****

**Specification for the Development of a Tree Maintenance Schedule**

You are invited to tender for the development of a tree maintenance schedule for Ludlow Town Council sites as per the description below.

Quotations should be submitted on the attached form.

**Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and returned. Thank you.**

***Tenders must be received at the Guildhall office by 4.30pm on Friday 26th February 2021.***

Tenders will be assessed by the following criteria:

1. Price
2. Safety

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

Timescale  
Once approval has been obtained from the Council to proceed, it is anticipated that the successful tenderer will be notified in March 2021.

The quotation will be for three phases of work:

Phase 1: Mapping of trees

Phase 2: Undertaking a tree audit

Phase 3: Tree inspection/assessment (to include developing a prioritised schedule of works)

**General information**

The quotation will cover the following sites:

* Henley Road Cemetery
* Wheeler Road recreation and play area
* Linney Riverside Park
* Castle Gardens
* St Laurence’s Garden of Rest
* St John’s Gardens
* Henley Orchards Public Open Space
* St Thomas’ Chapel Triangle (1 Magnolia Tree)
* Lower Corve Street garden (1 Tree)
* Wigley Fields Allotments

*.*

1.2 ​ The tree inspector should ensure that the data provided is showing the correct time, date and inspector name for each day. The report documentation should be presented to the council in an electronic format and formatted for ease of understanding.

1.3 If at any stage a tree is found that is considered by the inspector to be in a dangerous condition requiring urgent attention, then the Town Clerk should be notified by phone as a matter of urgency on 01584 871970.

1.4 ​ No climbing inspections will be required as part of this specification.

1.5 The tree inspector should visit each site to ascertain the amount of work involved, prior to submitting their quotation.

1.6​ The successful tree inspector must ensure that they have carried out a full Risk Assessment of the work specified prior to commencement.

1.7 ​ The tree inspector must return all of the following items with their quotation otherwise their tender will not be considered:

• References from organisations for whom other tree surveys have been completed.

• Details of qualifications and experience.

• A copy of existing Professional Indemnity and Public Liability Insurance.   
• Typical Risk Assessments and Method Statements that would normally be used for this type of work.   
• A copy of the company Health and Safety Policy (not just Policy Statement). This can be provided by disc or USB Flash Drive (if extensive).

1.8 ​ Many trees have dense ivy cover on the trunks/stems which from a health and safety perspective may prevent the detailed inspection. Some trees will therefore require ivy severance to allow for inspection. This should be restricted to those trees where the ivy has reached the crown of the tree thus retaining a proportion of the ivy for wildlife conservation.

**Phase 1: Mapping of trees**

2.1 ​ The aim of Phase 1 is to number each tree in a particular area or site.

2.2 ​ Once each tree has been numbered, the tree number will then be used for Phase 2 and 3 of the work.

2.3 ​ The tree inspector should start numbering at number ‘20/’ (pertaining to ‘2020/Tree Number’). This will be the ‘Asset ID’. Trees should then be numbered progressively.

2.4 ​ When the tree has been given a number, a tree tag will be secured onto the tree at approx. 1.8m high on the north side of the tree.

2.5 ​ Tree tags and nails are to be supplied by the contractor.

2.6 ​ Where trees are in tight groups they should be tagged and shown as individual trees.

**Phase 2: Undertaking a Tree Audit**

3.1 ​ For Phase 2 of the survey, the tree inspector will log the details of the tree in question, using the Asset Name and Asset ID as explained in Phase 1.

3.2 ​ The tree inspector will log the Genus, Species, general condition of the tree, as well as:

• Risk Level

• Any specific notes

• Approximate height and spread

• Longevity

• Location type

• Maturity

• Vigor

• Landscape Type

• Potential targets within location of the tree

3.3 ​For the purposes of this audit, each tree will be logged as a site ‘Asset’.

