Leeds Jewish Housing Association Grounds Maintenance Tender 2020

Date for return of Tenders:
12.00 Noon on Friday 27th November 2020

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Introduction

LJHA is a well-established Jewish led community based Registered Social Housing Provider. Who are committed to providing and maintaining sustainable community housing, focusing mainly on the needs of the local Jewish community. The property portfolio is roughly split 50:50 between Sheltered Housing, for over 55's, and General Needs Housing, for anyone.

LJHA properties are located in the North Leeds area, around the LS17 postcode of Leeds within the areas of Moortown and Alwoodley. There are currently 12 sites that provide the base for roughly 500 properties, providing a mixture of homes for single people, families, older people and shared ownership.

General Notes

Part 1 Company Questionnaire | Completed questionnaires will help LJHA assess the eligibility, capability, capacity, organisational and financial standing, and technical and professional experience of applicants who complete this part of the document.

Part 2 Specification | The specification, will identify the works required at all locations

Part 3 Site Plans | The site plans will highlight the site boundary and communal grounds that require maintenance

Part 4 Price Schedule | The price schedule submission will detail the annual cost of maintenance for each site, sqm cost for supply of bedding and hanging baskets and summarise anticipated man hours per on each site for each visit.

Part 1 COMPANY QUESTIONNAIRE

Guidance Notes

The purpose of the questionnaire is to establish your organisations experience, capacity, and technical ability to undertake the works or services described within Part 2 of this Document. Please complete an answer to each question asked.

The answers provided in Part 1 will be assessed alongside the costs provided in Part 4. A short list of 3 companies will be invited to present to a panel of LJHA officers and residents before the contract is awarded.

It is anticipated that one contractor will deliver services to all of the sites within the LJHA portfolio however all companies on the shortlist will be added to a landscape framework and will have the opportunity to quote for non-routine works and site improvements works that fall outside of the main contract requirements.

Contractors who are on the framework but not the primary service provider may be awarded part or all of the contract if the primary contractors fails to deliver grounds maintenance services to the standard required.

LJHA may seek independent advice to validate information declared or to assist in the tender evaluation process.

References are required as part of the tender and LJHA will contact all referees as part of the tender assessments.

Any questions about the procurement process should be submitted by e-mail to David@archpropertysolutions.co.uk by 13.00 hrs on 20th November 2020. Questions will not be accepted after this date.

The contract will be based upon the JCLI Maintenance Works Contract 2017 (JCLI LMWC 2017)

The Contract will be based on a Fixed Annual Price Per Site approach, additional rates will be submitted for improvement or non-routine works.

It is anticipated that TUPE will apply and further information in this respect is included in Appendix 1.

The proposed contract start date will be February 2021. This may be subject to change and will be confirmed by LJHA and the appointed contractor in early December 2020.

It is intended that the contract will run for an initial period of three years with the option to extend by a further two years.

Continuation of the contracts beyond each year will be subject to a satisfactory review of performance.

LJHA expect the selected provider to directly employ all operatives who will be delivering the grounds maintenance services.

Completed tenders (and supporting information) should be returned by email to craig.simons@ljha.co.uk no later than 12 noon on Friday 27th November 2020.

Tender Evaluation

Tenders will be assessed by a panel of LJHA officers and residents during the week beginning 30th November 2020.

Sections 1 to 4 of Part 1 will be assessed on a pass / fail basis.

Section 5 of Part 1 be assessed and scored using the criteria detailed below.

Part 4, the price schedule submissions, will be will ranked in order of price with lowest price bid considered the most economically advantageous.

Assessment	Criteria	Score
Excellent	The contractor demonstrates they have a clear understanding of all of LJHA's requirements and have provided multiple relevant examples in response. Their response identifies how they will provide and an excellent service and have evidence to back this up.	4
Good	The contractor demonstrates they understand LJHA's requirements and have provided more than one relevant example in response. Their response identifies how they will provide a good level of service further information may be required to validate their response.	3
Satisfactory	The contractor demonstrates that they partially understand LJHA's requirements. Their response demonstrates that they may provide a good level of service but there are a number of reservations in the evidence provided.	2
Poor	The contractor demonstrates that they have little understanding of LJHA's requirements and have provided insufficient evidence to demonstrate that they have the relevant experience or capability to deliver a good level of service.	1

Part 1 Questionnaire

Please answer all of the questions below. Use a separate sheet if required, ensuring the question number is marked next to your response.

