



REQUEST FOR PROPOSAL
TREE TRIMMING & REMOVAL SERVICES

December 7, 2017

Harold W. Haywood
General Services Director

CITY OF LAURINBURG
503 HALL STREET
LAURINBURG, NC 28352

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INTRODUCTION

As a service provider of tree trimming and removal services, you are invited to respond to this Request for Proposal (RFP). Sealed proposals will be received until January 3, 2018 at 2:00 pm Eastern Standard Time to the attention of Harold W. Haywood, General Services Director at 503 Hall Street, Laurinburg, NC 28352. Proposals received after this date and time shall be returned unopened.

While there are several objectives for this project, these are two of the most important:

- 1) To ensure City staff members are given an opportunity to work with a highly professional, skilled service provider of integrity, where the quality of services will be consistently excellent and
- 2) To develop a closer relationship with a service provider which meets criteria outlined in this RFP.

The process to select the Service Provider may be multistaged; with the first being the requested written proposal. Later stages may include further questionnaires and/or presentations. This RFP process has been developed so it will be bias free and objective as possible. It should be understood however, that review of any proposal or subsequent invitation to submit further information or to make a presentation will be solely at the discretion of the City of Laurinburg.

The Service Provider selected will be required to sign a services agreement including the terms described in this RFP and the Contract Agreement for a period of up to one (1) year, with annual renewals at the discretion of the City of Laurinburg. Please include in your proposal the name of the representative empowered to execute service agreements and act on behalf of your company for this service. This RFP is not a services agreement or an offer to enter into a service agreement, but a request for proposal for services. In consideration of our review and reliance on your proposal, and other valuable consideration, the submission of your proposal shall be an offer to enter into the Services Agreement described above, which shall be irrevocable for a period of sixty (60) days after the stated final date for receipt of proposals.

Your company's proposal shall be open for public inspection and all decisions regarding the selection of any company for negotiation or the rejection of any part of any proposal will be final and public. **The City of Laurinburg may reject any or all proposals and reserves the right to award a service agreement to a single or multiple service providers.** The City of Laurinburg also reserves the right to select all or any part of a proposal for further negotiations. The City of Laurinburg is in no way restricted from dealing with any service provider and nothing herein shall create or imply any minimum obligation or exclusive rights as to the services being reviewed by the City of Laurinburg under this RFP. Commitments as to overall business or dollar volumes are neither expressed nor implied.

The City of Laurinburg shall not accept proposals after the stated deadline unless another deadline is requested by the City of Laurinburg.

The City of Laurinburg may, at its discretion, conduct a financial evaluation of the companies responding to this RFP.

CONFIDENTIALITY

Your company proposal shall not contain any confidential information of your company. The City of Laurinburg is not prepared to accept any of your company's confidential information unless disclosure of the inclusion of

confidential information in the proposal is made prior to the forwarding of the proposal to the City of Laurinburg and unless prior written consent of the City of Laurinburg is obtained.

REQUIREMENTS

The Service Provider must respond to this RFP indicating compliance or non-compliance to each of the proposal requirements. Failure to comply with answering each of these requirements could lead to your proposal being considered non-responsive, with no further evaluation of the proposal by the City of Laurinburg.

For purposes of this RFP, pricing quoted is a rate based on a period of per forty (40) hours performing tree work as directed by the City. Overtime costs, if applicable, should be included separately as an hourly rate.

1. Please respond to the requirements in the order and format requested. If you have any questions pertaining to the content of this RFP, please contact Harold W. Haywood, General Services Director, by e-mail at hhaywood@laurinburg.org or phone (910) 291-2587.
2. **Two (2) copies** of the proposal shall be submitted in a sealed envelope by the deadline stated. All proposals are to be sent to **Harold W. Haywood, General Services Director, 503 Hall Street, Laurinburg, NC, 28352 by not later than Wednesday, January 3, 2018 at 2:00 p.m. EST.**
3. Total number of pages should be limited to the absolute minimum, while still providing the information requested.
4. Promotional material is not to be submitted at this time.
5. Payment will be Net 10 days for authorized tree work, unless otherwise negotiated.

PROPOSAL REQUIREMENTS

Your proposal should include but not be limited to the following items:

1. Briefly describe your company's background:
 - a. Origin, organizational structure (supply an organizational chart if available)
 - b. Size of technical staff performing tree trimming and removal services
 - c. Location of main office, other office locations & addresses
2. Number of years your company has been providing tree trimming and removal services.
3. Provide names and background of employees who will be providing services to the City of Laurinburg.
4. Provide copy of your safety program policy.
5. Briefly describe your company's drug testing policy.
6. Provide utility references for whom you have provided tree trimming and removal services to in the past 12 months. Provide name of utility, contact name, address and phone number. By submission of a proposal to this RFP, you are authorizing the City of Laurinburg to contact these references and for them to discuss their relationship and experience with your company.

