



# Wyevale News

Wyevale Landscapes/Wyevale Grounds Maintenance

April 2005 • Volume 1 • Issue 5

## Environmental Management Standards (ISO 14001)

We have been making rapid progress towards achieving Environmental Management Standard (ISO 14001), since the last newsletter. In December, the external auditors came in and spent a day reviewing our ISO 14001 manual, which resulted in a few recommendations on changes that should be made.

Then in January the auditors visited the Isle of Wight for the day, to review our activity on this contract in accordance to our ISO 14001 policy. No non-conformities were found due to the hard work undertaken by Michael Mitchell and his team.

Subsequently, four members of the management team have undertaken internal audit training and have carried out audits on our other contracts. The final stage of the external auditing is currently being undertaken and we are confident that we will achieve the ISO 14001 standard by the end of April.

It is only a year, since Wyevale embarked on the project to gain ISO 14001, and the progress that we have achieved is a credit to everyone's hard work and commitment, therefore thank you.

Our next aim to have fully integrated our Quality Management Standard (ISO:9000) with the Environmental Management Standard by the time of the next external audit in January 2006, so keep up the good work.

## Somerset Square

Wyevale Landscapes has commenced a £110,000 contract for Bristol City Council for Somerset Square. The contract that covers a wide range of operations such as; stonewalling, iron railing fencing and paths together with soft landscaping; will enhance and improve the park.

Additionally, the contract is significant because it was awarded following a two stage tender process, whereby the Company initially submitted its overhead charge and management proposals, then subsequently negotiated and built up the contract rates together with the City Landscapes Architect Consultant, Alex Fraser; thereby sharing the risks more equally between the two parties.

This is the first contract that Wyevale have been awarded by undertaking this approach, which is beneficial to both parties as it allows the organisations to take into account their respected challenges in putting a contract together. We hope to adopt this new model for future clients.

## Cream Tea Party

On 31st October the Company held a cream tea party on the office lawn, in order to raise money for the South West Children's Hospice.

The weather was typical for the time of year - damp, dull and cold - much to the delight of Jim Lindsay who organised the event, as everyone wanted more tea to keep them warm! Resulting in a successful event, which raised £68.00 for the Children's Hospice.



### Inside this issue:

ISO 14001	1
Somerset Square	1
Cream Team	1
Ten Facts	2
New Grounds Maintenance Contracts	2
Financial Update	2
Contract Updates	3
Browns Golf Course	3
Competition	3
Strimmer to Tractors	4
Daffodil bulb planting	4
Millionaire	4
Follow these steps	4
Competition winner	4
Courses undertaken	4

# Ten Facts about Grounds Maintenance tenders

1. Tendering is the main way that the Company secures its work for Grounds Maintenance contracts.
2. The clients mainly include Local Authorities and Housing Associations.
3. To get on the select list the Company has to complete a detailed Pre Qualification Questionnaire (PQQ). The PQQ form is very detailed and questions all aspects of the business, including Management, Health & Safety and last three years trading history (accounts).
4. A limited number of tenders are submitted each year; on average the Company tenders for 10 to 15 contracts per annum. The annual value is usually over £100,000 per contract unless the contract is to be integrated into an existing contract. The contracts generally run for 5 to 10 years.
5. Generally six to nine companies are invited to submit bids for a contract. The pricing element accounts for a third of the time to put the contract together, with the remaining balance of time being spent on, detailing how the contract will be managed, resources required and general method statement.
6. Tendering is very seasonal with the majority of the tenders received between August and November. Tenders are undertaken by a team based in Head Office with the assistance from Grounds Maintenance Managers.
7. The client usually calls in the 3 lowest tenders and questions aspect of the bid. On occasions we have to make a presentation to client officers and council members from the sub committee.
8. The price submitted is usually fixed but as part of the client analysis of the bid they will query any rates that look questionable.
9. The clients will not necessarily award the contract to the lowest bid, as Wyevale have won a number of contracts based upon our reputation for a high quality of service, in addition to our renowned experience and expertise.
10. After the contract is awarded, the Company usually has several months in which to set up the contract.

