

**WINDLESHAM PARISH COUNCIL**  
**INVITATION TO TENDER (ITT) FOR TREE SURGERY WORKS IN WINDLESHAM PARISH COUNCIL AREA**  
**CONTRACT REFERENCE WPCTR02:**

You are invited to submit a tender for the supply of Tree Surgery Works on trees on Windlesham Parish Council land. Contact name and number: Joanna Whitfield, Parish Clerk, (01276) 471675.

Postal Address:  
The Council Office  
The Avenue  
Lightwater  
GU18 5RG

**Tender to be sent in sealed inner envelopes clearly marked:**  
**"TENDER FOR WINDLESHAM PARISH COUNCIL TREE SURGERY WORKS"**

**Quotations to be received by 12 noon 2<sup>nd</sup> December 2022.**

**Failure to supply any of the information requested in the attached specification will result in the Tender being rejected.**

Please send all enquiries in writing or by email, by the deadline stated in the tender timetable, quoting the contract reference number stated above. All tenders will be evaluated objectively as detailed in the Evaluation Matrix within this ITT document. Details of the winning contract will be published in accordance with Local Government Transparency Code 2015.

You must be aware of the following:

All prices must be in sterling and exclusive of VAT.

We will not return any part of the documents forming your tender.

We reserve the right to cancel or withdraw from the process at any stage.

We do not undertake to accept the lowest priced tender, or part, or all of any tender.

All information supplied to you by us will be treated in confidence to officers and councillors of the council.

All details of your tender, including prices and rates, must be valid for our acceptance for a period of 90 days.

Once we have awarded the contract, we will not accept any additional costs incurred which are not reflected in your tender.

Offering an inducement of any kind for obtaining this or any other contract with us will disqualify your tender and may constitute a criminal offence.

Joanna Whitfield  
Parish Clerk  
Windlesham Parish Council

## 1. Composition of Tender

This ITT comprises of the following documents:

Module	Description	Action Required
A	Letter including Tender Instructions	For Information Only
	1. ITT Composition	For Information Only
	2. ITT Timetable and Associated Stages	For Information Only
	3. Statement of Requirements	For Information Only
	4. Evaluation Matrix	For Information Only
	5. Schedule of Areas and work to be carried out	For Information Only
	6. Organisation Details	Complete & Return
	7a. Specific Gateway Questions	Complete & Return
	7b. Specific Award Questions	Complete & Return
	8. Pricing	
	9. Declaration	
B	References	Complete & Return
C	Financial Information	Not Used
D	Health & Safety	Complete & Return

Module A is the core document, and the relevant parts will be required to be completed and returned.

Only additional Modules marked 'Complete & Return' will require to be completed for this opportunity.

Any Modules marked 'Not Used' will not have been sent to you for completion.

## 2. ITT Timetable and Associated Stages

Set out below is the proposed procurement timetable. This is intended as a guide, and, while we do not intend to depart from the timetable, we reserve the right to do so.

Stages	Dates
Closing date and time for enquiries	12 noon, Monday November the 28 <sup>th</sup> 2022.
Tender Return Date and Time	12 noon, Friday December the 2 <sup>nd</sup> 2022.
Expected Notification of Intent to Award	15 <sup>th</sup> of December 2022
Expected Start Date	Tuesday 3 <sup>rd</sup> January 2023

### 3. Statement of our Requirements

We will be awarding a contract in the Windlesham Parish Council area for a variety of Tree Surgery works.

All our sites have been subject to tree surveys which are provided as part of this tender.

**We intend to accept one Contractor for the work contained in this ITT. However, the top three contractors will be considered preferred contractors until Dec 2024. Quotes will be obtained for all works falling outside this tender.**

#### Selection and Quotation Procedure

This particular Contract will operate as follows:

The Contractor will liaise with the Parish Clerk and full details of the location and requirements will be provided and agreed based on the awarded tender. For the majority of work the contractor will be expected to begin work on site within 10 working days unless otherwise agreed with the Parish Clerk.

#### Contract Description

The work will comprise of a range of tree safety operations which may include, but not be limited to:

- Tree felling
- Ground-based tree pruning
- Aerial tree pruning
- MEWP work
- Chipper work
- Traffic management

**Note: It is the responsibility of the contractor to organise any traffic management required and to apply for the necessary licences, ensuring compliance. Any traffic management costs must be itemised in the tender price.**

Tree safety work could be located anywhere within the Parish. You may be required to work on quiet forest tracks, in close proximity to buildings, structures, cemeteries and car parks or immediately adjacent to busy roads.

