

INVITATION TO TENDER  
REQUEST FOR TENDER FOR THE SUPPLY OF  
ARBORICULTURAL WORKS WITHIN MIDSOMER NORTON  
TOWN PARK.

OPENING DATE: 14<sup>TH</sup> NOVEMBER 2025  
CLOSING DATE: 5<sup>TH</sup> DECEMBER 2025 (MIDDAY)



MIDSOMER NORTON TOWN COUNCIL

# REQUEST FOR TENDER FOR THE SUPPLY OF ARBORICULTURAL WORKS WITHIN MIDSOMER NORTON TOWN PARK.

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## **TENDER**

### **Introduction**

1.1 Midsomer Norton Town Council have invited you to tender for Arboricultural works at the Town Park, off Rackvernal Road, Midsomer Norton.

1.2 Please read this document in full and follow the instructions to submit your tender.

1.3 Tenders must be submitted for the whole of the Service. Tenders for part only of the service will be rejected.

1.4 Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotes are accepted, this includes the need to coordinate works on land owned by third parties whose full agreement is subject to their satisfaction regarding the working methodology employed.

1.5 The attached documents are and shall remain the property of the town council and shall be returned with the tender and, if no tenders are submitted, on demand.

1.6 All Arboricultural work operations within this document have been through planning controls where necessary and Felling Licence FL-018-1337-2023 is granted.

### **2.0 Term of the Contract**

2.1 The contract price is required for the whole of the works as specified in the attached specification.

2.2 The timeline for the contract is detailed below:

Tender opening date - 14th November 2025

Tender closing date - 5th December 2025 – 12 noon

Evaluation process is anticipated to end 15th December 2025

Town Council selection of contractor on 5th January 2026

Winning supplier anticipated to be contacted on 6th January 2026.

Works on site completed by 13th March 2026.

### 3.0 Contract Award

3.1 The response to this tender will be evaluated by the town council's arboriculturist, Town Clerk and Deputy Clerk, the council is not bound to accept the lowest or any tender. The overall outcome that demonstrates best value and is conducive to the needs of neighbours will be awarded the contract.

3.2 The award of this contract will not prohibit the Town Council from purchasing goods/services and/or associated goods/services from alternative suppliers should the contractor be unable to meet the Town Council's requirements such as:

- Delivery timescales.
- Availability of staff with necessary expertise and experience in supporting the required events (equipment and goods).
- Value for money.

3.3 The Town Council reserves the right to seek comparative quotes from other suppliers for single requirements or for specialist services.