Section 1 General Information	
1.1	Name of Organisation:
1.2	Address:
1.3	Website:
1.4	Contact name:
1.5	Contact position:
1.6	Contact email:
1.7	Contact phone number (land and mobile):
1.8	Type of organisation (e.g. Ltd, LLP, Sole Trader):
1.9	Registration address:
1.10	Registration number:
1.11	VAT registration number:

Section 2 Environmental, Health and Safety	
2.1	Name of person responsible for H+S and Environmental matters:
2.2	Contact details:
2.3	Please provide a copy of your Health and Safety Policy Statement: ☐ Attached
2.4	Please provide copies of your Health and Safety accreditations (e.g. Safe contractor, CHAS etc.): ☐ Attached
2.5	Please provide examples of your Risk Assessments and Method Statements for the activities detailed in Part 2. (Site Specific RAMS will be requested for this contract will be requested during the mobilisation period). ☐ Attached
2.6	On a separate sheet, please describe how your organisations Health and Safety objectives and procedures are communicated with your employees (max 300 words): ☐ Attached
2.7	On a separate sheet, please describe how employees receive Health and Safety training before carrying out tasks associated with grounds maintenance (max 300 words): ☐ Attached
2.8	Has your organisation ever had any notifiable accidents or incidents in the last three years? If yes, please provide details. *Please note you will not be automatically be excluded for notifiable incidents.*
2.9	Has your organisation had prosecutions or enforcements served by HSE? If yes, please provide details.
2.10	Please provide a copy of your Environmental Policy Statement: ☐ Attached

2.11	Please provide a copy of your Waste Carriers License ☐ Attached
2.12	Do you have any environmental accreditations (e.g. carbon trust, green mark etc.) If yes, please provide details: ☐ Attached

Section 3 Equality and Diversity	
3.1	Please provide copies of your organisations equality and diversity policy statement. ☐ Attached
3.2	Has your organisation been subject to any investigation on the grounds of unlawful discrimination? If yes, please provide details.

Section 4 Financial	
4.1	Please provide details of your organisation's annual turnover for the last 3 years. ☐ Attached
4.2	Please provide copies of your organisations audited accounts for the last 3 years. ☐ Attached

Section 5 Technical Capability and Experience	
5.1	Provide 3 case studies demonstrating your experience of delivery grounds maintenance services and working with similar organisations in similar environments. Each case study should be no more than 500 words. ☐ Attached

5.2	Provide 3 references that LJHA can contact about your work. Please include the organisation name, address, contact name, direct telephone number and email address. Please also detail the annual value of the contract. ☐ Attached
5.3	Provide 3 examples of service improvement and innovation on similar sized contracts (no more than 300 words per example). ☐ Attached
5.4	Provide 3 examples of landscape and environmental improvements on similar sized contracts (no more than 300 words per example). ☐ Attached
5.5	Provide details of how your company has reduced its environmental impact whilst delivering similar contracts e.g. noise reduction, chemical reduction, carbon reduction, recycling. (max 500 words): ☐ Attached
5.6	Provide details and examples of how your organisations encourages resident participation and engagement on contracts of a similar nature (max. 500 words). ☐ Attached
5.7	Provide details of your quality management process or systems: ☐ Attached
5.8	Explain how your onsite teams collect information relating to activities carried out during each visit.
5.9	Provide copies or details of your customer care charter or similar document that demonstrates how you manage customer queries and complaints. ☐ Attached
5.10	Describe how your company intends on mobilising this contract including time frames and a project GANTT chart ☐ Attached

Part 2 MAINTENANCE SPECIFICATION.

Objectives

The overall objectives for this specification are:

- To establish a grounds maintenance service which results in attractive grounds and communal gardens and contributes to the visual amenity and enjoyment by residents.
- To improve overall resident satisfaction whilst achieving value for money
- To allow the residents, LJHA managers and the appointed contractor to understand the delivery expectations of the specification
- To ensure defects or poor-quality service delivery is identified early and addressed quickly

General Notes

The contractor should visit all the properties listed before submitting their tender. In order to assess the local conditions, facilities for access and to understand the full extent and character of the works detailed in this plan. The contractor will be responsible for taking and working from their own detailed site measurements. No claims on grounds of want of knowledge in such respects will be entertained. The sites are open for inspection subject to prior arrangement with LJHA.

The contractor will undertake works on site in a professional and conscientious manner with all work carried out by experienced and qualified operatives holding the necessary training certificates to undertake the operations detailed in this plan. The appointed contractor will provide evidence of staff training and qualifications for all operatives working on LJHA properties.

Operatives must wear branded uniform, relevant PPE and always carry an LJHA approved form of identification.

Operations detailed in the following plan shall be carried out in accordance with good horticultural practice, using materials, plant and machinery appropriate to the task and carried out with a method that avoids damage to the site and surroundings.

Any damage to properties caused by maintenance operations detailed within the specification will be reported to LJHA officers immediately. The cost of repairs or remedial works will be covered by the contractor.

After each service visit all waste and arisings generated from the maintenance activities will be removed from site and disposed of at a registered waste transfer site. Including but not limited to, litter, grass, herbaceous and woody cuttings. Grass, soil, stones and other debris will be removed from hard standings and the work area left in a clean and tidy condition after maintenance operations are complete. No burning of waste is allowed on site.

