

## **Poynton Town Council is seeking quotations for tree management starting from 1 April 2025**

**Approved contractors list for tree management: planned and reactive inspection, maintenance and other arboriculture services.**

### **Summary**

Poynton Town Council is offering opportunities for tree management work: planned and reactive maintenance and other arboriculture services. Suitably qualified and experienced companies are required to provide a comprehensive range of arboriculture work within Poynton Town Council sites, working to maintain the health and safety of trees and increase environmental benefits.

By providing your indicative service costs and details, and successfully obtaining Poynton Town Council Approved Contractor status, you will be eligible for potential arboriculture contract opportunities including:

- A three-year programme of planned and identified tree management works arising from Poynton Town Council risk assessments
- Other planned and reactive, including emergency, tree management works

### **Specification**

See Appendix A for details of sites and the selection criteria. The following information should be provided when completing Appendix B:

- Details of services, personnel and resources
- Any indicative costs, including hourly rates, call out charges or any other additional charges for planned and emergency work
- Installation/ removal of the Town Christmas Tree (if possible)
- Any response times or other benefits of your service offer
- Your experience of planned and reactive tree management works
- Your experience of applying for Tree Works to the Local Planning Authority (including Tree Preservation Orders and Conservation Areas) and for Highways licences permitting works on roads and pavements
- A completed pre-qualification questionnaire form

### **Period**

This opportunity relates to contracts being offered from 1 April 2025 for a period of three years.

### **Restrictions**

This work is limited to trees on Poynton Town Council land as listed in the Appendix (subject to review).

## **Conditions**

Any conditions should be stated including any relating to:

- Any insurance requirements on Poynton Town Council
- Any requirements for Poynton Town Council to provide additional data

## **Poynton Town Council variations and termination**

Please state how would you deal with requests for variations e.g. changes such as increases/decreases in the number of trees, adverse weather, serious tree disease. Include any known costs and notice periods.

## **Contractor variations and termination**

Please state how would you deal with any changes in your service. Include any known costs and notice periods.

## **Compliance**

Please complete the pre contract questionnaire and specify any:

- Environmental and sustainability credentials.
  - All relevant insurances and licences
  - Relevant qualifications and memberships of professional organisations
  - Any British Standards to which you work
  - Any relevant risk management including in relation to working at heights, use of power tools, and disposal of removed branches and/or trees (Risk Assessment Method Statement will need to be provided on request)
- Any environmental and sustainability credentials.

## **Notes**

Poynton Town Council works on local authority financial years. This opportunity relates to contracts being offered from 1 April 2025.

Contractor variations such as for price reviews should be explicitly stated. \*Please note that any price increase above inflation (consumer prices index) may lead to a review and termination of approved contractor status.

All contractors will be assessed for Poynton Town Council'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 Contractor List this reduces ongoing administrative impacts.

## **How to apply**

Apply by email to The Clerk [haf.barlow@poyntontowncouncil.gov.uk](mailto:haf.barlow@poyntontowncouncil.gov.uk) before 4pm on Friday 31<sup>st</sup> January 2025. Your application should address the specifications required and include a completed pre-qualification questionnaire which is available by scrolling down or by request to the Clerk

The successful applicant will be notified on or before the 14<sup>th</sup> February 2025.

If you require further information please contact Haf Barlow  
[haf.barlow@poyntontowncouncil.gov.uk](mailto:haf.barlow@poyntontowncouncil.gov.uk) or by telephone 01625 872238

## Appendix A

You may be required to work on quiet woodland tracks, in close proximity to buildings, structures, and car parks or immediately adjacent to busy roads.

**Five locations where Poynton Town Council have responsibility for tree maintenance.**

### Allotment Gardens off Coppice Road, Poynton



### Brecon Play park and sections of Hockley Field, Poynton



### Hockley Play Park, Hockley Road, Poynton





**Lady's and Prince's Inclines Woodside Lane / Towers Road, Poynton**

**Poynton Civic Hall. SK12 1RB**



## **Appendix B**

### **Selection and Quotation Procedure**

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.

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 and 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.

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.

Poynton Town Council staff may on occasion ask for the Contractor 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.

## Use of chainsaws

Chainsaw operators working on Poynton Town Council 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"

  - Sever Individually

  - Windblown Stems 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:

If we ask, 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.

## 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.


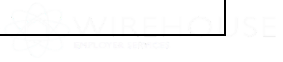


### PQQ – Tree Works Questionnaire

The contents of the Questionnaire will be treated confidentially.

Please return the questionnaire with all questions answered as promptly as possible.

#### Company Information

Company Name:	
Company Address:	
Contact Telephone Number:	
Company Email Address:	
Contact Name:	
Contact Telephone Number:	
Give a brief description of the type of work that your company undertakes:	
Company Registered No:	
VAT registration number	
Address of Registered Office (if different from above):	
Type of organisation	Public limited company
	Limited company
	Limited liability partnership
	Other partnership
	Sole trader
Total number of employees	
Length of time your business has been operating	
Please state whether there is any potential conflict of interest in relation to this contract, for example if any of these involved with the contract share private interests with anyone within Poynton Town Council. Examples include, family, friends, memberships of societies and other organisations	 

### Company Safety Management System / Policies / Procedures

	Yes	No
1) Does your company have a Health & Safety Management System? Please attach a sign copy of your policy statement.		
2) Does the Health and Safety Management System contain details of the organisational structure, responsibilities and arrangements for managing Health and Safety?		
3) Please provide details of health and safety training you provide to employees, relevant to this contract in the box below. If you do not provide 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 quotation.		
4) Have you attached a sample risk assessment		
5) Have you attached COSHH Hazardous Substance Risk Assessments if relevant to the work being carried out?		
6) Have you attached Method Statements that detail your safe systems of work?		
7) Do you usually use a Permit to Work System? If so, please provide details		
8) Do you have a Quality Management System?		
9) Do you have an Environmental Management System?		

