

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 31st January 2017**.

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

Or

Email capitalservices@camden.gov.uk 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



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)

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?	<p>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.</p> <p>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.</p> <p>These contracts are not major works but maintenance contracts to ensure we deliver our statutory duty of care on tree maintenance.</p>	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

PERFORMANCE MONITORING/VALUE FOR MONEY	
5	<p>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.</p> <p>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. 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.</p>
1	<p>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.</p> <p>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.</p> <p>By introducing a small number of separate contracts the Council will also increase its ability to directly manage the suppliers involved.</p>
LEASEHOLD ENQUIRIES	
3	<p>If I do have a complaint about a contractor, should I email you, or is there a different email address that I should use?</p> <p>Complaints regarding the tree works contractor should be emailed to treesection@camden.gov.uk</p>
1	<p>Trees maintenance should be responsibility of Camden Council and they should fund it from the service charge pot.</p> <p>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</p>

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

83	Fell tree to ground level - small	S	9	£33.87	£304.84
84	Fell tree to ground level - medium	M	7	£79.03	£553.23
85	Fell tree to ground level - large	L	1	£280.00	£280.00
86	Fell tree to ground level - extra large	Ex.L	4	£480.00	£1920.00
87	Fell to ground level and poison stump - small	S	9	£39.52	£355.65
88	Fell to ground level and poison stump - medium	M	7	£84.68	£592.75
89	Fell to ground level and poison stump - large	L	1	£290.00	£290.00
90	Fell to ground level and poison stump - extra large	Ex.L	4	£490.00	£1960.00
91	Fell tree and remove stump to 200mm - small	S	9	£50.81	£457.26
92	Fell tree and remove stump to 200mm - medium	M	7	£107.26	£750.81
93	Fell tree and remove stump to 200mm - large	L	1	£345.00	£345.00
94	Fell tree and remove stump to 200mm - extra large	Ex.L	4	£560.00	£2240.00
95	Fell tree and complete stump removal for replanting - small	S	9	£67.74	£609.69
96	Fell tree and complete stump removal for replanting - medium	M	7	£135.49	£948.40
97	Fell tree and complete stump removal for replanting - large	L	1	£385.00	£385.00
98	Fell tree and complete stump removal for replanting - extra large	Ex.L	4	£600.00	£2400.00
99	Section fell tree to ground level - small	S	9	£45.16	£406.46
100	Section fell tree to ground level - medium	M	7	£101.61	£711.30
101	Section fell tree to ground level - large	L	2	£320.00	£640.00
102	Section fell tree to ground level - extra large	Ex.L	8	£370.00	£2960.00
103	Section fell to ground level and poison stump - small	S	9	£50.81	£457.26
104	Section fell to ground level and poison stump - medium	M	7	£107.26	£750.81
105	Section fell to ground level and poison stump - large	L	2	£330.00	£660.00
106	Section fell to ground level and poison stump - extra large	Ex.L	8	£600.00	£4800.00
107	Section fell tree and remove stump to 200mm - small	S	7	£67.74	£474.20
108	Section fell tree and remove stump to 200mm - medium	M	6	£135.49	£812.91
109	Section fell tree and remove stump to 200mm - large	L	2	£380.00	£760.00
110	Section fell tree and remove stump to 200mm - extra large	Ex.L	8	£640.00	£5120.00
111	Section fell tree and complete stump removal for replanting - small	S	26	£79.03	£2054.80
112	Section fell tree and complete stump removal for replanting - medium	M	24	£158.07	£3793.55
113	Section fell tree and complete stump removal for replanting - large	L	19	£420.00	£7980.00
114	Section fell tree and complete stump removal for replanting - extra large	Ex.L	16	£680.00	£10880.00
115	Section fell, completed stump removal for replant, carry out temporary re-instatement (hard surface) and Stencil paint temporary re-instatement surface.	S	43	£90.32	£3883.91