3.4 Those suppliers who are unsuccessful will be able to request feedback from the town council.

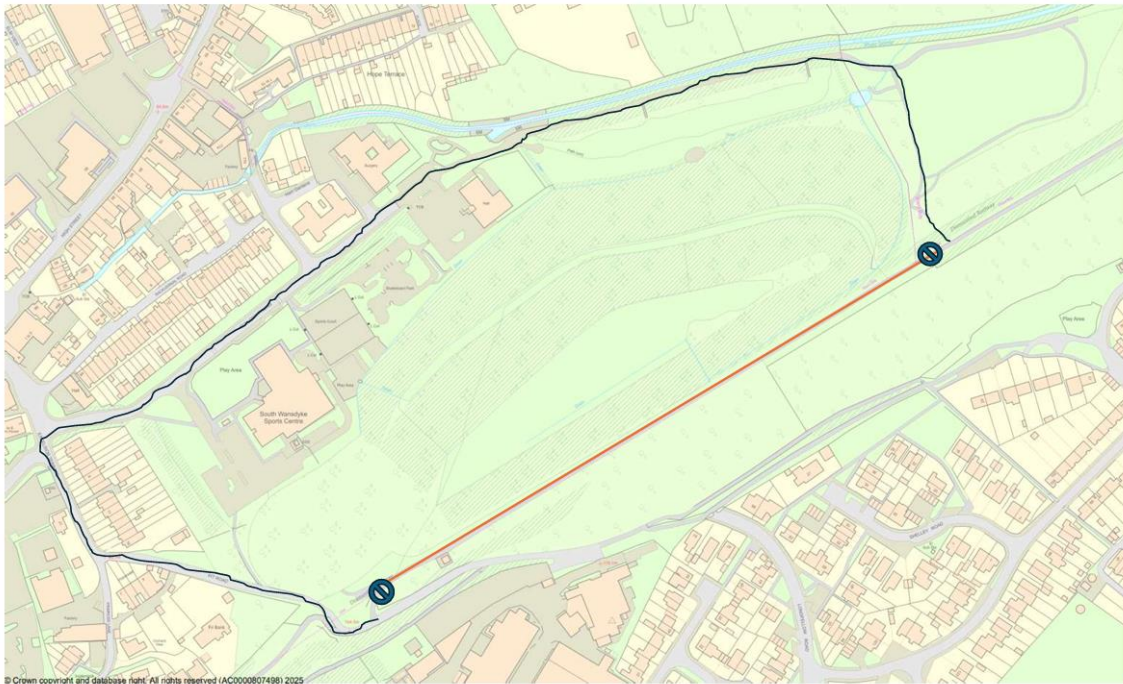
### 4.0 Specification

4.1 The tree work specification for this tender are in the attached Appendices A & B.

4.2 In the majority of cases, tree arisings will be left on the town councils' land, where space doesn't permit this tree arisings will be removed from site completely. Where left on site, brushwood below 15cm dia to be chipped and timber over this size will be retained on the ground (which has some risk of rolling depending on topography/log shape & weight). The contractor must therefore aim to cut and leave timber arrested on the ground to avoid this risk. Round timber (without branching) should be left heavy and immovable and securely rested against a tree if there is a chance of movement. Where tree fellings are carried out in concentrations (i.e at the cycletrack), the timber should be left in a linear row at the foot of the bank/batch (but must be on the town councils land). Timber should not be stacked but left tightly packed (touching) flat on the ground. Advantage should be made of the branched structure to ensure stubs and branches stabilize the timber if necessary.

4.3 The works adjacent the cyclepath will require the temporary closure of the path to the public. This closure will require the creation of a diversion route as below. The contractor will need to include for the closure of the path with barriers either end and set up diversion signage that ensures members of the public follow the route. It is anticipated that the workzone will be secured between 8am and 4pm weekdays, the footpath should be opened at the end of the working day and the work site be left without hazards to allow this.

MSN TC treeworks : location of planned path closure and diversion route



Key :

- = Area of path closure
-  = Area of closure notices and barriers to prevent access
- = Route of diversion

4.4 The works adjacent the sports centre car park will require some temporary suspension of parking bays. Dragonfly Leisure have agreed this but some coordination will be needed to implement this subject to their requirements/customer needs. The project arborist will facilitate this element of the work with you/them.

## 5.0 Payment terms

5.1 The Town Council's method of payment is currently by electronic payment.

5.2 The Town Council is committed to paying valid invoices within 30 days. The supplier should include details of discounts available for early payment.

## 6.0 Pricing

6.1 The contract is a fixed price contract and must include all associated costs inclusive of footpath/traffic management and waste removal where detailed.

## 7.0 Sub-contractors to any quotation

7.1 Where a quotation requires third party involvement. The tenderer is asked to seek, where possible, and possibly use any sub-contractors from the local business community of Midsomer Norton.

7.2 The Town Council will always seek to use local suppliers and businesses where possible.

## 8.0 Organisational compliance

8.1 Please supply the name and contact details of a single point of contact within your organisation to act as a responsible point for contract delivery.

Response:

8.2 Please give a brief summary of your organisation, staff structure, staff competency and relevant qualifications required for the delivery of these works, where possible please include an organisation chart.

Response:

8.3 Please provide details of your Public Liability and Employers insurance and copy of insurance certificate.

Response:

## 9.0 Specification Compliance

9.1 Please provide in writing a total cost for the contract.

Response :

9.2 Please provide information on how complaints will be dealt with for

(a) public on the day

Response:

And

(b) by the Town Council

Response:

9.3 Please provide information of third-party companies you will be using, and give details on how you will manage these third party companies including process for checking suitability;

Response:

9.4 Please give details on how you will deliver this project by 13<sup>th</sup> March 2026 if successful, please give details of your timescales plus a brief project plan. Include details relating to any anticipated issues.

Response:

9.5 Please give details on how you will manage Health & Safety as part of delivery for this service. Please provide details of your companies Competent Person for H&S and a RAMS/Site Specific Method Statement detailing how the work tasks will be carried out in a safe manner (ensuring working zones are in place across the site, path closure/diversion installation, site being left in safe condition) for this contract.

Response:

## 10.0 General compliance

10.1 Please provide information on two (2) other contracts you have successfully delivered, Response:

10.2 Please provide the details of 2 references the Town Council could contact where you have successfully delivered similar contracts, Response:

10.3 Termination and Notice period – either party can terminate this agreement by giving one (1) months' notice in writing.

