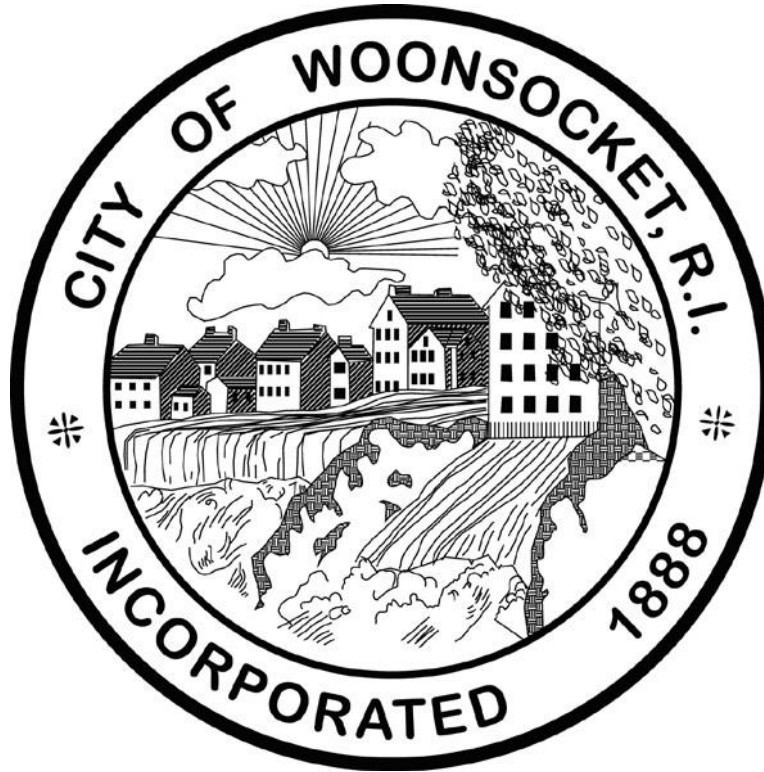


City of Woonsocket



Tree Trimming and Removal Services

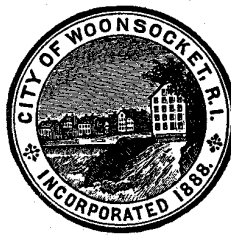
BID No. 6187

Bid Specifications

Prepared By: City of Woonsocket

Public Works – Office of Engineering

December 2023



CITY OF WOONSOCKET, RHODE ISLAND

INVITATION TO BID FOR:

“Tree Trimming and Removal Services”

BID No. 6187

For Public Works – Office of Engineering

City of Woonsocket is accepting bid proposals for the above-referenced project.

Bid Opening: Bids must be received by Woonsocket City Hall, Office of Purchasing, 169 Main Street, Woonsocket, RI 02895 prior to the bid opening date and time. On time bids will be publicly opened and read aloud in **Harris Hall**, located in Woonsocket City Hall, promptly starting at **10:00 a.m. on Friday, December 29, 2023**. Bids received after this deadline will not be accepted and will be returned unopened to the sender.

Bid Submissions: All bids must be submitted in duplicate, placed in a sealed envelope and identified with the following information: **“Tree Trimming and Removal Services, Bid No. 6187.”** Bids must be prepared using the provided bid forms. All forms must be typed or printed and then signed and dated in ink.

Project Components: The City of Woonsocket is seeking bids from tree removal companies to provide a variety of tree services on and as needed basis. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals and related items necessary for tree trimming and removal services in accordance with the specifications contained herein.

Project Timeline: The contract term will be for a one (1) year period from the date of award. The City reserves the right to extend the contract period for two (2) additional one (1) year terms, upon mutual agreement with the successful bidder.

Questions: Questions regarding this solicitation should be submitted via email to Ken Allaire, Purchasing Agent, at ken.allaire@woonsocketri.org. The deadline to submit questions is Thursday, December 21, 2023, **prior to 4:30 p.m.** Answers will be published online by the City in the form of an Addendum. Any questions submitted after the deadline may not be considered. Do not contact any other City employee or official regarding this solicitation.

Nonresident Contractors: In accordance with Rhode Island General Law 44-1-6, nonresident contractors are subject to a 3% withholding of the contract price to secure payment of any sales tax, use tax, and/or income tax withheld that may be due the State of Rhode Island. WBE, MBE and Section 3 contractors are encouraged to bid.

Bid: In conformance with the terms and conditions of these specifications including the Invitation to Bid and other documentary forms therewith, the Bidder hereby proposes, offers and agrees if this bid be accepted within ninety (90) calendar days from the date of bid opening to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

Withdrawal of Bids: No bidder may withdraw their bid within sixty (60) days after the actual time and date of the bid opening thereof.

Rejection of Bids: The City reserves the right to cancel this ITB, award on the basis of cost alone, accept or reject any or all bids, in whole or in part. The City further reserves the right to waive as an informality any irregularities contained in any bid not affecting substantial rights that may be in the City's best interest. Proposals found to be technically or substantially nonresponsive at any point in the review process will be rejected and not considered further. Any such decision will be considered final.