### Competent Advice

10) Please provide the name of the Director responsible for Health and Safety within your company.		
11) Do you have an internal advisor for Health and Safety within the company? If yes, please provide the name of the internal advisor.		
	Yes	No
12) Do you require a license from HSE to undertake the works you're doing for Poynton Town Council? If the answer is Yes, please attach a copy of the documentation.		
13) Do you have an external provider of Health and Safety? If yes, please give details of the services provided to your company.		
Information and Advice	Yes/No	
Accident Investigations	Yes/No	
Safety Audits	Yes/No	How often?
Site Inspections	Yes/No	How often?



14) Are you part of any accreditation Schemes associated with your work, if yes, please state and enclose a copy of any certificates.	

### Training

	Yes	Qualification provider
15) Have any of the Directors or Managers within your company attended a health and safety course within the last three years?		
16) Have all operatives received appropriate training for their work and in the general health and safety aspects of your type of work?		
17) Do the employees, contractors and/or sub-contractors who will deliver the works hold the following qualifications or certifications 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 and equipment		
18) Do you ensure that health and safety is communicated and understood by those who's English is not their first language?		
Please outline the health and safety training that has been given to the Managers and Operatives over the past 5 years.		

### Accident History

	Yes	No
19) Do you have a documented system for reporting accidents / incidents and near misses?		
20) Have there been any reportable accidents or incidents to the HSE within the past three years? If yes, please provide a summary below:  <div style="text-align: right; margin-right: 100px;"> Year.....      Year.....  Year..... </div> Fatal Accidents/Incidents  Major Accidents/Incidents  Over 7 Day Accidents/Incidents  Dangerous Occurrences		

### Enforcement History

	Yes	No
21) Has your company, or individuals employed by your company, been prosecuted for any breaches of health and safety legislation, within the last five years?		
22) Have any prohibition, improvement or other enforcement notice / notices, been issued against your company within the last five years?		
23) Have any proceedings been taken against you with regards to breaches of health and safety or environmental legislation within the last five years?		

### Insurance Information

*Please complete and enclose details of the following. It may be more appropriate for your insurers or brokers to complete this section:*

36)	<b>Employers Liability</b>	Insurers name and address:	Policy No.	Renewal Date:
	<ul style="list-style-type: none"> <li>Indemnity limit for any one occurrence</li> </ul>			£
37)	<b>Contractors 'All Risks'</b>	Insurers name and address:	Policy No.	Renewal Date:
	<ul style="list-style-type: none"> <li>What is the sum assured under the policy?</li> </ul>			£
38)	<b>Professional Indemnity</b>	Insurers name and address:	Policy No.	Renewal Date:
	<ul style="list-style-type: none"> <li>Indemnity limit for any one occurrence</li> </ul>			£
39)	<b>Public Liability</b>	Insurers name and address:	Policy No.	Renewal Date:
	<ul style="list-style-type: none"> <li>Indemnity limit for any one occurrence</li> </ul>			£

References	
Please provide details of reference for work that you have recently completed within the last twelve months.	
Referee Name:	
Referee Address:	
Telephone Number:	
Email Address:	
Date of Completion:	
Description of Work Undertaken?	

## Pricing

Please provide indicative costs, including hourly rates, call out charges or any other additional charges for planned and emergency work.

Please provide costs for the installation and removal of the Town Christmas Tree (if possible)

## Other information

Please provide details of your response times

What other services do you offer

Please outline your experience of planned and reactive work including applying to the Local Planning Authority for Tree Preservation Orders

Any other comments

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I declare that all operators are in possession of all relevant Certificate(s) of Competence issued by an approved awarding body or the current equivalent.

I declare that to the best of my knowledge the information submitted this form is correct. I understand that the Poynton Town Council may reject this questionnaire 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.

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Print Name:

Signed:

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Position Held:

Date:

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## Evaluation Matrix

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

Title	Weighting	Agreed Marking Criteria
Areas of Tree work	Mandatory	You must provide evidence that you will be able to carry out work in all areas
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.
	Pass/Fail	You must have a Health & Safety policy' and must provide adequate levels of training as specified in the Statement of Requirements. If you do not have/provide these, you will fail this section.
	Pass/Fail	You must have the required levels of insurance requested. If you do not have these, you must confirm that you will get them if successful, before the contract start date. If you cannot confirm this, you will fail this section.
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. For items under 6 months old please provide a copy of the purchase invoice.	Pass/Fail	To pass this Gateway Question you must provide a copy of your most recent LOLER test certification when submitting your tender.
Sample Risk assessment and method statements	Mandatory	<p>The following evaluation system will be applied:</p> <p><b>No response or totally inadequate response</b></p> <p>No response or an inadequate response</p> <p><b>0– Major Reservations/Constraints</b> The response simply states that the contractor can meet some of the requirements set out in the question or</p>

		<p>statement of requirements but have not given information or detail on how they will do this.</p> <p><b>1– Some Reservations/Constraints</b> Contractor 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>2– Fully Compliant</b> Contractor has provided detailed sample risk assessments and method statements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p>PLEASE NOTE: 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>
Pricing Schedule	Mandatory	<p>The contract will be awarded on the basis of best value and not necessarily the lowest price. And will look at all charges in the round.</p>
Declaration	Pass/Fail	<p>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.</p>
References	Pass/Fail	<p>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.</p> <p>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.</p>

