

**Tree Management**

**Lowestoft Town Council (LTC) is seeking quotations for tree inspections starting from 1 July 2023**

**PROCUREMENT A. Contract for annual inspection of trees, identification of works, and risk management plan for 2023-24**

1. **Summary** LTC is offering a contract, initially for 2023 to 2024 for:
* Annual inspection of the health and safety of trees; and
* A risk management plan including an assessment of needed works (with priorities and a cost estimate) and an inspection and management plan.

Any work undertaken for LTC must respect the context of our declaration of a Climate and Ecological Emergency and our desire to be environmentally positive, including by good management and maintenance of tree stock.

1. **Specification** Any quotations should cover the following services:
* An annual inspection of all named sites. See Appendix for site details. Note sites vary considerably on number of trees.

Checks on the overall health of the trees, including signs of pests and disease infestations, structural and soil problems and any relevant safety concerns (including in relation to impacts on people or to/from neighbouring buildings, structures, plants and/or trees).

Findings to include an assessment of needed works with priorities and a cost estimate; and

* A health, safety and risk management plan including an inspection plan, which takes account of the health and safety of the trees, their likely future growth pattern and their impact on people or to/from neighbouring buildings, structures, plants and/or trees).
* Recommendations on managing or increasing our tree stock on sites, including where there is a need for successor planting for aged and/or at risk trees and where there are evident opportunities for environmental gains.
* (Optional) A quotation to address the findings in line with identified priorities.
1. **Period** A contract commencing 1 July 2023 with all works to be completed by 30 September 2023.
2. **Restrictions** This quotation should cover, but is not limited to, all trees on land listed in the Appendix. Costs for additional sites should be indicated.
3. **Conditions** Any conditions should be stated including any relating to:
* Any insurance requirements on LTC
* Any requirements for LTC to provide additional data
1. **LTC variations and termination** Please state how would you deal with requests for variations e.g. changes such as increases/decreases in the number of sites. Include any known costs and notice periods.
2. **Contractor variations and termination** Please state how would you deal with any changes in your service. Include any known costs and notice periods.
3. **Compliance** Please specify:
* All relevant insurances and licences
* Relevant qualifications and memberships of professional organisations. Contractors must show evidence of individuals undertaking the work being at least Level 4 in Arboriculture qualified.
* Any British Standards to which you work
* Any relevant risk management including in relation to working at heights (a Risk Assessment Method Statement should be provided on request).
* Any environmental and sustainability credentials

**Notes**

Contractor variations such as for price reviews should be explicitly stated.

Contractors may wish to be aware LTC is also offering contracts for Tree Management and a Tree Survey.

All contractors will be assessed for LTC’s Approved Contractors List prior to commencement. Contractors will be supported, if needed, through this process and should note that once they are on the Approved Contractors List this reduces ongoing administrative impacts.

**Contact details**

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**Deadline for quotations: 3 April 2023.**

**Appendix**

**Location of tree sites. This list is not exhaustive:**

\*Sites with a significant number of trees

Allotment sites (14 maximum) Arnolds Bequest \*

Belle Vue Park \*

Bentley Drive Open Space (Parkhill) \* (mainly periphery)

Britten Road open space \*

Clarkes Lane Open Space \* (mainly periphery)

Daffodil Walk open space \*

Delius Close (part)

Denes Oval & North Denes (Gunton Cliff) \* includes caravan park

Gainsborough Drive Pond Open Space \*

Great Eastern Linear Park (The Trams) \*

Gunton Community Park \*

Gunton Residents Meeting Hall

High Street Open Space (Town Green, adjacent to 4 High Street) \*

Kensington Gardens \*

Kirkley Fen Park \*

Normanston Park \*

Notley Road (land adjacent to 119)

Pakefield Green Play Area

Pakefield Street Public Convenience (land adjacent to)

Parklands Open Space (The Hollow) \*

Parklands (East) Open Space

Rosedale Park Open Space \*(periphery)

Sparrows Nest \*

Stoven Close

The Ness \*

Thirlmere Walk Play Area \* (periphery)

Triangle Market

Uplands Community Centre Open Space \*

Uplands Road North Pond (land adjacent to) \*

Walmer Road

Whitton Green Play Area