

Cllr M Talbot  
51 Western Promenade  
Point Clear Bay  
St Osyth  
Essex  
CO16 8NA

Dept of Public Realm  
Northbourne Depot  
Vista Rd  
Clacton on Sea  
Essex  
CO15 6AY

Tel: (01255) 686643  
Email: [jhill@tendringdc.gov.uk](mailto:jhill@tendringdc.gov.uk)

5/1/2022

Our Ref Contract/OLD  
Please ask for: James Hill

Dear Councillor Talbot

**REF: QUOTATIONS FOR THE PURCHASE OF 760 TREES AND TO ENTER INTO CONTRACT WITH SUPPLIER**

In accordance with the Council's Procurement Rules I write to advise you of the action I propose to take in respect of accepting the quotation detailed below.

On 15<sup>th</sup> November 2022 Tendring District Council (TDC) invited quotations for the supply of 760 trees after obtaining grant funding by Essex County Council from the Tree Initiative grant which is from the government under the Urban Tree Challenge Fund. .

The closing date for quotations was 30<sup>th</sup> November 2022 and the evaluation of quotes was carried out by Essex County Councils Procurement Department.

**Original Landscape Design - £81,162.50**

I therefore, seek your concurrence with the entering into a contract and the purchase of 760 trees as detailed in the signed contracts, and would be pleased if you could sign and return the attached pro-forma to me.

Yours Sincerely



James Hill  
Open Space and Transport Services Manager

**To:** Open Space and Transport Manager  
Northbourne Depot  
Vista Rd  
Clacton on Sea  
Essex  
CO15 6AY

**TENDRING DISTRICT COUNCIL**  
**QUOTATIONS FOR THE PURCHASE OF 760 TREES AND TO ENTER INTO CONTRACT WITH SUPPLIER**

I refer to your letter dated 5<sup>th</sup> January 2022 concerning the action you propose to take with both entering into a contract and the purchase of 760 trees under the powers delegated to you in respect of accepting quotations in accordance with Tendring District Councils Constitution and Procurement Rules.

**\*I CONCUR WITH THE ACTION YOU PROPOSE**

**ADDITIONAL COMMENTS (IF APPLICABLE)**

SIGNED *M. J. Talbot*  
ENVIRONMENT AND PUBLIC SPACES PORTFOLIO HOLDER

DATE *07/01/2023*