Chemicals are only to be used where specified and approved. COSHH data sheets for all chemicals are to be submitted with copies of relevant risk assessments and method statements. The contractor must demonstrate how they adopt integrated weed control measures to reduce the amount of pesticides used whilst still effectively managing weed growth on LJHA properties.

All vegetation, including tree branches that are lower than 2.5 meters from ground level, and epicormic growth on trees shall be pruned as necessary to avoid obstruction of pedestrians or vehicles, security cameras, lighting or visibility-splays. A number of trees across the portfolio are within tree conservation areas or are subject to Tree Preservation Orders (TPOs). Planning permission must be granted before carrying out any works on trees with TPOs.

The contractor will immediately inform LJHA if any notifiable weeds such as Japanese Knotweed, Giant Hogweed, Himalayan Balsam or Buddleja are found on site. Once identified the contractor and LJHA will ensure monitoring and control measures are put in place to limit the spread of the plant. A register of invasive weeds will be kept by LJHA and updated annually.

The contractor will notify LJHA if they find excessive litter, pet fouling, syringes, fly tipping or abandoned vehicles.

No works of any kind will take place during Jewish Holidays. Please see appendix 2 for further details.

Monitoring and Service Reporting

The contractor will provide LJHA with a schedule of maintenance visits for each site. Where possible indication AM or PM. The schedule for the growing season will be provided during the last week of February and the schedule of winter season visits will be provided during the last week of October. If for any reason the planned visit has to be changed the contractor must notify LJHA as soon as possible with details of the rearranged date.

The contractor will provide LJHA with a service report (including photographs) which has been completed immediately after the site has been serviced. detailing all maintenance activities carried out during each and every visit for routine and non-routine works. The report must also detail the contractors time on and off site, the number of operatives on site and the weather conditions.

The service reports will be supplied to LJHA at the end of each calendar month or within 24hrs if requested by LJHA management team.

Service reports should be made available to the client through the suppliers own secure portal or submitted by email.

If specific tasks have been omitted from scheduled service, because of adverse weather for example, this must be document this fully in the corresponding report. In this instance reports should be made available to the client no later than 24hrs after the request has been made.

On a monthly basis the service provider will issue a contract report which details progress against target of any planned and unplanned works and must detail any service failures or issues.

A panel of volunteer resident inspectors will carry out frequent landscape quality standard audits at random interval during the period of the contract. Their findings will be documented and reported back to LJHA management. Copies of these audits will be made available to the contractor during planned service performance meetings.

MAINTENANCE SPECIFICATION

Grass Cutting

Litter, stones or other debris should be collected and removed by the contractor before grass cutting operations commence.

Lawns should be maintained to form a tidy, pleasing appearance, avoiding 'tramlines' and uneven cutting.

Lawns will be mown to maintain a height between a maximum of 50 mm and a minimum of 25 mm. The cutting season is to extend from the first week of March to the last week of October each year. During the winter grass will be maintained at a height of 60 mm. The mowing frequency will be altered to ensure that there is no excessive cutting during dry periods and that mowing is continued until the grass stops growing.

Strim all grass edges abutting buildings and obstacles to ensure the grass is the same height as the main lawn area, taking particular care when trimming around the base of trees.

Where grassed areas are adjacent to flower beds, allow for cutting back lawn edges on each visit. Edges to planting beds and paved areas shall be re-cut with a half-moon tool once, annually to maintain a defined line closely parallel to the edge of the surface. Edges shall be cut vertically to a minimum depth of 50 mm.

If weather conditions are mild enough to stimulate grass growth out of the usual cutting season, additional cuts may be required. In very wet conditions all grass cutting operations should cease until conditions allow for grass cutting to take place without damaging the surface levels or creating 'divots' from machinery. Grass cutting should resume as soon as possible, with a catch up if necessary, to meet the regular cutting regime.

The sward will be kept free of broad-leaved weeds by the application of a suitable selective herbicide and will be maintained in a healthy condition during the course of the contract. A treatment of an approved turf fertilizer, selective weed killer and moss retardant should be applied in spring and late summer, strictly in accordance with the manufacturer's instructions.

On grass areas that have naturalized bulbs and corms, the contactors will not cut them for a period of six weeks after the completion of flowering. After the initial cutting all arising's are to be removed off site. The cost for this should be considered under the normal grass cutting regime and will not be deemed as an extra charge.

Mixed Beds and Borders

Shrubs, roses, herbaceous plants, ornamental grasses, trees and seasonal bedding plants can be found in mixed borders across all properties. The contractor will maintain these features throughout the year, so they are aesthetically pleasing, free from litter, weeds, pest and disease, including debris and self-seeded saplings.