116	Section fell, completed stump removal for replant, carry out temporary re-instatement (hard surface) and Stencil paint temporary re-instatement surface.	M	104	£180.65	£18787.60
117	Section fell, completed stump removal for replant, carry out temporary re-instatement (hard surface) and Stencil paint temporary re-instatement surface.	L	15	£440.00	£6600.00
118	Section fell, completed stump removal for replant, carry out temporary re-instatement (hard surface) and Stencil paint temporary re-instatement surface.	XL	4	£722.59	£2890.36
119	Cut and clear fallen tree (cut stump to ground level) - small	S	16	£33.87	£541.92
120	Cut and clear fallen tree (cut stump to ground level) - medium	M	2	£79.03	£158.07
121	Cut and clear fallen tree (cut stump to ground level) - large	L	2	£270.97	£541.92
122	Cut and clear fallen tree (cut stump to ground level) - extra large	Ex.L	4	£451.62	£1806.48
123	Cut and clear fallen tree (cut stump to ground level and poison stump) - small	S	16	£39.52	£632.32
124	Cut and clear fallen tree (cut stump to ground level and poison stump) - medium	M	2	£84.68	£169.36
125	Cut and clear fallen tree (cut stump to ground level and poison stump) - large	L	2	£282.26	£564.52
126	Cut and clear fallen tree (cut stump to ground level and poison stump) - extra large	Ex.L	4	£462.91	£1851.64
127	Cut and clear fallen tree (and remove stump to 200mm) - small	S	9	£50.81	£457.26
128	Cut and clear fallen tree (and remove stump to 200mm) - medium	M	7	£107.26	£750.81
129	Cut and clear fallen tree (and remove stump to 200mm) - large	L	2	£338.71	£677.42
130	Cut and clear fallen tree (and remove stump to 200mm) - extra large	Ex.L	4	£530.65	£2122.60
131	Cut and clear fallen tree (complete stump removal for replanting) - small	S	9	£67.74	£609.69
132	Cut and clear fallen tree (complete stump removal for replanting) - medium	M	7	£135.49	£948.40
133	Cut and clear fallen tree (complete stump removal for replanting) - large	L	2	£372.58	£745.16
134	Cut and clear fallen tree (complete stump removal for replanting) - extra large	Ex.L	4	£587.10	£2348.40
135	Stump grind (stump up to 250mm. Dia.)		10	£30.00	£300.00
136	Stump grind (stump from 250mm to 500mm. Dia.)		12	£50.00	£600.00
137	Stump grind (stump from 500mm to 1m. Dia.)		8	£90.00	£720.00
138	Stump grind (stump from 1m to 1.5m Dia.)		2	£130.00	£260.00
139	Stump grind (stump over 1.5m Dia.)		2	£160.00	£320.00
140	Poison stump of any size Dia.		10	£11.29	£112.90
141	Fell and poison/grub out (up to 4m in height) unsuitable trees	Per tree	90	£16.94	£1524.60
142	Ivy/Climber - Remove all growth above 2.5m - small	S	5	£15.00	£75.00
143	Ivy/Climber - Remove all growth above 2.5m - medium	M	4	£40.00	£160.00
144	Ivy/Climber - Remove all growth above 2.5m - large	L	4	£80.00	£320.00
145	Ivy/Climber - Remove all growth above 2.5m - extra large	Ex.L	86	£150.00	£12900.00
146	Ivy/Climber - Remove completely to ground level - small	S	5	£20.00	£100.00
147	Ivy/Climber - Remove completely to ground level - medium	M	4	£50.00	£200.00
148	Ivy/Climber - Remove completely to ground level - large	L	4	£90.00	£360.00
149	Ivy/Climber - Remove completely to ground level - extra large	Ex.L	8	£180.00	£1440.00
150	Whip planting	Per tree	100	£4.00	£400.00
151	Feathered planting	Per tree	100	£12.00	£1200.00
152	Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape	Per tree	10	£50.00	£500.00
153	Plant bareroot tree sizes up to 14/16cms in open ground or hard landscape	Per tree	250	£50.00	£12500.00
154	Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape	Per tree	10	£50.00	£500.00
156	Plant containerised/root ball tree sizes up to 14/16cms in open ground or hard landscape	Per tree	350	£60.00	£21000.00
157	Plant containerised/root ball tree sizes 16/18cms to 22/24cms in open ground or hard landscape	Per tree	10	£112.90	£1129.00
158	Lift a newly planted/young tree and replant within a location on the same site		5	£67.74	£338.71
159	Lift a newly planted/young tree and replant within a different site within the borough		5	£112.90	£564.52
160	Excavation of tree pit in paving 750mm x 750mm x 600mm in depth (including aborting and reinstating the pit if services, or other problems are discovered.)	Per pit	120	£45.16	£5419.20

