applying these standards, the Contractor reserves the right to use his judgement. All operatives will have access to a copy of these standards in order that they are conversant with them.
- 9. Site Conditions:**
The client will be liable for extra costs incurred by the contractor due to changes in site conditions between the time of the Contractors initial quotation and the commencement of work on acceptance of that quotation. This will apply if changes are apparent to or under the control of the client.
- 10. Changes to Appointments:**
The Contractor reserves the right to make changes to appointments and timings of work where adverse weather conditions, unforeseen circumstances or priority works may take precedence. All efforts will be made to notify the client to avoid disruption however, no compensation will be available.
- 11. Cancellation:**
We will require one month's notice, in writing, should the client wish to terminate the contract. If an annual contract is terminated mid-term, adjustments will be made accordingly for visits already completed at the date of termination.
- 12. Data Protection and Privacy:**
We collect, and process all personal data in accordance with your rights and our obligations under the Data Protection Act 1998 (and, from 25th May 2018, the EU General Data Protection Regulation ("GDPR")), and we take appropriate steps to ensure that your information is protected consistent with the principles set out in the Act (after 25th May, the GDPR), any other privacy laws, these Terms and Conditions, and our Privacy Policy, whether that information is held by us or shared by us with third parties. For full details of our collection, use and holding of personal data, information about your legal rights as a data subject and how to exercise them please refer to our Privacy Policy.