## 11.0 Additional Information

11.1 It is the responsibility of the prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotes.

11.2 The Town Council offer the opportunity to visit any site included in the specification.

11.3 The tenderer may seek clarification from the Town Council, by way of asking questions of the Deputy Town Clerk via email – [deputyclerk@msn-tc.gov](mailto:deputyclerk@msn-tc.gov)

11.4 The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to quote or release details of the tender document other than on an 'in confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.

## 12. Tender Submission

The tender and all accompanying documents MUST be addressed, in the ordinary course of post, PRIVATE & CONFIDENTIAL to: Deputy Town Clerk, Midsomer Norton Town Council, Somer Centre, Gullock Tynning, Midsomer Norton, BA3 2UH. To arrive no later than 12 noon on 5th December 2025

Tenders received after noon on that date will NOT be considered. EMAIL SUBMISSIONS WILL NOT BE CONSIDERED

## Appendix A – Tree work schedule

| Tree no | Species  | Ht | Spread         | Canopy m2 | Age class | Condition (good/mod/poor)                                                       | Recommendations                                                     | Priority |
|---------|----------|----|----------------|-----------|-----------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|----------|
| T1      | Pine     | 10 | N-S 0<br>E-W 0 | 0         | M         | Poor - dead                                                                     | Fell, retain stem on ground ensuring it can not roll                | 1        |
| T2      | Pine     | 10 | N-S 0<br>E-W 0 | 0         | M         | Poor - dead                                                                     | Fell, retain stem on ground ensuring it can not roll                | 1        |
| T3      | Sycamore | 12 | N-S 6<br>E-W 5 | 25        | S/M       | Poor, extensive die back, 40% ring barked at base, excessive squirrel dam       | Fell, retain stem on ground ensuring it can not roll, chip arisings | 1        |
| T4      | Ash      | 15 | N-S<br>E-W     |           | S/M       | Good, healthy, low sagging limb                                                 | Remove sagging limb of parking space, chip arisings                 | 1        |
| T5      | Sycamore | 15 | N-S 8<br>E-W 8 | 50        | S/M       | Poor, necrotic bark area circa 50% of circumference, heavy lean to parking area | Fell, remove wood and chip arisings                                 | 1        |
| T6      | Elm      | 8  | N-S 2<br>E-W2  | 3         | Y         | Poor, dead                                                                      | Fell, retain stem on ground ensuring it can not roll, chip arisings | 1        |
| T7      | Elm      | 8  | N-S 2<br>E-W 2 | 3         | Y         | Poor, dead                                                                      | Fell, retain stem on ground ensuring it can not roll, chip arising  | 1        |
| T8      | Sycamore | 10 | N-S 1<br>E-W2  | 2         | Y         | Poor, dying                                                                     | Fell 4 marked stems, chip arisings                                  | 1        |
| T9      | Pine     | 15 | N-S<br>E-W     |           | M         | Poor, dead                                                                      | Fell, retain stem on ground ensuring it can not roll                | 1        |

