

**RUTLAND COUNTY COUNCIL  
&  
MELTON BOROUGH COUNCIL**

**ARBORICULTURAL SERVICES  
CONTRACT**

**SPECIFICATION**

## INTRODUCTION

- 1.1 Tenders are invited for the supply of arboricultural maintenance services on behalf of Rutland County Council and Melton Borough Council. The successful supplier will be responsible for providing the specified service and will be expected to work closely with RCC's Contract Manager and MBC's Contract Manager respectively to fulfil the Councils' requirements.
- 1.2 Interested organisations are advised to read all the contract documents carefully to ensure that they are familiar with the nature and extent of their obligations if their tender is accepted.

## SITES, TYPE AND VOLUME OF WORK

- 1.3 The sites covered by this Contract include parks, closed church yards, linear footpaths, Council housing land and other sites managed by the councils. The contract may also include land designated to Parish and Town Councils where mutual agreement has been made between Rutland County Council or Melton Borough Council and the Town or Parish Council.
  - (1) Much of the work is highway clearance but there is also a significant amount of work within parks and churchyards.
  - (2) The majority of activity is pruning trees to clear roads, clear footpaths and buildings.
  - (3) Planned operational work will include pruning and felling trees in wooded belts but such work is likely to be restricted to the autumn and winter period for ecological reasons.
  - (4) Stump grinding is a very small part of the workload and trees rarely get felled in Rutland's urban areas, for example there were about 20 Stump grindings in the last financial year.
  - (5) More than half the anticipated workload will require a team of three to undertake the climbing, pruning or section felling of a tree.
  - (6) Seasonal winter storms tend to result in call outs and, although call out work is relatively rare, overall it equates to somewhat over 200 hours of labour time each year.

## SITE VISITS

- 1.4 Interested organisations are strongly advised to visit and inspect representative locations where the services are to be provided. These representative locations are indicated in the attached Google Maps snapshots.

## NORMAL WORKING HOURS

- 1.5 These are 07:30 – 16:30 hr Monday to Friday. Crews must also be available out of hours, including weekends and Bank Holidays, to respond to emergencies within the specified timescale of 120 minutes that is, 120 minutes from first alerting the Contractor to arriving on site.

## WORKFORCE – MINIMUM REQUIREMENTS

- 1.6 For a **Crown Reduction** operation, as a minimum, the workforce must possess the following:

### Climber -

Ariel Rescue (CS38 or equivalent)

Working from a Tree with Rope and Harness (CS39 or equivalent)

Crown Reduction (CS40 or equivalent)

Chainsaw Maintenance and Cross Cutting (CS30 or equivalent)

### Ground Worker -

Aerial Rescue (CS38 or equivalent)

Chipper qualifications

- 1.7 For the **Section Felling** of a tree:

### Climber –

Ariel Rescue (CS38 or equivalent)

Working from a Tree with Rope and Harness (CS39 or equivalent)

Section Felling (CS41 or equivalent)

### Ground Worker –

Aerial Rescue (CS38 or equivalent)

Chipper qualifications

Stump grinder Qualifications

- 1.8 For **Felling Small Trees** workers must possess:

Felling Small Trees (CS31 or equivalent)

- 1.9 For **Felling Medium Sized Trees** workers must possess:

Felling Medium Sized Trees (CS32 or equivalent)

- 1.10 Mobile Elevating Work Platforms (MEWP)

A MEWP must be used instead of tree climbing where it is considered reasonable to do so. Therefore a team will require MEWP Qualifications appropriate to the task and the appropriate type of MEWP.

## GENERAL REQUIREMENTS

### 2.1 TREE SURGERY

All tree surgery operations shall be undertaken in such a manner as to ensure that each tree retains a well-balanced crown, of natural appearance, which is typical of the species. All works carried out must leave each tree capable of assuming normal growth and development.

### 2.2 STANDARDS OF WORK

All works shall be carried out in accordance with British Standard 3998:2010 'Tree Work - Recommendations' or EU equivalent including all future revisions and additionally the details contained in this Specification.

### 2.3 HEALTH AND SAFETY

#### (1) TEAM STRUCTURE

A tree team that undertakes the following tasks shall consist of at least two persons who shall be trained and competent in those aspects of tree work.

- Tree felling
- Tree climbing
- Operating a Mobile Elevated Work Platform

At least two operatives of any tree team for the above operations shall be trained First Aiders.

#### (2) TREE RESCUE

All tree teams, undertaking tree climbing operations, shall consist of at least two persons trained in aerial rescue. Prior to carrying out any tree climbing work required under the Contract, each tree team shall implement a workable system of rescuing an injured climber from a tree.

#### (3) WEATHER

No tree work operations shall be carried out during periods of extreme weather (e.g. extreme wind, rain, snow or ice) except in an emergency. In such cases, the work carried out shall be the minimum required by the Contract Manager to render the tree to an acceptable level of risk.

#### (4) PROFESSIONAL DISPUTE

The contractor reserves the right to consult with the Contract Manager if they believe that the specific tree surgery and felling work instruction could be amended to improve the health and safety of workers and/or public, or quality of the work. It is the duty of the contractor to examine any work instruction to ensure that is safe and appropriate to undertake.

#### (5) IDENTIFICATION

The contractor shall ensure that their work force carries suitable photographic identification when providing the specified service that also includes their name, job title, the contractor's name and contact details.

#### (6) WORKWEAR INCLUDING PERSONAL PROTECTIVE EQUIPMENT

The contractor shall ensure that their work force wears clothing and protective equipment sufficient to ensure their safety and appropriate to the duties they carry out in the course of providing the specified service.

#### (7) CONTACT DETAILS

The contractor shall ensure the Contract Manager is provided with all relevant contact mobile phone numbers and email addresses - and updates as necessary - for its work force and supervisors providing the specified service.

### 2.4 REPORTING OF DEFECTS

The Contractor must cease work and notify the Contract Manager if they find anything that poses an unacceptable level of risk of harm to the operative team, the public or that poses an unacceptable level of risk of damage to property.

### 2.5 PRUNING CUTS

All final pruning cuts shall be made at a branch junction or when appropriate, a lateral growth point. Such cuts will be made just outside the branch bark ridge and branch collar leaving these two areas of tissue undamaged (Fig. 1). A neat, circular wound should be left. Unless otherwise agreed with the Contract Manager, Chainsaws shall only be used to make final pruning cuts where the branch diameter exceeds 40mm and any smaller branches will be pruned by Handsaw.

### 2.6 USE OF CLIMBING IRONS

Climbing irons shall not be used in the pruning of live trees and shall only be used during felling or dismantling operations, unless prior consent is given by the Contract Manager or on the rare occasions when this is necessary during Emergency Works.

## 2.7 WINCH ANCHORS

No trees are to be used as winch anchors without the prior consent of the Contract Manager and these shall be protected as specified within this Specification. Alternative types of winch anchor may be used provided they are safe, appropriate for the conditions prevailing at the Location and the task to be undertaken, and are of a recognised arboricultural type prior approved by the Contract Manager.

Where the Contract Manager has approved the use of particular trees as winch anchors, such trees will be adequately protected. Where spun nylon or webbing strops are used no protection will normally be required provided they are correctly installed. Where wire cable strops are used, the trees shall be protected by means of tyres or straw filled sacks and cordwood placed around the tree underneath the cable to spread the pressure over as large an area as possible. Under no circumstances shall the cable be passed around the tree and hooked back onto itself (as under these circumstances the cable will move when pressure is applied and will displace the packing). The above are only basic guidelines and the Contractor will be responsible for assessing the appropriate protection requirements of each tree involved and ensuring that these are implemented.

## 2.8 EMERGENCY WORK

It is important that emergency tree work is undertaken as soon as possible. Therefore the contractor must ensure that they have a system in place to respond to emergency work and to be on site within 120 minutes of being contacted by the Council (Rutland County Council or Melton Borough Council).

## 2.9 TRAINEES AND APPRENTICES

During the term of the contract, the Council may require the Contractor to employ a trainee/apprentice who will receive training relevant to the pursuit of a career in arboriculture. The Contractor will also demonstrate a commitment to the Continual Professional Development of existing staff by providing opportunities for further, on the job, training. The Contractor will, where possible, attempt to accommodate requests for short-term work placement from students studying for a related qualification. Any costs resulting from the provision of training shall be met by the contractor at their expense and should be taken in to account when pricing for works.

## 2.10 EQUIPMENT AND PLANT

The Contractor shall ensure that appropriate equipment and plant is provided for its workforce in order to provide the specified services. All such equipment must be appropriately, taxed, insured, maintained and fit for purpose. All persons employed by the Contractor to operate any such equipment must be suitably qualified, skilled, experienced and supervised as appropriate.

## SECTION B BIOSECURITY

### 3.1 INTRODUCTION

Contractors working on sites with trees should ensure that their operatives understand biosecurity issues. Training, guidance and supervision should be provided when necessary.

### 3.2 DISPOSAL OF DISEASED MATERIAL

If specified by the Contract Manager, all wood, soil, fungi and pruning which arise from any tree surgery and felling works shall be burned during the course of the Works, or immediately upon their completion, at a site prior approved for that purpose.

### 3.3 DISINFECTION

All tools shall be disinfected daily by a substance that is recognised by the Forestry Commission, Arboricultural Association, or Institute of Chartered Foresters, as a substance that kills tree parasitic pathogens. If specified by the Contract Manager, all items of clothing, equipment, tools and vehicles shall be disinfected before entering a particular site, and/or before working on particular trees.

## SECTION C SPECIFIC TREE SURGERY AND FELLING OPERATIONS

### 4.1 SUPERVISION

The Contract Manager reserves the right to supervise the operations of any work requested by Rutland County Council. He shall be able to dictate what pruning work is required and what branches, trees, stumps require work.

### 4.2 GENERAL WORKS

The Contractor shall carry out as part of all tree pruning operations, unless otherwise required by the Contract Manager, all or any of the following works as may be necessary:-

- (a) Removal of basal sucker and epicormic growth from the trunk and rooting area at ground level up to the base of the tree's natural crown.
- (b) Removal of any foreign objects from the tree where this can be done without inflicting any undue damage to the tree concerned.
- (c) Removal of minor branches (i.e. diameter of less than 25mm) which obstruct overhead services, vehicles using the highway and vehicular accesses, pedestrian access, street lighting columns and road signs, to such an extent that

no further obstruction occurs for a minimum period of three years or as otherwise determined by the Contract Manager.

(d) Severance at base of trunk of undesirable climbing plants.

If any of the above operations are likely to damage or detract from the natural appearance of the tree, the Contract Manager shall be consulted before the works are carried out.

#### 4.3 CROWN LIFTING

This operation shall consist of the removal or reduction of lower branches, twigs and the removal of epicormic growth to a height determined by the Contract Manager in order to increase the clearance under the canopy of the tree.

Branch reductions are more preferable than branch removals. The contractor shall not prune more than is necessary and shall the work instruction created by the Contract Manager.

#### 4.4 CLEANING OUT

This operation shall consist of the removal of dead and dying branches (in excess of 25mm diameter) and also any irreparably damaged or diseased branches, unless specified otherwise by the Contract Manager.

#### 4.5 CROWN THINNING

This shall consist of the operations detailed in paragraph 7.5 of the British Standard 3998 (2010) until its revision whereby the Contract Manager shall decide if the new recommendation shall supersede the current recommendation.

The operation will often be described in terms of percentage but the Contract Manager may choose to be more specific and select individual branches and stems for reduction or removal.

#### 4.6 CROWN REDUCTION/RESHAPING

This shall consist of the operations detailed in paragraph 7.7 of the British Standard 3998 (2010) until its revision whereby the Contract Manager shall decide if the new recommendation shall supersede the current recommendation.

The operation will often be described in terms of percentage but the Contract Manager may choose to be more specific and select individual branches and stems for reduction or removal.

The contractor shall not undertake a reduction to the entirety of the crown unless specified by the Contract Manager. The reshaping of the tree is not always

necessary during a reduction and can be detrimental to the tree's health, structure and its aesthetic value.

#### 4.7 SUBSTANTIAL REDUCTION

This operation shall consist of a substantial reduction in the height and/or spread of the crown of the tree. All final cuts shall be made, where possible, at a branch junction of lateral growth point from which a new crown can develop. The positioning of the final pollard cuts shall be determined on site by the Contract Manager.

#### 4.8 REPEAT REDUCTION

This operation shall consist of the removal of all new crown growth back to the point of original reduction cuts. The Contractor shall ensure that each new branch is pruned individually back to the 'knuckle' ensuring that this area is undamaged and remains intact. The final cut shall therefore be made just outside and adjacent to the pollard knuckle leaving no branch stubs.

#### 4.9 FORMATIVE PRUNING

This operation shall consist of some or all of the following operations in order to promote the development of a well formed mature specimen of the desired shape, habit and branch structure:-

- (i).....the pruning of any double leader stems to leave the most suitable single leading stem;
- (ii) the pruning to remove the crossing of branches and inwardly growing branches;
- (iii) the removal of deadwood;
- (iv) the removal of basal and epicormic stem growth;

#### 4.10 TREATMENT OF MAJOR BARK WOUNDS (over 75mm in diameter or length)

This operation shall consist of the careful removal of dead, damaged and loose bark and in addition any splintered wood. This shall be carried out back to the line of newly forming callus growth ensuring that no live tissue is damaged. The final shape shall be, as far as possible, rounded and free from sharp corners.

#### 4.11 BRACING

##### (1) CABLE AND ROD BRACING

Due to the precise requirements of cable and rod bracing, all materials and the general installation methodology will be determined for each tree concerned by the Contract Manager, in discussion with the Contractor

##### (2) PROPPING

This operation shall consist of the installation of wooden or metal props to support branches or trunks from below. Due to the precise requirements of this operation, all materials and the general installation methodology will be determined for each tree concerned by the Contract Manager in discussion with the Contractor.

### (3) ROOT PRUNING

This operation shall consist of the removal of any roots or sections of roots which are damaged, girdling the tree's stem or causing damage to any footpath, road, lawn, adjoining property or other important structure. Roots shall be pruned in such a way that the resulting wound is as small as possible and free from torn damaged tissue. Where a fork in the root is detectable, the cut enabling the removal of the required section of root shall be made back to this point. The excavated area around exposed roots shall be backfilled to the original ground level with indigenous soil, enriched with a phosphate fertilizer at a rate determined by the Contract Manager.

### 4.12 STRAIGHT FELLING

This operation shall consist of the felling to within 100mm of ground level, unless otherwise agreed, of the whole tree in one operation, where necessary with the assistance of a powered or hand winch. When the stump is not to be removed it shall be cut off smoothly as close to ground level as possible. Where the tree is growing in a hedge or fence line the Contract Manager may require at his sole discretion that the stump be left level with the top of the hedge or fence or at any other required height, in which case the final cut shall leave the stump with a smooth, level surface. Straight felling shall only be undertaken when there is no risk of damage to services, nearby trees, other highway features, adjacent property, parked vehicles or other important structures.

### 4.13 SECTIONAL FELLING / DISMANTLING

This operation shall consist of the felling of a tree in sections of a size appropriate to the location, using ropes and rigging techniques where necessary, to lower the sections. Where the Contract Manager determines that a tree is to be felled in sections, under no circumstances shall the Contractor attempt to straight fell it; in the event of the Contractor considering that any such tree cannot be felled in sections due to Safety considerations, he shall immediately report this to the Contract Manager in order to obtain his further instructions.

### 4.14 REMOVAL OF HEAVY LIMBS

This operation shall consist of the removal of large limbs from mature trees. The limbs shall be removed in sections of a size appropriate to their location and dimensions. Where necessary, or if required by the Contract Manager, these sections will be lowered from the tree using ropes, to avoid damage to adjacent features, surrounding buildings, ground surfaces, parked vehicles or other important structures.

#### 4.15 STUMP REMOVAL

The removal of stumps may be undertaken by a number of methods including stump grinding, stump grubbing, applying chemicals to the stump, or using a mechanised digger. The cost of removing a stump shall be determined by taking a vertical measurement of the stem diameter two centimetres above ground level and applying this to a fixed scheduled rate.

Exceptions to the pricing structure are permitted on occasion. The Contract Manager may use their discretion to allow a change in the price where the fixed rate is considered unreasonable to either Rutland County Council / Melton Borough Council or unreasonable to the contractor.

##### (A) STUMP GRINDING

This operation shall consist of the removal by mechanical grinding machine of the whole stump area, including buttress and surface roots arising from, or near to, its base. Unless otherwise directed by the Contract Manager this operation shall be to a minimum depth of 100mm unless otherwise specified by the Contract Manager.

##### (B) STUMP GRUBBING

This operation shall consist of the complete removal of the stump including buttress and surface roots arising from or near to its base by means of excavation and/or winching.

##### (C) Whether a stump is being ground or grubbed the following shall apply:-

- (i) Where either treatment is included as part of the felling operation, it shall normally be completed during the same working day. Where this is not possible, and unless otherwise directed by the Contract Manager, the stump shall be left at a minimum height of 1.5 metres and in all cases shall be made safe in accordance with the conditions of Contract.
- (ii) The Contract Manager may also require that any remaining root ends of over 20mm diameter be treated with an appropriate pesticide prior approved by the Contract Manager and in accordance with the Conditions of Contract.
- (iii) The Contractor shall be responsible for the removal of any kerbs, pavement and highway surfaces and the like which may be necessary to facilitate the work and for any associated site re-instatement, as detailed in sub-clause (d) of this clause.

##### (D) REINSTATEMENT FOLLOWING THE REMOVAL OF TREE STUMPS

- (i) Where a tree stump has been grubbed or winced out of a grassed area, the resulting hole shall be backfilled with imported topsoil and reinstated and seeded as specified in Special Condition 26(1).
- (ii) Where a tree stump has been “ground out” of a grassed area, all chippings shall be dug out of the resulting hole, removed from the Location and the area reinstated as specified.
- (iii) Where a tree stump has been removed or ground out of a tree pit which is to be re-used, all soil and debris shall be dug out of the pit to a depth of one metre. The pit shall then be backfilled with good quality imported topsoil approved by the Contract Manager to the appropriate level.

#### (E) STUMP TREATMENT

- (i) BROADLEAVES - In order to prevent regrowth the stumps of broadleaf trees shall be treated with an appropriate pesticide prior approved by the Contract Manager and in accordance with the Conditions of Contract.
- (ii) CONIFERS - In order to prevent infection by *Heterobasidion annosum*, the stumps of conifers shall be treated with an appropriate pesticide prior approved by the Contract Manager.

All stump treatments shall incorporate a coloured dye to stain the cut surface of the stump. The mixture and application of dyes shall be in accordance with the manufacturer’s instructions and shall be prior approved by the Contract Manager.

### CONTRACT MONITORING PROCEDURE

#### 5.1 INTRODUCTION

- (1) The Contract Monitoring Procedure is designed to ensure that:-
  - (a) work instructions are being completed to the required standard,
  - (b) appropriate health and safety measures are being followed,
  - (c) any unsatisfactory Works identified by the Contract Manager can be rapidly corrected and/or rectified by the Contractor to the satisfaction of the Contract Manager; and
  - (d) a spirit of co-operation is encouraged between the Contract Manager and the Contractor to achieve and maintain such standards of performance of the Services.
- (2) In discharging his duties under the Contract Monitoring Procedure, the Contract Manager will not act unreasonably in applying the sanctions which he is empowered to use.
- (3) The sanctions available to the Contract Manager against the Contractor under this Contract Monitoring Procedure shall in no way negate, reduce or otherwise prejudice any of the Council’s rights contained in the Conditions of Contract.