The Contractor will ensure that all mixed beds and borders are maintained 90% free of weed growth. This will be achieved by adopting an integrated weed control programme which combines a number of control measures such as the use of mulches to suppress weed growth, mechanical and hand removal by hoeing and forking and applications of an appropriate contact or residual herbicides where required.

All ornamental bushes and shrubs will be trimmed at least twice in the season in line with good horticultural practices and current pruning techniques. As a general guide, pre-June flowering shrubs should be pruned immediately after flowering, summer flowering shrubs should be cut back between January to March and evergreen shrubs trimmed in May. Any shrubs, bushes or hedges that are interfering with sight lines, lighting column, access routes or windows should be cut back as and when required.

All cuttings, clippings and other debris arising from these specified works are to be collected and properly disposed of away from the site.

Herbaceous Plants die back in the winter months. The contractor will cut back dead stems and vegetation with secateurs to the base or gently pulled by hand, to encourage the new growth to push through, arisings should be disposed of in the green waste.

Allow seed heads to remain on Some of the more prolific early summer flowering plants will benefit from a light prune after flowering to encourage a second flowering in early autumn, prune the plants back to young new leaf growth removing all of the old flower heads.

Seed heads on the grasses should be allowed to remain on the plants throughout the winter for visual interest. In the spring for deciduous grasses cut back old seed heads and any dead vegetation to encourage new growth.

Specimen shrubs in planting beds are to establish as individual specimens, in the case of the multi stemmed woody shrubs clear leaves from the base to allow herbaceous vegetation and shrubs to establish underneath.

The contractor will supply and plant seasonal bedding to all sites. The precise locations for bedding plants will be chosen by residents, usually where the annual display will create the most impact, for example, the entrance to an estate or communal seating area. Locations will be highlighted on the site-specific plan. It will be the contractor's responsibility to select plants that achieve bright and colourful seasonal displays.

Hedges

Due consideration should be given to bird nesting and nature conservation issues in the management of hedges and hedgerows. The contactor will cut and maintain any hedges withing the site boundary as detailed on the site maps. This may include seeking permission for access from other landowners which is the responsibility of the contractor who must ensure permission is granted before carrying out any works.

Hedges will be cut back to designated size usually in early spring and late summer with new growth not to exceed more than 300mm. The bottom of all hedges will be kept tidy and free of weeds and litter. The contractor will ensure the tops and all sides of hedges are cut, using

appropriate machinery. Any hedges that are interfering with sight lines, lighting column, access routes or windows should be cut back as and when required.

Hedges will be cut to the same shape and width as previous year's hedge cutting. The top of the hedge will be level and at right angle to both ends and sides. The hedge 'face' will be cut level with no areas missed or any bulges left in the hedge. All cuts will be clean, and any ragged edges will be pruned using secateurs or loppers.

Frequency of hedge cutting will depend on the species mix and the locality of the hedge. In general, field / boundary hedges will be cut at least twice per year. More ornamental species may require additional cuts. The contractor will avoid trimming the hedge, when full of berries and flowers, to preserve its ecological value and valuable food source to wildlife.

Trees

Tree works such as crown lifting, and thinning is not required as this work will be carried out by specialist contractors. However, the contractor will allow for the regular removal of epicormic and basal growth that develop at the base of certain species of mature trees up to a height of approx. 2000mm**.** The contractor should also allow for the removal of low hanging branches that may block pedestrian and traffic routes or impede grass cutting operations. A number of trees across the portfolio are within tree conservation areas or are subject to Tree Preservation Orders (TPOs). Planning permission must be granted before carrying out any works on trees with TPOs.

Weed Control

The contractor will treat all hardstanding's including, paths, drives, car parks, private roads and patios with a weed killer during spring. Spot application should be followed up in during the growing season.

Where weeds have become established, the contractor will treat the area with an approved weed killer. Removing dead stems by hand or mechanical means. The contractor will cut back

and remove from site any weeds or grasses that are growing from the base of walls, path sides, kerb edges and around the bases of trees and fences.

Leaf Clearing

The contractor will collect and remove, all fallen leaves, litter and all other debris from flower beds, fence bottoms, lawns, grassed areas and hard standings Every four weeks between October and February.

Surfaces will be swept to remove all litter and debris that is capable of being removed by brushing, including where necessary, loosening or scraping with a shovel. The contractor is also to ensure that all designated roads and pedestrian routes are kept clear of moss and lichen, leaves and other windfall debris.

Litter

The Contractor will ensure that all sites are kept free of litter and other debris all year round, through a regular programme of monitoring, collection and disposal, usually coinciding with visits to maintain grassed areas. An on a 4-weekly cycle during the winter months from November to February.

Litter will be removed from all communal soft and hard landscapes. No areas are to be excluded or exempt from litter collection. Particular care will be taken to remove broken bottles, glass, tins, sharp objects and other items likely to constitute a hazard to the public. The Contractor will take particular care when carrying out litter collection to ensure that any discarded needles or syringes are removed as soon as they are discovered. Such items must be packaged separately from other litter, and be contained within appropriately labelled, puncture-proof sharps containers and disposed of in a safe
manner.