Bid Award: Upon selection of a winning contractor, the City of Woonsocket will send a bid award notice to the awardee. The bid award notice will identify a point of contact from the City who will assist the awardee in completing any pre-work requirements. Upon satisfactory meeting all of the obligations of the pre-work requirements, the City of Woonsocket will issue a "Notice to Proceed" for work to commence.

Individuals requesting interpreter services for the hearing impaired should call the Finance Director at 401-762-6400 seventy-two (72) hours in advance of the bid opening deadline.

Thank you for your consideration of this invitation to bid and your participation in this bid process.

Published: December 11, 2023

X

Christine Chamberland,
Finance Director

**CITY OF WOONSOCKET
RHODE ISLAND
FINANCE DEPARTMENT**

CONTRACT DOCUMENTS

For

“Tree Trimming and Removal Services”

JANUARY.....2024

THE CITY OF WOONSOCKET WILL ACCEPT PROPOSALS FOR AN ANNUAL CONTRACT FOR TREE TRIMMING AND REMOVAL SERVICES.

SCOPE OF WORK:

The City of Woonsocket is seeking bids from tree removal companies to provide a variety of tree services, as needed. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals and related items necessary for tree trimming and removal services in accordance with the specifications contained herein.

"TERMS AND CONDITIONS"

A. LICENSE:

1. All Bidders must be qualified under the laws, rules and regulations of the State of Rhode Island and the City of Woonsocket to perform the work required by these documents.

B. INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If the successful Bidder's policy contains higher limits, the City of Woonsocket will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Woonsocket as additional insured. The City of Woonsocket must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the Vendor/Contractor and/or subcontractor providing such insurance. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 - a. Statutory Workers Compensation insurance as required by the State of Rhode Island.
 - b. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 - c. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

C. CONTRACT:

1. The proposal of the successful Bidder together with the written Notice of Award, and the terms, conditions and specifications contained in the Invitation to Bid will constitute the contract. The contract term will be for a one (1) year period. The City reserves the right to extend the contract period for two (2) additional one (1) year terms, upon mutual agreement with the successful Bidder.
2. The contract may be cancelled by either party at any time by giving a written thirty (30) day notice.

D. PAYMENT:

1. Payment will be made on a unit basis upon acceptance by the City. Terms with the City of Woonsocket are Net 30 Days.

E. EXPERIENCE/REFERENCES:

1. Bidders must provide, with their proposal, material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (3) three references for similar projects, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City and also become public record.

F. ADDITIONAL INFORMATION:

1. The City of Woonsocket Purchasing Division reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

G ADDENDUM

1. It will be the sole responsibility of the Bidder to contact the Purchasing Division prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

H. EXPERIENCE:

1. The successful bidder must have been in the tree trimming and removal service business for a minimum of two (2) years. Bidders shall provide documentation of applicable license, certification, and/or commercial experience. The City of Woonsocket reserves the right to request documentation at any time during the contract period.

I. ASSIGNMENT OF WORK:

1. Upon notification of assignment, the primary Contractor will have 24 hours to meet the contract manager at the assignment location, provide acceptance or rejection of a particular project and sign the work order. If acceptance is not received within the specified time, the City of Woonsocket reserves the right to acquire the services from another Contractor.

J. COMPLETION OF WORK:

1. The City of Woonsocket and the Contractor shall mutually agree upon schedule for completion of work at each location. The City of Woonsocket has the right to assign work to an alternative Contractor if both parties cannot mutually agree.

K. DEBRIS REMOVAL:

1. The Contractor shall be responsible for removal of all debris from the site and cleaning work areas. The Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request of the City of Woonsocket, shall remove such debris and materials from property.

L. PRICING:

1. The City of Woonsocket requires a firm fixed price per unit.

M. GENERAL REQUIREMENTS:

1. Contractor will furnish all necessary equipment, qualified supervisor, and crews to do general tree work as specified by the City of Woonsocket. The job site will be cleaned at the end of each workday. Contractor must notify the City of Woonsocket prior to arrival on job site. Contractor is only to complete work that is assigned to you by the City of Woonsocket.
2. Permits and licenses of any nature, necessary for any and all work, shall be secured and paid for by the contractor.
3. All work shall be done to the complete satisfaction of the City of Woonsocket and in accordance with all municipal, county, state, federal and local laws, ordinances and regulations applicable to said work.
4. Contractor will at all times in the performance of this contract exercise due care and

caution for the safety and welfare of the workmen employed on the job, City of Woonsocket employees and property. Fluorescent cones, tape or bright colored plastic fence material shall be placed in the area(s) the contractor is working in for safety.

