20th December 2016

Contract Ref: 15/150Trees

Property Ref: RTA

Enquiries to: Leaseholder Services

Kilburn Vale Leaseholders Association



Leaseholder Services London Borough of Camden Camden Town Hall Judd Street London WC1H 9JE

capitalservices@camden.gov.uk

NOTICE OF PROPOSAL TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT (Section 20 of the Landlord and Tenant Act 1985 (as amended) ('Act') and Schedule 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003 ('Regulations')).

Dear Leaseholder (s)

Lease Address: Kilburn Vale Leaseholders Association Re: Qualifying long term agreements relating to tree services.

I am writing to inform you that the London Borough of Camden ('the Council'), as your landlord, proposes to enter into a long term agreement, details of which are given below.

We ask that you take some time to read this letter and the enclosed documents as they contain important information for you.

How will this Proposal Affect Me?

The Council is planning to enter into what the Act and the Regulations call "qualifying long term agreements" ("QLTAs"). These are agreements which last for more than 12 months and concern services to be carried out in relation to the building or estate in which you are a leaseholder.

The new contract will start on 1 April 2017. The contract term will be 5 years with an option to extend for three years on yearly increments. The new contract will include management of all Council owned trees, including those on estates, including maintenance, inspection, planting, the removal of dead dying and unsuitable trees and tree services to communal gardens.

Where services or works covered by the agreements relate to your estate, block or property, you will be liable pursuant to your lease to pay a portion of the cost by way of a service charge. You will only be charged if you are receiving the service.

Preparation of Landlord's Proposal:

This notice is given pursuant to the Notice of Intention, issued on 18th December 2015 to enter into a long-term agreement for the provision of services relating to grounds maintenance and tree works contracts

We have now prepared the proposal in respect of the services to be provided under the agreement based on the tender received. This contract was advertised in the Official Journal of the European Union.

Details of the Landlord's Proposals:

The details of the landlord's proposals are set out below and in the attached schedule of rates.

1. Proposed contractor:

The proposed Tenderer (parties to the agreement) who was most economically advantageous for the Council is summarised below.

The party to the Proposed Agreement is: (There is no connection between the landlord	and any parties)
City Suburban Tree Surgeons Ltd., 1 Brook Court, Blakeney Court, Beckenham, BR3 1HG.	The Housing Revenue Account HRA (Housing estates only) elements are not separate contracts but are part of the wider council contract. The total contract cost is £ £758,493.23 per annum.

Annual inflationary uplift:

The Price List completed by the tenderer in their tender submission will be utilised for the duration of the contract to determine the amount due for payment. The Price List will not be subject to an annual inflationary uplift.

2. Length of Agreement

The new contract starts on 1 April 2017 and will run for an initial period of 5 years, with the option to extend for three years on yearly increments.

3. Summary of Stage 1 Observations:

Observations received from leaseholders and Recognised Tenants Associations in relation to Camden's Notice of Intention, dated 18th December 2015 & Camden's responses to these, are summarised in the enclosed document, 'Appendix 1: Summary of Stage 1 Observations (Contract15/150 Trees)'.

4. Right to Inspect Landlord's Proposals:

Due to the nature and size of this contract all the pricing information is attached to this notice

5. Observations

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you must send them to this office in writing to be received within 30 days from the date of this notice. All observations should be sent, to the following address, before **Tuesday 31**st **January 2017**.

Mike Edmunds (Head of Leaseholder Services)
Leaseholders Services
London Borough of Camden
Camden Town Hall
Judd Street
London
WC1H 9JE

Or

Email <u>capitalservices@camden.gov.uk</u> and include the contract reference and your property reference in the email subject field along with **15/150Trees contract observations.**

6. Cost of the services

As a leaseholder you will only be liable for a proportionate part of any costs incurred in relation to your building or estate under the Agreement.

Yours sincerely

MS Edmols.

Mike Edmunds

Head of Leaseholder Services

Enclosed:

- 1. Statutory Notice of Proposal for Tree services (contract 15/150Tree)
- 2. Appendix 1: Summary of Stage 1 Observations (contract 15/150Tree)
- 3. Appendix 2: Schedule of Rates (contract 15/150Tree)

Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended) Schedule 2 to the Service Charges (Consultation Requirements) (England) Regulations 2003

Written Observations

Send to:	Mike Edmunds (Head of Leaseholder Services) Leaseholder Services London Borough of Camden Camden Town Hall Judd Street London WC1H 9JE	
Or ·		
Leaseholder Property Add Property Ref	alservices@camden.gov.uk quoting your property reference Name: dress: ference: ference: 15/150 Trees	
□ I have	which box applies to you. no observations to make the following observations; (please detail these below)	_
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Signed by	·	
Dated		