Sedum Roof

Sedum generally flower from late spring to mid-summer, followed by a limited die back of certain varieties during the winter months. Plants will regenerate the following spring.

On an annual basis, usually late summer or early autumn, the contractor will remove spent flower heads, seed heads, grasses, weeds and litter. This is to promote the healthy development of the blanket. If low in nutrients, the sedum generally turns a reddish colour. When this occurs an annual application of fertiliser is required to ensure optimum plant performance.

The contractor will check all gutters and drainage outlets associated with the sedum roof to ensure against blockages. Water collecting on a roof can damage the vegetation. The contractor will inform the client of any obvious issues arising with roof lights, outlets, man safe systems while on the roof.

All materials generated from sedum roof maintenance must be collected and safely removed from the roof.

Maintenance Schedule

Description of Works	Month												Quality Standard
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Lawn Maintenance													
Grass cut and collect			●	●	●	●	●	●	●	●			Cut to max height of 50mm
Strimming			●	●	●	●	●	●	●	●			To match main lawn area
Lawn edging		●	●										Minimum 50mm depth to vertical edge
Application Weed and Feed				●					●				Less than 20% weed/moss coverage
Cutting of bulb areas					●	●	●						Six weeks after flowering
Litter removal	●	●	●	●	●	●	●	●	●	●	●	●	Area should be free of litter after each visit
Mixed Beds and borders													
Prune		●			●			●					Ensure growth does not exceed 300mm
Removal of weeds			●	●	●	●	●	●	●				90% free of weeds and saplings
Application of pesticide			●		●		●						90% free of weeds and saplings
Define edges		●											Minimum 50mm depth to vertical edge
Removal of herbaceous stems	●	●	●										Cut back to base of plant to encourage new growth
Supply and plant summer bedding					●								25 plants per square meter
Supply and plant winter bedding										●			25 plants per square meter
Litter removal	●	●	●	●	●	●	●	●	●	●	●	●	Area should be free of litter after each visit
Hedges													
Prune		●						●					Ensure Growth does not exceed 300mm
Removal of weeds			●	●	●	●	●	●	●				Base of hedge is free of weeds and saplings
Litter removal	●	●	●	●	●	●	●	●	●	●	●	●	Area should be free of litter after each visit
Tree Works													
Remove epicormic growth	●	●											Ensure trunk is clear to 2000mm
Removal of low branches	●	●											Ensure no branches are lower than 2000mm from ground
Weed Control													
Treat hard areas			●		●		●						Communal areas 90 % free of weeds
Treat soft areas			●		●		●						Communal areas 90% free of weeds
Mechanical / hand removal of weeds				●		●		●					Communal areas 90% free of established weeds
Treat moss and algae													Communal areas 90% free of moss and algae
Mechanical / hand removal of moss algae	●	●	●										Communal areas 90% free of moss and algae
Leaf Clearing													
Collection and removal of leaves and debris	●	●								●	●	●	Communal areas free of leaves and debris immediately after visit
Litter Picking													
Litter picked and removed from hard and soft areas	●	●	●	●	●	●	●	●	●	●	●	●	Communal areas free of litter immediately after visit

Example Monitoring Form

Monitoring should be carried out within 3 days of the contractor attending the site. Particularly poor standards should be escalated to LJHA immediately.

Location:

Date:

Monitor name:

Days since last maintenance visit:

Description of Works	Quality Standard	PASS	FAIL	ESCALATE
Lawn Maintenance				
Grass cut and collect	Cut to max height of 50mm			
Strimming	To match main lawn area			
Lawn edging	Minimum 50mm depth to vertical edge			
Application Weed and Feed	Less than 20% weed/moss coverage			
Cutting of bulb areas	Six weeks after flowering			
Litter removal	Area should be free of litter after each visit			
Mixed Beds and borders				
Prune	Ensure growth does not exceed 300mm			
Removal of weeds	90% free of weeds and saplings			
Application of pesticide	90% free of weeds and saplings			
Define edges	Minimum 50mm depth to vertical edge			
Removal of herbaceous stems	Cut back to base of plant to encourage new growth			
Supply and plant summer bedding	25 plants per square meter			
Supply and plant winter bedding	25 plants per square meter			
Litter removal	Area should be free of litter after each visit			
Hedges				
Prune	Ensure Growth does not exceed 300mm			
Removal of weeds	Base of hedge is free of weeds and saplings			
Litter removal	Area should be free of litter after each visit			
Tree Works				
Remove epicormic growth	Ensure trunk is clear to 2000mm			
Removal of low branches	Ensure no branches are lower than 2000mm from ground			
Weed Control				
Treat hard areas	Communal areas 90 % free of weeds			
Treat soft areas	Communal areas 90% free of weeds			
Mechanical / hand removal of weeds	Communal areas 90% free of established weeds			
Treat moss and algae	Communal areas 90% free of moss and algae			
Mechanical / hand removal of moss algae	Communal areas 90% free of moss and algae			
Leaf Clearing				
Collection and removal of leaves and debris	Communal areas free of leaves and debris immediately after visit			
Litter Picking				
Litter picked and removed from hard and soft areas	Communal areas free of litter immediately after visit			