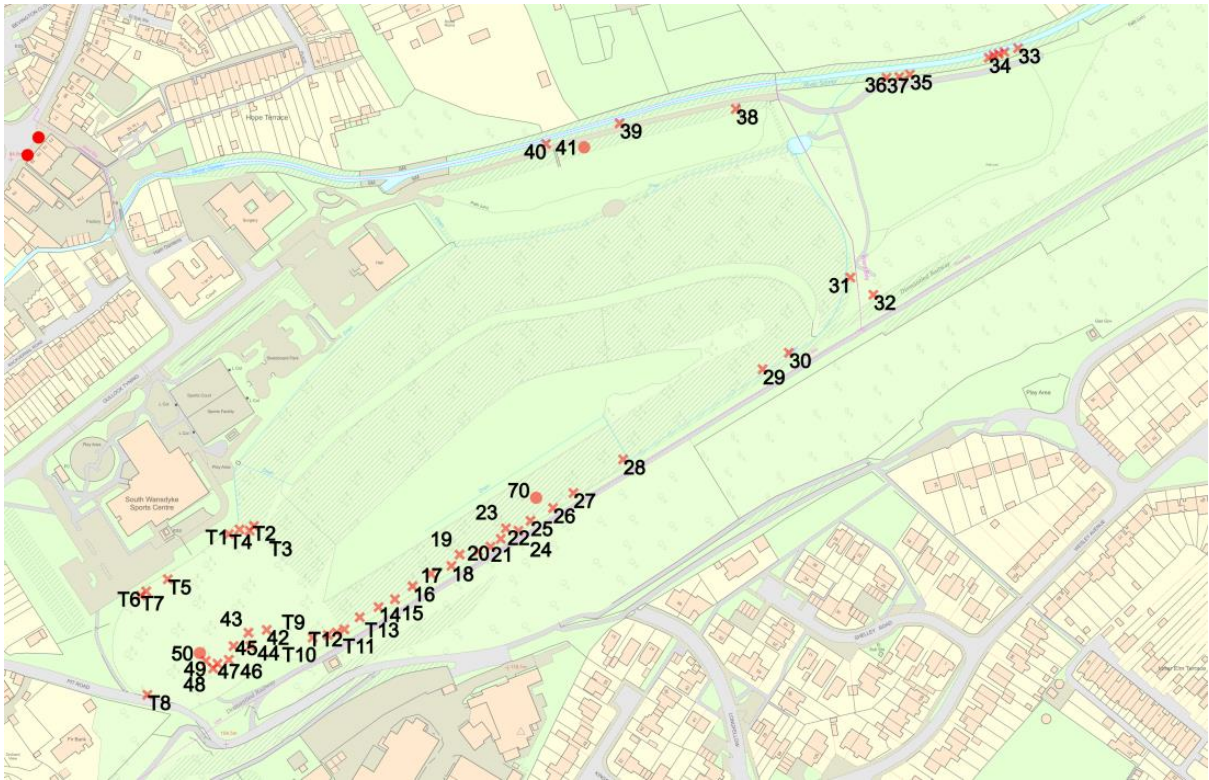
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|-----|-----|----|----------------|----|-----|-------------------------------------------------------|-----------------------------------------------------------------------------------|---|
| T10 | Ash | 17 | N-S 2<br>E-W 2 | 4  | S/M | Poor, 40% ADB, heavily leaning stem over path         | Fell leaning stem, retain stems on ground ensuring it can not roll, chip arisings | 1 |
| T11 | Ash | 4  | N-S<br>E-W     |    | Y   | Poor, leaning stem over path                          | Fell leaning stem, chip arisings                                                  | 1 |
| T12 | Ash | 18 | N-S<br>E-W     |    | S/M | Mod, 3 dead limbs over footpath                       | Remove 3 dead limbs over path circa 10cm dia, chip arisings                       | 1 |
| T13 | Ash | 13 | N-S 2<br>E-W 2 | 3  | S/M | Poor, dead                                            | Fell, retain stems on ground, chip arisings                                       | 1 |
| T14 | Ash | 18 | N-S 8<br>E-W 8 | 45 | M   | Poor, twin stemmed, Polyporus squamosus at base, ADB3 | Fell, retain stems on ground as habitat stack, chip arisings                      | 1 |
| T15 | Ash | 16 | N-S 4<br>E-W 4 | 12 | S/M | Poor, twin stemmed, leaning stem/dead, ADB3           | Fell, retain stems on ground, chip arisings                                       | 1 |
| T16 | Ash | 16 | N-S 7<br>E-W 7 | 40 | S/M | Poor, ADB3, 3 stems                                   | Fell, retain stems on ground, chip arisings                                       | 1 |
| T17 | Ash | 18 | N-S 2<br>E-W 2 | 3  | S/M | Poor, ADB3, heavy lean                                | Fell, retain stem on ground, chip arisings                                        | 1 |
| T18 | Ash | 18 | N-S 4<br>E-W 7 | 21 | S/M | Poor, twin stem, ADB3                                 | Fell, retain stems on ground, chip arisings                                       | 1 |
| T19 | Ash | 16 | N-S 6<br>E-W 3 | 6  | S/M | Poor, ADB3, drawn, 3 stems                            | Fell, retain stems on ground, chip arisings                                       | 1 |
| T20 | Ash | 18 | N-S 6<br>E-W 3 | 6  | S/M | Poor, ADB3, drawn, 2 stems                            | Fell, retain stems on ground, chip arisings                                       | 1 |
| T21 | Ash | 16 | N-S 6<br>E-W 3 | 6  | S/M | Poor, ADB3, drawn, 3 stems                            | Fell, retain stems on ground, chip arisings                                       | 1 |