Frequently Asked Questions

20th December 2016

Appendix 1: Summary of Stage 1 Observations (Contract 15/150 Tree):

The table below is a summary of the most common observations received from leaseholders and Recognised Tenants Associations in relation to Camden's Notice of Intention. Camden's response to these observations is shown adjacent:

Observation	Response	Number like this
CONTRACT STRUCTURE		
Did Camden consider using a package approach to this contract similar to the major works framework which I understand is designed to give controlled access to a number of suppliers, driving up quality and value for money? If not, why not and if so, why was this option not followed?	We are tendering these contracts as a package to help create conditions for harnessing the benefits of economic growth in the borough through a range of initiatives such as apprenticeships and work placements, local employment opportunities and recruitment, engaging with the local supply chain and working with the voluntary and community sector. These contracts are also being retendered to maintain the way Camden 'looks and feels' to residents, businesses and visitors, providing good quality clean parks and public green spaces. These contracts are not major works but maintenance contracts to ensure we deliver our statutory duty of care on tree maintenance.	3
SPECIFICATION OF WORKS		
What is the process for breaking a contract with a contractor if their work is deemed untimely, substandard or neglectful? I want to know what it would take to change them should the need arise.	We have a comprehensive monitoring and default system which we apply if work falls below an acceptable standard. The contractor is penalised by these defaults and if a set number of defaults are recorded the contract can be terminated through a termination clause within the contract documents.	1
CONTRACTORS		
Do not on any account use Lakehouse for any of these contracts. They were rude, incompetent and criminally fraudulent when they did work on my flat.	The EU procurement regulations are designed to ensure all qualified suppliers are able to bid. This principle is called equal treatment and requires that all processes of commissioning and procurement are fair and don't exclude potential providers. We would be in breach of this if we discriminated against a supplier based on, for example location, nationality or any other bias.	1

Trees maintenance should be responsibility of Camden Council and they should fund it from the service charge pot.	You are liable to contribute under the terms of your lease (by way of a service charge) to works done under this contract when required to your block/estate	l.
If I do have a complaint about a contractor, should I email you, or is there a different email address that I should use?	Complaints regarding the tree works contractor should be emailed to treesection@camden.gov.uk	3
LEASEHOLD ENQUIRIES		
	By introducing a small number of separate contracts the Council will also increase its ability to directly manage the suppliers involved.	
I have experienced bad service from Camden council supplier, with the suppliers not being managed properly by Camden staff.	The length of the contracts will enable contractors to plan more effectively, retain and train their staff, invest in the tools to do the job and become familiar with Camden's housing stock.	l
	The Council considers long term contracts for the provision of repairs and maintenance to be more economical and practical as we can deal with all repairs reported by residents more efficiently and economically.	-
We need to have a strong break clause to allow us to stop using a contractor where their work is untimely, or of a poor quality. We would not expect re-work to take place when prices are already very expensive. Re-work is a massive issue for the Brunswick Centre, as things keep needing to be fixed and re-fixed. We cannot let this keep happening.	We have a comprehensive monitoring and default system which we apply if work falls below an acceptable standard. The contractor is penalised by these defaults are recorded the contract can be terminated through a termination clause within the contract documents. Any rework that has to be done by the contractor if it has been caused by their neglect or failure to maintain approved standards is completed at the contractors' expense.	g
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Appendix 2 - Schedule of Rates (contract 15/150Tree) 20th December 2016

