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Tender

## **Arboreal Maintenance**

Cosby Parish Council

F01: Prior information notice

Call for competition

Notice identifier: 2025/S 000-014276

Procurement identifier (OCID): ocids-h6vhtk-050088

Published 10 April 2025, 12:59pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Cosby Parish Council

76 Springwell Lane, Whetstone, Leicester LE8 6Lt

LEICESTER

LE86LT

#### **Contact**

Les Phillimore

#### **Email**

[clerk@cosbyparishcouncil.gov.uk](mailto:clerk@cosbyparishcouncil.gov.uk)

#### **Telephone**

+44 7802303936

#### **Country**

United Kingdom

**Region code**

UKF22 - Leicestershire CC and Rutland

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.cosbyparishcouncil.gov.uk](http://www.cosbyparishcouncil.gov.uk)

Buyer's address

[www.cosbyparishcouncil.gov.uk](http://www.cosbyparishcouncil.gov.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.cosbyparishcouncil.gov.uk](http://www.cosbyparishcouncil.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

### **II.1.1) Title**

Arboreal Maintenance

### **II.1.2) Main CPV code**

- 77000000 - Agricultural, forestry, horticultural, aquacultural and apicultural services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Cosby Arboreal Maintenance contract for the period 1st September 2025 to 31st March 2030.

### **II.1.5) Estimated total value**

Value excluding VAT: £45,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 03400000 - Forestry and logging products

### **II.2.3) Place of performance**

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London

- UKJ - South East (England)
- UKK - South West (England)

Main site or place of performance

Cosby Village, Cosby Victory Park, Cosby Cemetery

#### **II.2.4) Description of the procurement**

Principle Scope of Works: -

a) Cosby Cemetery.

Bi-annual inspection and maintenance of Cosby Cemetery tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

b) Cosby Victory Park.

Bi-annual inspection and maintenance of Cosby Victory Park tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

c) Cosby Village and Conservation Area.

Bi-annual inspection and maintenance of Cosby Villlage tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

d) St Michael and All Angels Church.

Quinquennial inspection and maintenance of the Closed Church Yard to include pruning, pollarding, removal, removal of Ivy and disposal of all arisings.

e) Ad-hoc arboreal work as requested.

f) Liaison with relevant Local Government Authorities for tree works within Cosby Conservation area and any work on stock with Tree Preservation Orders.

g) Christmas lights

Maintenance, replacement and trouble-shooting of the Christmas Lights display around the village comprising of strung or wrapped LED strings in mature trees powered from approved lighting columns or power outlets

Re: Arboreal Maintenance Contract

1st September 2025 - 31st March 2030

Cosby Parish Council are inviting tenders for the Parish of Cosby Arboreal Maintenance contract for the period 1st September 2025 to 31st March 2030.

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a full arboreal inspection and maintenance service within public open spaces and public domains; knowledge of the areas to be maintained, a clear commitment to carbon neutrality within the business and the resilience, modern equipment and sustainability to undertake a medium-term service.

The Parish Councils arboreal management and responsibility falls into 4 distinct categories: -

1. Inspection and maintenance of Cosby Cemetery
2. Inspection and maintenance of Cosby Victory Park
3. Inspection and maintenance of trees within the wider village, to include the ongoing installation, maintenance and servicing of the Christmas lighting displays within the tree stock. (Safety awareness and competence of working with 240V power supplies, is essential)
4. Inspection and maintenance of St Michael and All Angels (Closed churchyard) as required.

Works are based upon a recurring bi-annual cycle with arboreal work scheduled across two alternating programmes.

The Parish Council is open to considering sharing the contract between two suppliers where specific areas of expertise or experience are demonstrated and the sharing of the contract is in the Parish Councils and the suppliers overall best interest and represents best value.

The Parish Council recognises the seasonality and inherent variability of any work required and invites suppliers to bring forward their own pricing mechanism and proposals.

Tenders should itemise and price the works for the 4 individual categories set-out in items 1 to 4 immediately above.

Outline contract requirements:

? Inspection and maintenance of trees and shrubs to agreed schedule.