|     |                 |    |                |    |     |                                                        |                                                    |   |
|-----|-----------------|----|----------------|----|-----|--------------------------------------------------------|----------------------------------------------------|---|
| T22 | Ash             | 18 | N-S 2<br>E-W 2 | 3  | S/M | Poor, ADB3, drawn                                      | Fell, retain stems on ground, chip arisings        | 1 |
| T23 | Ash             | 18 | N-S 8<br>E-W 8 | 50 | S/M | Poor, ADB3, drawn, 3 stems                             | Fell, retain stems on ground, chip arisings        | 1 |
| T24 | Ash             | 18 | N-S 2<br>E-W 2 | 3  | S/M | Poor, ADB3, drawn                                      | Fell, retain stems on ground, chip arisings        | 1 |
| T25 | Ash             | 18 | N-S 6<br>E-W 3 | 12 | S/M | Poor, co-dominant stem over path, ADB2                 | Fell, retain stems on ground, chip arisings        | 1 |
| T26 | Ash             | 18 | N-S 6<br>E-W 7 | 25 | S/M | Poor, ADB3, 3 stems                                    | Fell, retain stems on ground, chip arisings        | 1 |
| T27 | Ash (adj salix) | 18 | N-S 7<br>E-W 4 | 20 | S/M | Poor, leaning, ivy, twin stem – only fell leaning stem | Fell leaning stem, retain on ground, chip arisings | 1 |
| T28 | Ash             | 15 | N-S 3<br>E-W 3 | 6  | S/M | Poor, ADB4                                             | Fell, retain on ground, chip arisings              | 1 |
| T29 | Ash             | 15 | N-S 7<br>E-W 7 | 35 | S/M | Poor, ADB3, 2 stems                                    | Fell, retain on ground, chip arisings              | 1 |
| T30 | Ash             | 8  | N-S 1<br>E-W 2 | 2  | Y   | Poor, dead, ADB3                                       | Fell (5 small stems), retain on ground             | 1 |
| T31 | Ash             | 13 | N-S 3<br>E-W 2 | 4  | S/M | Poor, ADB4                                             | Fell, remove timber, chip arisings                 | 1 |
| T32 | Ash             | 10 | N-S 1<br>E-W 2 | 1  | S/M | Poor, ADB3                                             | Fell, remove timber, chip arisings                 | 1 |
| T33 | Ash             | 8  | N-S 1<br>E-W 2 | 1  | Y   | Poor, ADB4                                             | Fell, remove timber, chip arisings                 | 1 |
| T34 | Ash             | 8  | N-S 1<br>E-W 4 | 3  | Y   | Poor, ADB4, stems x 4                                  | Fell, remove timber, chip arisings                 | 1 |

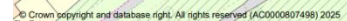
|     |                    |    |                |    |     |                                       |                                                        |   |
|-----|--------------------|----|----------------|----|-----|---------------------------------------|--------------------------------------------------------|---|
| T35 | Alder              | 12 | N-S 5<br>E-W 5 | 20 | Mat | Mod, heavy lean                       | Fell, remove timber, chip arisings                     | 1 |
| T36 | Alder              | 12 | N-S<br>E-W     |    | Mat | Good, 2 leaning stems over path       | Remove 2 stems over path, remove timber, chip arisings | 1 |
| T37 | Ash                | 8  | N-S 2<br>E-W 2 | 3  | Y   | Poor, ADB3                            | Fell, remove timber, chip arisings                     | 1 |
| T38 | Ash                | 8  | N-S 2<br>E-W 2 | 3  | Y   | Poor, ADB3                            | Fell, remove timber, chip arisings                     | 1 |
| T39 | Ash                | 11 | N-S 2<br>E-W 3 | 4  | Y   | Poor, heavy lean                      | Fell, remove timber, chip arisings                     | 1 |
| T40 | Alder              | 12 | N-S 2<br>E-W 2 | 3  | S/M | Poor, dead, multi-stemmed -<br>heaved | Fell, remove timber, chip arisings                     | 1 |
| T41 | Ash                | 15 | N-S 3<br>E-W 3 | 10 | S/M | Poor, ADB3                            | Fell, remove timber, chip arisings                     | 1 |
| T42 | Larch              | 15 | N-S 0<br>E-W 0 |    | Mat | Poor, dead                            | Fell, retain timber on ground                          | 1 |
| T43 | Larch              | 19 | N-S 4<br>E-W 2 | 3  | S/M | Poor, dead                            | Fell, retain timber on ground                          | 1 |
| T44 | Pine               | 10 | N-S 2<br>E-W 2 | 2  | S/M | Poor, dead                            | Fell, retain timber on ground                          | 1 |
| T45 | Larch              | 12 | N-S 2<br>E-W 3 | 4  | S/M | Poor, dead, lean over path            | Fell, retain timber on ground                          | 1 |
| T46 | Larch<br>(tag3796) | 15 | N-S 2<br>E-W 1 | 1  | S/M | Poor, tag 3796, dead                  | Fell, retain timber on ground                          | 1 |
| T47 | Larch              | 15 | N-S 0<br>E-W 0 |    | S/M | Poor, dead                            | Fell, retain timber on ground                          | 1 |

