

HAZARD TREE REMOVAL & PRUNING SERVICES REQUEST FOR BIDS

Note – This RFB template is provided as a courtesy by the SC Forestry Commission for use by municipalities awarded a grant under the ARRA Community Forestry Health Assistance Program. Each grantee is solely responsible for developing a sound request for bid that follows state and federal guidelines and regulations.

SCOPE: The Town of Winnsboro seeks to contract with a qualified tree service company to provide for hazard tree removal and/or pruning activities. A mandatory pre-bid meeting is required.

CONTRACT:	DESCRIPTION
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	HAZARDOUS TREE REMOVAL & PRUNING SERVICES
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CONTRACT ORIGIN:	ADDITIONAL INFORMATION:
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City/Town info:	Town of Winnsboro PO BOX 209 Winnsboro SC 29180
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Technical Questions:	City contact: Connie Shackelford 803-635 3333 X106
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PROJECT FUNDING:	The <u>Town of Winnsboro</u> received an award under a reimbursable grant from the SC Forestry Commission (SCFC).
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SCFC Contact:	Liz Gilland, Community Forestry Coordinator (803-896-8864)
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SCFC Consulting Arborist:	Graham Taylor, Taylor & Associates (803-513-6209)
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CONTRACT TERM:	2 months
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Vendor:	<p>Sales Representative: _____ PHONE # _____ CELL # _____</p> <p>E-mail _____</p>
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Invoicing:	Invoices shall reflect contract pricing. Payment to successful bidder will be provided based on full completion and correctness of work performed. Where pruning is involved, full payment will be contingent upon final inspection of work and approval by a SC Forestry Commission representative.
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Terms:	Payment rendered upon final inspection and approval of work.
Mandatory Pre-bid Day/Time/Location:	Town of Winnsboro, Town Hall, Conference Room August 23, 2010 @ 4:00 pm
Project Objective:	Removal of trees as indicated on attached list

1 Performance Standards

1.1 All activities performed under this contract shall conform to the most current published ANSI (American National Standards Institute) Z133.1 standards for safe arboricultural operations.

1.2 Prior to commencing work, Contractor shall furnish certificate of insurance for Worker's Compensation, Commercial General Liability (bodily injury/property damage) Comprehensive Automobile Liability and Umbrella Liability. Amount of coverage to be determined and approved by the Town of Winnsboro. Insurance shall be kept in force, as issued, during the duration of the work to be performed.

1.3 A mandatory pre-bid meeting will be held on August 23, 2010 at 4:00 am/pm. Prospective Contractors will inspect each tree and service(s) requested. A list containing tree species, diameter at breast height, action needed and location will be provided by the Town of Winnsboro. All hazardous tree removals shall be clearly marked by the Town of Winnsboro.

2. Compliance With Laws Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships. Insurance policy must be written by a company licensed to do business in the State of South Carolina.

2.1 Contractor here-by acknowledges being aware of and in total compliance with "The South Carolina Illegal Immigration Reform Act, 2008; Act No. 280; specifically section 3 of this Act; which added Chapter 14 to Title 8 of the South Carolina Code of Laws, titled "Unauthorized Aliens and Public Employment".

Contractor also understands and acknowledges that a public employer may not enter into a services contract with a contractor for the physical performance of services within this State unless the contractor agrees:

- to register and participate in the federal work authorization program to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification of the employment authorization of all new employees; or employ only workers who:

(a) Possess a valid South Carolina driver's license or identification card issued by the South Carolina Department of Motor Vehicles;

(b) Are eligible to obtain a South Carolina driver's license or identification card in that they meet the requirements set forth in Sections 56-1-40 through 56-1-90; or

(c) Possess a valid driver's license or identification card from another state where the license requirements are at least as strict as those in South Carolina, as determined by the Executive Director of the South Carolina Department of Motor Vehicles, or his designee. The Executive Director of the South Carolina Department of Motor Vehicles, or his designee, shall publish on its website a list of states where the license requirements are at least as strict as those in South Carolina.

Contractor shall comply with the requirements of this chapter and agree to provide to the public employer

any documentation required to establish either:

- (a) the applicability of this chapter to the contractor, subcontractor, and sub- subcontractor; or
- (b) the compliance with this chapter by the contractor and any subcontractor or sub-subcontractor.

A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both.

2.2 Contractor should be based and operate within South Carolina.

2.3 Contractor shall comply with all applicable requirements for conducting any work in SCDOT rights of way. A copy of the SCDOT approved traffic plan and encroachment permit shall be provided to the Town of Winnsboro prior to any work.

3. Contractors shall provide, at Contractor's expense, all tools of the trade, equipment and labor necessary to perform the work to Town of Winnsboro's specifications.