- ? Pollarding of trees as required.
- ? Removal and replacement of tree stock as required.
- ? Pruning of shrubs and hedgerows as required.
- ? Removal of all arisings
- ? Non-contractual Ad-hoc requests on a chargeable basis within the suppliers' capabilities
- ? Undertaking works to Christmas lights to include installation, fault finding and replacement as required.
- ? Emergency response to arboreal work and matters of Health and Safety.
- ? Key contact and full public liability insurance.
- ? Modern and well-maintained equipment with fully trained staff.

Tender process:

Tenders should be submitted no later than 5.00pm Friday 27th June 2025 in a sealed envelope bearing "Confidential Tender" on the front, to the address above.

Interested parties are welcome to request a tour of the village and work required by contacting the Parish Manager by email to [clerk@cosbyparishcouncil.gov.uk](mailto:clerk@cosbyparishcouncil.gov.uk)

Cosby Parish Council will endeavour to award the contract no later than Friday 25th July 2025

Contract length and termination:

The contract will run from 1st September 2025 to 31st March 2030 with an annual 12-month break clause and early termination with a minimum three months' notice in the event of unacceptable and unresolvable performance issues.

Key Contacts:

The Cosby Parish Council, Parish Manager or a nominated member of the team will be the main point of contact for suppliers. Suppliers will be required to provide a main point of contact with direct telephone and email access and demonstrate adequate supervision when working within the Parish of Cosby.

### Health and Safety:

Staff employed to work on the contract must be fully trained, be aware of the risks associated with working in the public domain, awareness of working with a 240v power supply and adhere to any method statements, codes of conduct and safe working practices set out by the supplier.

Where an unexpected matter of the health, safety and welfare of members of the public within the public domain has been identified, suppliers must be prepared to respond to requests from the Parish Council for support within 48 hours as a general rule, or within 24 hours in more severe circumstances.

### Standards of Operation:

Tenders should include a copy of your Public Liability Insurance, PPE policy or sample of; "sample" proof of staff training and the number of staff that will be routinely employed on the contract.

All arisings are to be collected and removed unless otherwise agreed.

Outline details of the age and type of plant and equipment to be employed in servicing this contract would be welcome.

Suppliers should be prepared to undertake Ad-hoc unplanned works if and as required on a job-rate basis but within the suppliers' scope of capability.

### Invoice and payment terms:

Payment terms to be agreed and Cosby Parish Council is in agreement with the 30-day prompt payment code.

### Principle Scope of Works: -

a) Cosby Cemetery.

Bi-annual inspection and maintenance of Cosby Cemetery tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

b) Cosby Victory Park.

Bi-annual inspection and maintenance of Cosby Victory Park tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

c) Cosby Village and Conservation Area.

Bi-annual inspection and maintenance of Cosby Villlage tree stock to include pruning, pollarding, removal, planting, removal of Ivy and disposal of all arisings.

d) St Michael and All Angels Church.

Quinquennial inspection and maintenance of the Closed Church Yard to include pruning, pollarding, removal, removal of Ivy and disposal of all arisings.

e) Ad-hoc arboreal work as requested.

f) Liaison with relevant Local Government Authorities for tree works within Cosby Conservation area and any work on stock with Tree Preservation Orders.

g) Christmas lights

Maintenance, replacement and trouble-shooting of the Christmas Lights display around the village comprising of strung or wrapped LED strings in mature trees powered from approved lighting columns or power outlets.

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 September 2025

End date

31 March 2030

This contract is subject to renewal

Yes

Description of renewals

Future tender

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: Yes

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a full arboreal inspection and maintenance service within public open spaces and public domains; knowledge of the areas to be maintained, a clear commitment to carbon neutrality within the business and the resilience, modern equipment and sustainability to undertake a medium-term service.

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a full arboreal inspection and maintenance service within public open spaces and public domains; knowledge of the areas to be maintained, a clear commitment to carbon neutrality within the business and the resilience, modern equipment and sustainability to undertake a medium-term service.

#### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a full arboreal inspection and maintenance service within public open spaces and public domains; knowledge of the areas to be maintained, a clear commitment to carbon neutrality within the business and the resilience, modern equipment and sustainability to undertake a medium-term service.

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of expressions of interest**

Date

27 June 2025

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.5) Scheduled date for start of award procedures**

25 July 2025

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## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Cosby Parish Council

76 Springwell Lane, Whetstone, Leicester LE8 6Lt

LEICESTER

LE8 6LT

Email

[clerk@cosbyparishcouncil.gov.uk](mailto:clerk@cosbyparishcouncil.gov.uk)

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