



# City of Milton

P.O. Box 909, MILTON, FL 32572  
Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: **ITB 2019.02.03 – Tree and Stump Removal Services**  
DATE: February 6, 2019

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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](http://www.miltonfl.org/322/Purchasing). There you may also register thru [VendorRegistry.com](http://VendorRegistry.com) (there is no charge to join); and/or thru [www.bidnetdirect.com/florida/city-of-milton](http://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**  
**Delivered: 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](mailto: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:**

City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572

- or delivered to:**

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.



**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 trees 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 trees 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



**\*\*\*\*\*Below to be filled out by the City of Milton\*\*\*\*\***

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Accepted by City of Milton Date

Approved by City Council \_\_\_\_\_, 20\_\_\_\_.