

PROJECT INFORMATION SCHEDULE

The Project:

Project Title -	Cannock Chase Council Tree Planting - Winter 2025-26
Description of the works -	<p>Cannock Chase Council is seeking a suitable contractor to plant 258 trees, split across 21 sites throughout the district on Council owned land.</p> <p>The trees will typically be deciduous 10/12cm container grown trees and will be supplied by the Council.</p> <p>The contractor will be responsible for the planting and supply and installation of three stakes, three ties, watering bag and pipe, metal mesh guard and 1m circle bark mulch per tree.</p> <p>The Council's objective is to increase the tree cover across the district as part of the Council's Urban Forestry Strategy.</p>
Site Location -	There are 21 individual planting sites across the district. Trees are to be collected from Cannock Chase Cemetery, Norton Canes, WS11 9TF.
Client -	Cannock Chase Council Civic Centre Beecroft Road Cannock. WS11 1BG
Estimate cost -	£35,000
Requirements for Cont. design -	Planting of trees with associated materials and making good surrounding ground.
Anticipated Tender submission -	Friday 23 rd January 2026 at 12 noon.
Anticipated Start Date –	Monday 2 nd February 2026 (pending delivery of trees)
Anticipated duration –	25 working days ending Friday 6 th March 2026

Access to the site, type and Location -

There are 21 sites proposed for tree planting across the district. Sites are typically green spaces adjacent to public roads where vehicles can be unloaded adjacent to the planting holes or by a short walk (i.e. 25 metres).

Given works will occur in winter, vehicles should not be driven across grass unless completely necessary. It will be the duty of the contractor to make good any ground disturbed by the works.

Other employers requirements -

To scan planting sites with CAT & Genny to ensure underground utilities aren't present.

Recommended that insulated hand tools are used for excavation.

To provide daily updates on progress at the end of each working day.

Identified Risks -

The green spaces are used frequently by the local residents to play, commute and socialise. Appropriate signage, segregation, banksperson and PPE must be utilised as necessary.

There is the potential for underground utilities within the works area. Whilst utility company plans will be provided, it will be the contractors duty to CAT & Genny scan the works area prior to breaking ground and to utilise safe working practices such as hand digging with insulated tools and wearing appropriate PPE. The contractor will be responsible to inform the Contract Administrator should a utility be discovered, to backfill and compact and to await instruction on a different location to install the panel.

Consultants -

None

Principal Designer -

Cannock Chase District Council

Tendering Procedure:

Type of procedure - Below threshold tender (£30,000-£60,000)

Method of submission - Electronic submission only

Intended date of issue of tender - Monday 5th January 2025

Proposed tender period - 3 weeks.

Number of tenderers - Minimum of 3 required

Closing Date for Tenders - Friday 23rd January 2026 at 12 noon.

Requirements for Alt tenders – Not applicable

The Contract:

Form of contract – JCLI Landscape Works Contract 2017

Named sub-contractors – None

Details of parent Co guarantees – None

Mode of execution – Written acceptance



David Cook

5th January 2026

Prepared By

Date