|     |       |    |                |   |     |            |                               |   |
|-----|-------|----|----------------|---|-----|------------|-------------------------------|---|
| T48 | Larch | 12 | N-S 1<br>E-W 2 | 1 | S/M | Poor, dead | Fell, retain timber on ground | 1 |
| T49 | Larch | 12 | N-S 2<br>E-W 2 | 3 | S/M | Poor, dead | Fell, retain timber on ground | 1 |
| T50 | Larch | 12 | N-S 2<br>E-W 3 | 4 | S/M | Poor, dead | Fell, retain timber on ground | 1 |
| T70 | Ash   | 12 | N-S 1<br>E-W 2 | 1 | S/M | Poor, dead | Fell, retain timber on ground | 1 |

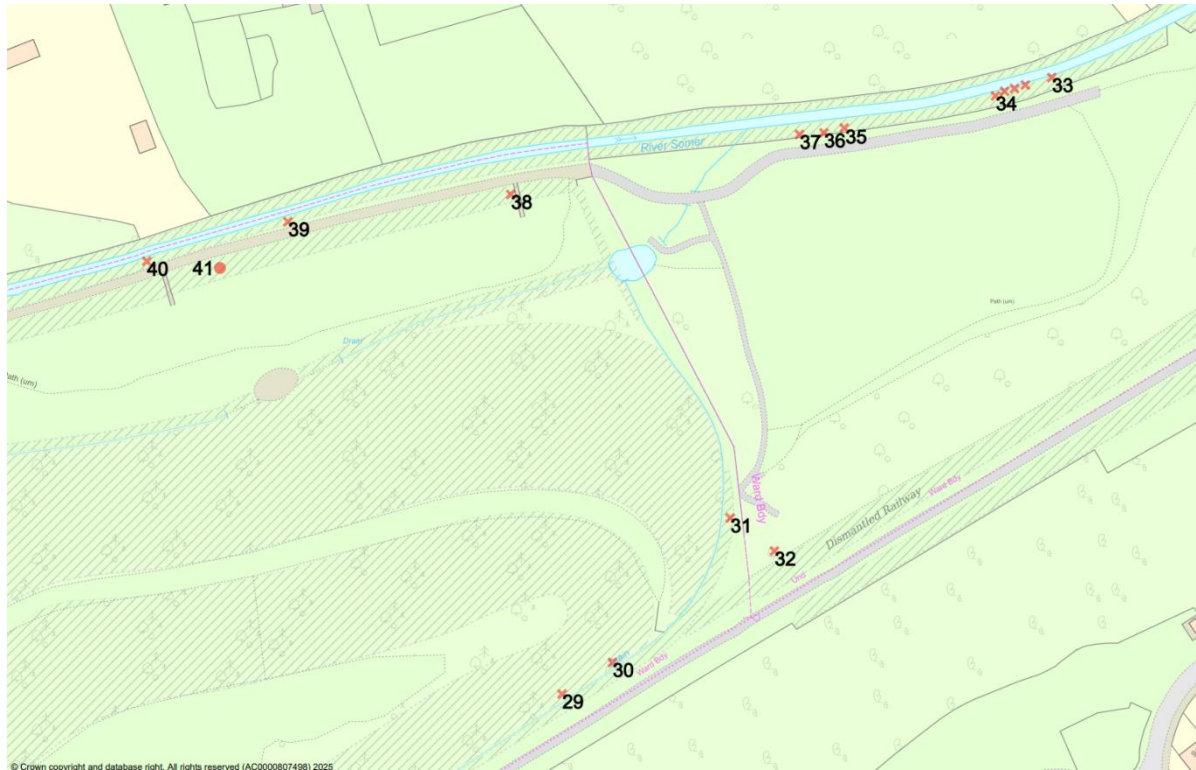
Appendix B – Tree work plans



Overall site



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Northern area of site