

City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

M E M O R A N D U M

TO: Interested Parties

FROM: Diane Ebentheuer, Purchasing Officer

RE: ITB 2019.02.03 – Tree and Stump Removal Services

DATE: February 6, 2019

Enclosed you will find the necessary information for preparing and submitting your Bid for "ITB 2019.02.03 – Tree and Stump Removal Services" for the City of Milton.

Bid information is available on the City's web page at www.miltonfl.org/322/Purchasing.

There you may also register thru www.bidnetdirect.com/florida/city-of-milton (there is no charge to join.)

The deadline for submitting your sealed bid is:

Wednesday, February 27, 2019 at 2:00 p.m., CST

<u>Delivered</u>: City of Milton, 6738 Dixon Street, Milton, Florida

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

If you have any questions you may contact the Purchasing Department at (850) 983-5438; or by e-mail to purchasing@mymiltonflorida.com

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR BID SUBMITTAL

I. Bids must be received by:

Wednesday, February 27, 2019 @ 2:00 p.m.

II. Sealed bids can be mailed to: or delivered to:

City of Milton

Purchasing Department

P. O. Box 909

Milton, FL 32572

City of Milton

Purchasing Department

6738 Dixon Street

Milton, FL 32570

III. Bids must be sealed and marked:

"ITB 2019.02.03 - Tree and Stump Removal Services"

- IV. Bids must be complete and include:
 - A. Executed "Requirements for Bidders" statement (pages 3 & 4)
 - B. Completed Bid Form (page 6)
 - C. Florida Public Entity Crime affidavit (available on city website under forms: https://www.miltonfl.org/322/Purchasing

Please provide one (1) original, and four (4) copies of your bid.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

Interested Parties shall submit all required forms and information simultaneously with bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.

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REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive bids from interested parties until **Wednesday, February 27, 2019 @ 2:00 p.m.** at its offices located at City Hall, Milton, Florida. Any Bid received thereafter will not be considered.

Bids will be publicly read at the City of Milton, City Hall Council Chambers on the day and at the hour specified.

The bid will be awarded to the lowest reliable firm complying with the conditions of the invitation to bid. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the Bid form the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.

All bids submitted shall be subject to acceptance or rejection and the City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be stated in writing on a separate sheet.

	Company Name		
	Address/City/Zip		
Phone	Email		
Contact Name		Title	
Company Representative Sig	nature		

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CITY OF MILTON ANNUAL TREE AND STUMP REMOVAL SERVICES CONTRACT

The City of Milton will receive sealed bids at 2:00 p.m. (local time) on February 27, 2019 for "ITB 2019.02.03- Tree and Stump Removal Services" for all City owned properties. The properties include, but are not limited to parks, street right-of-ways, easements, storm water ponds, city owned facilities, and buildings or as may be required.

The CONTRACT will provide for a set hourly labor rate for various personnel shown, or on a per tree/stump removal using the chart in the Bid.

Prior to each task requested, the CONTRACTOR may be required to provide a written estimate for the proposed work to be performed. The CITY will follow the approved Purchasing Policy as to staff's approval limits. The CITY will provide access to any and all areas that may be helpful for the CONTRACTOR to perform work task.

The CONTRACT will only be awarded to those companies who are properly insured and licensed to do tree and stump removal. A current copy of the insurance and license will be required prior to approval of the CONTRACT. The CONTRACT will be for one (1) year and may be renewed annually with both parties consent. The CONTRACT will be re-advertised at least once every five (5) years. The first CONTRACT period will be for 17 months, from April 27, 2019 to September 30, 2020. Then, each year from October 1, to September 30 of the following year(s).

The City of Milton reserves the right to reject any one bid, or all proposals, or any part of a proposal, to waive any informality in any proposal, and to award the CONTRACT as deemed to be in the best interest of the City. This CONTRACT may be terminated without clause, by either party, with a 30 day written notification.

SPECIFICATIONS:

Tree Removal: Tree removal shall be the removal and disposal of the entire tree, all limbs attached or unattached. Grounds shall be raked free of debris from the removal process. The number of trees will be as stated in the purchase order or as directed by City personnel.

Stump Grinding and Grounds Repair: All tress removed shall have their stumps ground to a level below the surrounding ground, unless as directed by City personnel. Where grinding is not possible or feasible, the stump(s) shall be cut at grade or as close as possible. All stump openings shall be filled level with the surrounding ground. All tree removal in areas of unimproved grounds consisting of natural foliage shall only be raked level and left in their natural condition.

Processing Debris: All trees and associated wood debris shall be removed from the work site within 5 working days and disposed of by the Contractor at no additional charges.

Safety: The Contractor shall exercise extreme care when removing tress and branches. Any damage to property or structures or injuries to personnel will be the responsibility of the Contractor. Equipment shall be monitored at all times while in operation. All personnel shall utilize appropriate safety clothing and equipment at all times while performing the work. The Contractor shall comply with all safety requirements to meet OSHA, Federal, State and local industry

standards. The Contractor shall ensure safe working conditions and shall erect identifiable barriers or signs to prevent unauthorized entry to work sites while work is being performed.

BID - ANNUAL TREE AND STUMP REMOVAL CONTRACT:

			•	oval, trimming, etc.
HOURLY RATES	•	NORMAL RATE		RS/WEEKEND RATE
Supervisor:				/ hour
Laborer:	Classes /T'	\$/ hou		/ hour
Minimum Servic	ce Charge/Time:	\$ for _	hour(s), includ	ing mileage.
2. TREE REMO	OVAL CHART: The f	following listed am	ounts are to includ	e mobilization,
		ding, and de-mobi		
TREE TYPE	HT/GA	HT/PA	DT/GA	DT/PA
SMALL/OPEN	\$	\$	\$	\$
SMALL/RESTRIC.	\$	\$	\$	\$
MED./OPEN	\$	\$	\$	\$
MED. /RESTRIC.	\$	\$	\$	\$
LARGE/OPEN	\$	\$	\$	\$
LARGE/RESTRIC.	\$	\$	\$	\$
GA – GOOD ACCESS FO	O DIEBACK AND/OR NO NG TREE, MORE THAN R EQUIPMENT FOR RE AT WILL RESTRICT OR A NCLUDING TELEPHON	O VISIBLE TRUNK DEFIC 25% DIEBACK, VISIBLE MOVAL AND CLEAN UI ALLOW NO EQUIPMEN E/CABLE, ETC.)	CIENCIES TRUNK OR LIMB DEFIC O T TO BE USED (NEAR ST	
Phone		Email		
Contact Name			Title	
Company Represer	tative Signature		Date	

********Below to be filled out by the City of Milton***********			
Accepted by City of Milton	Date		
Approved by City Council, 2	20		