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148 Ivy/Climber - Remove completely to ground level - large L 4 £90.00 149 Ivy/Climber - Remove completely to ground level - extra large Ex.L 8 £180.00 150 Whip planting Per tree 100 £4.00 151 Feathered planting Per tree 100 £12.00 152 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50.00 153 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 250 £50.00 154 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50.00 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 350 £60.00 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape Per tree 10 £112.90 158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74 1	147	lvy/Climber - Remove completely to ground level - medium	М	4	£50.00	
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150 Whip planting Per tree 100 £4,00 151 Feathered planting Per tree 100 £12,00 5 152 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 153 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 250 £50,00 154 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 10 10 10 10 10 10 10 10 10 10 10 10			Ex.I			Carrier .
Feathered planting Per tree 100 £12.00 152 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 153 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 250 £50,00 154 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 157 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £60,00 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 158 Lift a newly planted/young tree and replant within a location on the same site 15 £67.74			 	<u> </u>		ŽŢ.
152 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 10	-					
153 Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape Per tree 250 £50.00 1 154 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50.00 1 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 350 £60.00 1 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape Per tree 10 £112.90 1 158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74 1				<u> </u>		7 7 6
154 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 10 £50,00 156 Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 350 £60,00 157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 10 1512,90 158 Lift a newly planted/young tree and replant within a location on the same site 15 £67.74 15			 			1.000
Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape Per tree 350 £60.00 Flant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape Per tree 10 £112.90 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74					<u> </u>	HAUTE
157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 £112.90 landscape 158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74 1	154	Plant containersed/root ball tree sizes up to 14/16cms in open ground or hard landscape	Per tree	10	£50.00	
157 Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape 10 £112.90 landscape 158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74 1	156	Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape	Per tree	350	£60 00	122 MOORE
landscape 158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74			<u> </u>		and completely the	market Section Section
158 Lift a newly planted/young tree and replant within a location on the same site 5 £67.74	1 1		Per tree	10	£112.90	se that.
						بالوفار فأفكاء بالوغايع
159 Illiff a newly planted young tree and replant within a different site within the because	-			5	£67.74	150.34
		Lift a newly planted/young tree and replant within a different site within the borough		5	£112.90	
	160	Excavation of tree pit in paving 750mm x 750mm x 600mm in depth (including aborting	Per pit			HERRIER
			Ι΄.			