7. Please confirm that your company maintains the types of insurance and the minimum coverage amount as follows:

- (a) Statutory worker's compensation and occupational disease - minimum amounts and limits - statutory Requirements for the State of North Carolina;
- (b) General liability, including 1) bodily injury - \$500,000 each occurrence - \$1,000,000 aggregate; 2) Property Damage - \$500,000 each occurrence - \$1,000,000 aggregate.
- (c) Comprehensive Automobile liability (Owned, Non-owned and Hired) - Minimum Amount and Limit - (a) Bodily Injury \$1,000,000 each person - \$1,000,000 each occurrence (b) Property Damage - \$1,000,000 each occurrence.

All policies, except Workers' Compensation, shall be endorsed to name the City of Laurinburg as additional insurer(s), with respect to liability arising out of the Service Provider's services performed under the service agreement using the form of an additional insured endorsement as shall be requested by the City of Laurinburg. All insurance policies shall be written by a fully qualified insurance company licensed to provide insurance in the state where the services are to be performed. At the City of Laurinburg's written request, Service Provider may be requested to maintain greater coverage amounts or other types of insurance.

8. Provide a statement regarding any citations by OSHA, Department of Labor or other governmental agency within the last two years and explanation of findings.

9. Provide any other information you feel pertinent to this Request for Proposal.

PRICING:

Quote pricing as a rate based on **per forty (40) hours spent performing tree work as directed by the City.** Overtime costs should be reflected on an hourly basis as a separate cost listing. The Service Provider shall be responsible and pay any and all taxes related to the services and any products provided in connection therein. Any mileage costs should not exceed the current federally approved rate per mile. Prices quoted must be firm for one year from the date of a signed service contract agreement.

TYPE OF EQUIPMENT

Please list in detail the type and model of equipment you will use to provide these services and the age of each piece of equipment.

TREE TRIMMING/REMOVING AND CLEARING PROCEDURES

Please provide a detailed explanation of your procedures and processes used to safely trim trees and remove trees and clear right-of-ways.

SCHEDULE A

SCOPE OF WORK FOR TREE TRIMMING & REMOVAL SERVICES

The tree trimming and removal services provided to the City of Laurinburg should be performed by professional and knowledgeable personnel who will provide quality services to the City of Laurinburg.

Service Provider Responsibilities include:

- To furnish all labor, material, supervision and equipment to perform tree trimming and removal services and consultation for the Electric and Community Development Departments of the City of Laurinburg. Such services and consultation shall include but not be limited to:
 - Clearing of brush and tree limbs near power lines
 - Removal of trees
 - Removal and disposal of wood and debris related to tree trimming and removal services at a site designated by the City of Laurinburg
 - Advise the City of Laurinburg of other work which would be helpful to maintain clear lines
- Vehicles used in the course of providing this service must comply with all North Carolina Motor Vehicle Regulations and be in good condition and suitable for work to be performed and shall be properly maintained.
- Service Provider shall obtain all governmental licenses and permits necessary to perform the services to be provided and maintain all licenses and permits at all times while providing services to the City of Laurinburg.
- Service Provider shall comply with all requirements of federal, state and local laws, rules, regulations, and ordinances applicable to the services being performed.
- Service Provider will adhere to the scope of work and schedule as shown on individual forms entitled Schedule B, Service Order and as directed by the City of Laurinburg.
- Service Provider shall ascertain that necessary permits, licenses and/or easements have been secured by the City of Laurinburg when preparing to perform tree trimming and removal services that cross highways, railroads, streets or utilities under the jurisdiction of a state, county, city, town or other public agency, public utility or private entity.
- Service Provider shall conduct work to ensure that the least possible obstruction to traffic, fire hydrants are kept accessible to fire-fighting equipment at all times, inconvenience to the general public and the residents in the vicinity of the work are as minimal as possible, and to ensure protection of persons and property. Temporary provisions shall be made by Service Provider to ensure the use of sidewalks and proper functioning of all gutters, sewer inlets, drainage ditches, and irrigation ditches.
- Service Provider shall provide adequate signs, barricades, lights and watchmen and take all precautions for protection of the work and safety of the public.
- Service Provider shall not enter private property without first obtaining permission of the landowner, or authorized agent and shall use precautions necessary to prevent damage and injury to all property.
- Service Provider shall perform reliable and accurate services in a timely manner.
- Submit weekly invoices to the City of Laurinburg indicating which department (Electric or Community Development) work was performed for and where the services were performed.
- Service Provider will furnish an on-site, authorized individual or a duly authorized representative acceptable to the City of Laurinburg for the duration of the services being performed.
- Workmen will be skilled and specialized in the work to which they are assigned.

- Service Provider's employees will observe all City of Laurinburg safety rules and procedures while performing tree trimming and removal services.

Additional Service Provider Requirements

Special Safety Requirements

- ◆ The Service Provider or employees of the Service Provider, shall wear full body harness while working in an aerial lift basket and
- ◆ The Service Provider or employees of the Service Provider, if exposed within 10 feet of an arc flash, must wear flame retardant clothing.