Additional Comments:

Part 3 SITE BOUNDARY PLANS

All communal areas within the redline boundary are to be maintained as per the specification including all pedestrian routes and roads. Private gardens including fronts should be identified when assessing the site. Any queries should be raised with the nominated LJHA officer.

Due to ongoing construction work on the Queenshill Estate please exclude the area highlighted blue on the site plan. Once the new site is complete LJHA will request a price for maintain the communal areas.

LJHA reserve the right to add or remove sites, or specific areas within a site, at any time during the contract period. In this instance, 4 weeks' notice will be given to the contractor. It is expected that any reduction or increase in area would be reflected in the annual maintenance charge.

Bentcliffe Avenue LS17 6SY

Burton House LS17 8FP

Cranmer Gardens LS17 5LA

Green Park LS17 6SZ

High Moor Close LS17 6SR

Lady Park Court LS17 8TZ

Queenshill Estate LS17 6BB

Stoneleigh Way LS17 8FL

Stonegate Way LS17 6FD

Sheila Saunders Lawn LS17 6TH

Part 4 PRICING SCHEDULE

Please insert an annual sum against each site. The value will be valid for a three-year period.

Properties List	**Annual Fixed Sum** (Excluding VAT)	**V A T**	**Approximate man hours per visit** (e.g.3 men X 2hrs = 6hrs)
Bentcliffe Avenue LS17 6SY	£	£	
Burton Mews LS17 7JZ	£	£	
Cranmer Gardens LS17 5LA	£	£	
Green Park LS17 6SZ	£	£	
High Moor Close LS17 6SR	£	£	
Lady Park Court LS17 8TZ	£	£	
Stonegate Way LS17 6FD	£	£	
Queenshill Estate LS17 6BB	£	£	
Sheila Saunders Lawn LS17 6TH	£	£	
Skyte House LS17 6BF	£	£	
Stoneleigh Way LS17 8FL	£	£	
Stone Court LS17 5LA	£	£	
Total	£	£	NA

Additional Items	**Price per square meter** (including labour, materials, and delivery costs) excluding VAT	**Please detail approximate number of plants per square meter / depth of material below.**
Supply and plant summer bedding	£	Approximate plants per square meter:
Supply and plant winter bedding	£	Approximate plants per square meter:
Supply planted hanging baskets	£	NA
Supply and apply bark mulch to beds	£	Depth per square meter:
Annual Sedum Roof Maintenance *(Stonegate Way Only)*	£	NA

Signed .....

Position ……..

Company Name .....

Address .....

Tel. No. .....

Date ....

Date for return of Tenders: 12.00 Noon on Friday 27th November 2020

By email: craig.simons@ljha.co.uk

Appendix 1. TUPE Information

TUPE INFORMATION

Tender Reference and Description

Contractor	Grade/Function (Care should be taken if including a single Grade/Pay Band as this would identify the subsequent information as relating to an individual).	Location (If services currently provided are conducted at several geographical sites, care should be taken if there is only one employee or an employee in a single Grade/Function as this would indentify the subsequent information as relating to an individual).	Gender for insurance purposes	Age in years (not date of birth)	Employment status (i.e. Fixed term, casual, permanent).	Length of current period of continuous employment (in years/months).	Weekly hours of attendance (gross).	Standard Annual Leave Entitlement (not the 'in year' leave total that may contain carry over or deficit from the previous leave year).	Detail of current employer provided Pension Scheme Membership (Name of scheme identifying whether it is a Defined Benefit, Defined Contribution or Stakeholder arrangement, including employee contribution rate. (To ensure that the requirements of the Pensions Act 2004 can be me	Redundancy liability information (Statutory or Enhanced Company scheme and £)	Annual Salary / Hourly Rate	Details of any regular overtime commitments including overtime pay rates. (These may be weekly, monthly or annual commitments for which staff may receive an overtime payment).	Details of attendance patterns that attract enhanced rates of pay or allowances (i.e. shift or rostered attendance).	Regular or recurring allowances	Outstanding financial claims arising from employment (i.e. season ticket loans, transfer grants - noting that these will only give an indication of the type and value of loan balances and these will cha	Addition information about factors influencing staffing levels and costs.	Sick pay, including any alternative offer to statutory sick pay, number of days taken in the last 12 months	Any outstanding disciplinary or grievance claims	Any training loans to be repaid by the new employer	Any accrued holiday which will not be paid by the existing employer
Incumbent		Leeds	Male	46	Perm	4 y 7m	work 4 days a week Mon to Thur (min. 30 hrs)	18.5	Legal and General; Defined Contribution; EE = 5% and ER = 3%	Statutory	£10/hr	Weekend over time @1.5X	None	None	None	No	5 days of sick pay per 12 rolling months; taken 9 sick days in last 12 months	No	No	No