5. All trees will be trimmed by the lateral method. All limbs will be trimmed to a main stem or lateral, which extends away from the line. When side trimming, all cuts will be made flush to a parent stem, all overhanging limbs removed, and tops of trees floated back away from the line.
6. In trimming, and wherever possible in topping and re-topping, all cuts shall be made flush to laterals which are at least on third the size of the leader limb. Protruding lower limbs, which may need trimming, shall be cut back to the trunk of the tree, if possible. Trimming so as to leave or stimulate development of sucker clusters or limb stubs must be avoided; additionally, the tearing of bark must be avoided. Flat topping, notching or thorough trimming shall be done only by permission of the City. All trees trimmed or topped shall be trimmed to a generally symmetrical outline. The natural symmetry and beauty of the trees, which are trimmed or topped, shall be considered. No stubs will be permitted.
7. **Tree removal may include the removal of the stump by the following grinding method.**
 - a. Grind stumps to a minimum of six (6) inches below existing grade; back fill area with contiguous clean fill, unless otherwise approved by the City of Woonsocket.
 - b. Stumps shall be ground immediately (same day) after tree is removed unless approved by the City of Woonsocket. If stump(s) cannot be ground immediately, they shall be cut as close to ground level as possible and shall cause no safety hazard.
8. Contractor will be appointed by the City Council following Rhode Island General Law, Chapter 2-14 Tree Wardens, as the City of Woonsocket Tree Warden. The appointment will be under the supervision of the Director of Public Works or his/her authorized designee. The appointment shall serve without compensation, however their company may reasonably bill for any consultation hours as requested by the Director. Any trees deemed unsafe by the tree warden shall need approval of the Director of Public Works before removal commences. The appointment will coincide with the awarding of the '**Tree Trimming and Removal Services**' bid.

N. **CHANGE ORDERS:**

1. Any change orders to the firm fixed price per unit must in writing and approved

by the Director of Public Works or his/her designee prior to commencement of work.

O. REQUIRED DOCUMENTS:

1. The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Non-Collusion Affidavit of Proposer, and Reference)

P. DEFINITIONS:

1. Diameter at breast height (DBH) - the height at which the diameter of a tree is measured: four feet, six inches above the ground.
2. Canopy - the top layer of a tree including branches and foliage.

[The Balance of this Page Is Left Intentionally Blank]

Company Name: _____

PROPOSAL

ITEM	DESCRIPTION OF ITEM	UNIT PRICE
1	TREE REMOVAL – 4" to 12" (DIAMETER AT BREAST HEIGHT)	\$
2	TREE REMOVAL – 13" to 24" (DIAMETER AT BREAST HEIGHT)	\$
3	TREE REMOVAL – 25" to 36" (DIAMETER AT BREAST HEIGHT)	\$
4	TREE REMOVAL – 37" to 48" (DIAMETER AT BREAST HEIGHT)	\$
5	TREE REMOVAL 49" or GREATER (DIAMETER AT BREAST HEIGHT)	\$
6	STUMP REMOVAL – 4" to 12" (DIAMETER)	\$
7	STUMP REMOVAL – 13" to 24" (DIAMETER)	\$
8	STUMP REMOVAL – 25" to 36" (DIAMETER)	\$
9	STUMP REMOVAL – 37" to 48" (DIAMETER)	\$
10	STUMP REMOVAL – 49" and GREATER (DIAMETER)	\$
11	TREE PRUNING AND SHAPING – 0' to 10' (CANOPY DIAMETER)	\$
12	TREE PRUNING AND SHAPING – 11' to 20' (CANOPY DIAMETER)	\$
13	TREE PRUNING AND SHAPING – 21' to 30' (CANOPY DIAMETER)	\$
14	TREE PRUNING AND SHAPING – 31' to 40' (CANOPY DIAMETER)	\$
15	TREE PRUNING AND SHAPING – 41' to 50' (CANOPY DIAMETER)	\$
16	TREE PRUNING AND SHAPING – 51' to 60' (CANOPY DIAMETER)	\$
17	TREE PRUNING AND SHAPING – 60' & GREATER (CANOPY DIAMETER)	\$
18	HOURLY RATE FOR CRANE RENTAL - (if required)	\$
19	RESPONSE TIME (IN DAYS OR WEEKS TIME FRAME)	
20	TREE WARDEN CONSULTATION PER HOUR	\$

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

PROPOSAL SUBMITTED BY:

Company Name:
Street Address:
City, State, Zip:
By (Person):
Signature & Date:
Phone Number:
E-Mail:

AUTHORITY TO CONTRACT:

Offeror and the Principal signing on its behalf, certify that it is validly organized with authority to do business and perform the terms hereunder, is qualified to do business in Rhode Island, if applicable, and is not prohibited from entering into or performing the terms of this agreement for any reason.

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

CONFLICT OF INTEREST STATEMENT

STATE OF RHODE ISLAND, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____
City & State City & State
2. The above named entity is submitting a Proposal for the City of Woonsocket described as **(Tree Trimming & Removal Services – Annual Contract)**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Woonsocket.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Woonsocket.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Woonsocket.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Woonsocket.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____, the Bidder,
Title Company Name
that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such Proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Woonsocket, Rhode Island or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

Sworn to and subscribed before me this ____ day of _____ 20 ____.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

Company Name: _____

CITY OF WOONSOCKET BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

_____ References

_____ Conflict of Interest

_____ Disputes Disclosure

_____ Non-Collusion Affidavit

_____ **PLEASE INITIAL**

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL