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**Tree Mapping**

**Lowestoft Town Council (LTC) is seeking quotations for a survey to identify and document its tree portfolio**

1. **Summary** LTC is offering a contract to identify, catalogue and map its tree stock at various parks, open spaces and ancillary land. Suitably qualified and experienced companies are required to provide the final completed audit digitally to LTC.

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**

See Appendix for details of sites.

Any quotations to include the following:

a. The identification, cataloguing and mapping of all trees on LTC land. The outcome will be provided to LTC on completion of the contract and will be fully owned and usable by LTC as it sees fit. Details of how interim changes to trees (removal/additions) could be accommodated into the completed work to keep it live should be advised.  
  
b. How data will be provided and how any software interaction will be managed. Currently we use QGIS but an alternative would be considered.

c. Details of the core work inclusions which must incorporate:

1. Identification of individual tree species.
2. Logical tagging of all trees (including re-tagging of any previously tagged trees as appropriate).
3. An estimation of the age and life-span of each tree.
4. **Period** Work to commence on, or as soon after, 1 July 2023.
5. **Restrictions** This quotation should cover, but is not limited to, all trees on land listed in the Appendix.
6. **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 any insurance, licences and any other matters which demonstrate your compliance with prevailing health and safety legislation, registration with appropriate professional body and appropriate risk management.

**Notes**

LTC works on local authority financial years and this procurement is to commence from 31 July 2023.

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

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

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:** 4 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