The job specification provided by WPC will describe tree works required for each job. Unless specified otherwise in the job specification the standards expected will be as follows:

#### Quality Standards

- Provide all relevant tools, equipment (including warning signs & cones / spills kits / PPE / 1<sup>st</sup> aid kits etc but excluding those items mentioned below for supplementary pricing) and consumables to allow safe working practice to occur
- All work carried out to BS 3998 (2010) – Tree Work Recommendations
- Unless otherwise instructed, remove all timber from site
- Unless otherwise instructed, chip all brushwood and remove from site
- Unless otherwise instructed, leave stumps as close to ground level as possible
- Leave each worksite in a safe and tidy condition with unfinished work clearly cordoned off from public access

#### Health & Safety

It is a legal requirement that people are adequately trained and competent to do their job safely. The Health and Safety at Work Act 1974 and the Management of Health and Safety Work regulations 1999 place general duties on employees and the self-employed to provide health and safety information and training. We may require evidence to demonstrate that the requirements/recommendations as detailed within the forest industry code, FISA/AFAG 805 'Training and Certification' are being met.

**All aerial work to comply with the Work at Height Regulations 2005 (following industry best practice guidance)**

**All climbing and rigging equipment must be covered by a current independent certificate of thorough examination as required by the Lifting Operations and Lifting Equipment Regulations LOLER 1998 regulations**

**The Contractor to draw up and have ready an Emergency Action Plan relevant to each site prior to operational commencement**

**The Contractor to draw up, communicate and implement a written Risk Assessment for each work situation.**

**Plan, organise and work in accordance with all the relevant AFAG/FISA/Arboricultural Association/HSE/UK Standards (including Forest and Water Guidelines)**

**Always have at least 2 operators increased to 3 for aerial work on site including a ground-based qualified, competent and equipped aerial rescuer during aerial work**

WPC staff may on occasion ask for the Contract holder to produce evidence that these guidelines are being followed.

### **Biosecurity**

As part of precaution against transferring various diseases from one plantation to another, there may be a requirement to disinfect equipment especially chainsaws and handsaws before use, after use, before moving to a new site and again at the end of each working day.

### **Environmental Standards**

Damage to any nesting bird or burrowing animal is unacceptable and may be illegal. The contractor will take every care that all work complies with the Wildlife and Countryside Act 1981; and Conservation of Habitats and Species Regulations 2010 (as amended). In particular, operators must be familiar with potential bat habitats / signs of bat activity. On discovery of a suspected bat roost which may be affected by tree safety works the Contractor must stop work and report the roost sites to the WPC Clerk and not commence works until permission is granted to proceed.

A pollution control kit should be maintained suitable for the control of any spillage.

### **Qualifications:**

#### **Use of chainsaws**

Chainsaw operators working on WPC Land must be in possession of either, a current Certificate(s) of Competence issued by an approved awarding body or the current equivalent units or qualifications within a recognised National Vocational Qualification

Operators to have received training in, and hold relevant qualifications, or equivalent, covering the following work types:

Chainsaw Maintenance and Crosscutting  
 Fell Trees <15'  
 Fell Trees >15'  
 Climb Trees and Perform Aerial Rescue  
 Chainsaw Use From a Rope and Harness  
 Tree Pruning Operations  
 Tree Dismantling Operations  
 Use of Mobile Elevated Work Platforms  
 Use of Stump Grinders  
 Use of Brushwood Chippers  
 Traffic management as appropriate for the relevant local authority  
 Emergency First Aid at Work training (to HSE standard), to include the Forestry context. (Note that at least two first aid trained members of staff must be on site at all times).

**Note:**

You must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the contract if we accept your quotation. This may be in the form of literature, drawings or samples. If your quotation does not meet these requirements, we reserve the right to reject it completely.

**4. Evaluation Matrix**

Note – failure of any of the 'Pass/Fail' sections or modules will constitute an overall Fail of your bid.