4. Notifications Prior to Start of Work

4.1 Contractor should notify Connie Shackelford by calling (803) 635 - 3333 X106 or via E mail at schackv@truvista.net each day prior to starting work to advise of work location. Contractor may presume that job site entry is permitted as soon as it has given its phone or Email notice. No confirmation will be made.

4.2 Contractor will schedule and perform requested tree service work within a time period specified **by the Town of Winnsboro work hours of 7am to 6 pm.**

5. Completion of Work (Check out)

Contractor should notify Connie Shackelford by calling (803)635-3333 x106 each day after completion of work.

6. Regular Work Hours 7:00 am until 6 PM

6.1 When a starting date has been determined by the Town of Winnsboro, the Contractor shall be on the job site on that day and ready to perform work.

6.2 The Contractor may be provided with a project timeframe (start date/end date) under which the hazard tree removal work must be performed. If the work cannot be completed within the established timeframe, the Contractor needs to decline the work when it is offered. If a project with a timeframe is accepted, the Contractor must complete the work as scheduled.

6.3 All work shall be performed during Regular Hours. Work performed after Regular Hours must have prior approval of the Town of Winnsboro.

7. Special Work Time

Some work may need to be conducted outside Regular Hours and/or on weekends. The Town of Winnsboro will communicate such special work times along with the project timeframe. If the work cannot be completed during the established times, the Contractor needs to decline the work when it is offered. If a project with special work hours is accepted, the Contractor must complete the work according

to the special work schedule.

8. Tree Care Services

8.1 The Contractor shall not remove trees that are under utility lines unless they employ a qualified line-clearance arborist and/or the power has been turned off by the utility.

8.2 The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. The **Town of Winnsboro** reserves the right to require the Contractor to remove and/or not to assign any employee the **Town of Winnsboro and/or designated agent** deems incompetent, careless, insubordinate, or otherwise objectionable to working on the **Winnsboro public tree hazard mitigation and canopy restoration** project(s).

8.3 Contractor is required to provide an aerial lift with a minimum reach (working height) of 50 feet when necessary.

8.4 Vehicles and equipment used to perform tree care services (e.g., aerial lift, wood chipper, support vehicles) will, to the extent feasible, be positioned on paved or gravel surfaces. When it is necessary to operate vehicles or equipment on turf or on tree root zones the Contractor shall use ground protection equipment to protect soil from compaction and turf damage.

9. Waste Removal

9.1 All wood waste and/or nonhazardous debris produced under this contract shall be removed from the job site by the Contractor the same day it is produced, unless specific alternative arrangements are made with the **Town of Winnsboro**. The Contractor shall collect and remove all waste twigs, sawdust and leaves that have been produced as a result of a tree service activity. The Contractor shall not incinerate debris, and/or dump waste by/in the street or road.

9.2 Stump grinding will be performed by the Contractor; the **Contractor** will be responsible for removal of wood chip debris and filling the hole created by the stump removal.

10. Site Restoration

10.1 Inspections of work areas may be done by **the Town of Winnsboro** after work completion. **The Town of Winnsboro or designated Agent** may inspect work area within 36 hours of work completion. Contractor shall be responsible for and will be notified by the **Town of Winnsboro** of all damage to turf, soil depressions and damage to surrounding trees, shrubs and grassy areas.

10.2 The Contractor will repair damage to turf or soil depressions caused by operation of vehicles. The Contractor will absorb repair costs. Salary and supplies will be paid based on South Carolina annual hourly labor billing rates plus cost of materials or cost to bid for outside Contractor to repair damages.

Subcontracting

11.1 Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any other Contractor.

Bid Submittals

Bids must be mailed or hand delivered to: **Town of Winnsboro PO BOX 209, Winnsboro SC 29180**
207 N. Congress Street no later than **September 13, 2010 5:00 pm**. No faxed or Email bids will be accepted. The **Town of Winnsboro** is not responsible for undelivered bids. Award shall be made based on the lowest responsive and responsible bidder and qualifications. Bid tabulations will be provide for bidder(s) including a self-addressed, postage paid envelop. Work shall be awarded by **the Town of Winnsboro by September 14, 2010 @ 2:00 pm**

To achieve a uniform review process and allow for adequate comparability, the bid responses must be organized in the following manner:

Statement of Qualifications with at least three recent references (contact & telephone number) for similar work completed. Contact information for Contractor as well as documentation for certificate of insurance for Worker's Compensation, Commercial General Liability (bodily injury/property damage), Comprehensive Automobile Liability and Umbrella Liability.

- Provide a per tree cost for each hazardous tree to be removed (see attached list). Contractor must state if wood removal and stump grinding is included.