Appendix 2 - Schedule of Rates (contract 15/150Tree) 20th December 2016

161		Per pit	30	£67.74	£2,032.28
162	and reinstating the pit if services, or other problems are discovered.) Excavation of tree pit in paving up to 1m x 1m x 600mm in depth (including aborting and	Per pit	1	£90.32	£90.32
163	reinstating the pit if services, or other problems are discovered in the pit/s.) Excavation of tree pit in paving up to 1.5m x 1.5m x 600mm in depth (including aborting	Per pit	1	£112.90	£112.90 ¥
164	and reinstating the pit if services, or other problems are discovered in the pit/s.) Excavation of tree pit in concrete/tarmac up to 1m x 1m x 600mm in depth (including	Per pit	1	£79.03	279.03.21
	aborting and reinstating the pit if services, or other problems are discovered in the pit/s.)	r er pit			
165	Temporary reinstatement for tree pit 750mm x 750mm	Per pit	<u>40</u>	£39.52	£1,580,664
167	Temporary reinstatement for tree pit 750mm x 120mm Temporary reinstatement for tree pit up to 1m x 1m	Per pit Per pit	5 2	£45,16 £50.81	#£101.61#
168	Temporary reinstatement for tree pit up to 1.5m x 1.5m	Per pit	2	£56.45	€112.90
169	Maintenance of young trees	Per tree	500	£11.00	£5,500.00
170	Watering of young tree/s, (25trs) Tree stake maintenance	Per tree	500 280	£4.50 £7.00	£1,960,00
172	Supply & fit wire guard (Minimum standard, as supplied by J.Toms Ltd, steel mesh tree,		360	£35,00	£12,600.00
	1" x 2" x 12g HGD welded mesh, 1800mmin hight x 300mm dia, supplied with clips)				Contract)
173	Supply and fit stimmer guard (Minimum standard, as supplied by J.Toms Ltd, strimmer guard, 5" dia.)		1	£4.52	£4.52
174	Supply & apply mulch (100mm in depth – 1m diameter)	Per tree	170	£1.50	№ £255.00 %
175	Remove tree grate, and or guard from site to a depot within the borough, or the contractor's depot.		10	£50.00	£500.00
176	BTM/OPM - Spray insecticide - small (up to 25)	s	0	£40,00	£0.00
	BTM/OPM - Spray insecticide - medium - (up to 25)	М	0	£60.00	£0.00 😘
	BTM/OPM - Spray insecticide - large - (up to 25)	L .	0	£70.00	* €0.00
	BTM/OPM - Spray insecticide - extra large - (up to 25)	XL	0	£80.00	0.003
180	BTM/OPM - Spray insecticide - small (over 25) BTM/OPM - Spray insecticide - medium - (over 25)	S M	0	£30.00	00,03
	BTM/OPM - Spray insecticide - friedidin - (over 25)	L	0	£60.00	£0.00
183	BTM/OPM - Spray insecticide - extra large - (over 25)	XL	0	£70.00	≈ 00.03 €
	BTM/OPM webs - Prune out and remove - small (up to 25)	S	0	£50.00	€ 00.03
185	BTM/OPM webs - Prune out and remove - medium (up to 25)	M	0	£80,00 £150,00	£0,00
186	BTM/OPM webs – Prune out and remove - large (up to 25) BTM/OPM webs – Prune out and remove - extra large (up to 25)	XL	0	£150.00	00.03
188	BTM/OPM webs - Prune out and remove - small (over 25)	S	0	£45.00	£0.00
	BTM/OPM webs – Prune out and remove - medium (over 25)	M	0	£70.00	F £0.00
190	BTM/OPM webs - Prune out and remove - large (over 25)	L	0	£140.00	£0.00
191	BTM/OPM webs - Prune out and remove - extra large (over 25)	XL	0	£225.00	£0.00.
-	BTM/OPM - Spray insecticide & Prune out webs and remove - small (up to 25)	S M	0	£70.00	£0.00
194	BTM/OPM – Spray insecticide & Prune out webs and remove - medium (up to 25 BTM/OPM – Spray insecticide & Prune out webs and remove - Large (up to 25)	I	0	£110.00	£0.00
195	BTM/OPM – Spray insecticide & Prune out webs and remove - extra large (up to 25)	XL	0	£300.00	3,60 (C)
196	BTM/OPM - Spray insecticide & Prune out webs and remove - small (over 25)	S	0	£60.00	E0.00
197	BTM/OPM – Spray insecticide & Prune out webs and remove - medium (over 25)	М	0	£90.00	£ 60.00 £
198 199	BTM/OPM – Spray insecticide & Prune out webs and remove - Large (over 25) BTM/OPM – Spray insecticide & Prune out webs and remove - extra large (over 25)	L XL	0	£170.00 £260.00	10.00.
200	BTM/OPM - Spray insecticide & Prune out webs and remove - extra rarge (over 25)	S	0	£60.00	20 TO 00 A
201	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	M	0	£90,00	E 20.00
202	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	L	0	£175.00	10000
203		XL	0	£320,00	MR 20.00
204	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25) BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	S M	0	£60,00	00.00 e
206	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	I	0	£175.00	20.00
207	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	XL	0	£320.00	# £0.00%
208	Supply & erect chestnut fencing (per metre)	Per metre	10	£16.94	£189.40
	Supply & erect bamboo fencing (per metre)	Per metre	10	£15.00	£150.00 #
210	Supply and lay turf up to 1 square metre per tree for re instatement purposes. (The turf must be high quality amenity turf that is shade tolerant)	1 x Squ mtr	10	£11.29	# E112.90
211	Collect chestnut fencing from a location within the borough or from Contractor's own	Per metre	10	£13.55	E (2785-70
212	premises and erect. (Per meter) Dismantle & remove chestnut fencing from site and return to a location within the borough	Per metre	10	£11.29	431747
	or Contractors own premises.				Far was to be a Fak
	Provide specified climbing inspection report - small	S	9	£16.94	
	Provide specified climbing inspection report - medium	М	4	£45.16	
215	Provide specified climbing inspection report - large Provide specified climbing inspection report - extra large	L Ex.L	5 4	£90.32 £135.49	12/16
	Provide specified climbing inspection report – extra large Provide specified climbing inspection for cable bracing and report - medium	M	1	£133.43	√(245×10)
218	Provide specified climbing inspection report for cable bracing and report - large	L	4	£90.32	E SECTION AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AN
219	Provide specified climbing inspection report for cable bracing and report– extra large	Ex.L	20	£135.49	227092/5
220	Provide specified climbing inspection report (inc. use of decay detection equipment – PICUS/Resitorgraph) - small	S	9	£33.87	504.0
221	Provide specified climbing inspection report (inc. use of decay detection equipment -	М	8	£67.74	63346
223	PICUS/Resitorgraph) – medium Provide specified climbing inspection report (inc. use of decay detection equipment -	L	10	£112.90	
224	PICUS/Resitorgraph) – large Provide specified climbing inspection report (inc. use of decay detection equipment -	Ex.L	4	£180.65	Teel 1
225	PICUS/Resitorgraph) – extra large Ground level inspection report (For both restricted & unrestricted locations) All sizes of	Per tree	300	£2,50	19750/00
	tree				
226	Ground level inspection report (For both restricted & unrestricted locations) (inc. use of decay detection equipment - PICUS/Resitorgraph) All sizes of trees	Per tree	250	£90.32	\$22,580,00 \$2,65
227	Massaria Climbing Inspection, report and General Prune (GP.1).	S	0	£20.00	£00,000
228	Massaria Climbing Inspection, report and General Prune (GP.1). Massaria Climbing Inspection, report and General Prune (GP.1).	M	<u>4</u> 11	£50.00	£200.003 £880.004
230	Massaria Climbing Inspection, report and General Prune (GP.1). Massaria Climbing Inspection, report and General Prune (GP.1).	Ex.L	210	£150.00	£31,500.00
1 200	processing distribution report and Odificial Fitting (OF.17).	1-4-		1 2 100.00	E-AGANA VA