Section/ Module	Title	Weighting	Agreed Marking Criteria
5	Areas of Tree work	Mandatory	You must provide evidence that you will be able to carry out work in all areas
6	Organisation and Contact Details	Mandatory	Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies.
		Questions 6.10 & 6.11 Pass/Fail	You must provide a Health & Safety policy' and must provide adequate levels of training as specified in the Statement of Requirements. If you do not provide these, you will fail this section.
		Question 6.12 – Pass/Fail	You must provide evidence of the required levels of insurance requested. If you cannot provide proof of this, you will fail this section.
7a	1. Provide a copy of your most recent LOLER test certificate for your climbing equipment. The test must be carried out in accordance with the HSE Code of Practise. For items under 6 months old please	Pass/Fail	To pass this Gateway Question you must provide when submitting your tender, a copy of your most recent LOLER test certification, which has been carried out by an independent person.

	provide a copy of the purchase invoice.		
7b	<p>1. Module A, Item 5, contains a link to the WPC "Schedule of Areas" and geographical links. As part of the tender, you will be expected to visit each site and prepare the following documents:</p> <p><b>a risk assessment</b> (This must explain clearly how you would undertake the work safely and provide confirmation that a site specific risk assessment will be updated to reflect any additional hazards that may be present on the day the works are carried out.)</p> <p><b>method statement</b> (This should detail all aspects of the task from when your team arrive on site, to when they leave detailing your expectation of how long this work would take to complete).</p>		<p>The following evaluation system will be applied:</p> <p><b>0 – No response or totally inadequate response</b> No response or an inadequate response</p> <p><b>1 – Major Reservations/Constraints</b> The response simply states that the bidder can meet some of the requirements set out in the question or statement of requirements but have not given information or detail on how they will do this.</p> <p><b>2 – Some Reservations/Constraints</b> Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p><b>3 – Fully Compliant</b> Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p><b>4 – Exceeds Requirements</b> Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract</p> <p><b>PLEASE NOTE:</b> if you score a 0 or a 1 against either Question your bid will be deemed inadequate and will be rejected in its entirety.</p>
8	Pricing		The price evaluation scoring will be determined as follows: -

			<p>1. The lowest fee tender will be awarded 500 points.</p> <p>One point will be deducted from the other tenders for each percentage by which the amount of their tender exceeds the lowest tender</p>
9	Declaration	Pass/Fail	You must sign the declaration specifying any area of the declaration with which you cannot comply. Details on mandatory and discretionary elements are contained within the Declaration.
Module B	References	Pass/Fail	You must provide the information we have requested in Module B. We will consider accepting a lower number of references than requested depending on how long you have been in business. When checking references, we will be looking to confirm that the contract has been carried out on time, to budget and to specification. If we deem your references to be inappropriate, or a referee cannot confirm the work has been carried out on time, to budget and in line with the specification, you will fail this Module.
Module C	Financial Information	Not Used	Not Used
Module D	Health and Safety	Pass/Fail	You must provide the information we have requested in Module D. If we determine that your responses are inappropriate or present a high health & safety risk, you will fail this Module.

## 5. Schedule of Areas

The following link details sites and location links that are included in this tender.

[Detailed work required and site locations](#)

## 6. Organisation Details

Organisation Details		
	Question	Your Answer
6.1	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).	
6.2	Registered office address.	
	Main contact for this contract:  Name  Address (if different from registered office)  Email  Phone  Mobile	
6.3	Company or charity registration number.	
6.4	VAT Registration number.	
6.5	Type of organisation	i) a public limited company
		ii) a limited company
		iii) a limited liability partnership
		iv) other partnership
		v) sole trader
		vi) other (please specify)
6.6	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc.)	
6.7	Length of time your business has been operating.	
6.8	Please state whether there is any potential conflict of interest in relation to this contract, for example if any of those involved with the contract share private interests with anyone within the WPC. Examples include, membership of societies, clubs and other organisations, and family.	<b>No</b>
		<b>Yes</b>
		If you have answered "YES" please give details.



Organisation Details				
	Question	Your Answer		
6.10	Does your organisation have a written Health and Safety Policy? Please provide a copy	Yes	No	
	<b>Note:</b> if your organisation has less than 5 employees, the Windlesham Parish Council still requires you to have a written Health and Safety Policy.			
6.11	Please provide details of the health and safety training you provide to employees, relevant to this contract in the box below. If you do not provide any training, please tell us why this is not necessary. If from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full.			
6.12	You must provide evidence that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis.			
Insurance Policy		Indemnity Value (£)	Yes	No
Employers Liability (This is a legal requirement. There are a small number of exceptions. Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969)		Min £10m per claim		
Public Liability		Min £10m per claim		