Appendix 2. Jewish Holidays

BOARD OF DEPUTIES OF BRITISH JEWS
ADVOCACY FOR THE COMMUNITY

Calendar of Jewish festivals and holy days

		2017	2018	2019	2020	2021	2022
Fast of 10 Tevet		Sat 8 Jan			Tue 7 Jan		
Tu B'Shvat (New Year for Trees)		Sat 11 Feb	Wed 31 Jan	Mon 21 Jan	Mon 10 Feb	Thu 28 Jan	Mon 17 Jan
Fast of Esther		Thu 9 Mar	Wed 28 Feb	Wed 20 Mar	Mon 9 Mar	Thu 25 Feb	Wed 16 Mar
Purim	Eve	Sat 11 Mar	Wed 28 Feb	Wed 20 Mar	Mon 9 Mar	Thu 25 Feb	Wed 16 Mar
	Day	Sun 12 Mar	Thu 1 Mar	Thu 21 Mar	Tue 10 Mar	Fri 26 Feb	Thu 17 Mar
Fast of Firstborn		Mon 10 Apr	Fri 30 Mar	Fri 19 Apr	Wed 8 Apr	Thurs 25 Mar	Fri 15 Apr
Pesach (Passover)	Eve	Mon 10 Apr	Fri 30 Mar	Fri 19 Apr	Wed 8 Apr	Sat 27 Mar	Fri 15 Apr
	1st Day	Tue 11 Apr	Sat 31 Mar	Sat 20 Apr	Thu 9 Apr	Sun 28 Mar	Sat 16 Apr
	2nd Day	Wed 12 Apr	Sun 1 Apr	Sun 21 Apr	Fri 10 Apr	Mon 29 Mar	Sun 17 Apr
	Intermediate days	Thu 13 Apr - Sun 16 Apr	Mon 2 Apr – Thu 5 Apr	Mon 22 Apr – Thu 25 Apr	Sat 11 Apr – Tue 14 Apr	Tue 30 Mar – Fri 2 Apr	Mon 18 Apr – Thu 21 Apr
	Eve	Sun 16 Apr	Thu 5 Apr	Thu 25 Apr	Tue 14 Apr	Fri 2 Apr	Thu 21 Apr
	7th Day	Mon 17 Apr	Fri 6 Apr	Fri 26 Apr	Wed 15 Apr	Sat 3 Apr	Fri 22 Apr
	8th Day	Tue 18 Apr	Sat 7 Apr	Sat 27 Apr	Thu 16 Apr	Sun 4 Apr	Sat 23 Apr
Shavuot (Pentecost)	Eve	Tue 30 May	Sat 19 May	Sat 8 Jun	Thu 28 May	Sun 16 May	Sat 4 Jun
	1st Day	Wed 31 May	Sun 20 May	Sun 9 Jun	Fri 29 May	Mon 17 May	Sun 5 Jun
	2nd Day	Thu 1 Jun	Mon 21 May	Mon 10 Jun	Sat 30 May	Tue 18 May	Sun 6 Jun
Fast of 17 Tammuz		Tue 11 Jul	Sun 1 Jul	Sun 21 Jul	Thu 9 July	Sun 27 Jan	Sun 17 Jul
Tish'a B'Av (Fast of 9 Av)		Tue 1 Aug	Sun 22 Jul	Sun 11 Aug	Thu 30 Jul	Sun 18 Jul	Sun 7 Aug
Rosh Hashana (New Year)	Eve	Wed 20 Sep	Sun 9 Sep	Sun 29 Sep	Fri 18 Sep	Mon 6 Sep	Sun 25 Sep
	1st Day	Thu 21 Sep	Mon 10 Sep	Mon 30 Sep	Sat 19 Sep	Tue 7 Sep	Mon 26 Sep
	2nd Day	Fri 22 Sep	Tue 11 Sep	Tue 1 Oct	Sun 20 Sep	Wed 8 Sep	Tue 27 Sep
Fast of Gedaliah		Sun 24 Sep	Wed 12 Sep	Wed 2 Oct	Mon 21 Sep	Thu 9 Sep	Wed 28 Sep
Yom Kippur (Day of Atonement)	Eve	Fri 29 Sep	Tue 18 Sep	Tue 8 Oct	Sun 27 Sep	Wed 15 Sep	Tue 4 Oct
	Day	Sat 30 Sep	Wed 19 Sep	Wed 9 Oct	Mon 28 Sep	Thu 16 Sep	Wed 5 Oct
Sukkot (Tabernacles)	Eve	Wed 4 Oct	Sun 23 Sep	Sun 13 Oct	Fri 2 Oct	Mon 20 Sep	Sun 9 Oct
	1st Day	Thu 5 Oct	Mon 24 Sep	Mon 14 Oct	Sat 3 Oct	Tue 21 Sep	Mon 10 Oct
	2nd Day	Fri 6 Oct	Tue 25 Sep	Tue 15 Oct	Sun 4 Oct	Wed 22 Sep	Tue 11 Oct
	Intermediate days	Sat 7 Oct – Wed 11 Oct	Wed 26 Sep – Sun 30 Sep	Wed 16 Oct – Sun 20 Oct	Mon 5 Oct – Fri 9 Oct	Thu 23 Sep – Mon 27 Sep	Wed 12 Oct – Sun 16 Oct
Shmini Atzeret (8th Day of Assembly)	Eve	Wed 11 Oct	Sun 30 Sep	Sun 20 Oct	Fri 9 Oct	Mon 27 Sep	Sun 16 Oct
	Day	Thu 12 Oct	Mon 1 Oct	Mon 21 Oct	Sat 10 Oct	Tue 28 Sep	Mon 17 Oct
Simchat Torah (Celebration of the Torah)	Day	Fri 13 Oct	Tue 2 Oct	Tue 22 Oct	Sun 11 Oct	Wed 29 Sep	Tues 18 Oct
Chanukah	1st Night	Tue 12 Dec	Sun 2 Dec	Sun 22 Dec	Thu 10 Dec	Sun 28 Nov	Sun 18 Dec
	8th Night	Tue 19 Dec	Sun 9 Dec	Sun 29 Dec	Thu 17 Dec	Sun 5 Dec	Sun 25 Dec
Fast of 10 Tevet		Thu 28 Dec	Tue 18 Dec			Tue 14 Dec	