## New Ground Maintenance Contracts

The Company has been very busy since the last edition, as typically this is the time when Local Authorities put grounds maintenance contracts out to tender. It is pleasing to note that we have been successful on two of our recent submissions.

On the 1st January we commenced a six year contract with Runnymede Borough Council, covering a wide range of maintenance operations. The contract has an optional three year extension and overall the contract is worth approx £1.4m.



On the 31st January the Company also started a five year contract with North Somerset Council covering a varied mix of operations to parks, playing fields, housing, verges, etc, this included an optional service, of a Rapid Response Unit to

deal with all different types of incidences, which the Authority has taken up. The contract is valued at just over £1m per annum. The contract also has an optional five year extension dependent upon performance.

Both contracts had TUPE transfers and we welcome all the staff that transferred from other organisations.

As part of the Company's continuous long-term investment and commitment to our contracts, clients and staff, the Company has equipped these new contracts with all new equipment and vehicles.

## Financial update

We are now six months in to the new financial year for the Company and it is pleasing to report that overall we are ahead of budget. The star performance goes to Landscaping, which continues to go from strength to strength. On a comparative basis the divisions turnover has increased by 2% year to date, yet operating profits are up 18%. This is attributable to a better mix of contracts and through the hard work being put in by the landscape division team. Well done.

Grounds Maintenance has increased turnover by 40% and profits have increased by 10%. This would have been higher but for absorbing higher costs in relation to fuel, staff and the like. The busy period for this division is March to October, when the majority of the turnover and profit is achieved. However, the one aspect that can have a dramatic effect is the weather - be it too dry little grass to cut, or too wet when conditions make it difficult and productivity falls.

As always we will be hoping for mainly dry weather with rain at night several times a week to make the grass grow but not too fast!

# Contract Updates

## Wyevale Landscapes

Wyevale Landscapes has continued to be very busy in the submission and the winning of new work.

Job Title	Brief Description	Architect/Client
<b>Howells Coaches, Caerphilly</b>	Hard landscape works including oil interceptor, kerbing and tarmac works.	Groundwork Caerphilly/Howells Coaches
<b>Gloucester West Bypass - Castle Meads</b>	Soft landscaping to the verges - including native whip and tree planting and grass seeding.	Halcrow/Gloucester Council
<b>Woodstock Road, Kingswood</b>	Soft landscaping to housing area.	Crampton Leighfield
<b>Somerset Square, Bristol</b>	A hard landscape project awarded as a partnering contract with the client covering stone walling, fencing and footpaths.	Bristol City Council/Alex Fraser Landscape Architects
<b>Planetree Court, Fulham</b>	Construction of a courtyard garden undertaking brick walls, footpaths and soft landscaping.	Groundwork Trust West London
<b>Isca and Lulworth Road Flood defences</b>	Installation of soil pits within hard defence structure by river, followed by planting.	Mowlem Civil Engineering
<b>Bourton Mead, Long Ashton, Bristol</b>	Clearance works, followed by construction of retaining structure, fencing and planting.	North Somerset Council

## Browns Golf Course



The Grounds Maintenance operations in the Isle of Wight have been awarded the maintenance contract of Browns Golf Course in Sandown, further increasing our existing operations list for the Isle of Wight Council.

Situated on the seafront at Sandown, Browns was officially opened in 1932 by the famous golfers Henry Cotton and Joe Kirkwood. The facility run by Wight Leisure, consists of: two 12 hole 'pitch and putt' courses, one 15 hole 'longshot' course and one 18 hole 'bantam' course.

This is a prestigious contract win, as the facility is rich with local history and maintains a very strong local customer base due to its great location, the continuous provision of traditional services and products on offer, plus the relaxing atmosphere in the Clubhouse Café.