#### 7a. Specific Gateway Questions

	Question	Weight
1a.	Provide a copy of your most recent LOLER test certificate for your climbing equipment. The test must be carried out in accordance with the HSE Code of Practice.	Pass/Fail

#### 7b. Specific Award Questions

	Question	Weight points 0-3 0 being no experience 1 being some experience 2 being satisfactory experience 3 being comprehensive experience
7b	<p>The Parish Council has their trees surveyed at regular intervals. They also check at the end of each contract that the works have been completed as specified.</p> <p>In under 150 words please provide details of your experience of the following:-</p> <ul style="list-style-type: none"> <li>• Working with Borough Council tree officers and complying with TPO's</li> <li>• Completing contract work from tree Survey reports</li> <li>• Working on public sites</li> <li>• Promoting biodiversity and good environmental practices within your operations</li> <li>• How you maintain good communication with your clients.</li> </ul>	
<p>Answer:</p>		

## 8. Pricing

Please provide pricing on a site for site basis.

## 9. Declarations

1. .... declares that we accept the standard terms and conditions included at **module A** as the basis of the contract; and
2. declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
3. declare that the tender will remain valid until ..../..../..... and that we are not entitled to claim any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.
4. declare that all operators are in possession of all relevant Certificate(s) of Competence issued by an approved awarding body or the current equivalent.

Signed on behalf of the Tenderer .....

## Undertaking

Windlesham Parish Council requires all tenderers to make full and frank disclosure to Windlesham Parish Council in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

I declare that to the best of my knowledge the information submitted in this ITT is correct. I understand that the Windlesham Parish Council may reject this ITT if there is a failure to answer all relevant questions or provide any requested information fully or if I provide false or misleading information; or if I make any false declaration which is discovered after Contract Award; I acknowledge that this may lead to said contract being terminated.

Name (printed)

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Date

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Signature

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Capacity / Title

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For and on behalf of

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## Module B – References

Please complete and return this form as part of your tender submission, in accordance with the instructions set out in the document 'Modular ITT Module A'.

Please note that this is a 'Pass/Fail' module and failure to provide adequate references will constitute a failing of your bid in full.

This is a Gateway Section (Pass/Fail)	
Please provide details of up to two contracts from either the public or private sector, that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the WPC and that we may contact your referees without telling you again.	
Reference 1	
Organisation name:	
Customer contact, name, phone number and email	
Contract Start date, contract completion date and contract value	
Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
Reference 2	
Organisation name:	
Customer contact, name, phone number and email	
Contract Start date, contract completion date and contract value	
Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	

Please complete and return this form as part of your tender submission, in accordance with the instructions set out in the document 'Modular ITT Module A'. Failure to 'Pass' this module will constitute an overall failing of your bid.

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here: <http://www.hse.gov.uk/>.

Question		
D1	Has your organisation ever been prosecuted or issued with an Improvement Notice or Order by the Environment Agency, National Rivers Authority, a Local Authority, or any other enforcement body responsible for protecting the environment (including a Planning Authority for a breach of Planning Control)? <b>If yes, please provide details in the box below.</b> Your responses should include evidence of lessons that you have learned and acted upon.	
	Yes	No

### 1.1 Risk assessment

D2	Please confirm that the following procedures are in place if relevant to the contract: <ul style="list-style-type: none"> <li>• emergency plans;</li> <li>• lone working procedures;</li> <li>• previously completed FISA Guides and checklists; and</li> <li>• records of inspection and testing of machinery and electrical equipment.</li> </ul> The process should follow the HSE process or similar.	
	Yes	No
D3	Please provide relevant method statements.	

### 1.2 Health and safety advice

D4	Please provide details of any safety organisations you belong to, for example RoSPA, IOSH etc. This is for our information only.
Answer:	

### 1.3 Competence and qualifications

D5	Do the employees, contractors, and/or sub-contractors who will deliver the contract if successful hold the following qualifications or certification for the following?			Qualification Provider
		Yes	No	
	First aid			
	Chainsaws (to include use at height)			
	Chainsaws – Windblow stems			
	Arboriculture tree climbing (to include aerial rescue)			
	Rope access techniques			
	Access platform operations			
	Lifting operations & equipment			

		Yes	No
D6	Do the employees who will deliver the contract, if successful, receive relevant up to date training?		

### 1.4 Accident records and reporting

		Yes	No
D7	Does your organisation have a process to record all incidents or accidents?		