Business Code of Conduct

The Service Provider must have a suitable Business Code of Conduct policy acknowledged by its employees. This policy must cover the areas of ethics and conflict of interest. While the Service Provider's employees are on site of the property belonging to the City of Laurinburg, Service Provider's employees are to conduct themselves in a professional manner.

Availability:

The normal workweek is Monday through Friday. No work will be scheduled on a holiday observed by the City of Laurinburg, unless requested by the City of Laurinburg and agreed to by the Service Provider.

Upon request, and in the event of a natural disaster or storm requiring additional tree trimming and removal services, Service Provider will provide services in the same manner and for the same rate as set forth in the response to this proposal.

The Service Provider shall have a one-hour response time.

City of Laurinburg Responsibilities

- The City of Laurinburg will provide all criteria and full information as to the City's requirements for performing work using form entitled Schedule B, Service Order and designate a person with authority to act on the City of Laurinburg's behalf on all matters concerning the scope of work.
- The City of Laurinburg will to the extent lawful, arrange for access to and make all provisions for Service Provider to enter upon public and private property as required to provide the services requested.
- The City of Laurinburg will provide Service Provider, prior to the start of any work, the City of Laurinburg's safety practices and regulations in effect at the time.
- The City of Laurinburg will make prompt payment within 10 days upon satisfactory completion of authorized work.

END OF SCOPE OF WORK

SCHEDULE B
SERVICE ORDER

Service Locations: _____

Services Requested: _____

Estimated Commencement and Completion Schedule: _____

Miscellaneous: _____

City of Laurinburg
By: _____
Title: _____
Date: _____

Contractor: _____
By: _____
Title: _____
Date: _____

Schedule C

Description of Labor, Tools and Equipment Categories

Labor

Working Foreman – A working foreman shall be able to trim trees and accomplish related work to acceptable standards; recognize and remove hazardous trees in the vicinity of energized lines, prepare time sheets and other related reports; talk to property owners and obtain permission to trim tree; perform all the duties of a climber and a groundperson.

Climber – A tree climber is expected to be able to identify tree species common to the service area; possess a basic understanding of a tree's growth characteristics; climb the normal tree encountered with and without the use of climbing irons; move about efficiently in a tree while remaining tied-in, must be in a full body harness while working; if exposed 10 feet within an arc flash, must wear flame retardant clothing; understand approved trimming procedures; trim trees in the vicinity of electrical conductors under direction; rope limbs with control; operate and work from an aerial lift device; perform the duties of a groundperson as stated below.

Groundperson – A groundperson is expected to be able to correctly operate and maintain a power saw; operate, feed and maintain a brush chipper, drive and assist in the operation and maintenance of a truck; use and care for brush axes, pole saws, pole pruners, and other hand tools; trim trees from the ground under direction; assist the climber from the ground. A practical knowledge of electrical hazards, CPR, first aid, rope handling, knot typing, and tree telling techniques is required. A groundperson is also responsible for pre-departure equipment inspections, and job-site parking and set-up procedures.

Equipment

Standard Bucket Truck – A two-ton dump chip truck with an aerial lift device capable of positioning a trimmer at 50 foot working height. This truck shall be equipped with all the necessary hand tools needed to accomplish utility line clearance work and shall have in addition at least one hydraulically operated circular or chain saw and a spare chain saw.

Conventional Dump Chip Truck – A two-ton truck with a standard dumpable chip body, designed to haul chips or brush away from the worksite. This truck shall be equipped with all the necessary hand tools needed to accomplish utility line clearance work including one chain saw.

Chipper – A trailer-mounted brush chipper capable of efficiently chipping limbs and trees at least 4" in diameter on the large end. It shall have an adjustable chute to allow chips to be blown onto the right-of-way or into the truck.

Backhoe – A piece of excavating equipment or digger consisting of a digging bucket on the end of a two-part articulated arm.

Stump Grinder - A stump grinder or stump cutter is a power tool or equipment attachment that removes tree stumps by means of a rotating cutting disk that chips away the wood.

Checklist of included Proposal Items

Please indicate whether you have included the **required items** in your proposal. Failure to provide information may be cause to reject your proposal in it's' entirety. If you have not included any item for any reason you are requested to explain why.

	Yes	Included	No
1. Company background			
a. Origin, organizational structure	_____		_____
b. Size of technical staff supporting City of Laurinburg	_____		_____
c. Location of all offices	_____		_____
2. Number of years your company has been providing this service	_____		_____
3. Names & background of employees providing services to the City of Laurinburg	_____		_____
4. Copy of your safety program	_____		_____
5. Company's drug testing policy	_____		_____
6. Utility references & contacts	_____		_____
7. List of types of insurance and amounts of coverage	_____		_____
8. Statement regarding any citations in last two years	_____		_____
9. Types of equipment to be used	_____		_____
10. Tree trimming/removing and clearing procedures	_____		_____
11. Pricing per 40 hours	_____		_____
12. Two (2) copies of RFP proposal	_____		_____
13. Checklist of Included Proposal Items	_____		_____

Explain why any items were not included:

Signature _____

Date: _____