



WETHERBY TOWN COUNCIL TREE WORK CONTRACT

TENDER DETAILS

1. BACKGROUND

Wetherby Town Council recently commissioned a comprehensive survey of the condition and maintenance requirements of each tree in each site owned and/or managed by the Council. Any defects have been identified and required works prioritised.

Along with the condition report, plans were prepared identifying the location of each tree and all trees with a stem diameter of greater than 20cm were tagged for ease of identification.

A copy of the report, together with plans, is attached.

The Council is now seeking to appoint a contractor to undertake the works identified in the Survey. The Council is also using this opportunity to appoint a Preferred Contractor for the period to 31st March 2022, who would be asked to undertake additional, ad hoc tree work as required.

2. CONDITIONS OF CONTRACT

2.1 The extent of the Contract:

2.1.1 The contractor is to provide all equipment, labour and any other items to carry out the work described below;

2.1.2 Prior to commencement the Contractor will be required to complete the Council's Contractor Approval Questionnaire (copy attached);

2.1.3 The contractor will be required to secure sites prior to starting work and to maintain that security;

2.1.4 The contractor will be required to remove all arisings and debris (unless otherwise agreed) and leave sites clear and tidy.

2.2 The contractor will be expected to provide all assistance, services and equipment to enable them to fulfil the requirements of the contract.

2.3 The work will consist of:

2.3.1 Undertaking the work categorised as Priority 1 as soon as possible;

2.3.2 Undertaking the work categorised as Priority 2 within 6 months of 1st April 2019;

2.3.3 Undertaking ad hoc tree work as required.

Works are only to be undertaken on the satisfactory completion of a survey on the relevant trees, showing that sites are free from nesting birds.

3. HEALTH & SAFETY

- 3.1 Several of the sites requiring work are next to highways and public rights of way;
- 3.2 One area is next to, and on the banks of, open water;
- 3.3 Some of the sites requiring work are adjacent to children's play areas and as such the safeguarding of children should be taken into consideration;
- 3.4 The contractor will be responsible for ensuring that they are satisfied they are working within a safe working environment;
- 3.5 The contractor will be responsible for ensuring that all materials and equipment are under their control and in safe keeping at all times and are not accessible to unauthorised persons;
- 3.6 The contractor will be required to prepare and keep up to date risk assessments for the work and also to prepare a method statement of each element of the work;
- 3.7 The contractor will be expected to comply with all current safety legislation including that which is deemed necessary to ensure safe working practices in the highway to ensure that the wider community is not exposed to unmanaged risks;
- 3.8 The contractor will be responsible for providing employee liability insurance (if appropriate) and public liability insurance (to include damage to property), with minimum cover of £5million for any one claim.

4. TENDER

- 4.1 The tender shall be for the cost of the work, broken down as to:
 - 4.1.1 Work categorised as Priority 1 (as per 2.3.1 above);
 - 4.1.2 Work categorised as Priority 2 (as per 2.3.2 above);
 - 4.1.3 *Indicative* hourly/daily rate for any additional work (as per 2.3.3 above).
- 4.2 It should be clear whether the prices include or exclude VAT.

5. INSURANCE

- 5.1 The contractor shall provide evidence that he has public liability insurance cover of at least £5million.

6. DEADLINE FOR RECEIPT OF TENDER

Tenders should be sent to Wetherby Town Council, by post to The Town Hall, Market Place, Wetherby, West Yorkshire LS22 6NE (the envelope should be marked "Tree Work Tender" in the top left corner) or by email to admin@wetherby.co.uk to arrive no later than 12 noon on 25th February 2019.