Day on which work is not permitted

Fast day

Why is the Jewish calendar different?

Jewish calendar years are counted from the Biblical date of creation, which corresponds to 3760 BCE (before the common era). Consequently, the year **2017/2018** corresponds to the Jewish year **5778**. The Jewish calendar takes account of both the lunar and solar cycles, rather than simply the solar. Therefore, although the Jewish date of a festival is constant, the date according to the civil calendar changes each year.

Timings

Days begin and end at **sunset**, and Jewish festivals and holy days always commence a short time *before* sunset and terminate at nightfall the following day – approximately a 25 hour period.

Times of the commencement of the Sabbath and festivals will **vary** according to the season and local sunset times. These times are available online.

Please note that if leave of absence for religious observance is requested, the person making the request will want to reach home in good time on the **eve** of the festival in order to complete any tasks that will not be permitted once the festival starts.

Requests for leave and deferral of examinations

Naturally levels of observance vary within the Jewish community, and whilst some people will only observe Yom Kippur, many others will wish to observe the other festivals detailed in the calendar accompanying this note. If a request for **time off** is made, it should be regarded as a genuine and conscientious wish to observe a festival or holy day - which also applies to the weekly Sabbath.

Jewish Law prohibits '**work**' on the Sabbath and certain festivals. The traditional Jewish interpretation of 'work' includes any kind of creative activity, including writing, spending or handling money, operating equipment (including lights, computers and telephones), travelling (other than on foot), engaging in commercial transactions, and many other activities which may not be considered as 'work' in ordinary parlance. Judaism is almost unique in this having this complete prohibition about work on holy days.
Attending classes or taking examinations are also classified as work. Students may therefore ask for help in changing dates if exams or classes fall on these dates.
There is no provision in Jewish Law for a **dispensation** to be given by a rabbi from these restrictions and obligations but, as noted above, levels of observance vary between individuals and some may be less concerned than others.

Shabbat

'Shabbat' (the Sabbath) is the **weekly** day of rest, commencing just before sundown on Friday and terminating Saturday at nightfall.
Observant Jews will wish to reach home in good time to prepare for the Sabbath. In winter months, this will mean leaving work, school or college quite early on **Friday afternoons**.

Please note

For '**Yom Kippur**' (the 'Day of Atonement'), a 25 hour **fast observed by most Jews**, it is imperative that time be allowed for a full meal to be taken at home immediately before the holy day commences.

The two days of the Jewish New Year and the Day of Atonement, which are known as the 'High Holy Days', generally have a special significance for all Jews, regardless of their level of observance at other times.

Observant Jews - whether as employees, students, pupils or teachers - do not expect 'special treatment' and should make every effort to make up time and reduce any burden on their non-Jewish colleagues.

Most Jews will take leave for their religious festivals as part of their annual entitlement, whilst others may wish to enter into reciprocal arrangements and agreements to make up the time elsewhere.

This calendar and information are also available on our website.

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