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

161	Excavation of tree pit in paving 750mm x 1200mm x 600mm in depth (including aborting and reinstating the pit if services, or other problems are discovered.)	Per pit	30	£67.74	£2,032.28
162	Excavation of tree pit in paving up to 1m x 1m x 600mm in depth (including aborting and reinstating the pit if services, or other problems are discovered in the pit/s.)	Per pit	1	£90.32	£90.32
163	Excavation of tree pit in paving up to 1.5m x 1.5m x 600mm in depth (including aborting and reinstating the pit if services, or other problems are discovered in the pit/s.)	Per pit	1	£112.90	£112.90
164	Excavation of tree pit in concrete/tarmac up to 1m x 1m x 600mm in depth (including aborting and reinstating the pit if services, or other problems are discovered in the pit/s.)	Per pit	1	£79.03	£79.03
165	Temporary reinstatement for tree pit 750mm x 750mm	Per pit	40	£39.52	£1,580.80
166	Temporary reinstatement for tree pit 750mm x 1200mm	Per pit	5	£45.16	£225.81
167	Temporary reinstatement for tree pit up to 1m x 1m	Per pit	2	£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)	Per tree	500	£4.50	£2,250.00
171	Tree stake maintenance		280	£7.00	£1,960.00
172	Supply & fit wire guard (Minimum standard, as supplied by J.Toms Ltd, steel mesh tree, 1" x 2" x 12g HGD welded mesh, 1800mm in high x 300mm dia, supplied with clips)		360	£35.00	£12,600.00
173	Supply and fit stammer guard (Minimum standard, as supplied by J.Toms Ltd, stammer 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
177	BTM/OPM - Spray insecticide - medium - (up to 25)	M	0	£60.00	£0.00
178	BTM/OPM - Spray insecticide - large - (up to 25)	L	0	£70.00	£0.00
179	BTM/OPM - Spray insecticide - extra large - (up to 25)	XL	0	£80.00	£0.00
180	BTM/OPM - Spray insecticide - small (over 25)	S	0	£30.00	£0.00
181	BTM/OPM - Spray insecticide - medium - (over 25)	M	0	£50.00	£0.00
182	BTM/OPM - Spray insecticide - large - (over 25)	L	0	£60.00	£0.00
183	BTM/OPM - Spray insecticide - extra large - (over 25)	XL	0	£70.00	£0.00
184	BTM/OPM webs – Prune out and remove - small (up to 25)	S	0	£50.00	£0.00
185	BTM/OPM webs – Prune out and remove - medium (up to 25)	M	0	£80.00	£0.00
186	BTM/OPM webs – Prune out and remove - large (up to 25)	L	0	£150.00	£0.00
187	BTM/OPM webs – Prune out and remove - extra large (up to 25)	XL	0	£250.00	£0.00
188	BTM/OPM webs – Prune out and remove - small (over 25)	S	0	£45.00	£0.00
189	BTM/OPM webs – Prune out and remove - medium (over 25)	M	0	£70.00	£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
192	BTM/OPM – Spray insecticide & Prune out webs and remove - small (up to 25)	S	0	£70.00	£0.00
193	BTM/OPM – Spray insecticide & Prune out webs and remove - medium (up to 25)	M	0	£110.00	£0.00
194	BTM/OPM – Spray insecticide & Prune out webs and remove - Large (up to 25)	L	0	£190.00	£0.00
195	BTM/OPM – Spray insecticide & Prune out webs and remove - extra large (up to 25)	XL	0	£300.00	£0.00
196	BTM/OPM – Spray insecticide & Prune out webs and remove - small (over 25)	S	0	£60.00	£0.00
197	BTM/OPM – Spray insecticide & Prune out webs and remove - medium (over 25)	M	0	£90.00	£0.00
198	BTM/OPM – Spray insecticide & Prune out webs and remove - Large (over 25)	L	0	£170.00	£0.00
199	BTM/OPM – Spray insecticide & Prune out webs and remove - extra large (over 25)	XL	0	£260.00	£0.00
200	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	S	0	£60.00	£0.00
201	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	M	0	£90.00	£0.00
202	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	L	0	£175.00	£0.00
203	BTM/OPM - Prune out webs in addition to GP.1&2 (up to 25)	XL	0	£320.00	£0.00
204	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	S	0	£60.00	£0.00
205	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	M	0	£90.00	£0.00
206	BTM/OPM - Prune out webs in addition to GP.1&2 (over 25)	L	0	£175.00	£0.00
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	£169.40
209	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	£112.90
211	Collect chestnut fencing from a location within the borough or from Contractor's own premises and erect. (Per meter)	Per metre	10	£13.55	£135.50
212	Dismantle & remove chestnut fencing from site and return to a location within the borough, or Contractors own premises.	Per metre	10	£11.29	£112.90
213	Provide specified climbing inspection report - small	S	9	£16.94	£152.46
214	Provide specified climbing inspection report - medium	M	4	£45.16	£180.65
215	Provide specified climbing inspection report - large	L	5	£90.32	£451.60
216	Provide specified climbing inspection report – extra large	Ex.L	4	£135.49	£541.96
217	Provide specified climbing inspection for cable bracing and report - medium	M	1	£45.16	£45.16
218	Provide specified climbing inspection report for cable bracing and report - large	L	4	£90.32	£361.28
219	Provide specified climbing inspection report for cable bracing and report– extra large	Ex.L	20	£135.49	£2,709.80
220	Provide specified climbing inspection report (inc. use of decay detection equipment – PICUS/Resitorgraph) - small	S	9	£33.87	£304.83
221	Provide specified climbing inspection report (inc. use of decay detection equipment - PICUS/Resitorgraph) – medium	M	8	£67.74	£541.92
223	Provide specified climbing inspection report (inc. use of decay detection equipment - PICUS/Resitorgraph) – large	L	10	£112.90	£1,129.00
224	Provide specified climbing inspection report (inc. use of decay detection equipment - PICUS/Resitorgraph) – extra large	Ex.L	4	£180.65	£722.60
225	Ground level inspection report (For both restricted & unrestricted locations) All sizes of tree	Per tree	300	£2.50	£750.00
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
227	Massaria Climbing Inspection, report and General Prune (GP.1).	S	0	£20.00	£0.00
228	Massaria Climbing Inspection, report and General Prune (GP.1).	M	4	£50.00	£200.00
229	Massaria Climbing Inspection, report and General Prune (GP.1).	L	11	£80.00	£880.00
230	Massaria Climbing Inspection, report and General Prune (GP.1).	Ex.L	210	£150.00	£31,500.00