## Competition - Prize £10 Voucher

S	Y	C	A	M	O	R	E	A	H	S	P
H	W	I	J	K	W	I	L	L	O	W	O
E	M	L	L	I	Q	T	M	O	R	I	P
T	U	N	T	S	E	H	C	T	N	L	U
H	N	B	E	E	C	H	A	I	B	C	L
C	R	I	M	B	E	Z	S	B	E	S	A
R	U	S	P	R	U	C	E	D	A	S	R
I	B	O	R	D	F	G	A	C	M	K	E
B	A	Y	M	O	N	R	K	E	Y	A	F
E	L	Z	Z	U	P	Y	E	K	N	O	M

- |          |              |
|----------|--------------|
| ASH      | HORNBEAM     |
| BIRCH    | LABURNUM     |
| BEECH    | MONKEYPUZZLE |
| CEDAR    | OAK          |
| CHERRY   | POPULAR      |
| CHESTNUT | SPRUCE       |
| ELM      | SYCAMORE     |
| WILLOW   |              |

All with the exception of one word appears in the above grid. Please send the missing word together with your name and contract to Head Office by the 27th May 2005. All correct entries will be entered into a draw and the winner will be notified by the 10th June 2005.

## From Strimmers to Tractors

This has been the biggest year in the company's history for investment in equipment. A few statistics to throw at you:

- 25 new vehicles
- 2 new tractors complete with 7 unit gang mowers
- 16 new ride-on mowers
- 42 new strimmers
- Multiple blowers, hedge cutters, trailers, etc.

In all we invested in excess of £630,000 on new kit. This doesn't take into all the new clothing, set up costs for new depots and all the thousand and one other things that are needed for new and existing contracts.

This sizeable investment, demonstrates the Company's long-term commitment to our contracts, clients and staff.

In return we only ask that the next time you are after a new paper clip you remember that one you dropped on the floor earlier! As not only will you also have the satisfaction of fulfilling our environmental commitment to recycling.



## Daffodil Bulb Planting

Shown below is a photograph and article which appeared in one of the local newspapers.

### Daffodils for the A259



OVER the past five years Seaford Town Council has planted some 45,000 daffodils and crocuses throughout the town. The final stage of the planting for this season has taken place at the junction of the Bishopstone Road and the A259.

Town Clerk Len Fisher said some of the Bishopstone residents made representations to the council last year. They asked for some bulbs on 'our corner'. The town council was pleased to finance the latest scheme and the contractors, Wyevale, began work on November 24.

There should be a splendid display of bulbs on that particular corner from spring 2005.

Pictured here are the operatives from Wyevale beginning the dig.

## Who wants to be a millionaire?

Before you get too carried away - the chance was given to Duncan Jones on the 29th January, but unfortunately he did not manage to get £1m. Duncan did however win £16,000, which is not bad for several minutes work. He's become known as 'Duncan 4 roofs' as when discussing how to spend the money with Chris he explained that he needed a new roof for his cottage that would cost about £4,000.



## Follow these steps to win £25.00

Scan your local papers for advertisements for Grounds Maintenance or landscaping contracts. Cut the article out and either send it to Head Office or hand it to your Line Manager. Don't forget to include your name and contract which you work on. If you are the first person to tell us of an advert that leads to a new contract award then £25.00 will be yours.

## Competition Winner

Mark Gale of our North Somerset contract won the £10.00 voucher for the first correct answer drawn from the word search competition in the November 2004 issue.

## Courses Undertaken

### Playground Inspection Course:

Simon King, Victoria Reagan, Tracy Reynolds, Stewart Tait, Barry Teale, Roger Simpson and Michael Harmer

### Internal Auditing of Environmental Management Systems:

Michael Mitchell, David G Brew, Colin Lennox and John Eccles



## Wyevale News

Wyevale Landscapes  
Wyevale Grounds Maintenance

Upper Buckover Farm,  
Buckover, Wotton-under-Edge,  
Gloucestershire GL12 8DZ  
Tel: 01454 419175 Fax: 01454 412901  
Email: [Wyevale@wyevale-landscapes.co.uk](mailto:Wyevale@wyevale-landscapes.co.uk)  
[www.wyevale-landscapes.co.uk](http://www.wyevale-landscapes.co.uk)