**4.0 ​Phase 3: Tree inspection/assessment**

4.1 ​In Phase 3, the tree inspector will carry out an inspection of the tree, which will have been logged in the software in Phase 2 to determine its condition, taking into account health and safety considerations. The tree inspector will also suggest what work, if any, is required to the tree and what the urgency of that work is.

4.2 ​ For the purposes of this inspection, any issues noted during the course of the inspection that require logging, will be called a ‘Finding’. Any work that is recommended to be carried out on / to the tree will be known as a ‘Task’.

4.3 ​ For each tree the inspector will log all significant findings – recording the cause and ‘Risk’ of each finding, the urgency for action, any useful notes and monitoring information. The degree of risk will be assessed for each tree as either High, Medium or Low based on the propensity to fail, likely degree of damage in the event of failure and target (the likelihood of people or property being within falling distance of a tree or part of a tree that could potentially fail).

4.4 ​ The recommended works must be categorised within the following time scales:

• **Immediate Attention** Any trees found to be in a dangerous condition requiring immediate attention to prevent injury or damage should be notified to the Town Clerk or appointed person within 6 hours. (They must be able to engage a relevant and suitably qualified tree surgeon to carry out this work at short notice if needed).

• **High Level Risk:** Within 3 months of the date of this report.

• **Medium Level Risk:** Within 6 months of the date of this report.

• **Low Level Risk:** Within 12 months or when the maintenance budget allows.

4.5 ​ All trees should be photographed and logged to that Asset number.

4.6 ​ All trees that are the responsibility of Ludlow Town Council are to be inspected.

5.0 ​Pricing the Quotation

5.1 ​ The contractor will price up the works using the Quotation Form at the end of this specification.

5.2 ​ The quotation will be based on a ‘per tree’ rate. It is anticipated that additional trees and sites during the initial inspection will be added at the pro-rata rate and their inspection will be carried out whilst at the site.

5.3 ​ The rate per tree will include all ancillary costs such as:

• Travel costs

• Data download times

• On site meeting costs, etc

5.4 ​ The contractor may commence invoicing for works at each site individually, once all the trees on a site have been put on the schedule and inspected.

5.6 ​Agreed data to be provided as and when invoicing.

****

**QUOTATION**

The Development of a Tree Maintenance Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name | |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Email Address | |  |  |  |  |  |  |
| Phone number | |  |  |  |  |  |  |
| Form completed by | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

To: Ludlow Town Council

I/We having read the Conditions of Contract and Specification deliver to me/us and having examined the sites, do hereby offer to execute and complete the whole of the works described for the sum of:

Price per tree: ​£.............................. per tree or

Total for work: ​£.............................. Total

I/We hereby undertake to commence and complete the initial inspection, the logging works as well as the finding/action works within 6 months if my/our quotation is accepted.

I/we further undertake to ensure that all trees are re-inspected at the cost above and in accordance with the schedule agreed at para 4.7 of the Tender Specification.

I/We understand that I am/we are quoting at our own expense and that neither the lowest nor any quotation will necessarily be accepted and that Ludlow Town Council reserves the right to call for fresh quotes should they consider this desirable.

References from organisations for whom other tree surveys have been completed.

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Contact details |  |

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Contact details |  |

Details of qualifications and experience.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Please ensure a copy of existing Professional Indemnity and Public Liability Insurance is enclosed.

Please ensure an example of typical Risk Assessments and Method Statements that would normally be used for this type of work are enclosed.

A copy of the company Health and Safety Policy (not just Policy Statement) must be provided. This can be provided by disc or USB Flash Drive (if extensive).

Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this quotation shall remain open for consideration for 12 weeks from the date of receipt of quotes.

Signed........................................................... this day of.......................................2021

Name...............................................in the capacity of...................................................

|  |
| --- |
| **Completed forms and supporting documentation should be returned in the envelope provided to Gina Wilding, Town Clerk by 4.30pm on**  **Friday 26th February 2021.** |
|
|