## 5.2 METHODS OF CONTRACT MONITORING

### (1) ROUTINE INSPECTIONS

- (a) Routine Inspections will be carried out at any Location by the Contract Manager on a regular, random basis, without prior notice to the Contractor, throughout the Contract Period in order to check that Works are being carried out or have been carried out in all respects in accordance with the Contract.
- (b) The Contract Manager will record the date, time and main findings of all such Routine Inspections. In the event of any Works which fail to meet the required standards being discovered by the Contract Manager during the course of a Routine Inspection then the Contract Manager shall notify the Contractor of the elements of the Works which fail to meet the required standard and inform the Contractor of any aspect of the Works which require immediate attention. Within 3 normal working days of such notification, the Contract Manager will carry out a formal inspection of the Location in accordance with the details of clause 2 (2) below.

### (2) FORMAL INSPECTIONS

- (a) Formal Inspections may be carried out by the Contract Manager at Locations of his choice at intervals of one month or thereabouts at his discretion. Prior notice of the date of such inspections will be given by the Contract Manager to the Contractor, who will be encouraged to attend.
  - (b) At each Formal Inspection an assessment will be made of the standard to which each Item of Works is being or has been performed in accordance with the Formal Inspection Record Sheets in the form shown in the Appendix A. If any Item of Works fails to meet the required standard, the Contract Manager shall be entitled to request and/or arrange for additional instruction and training relating to the particular activity and relevant specification. The Contractor will make relevant supervisory and operational staff available to attend such training at his own expense.
- (c) A copy of the Formal Inspection Record prepared during the course of each Formal Inspection will be supplied to the Contractor by the Contract Manager.

## 5.3 PERFORMANCE RECORD

The Formal Inspection Sheets will form part of the Contractors overall performance record and will be used to record standards of service delivery, the

Council reserves the right to terminate the Contract by giving notice in writing in accordance with the terms of this contract.

#### 5.4 IRREMIEDIABLE DAMAGE

If any irremediable damage occurs to any tree, shrub or other plant on or adjacent to any Location as a result of the Contractor failing to comply with the standards and terms of the Contract, the Contractor shall replace at his own expense, the damaged plant. The size, specification and number of the replacement stock will be commensurate with monetary value of the damaged plant and will be determined by the Contract Manager, via the use of a recognised monetary tree evaluation system, (e.g. Visual Amenity Valuation of Trees and Woodlands [The Helliwell System] Arboricultural Association Guidance Note). The Contract Manager's decision will be final.

#### 6.0 MINIMUM REQUIREMENTS -

The following are the expected minimum requirements of operatives and tree teams to provide the specified services:

##### Qualifications

- Chainsaw Maintenance and Cross Cutting Level 2 – x 4 operatives
- Felling and Processing Trees up to 380mm Level 2 – x 2 operatives
- Felling and Processing Trees over 380mm Level 3 – x 1 operative
- Climb Trees and Perform Aerial Rescue – x 2 operatives
- Aerial Cutting of Trees With a Chainsaw Using Free-fall Techniques – x 2 operatives
- Stump grinder – x 1 operative
- Aerial Pruning Operations Level 3 – x 2 operatives
- Aerial Tree Dismantling Rigging and Arboricultural Ground Worker – x 1 operative
- Manually Fed Woodchipper -x 2 operatives
- Training: Temporary Traffic Management & Streetworks – x 1 operative
- Qualified Emergency First Aider qualification – x 4 operatives

##### Equipment and Machinery

All equipment and machinery must be appropriate to the requirements of the specific task(s), terrain and prevailing conditions, compliant with all prevailing legal requirements and industry-best practice:

- 2 x top handled chainsaws
- 2 x ground chainsaws
- Equipment appropriate for climbing trees
- Personal protective equipment for each operative as appropriate, including but not limited to -
  - Helmet
  - Visor
  - Ear defenders
  - Chin Strap
  - Chainsaw boots

### Chainsaw trousers

- Woodchipper – minimum 6 inch diameter
- Appropriate vehicles
- Area for Vehicular storage

Appropriate Driving Licences for UK

Trailer tickets for UK