
PROJECT PURPOSE

The Town of Essex is seeking qualified tree service contractors for the removal of ash trees and stump removal along Town streets in anticipation of infestation by the Emerald Ash Borer (EAB). A total of ten (10) trees are to be removed and stumped at the locations noted on the Bid Sheet. All trees to be removed are marked with orange paint. The deadline for removal of the trees is March 30, 2020 and the stumping must be completed by April 30, 2020.

REQUEST FOR PROPOSALS

Sealed proposals will be received for Ash Tree Removal and Stumping within the Town of Essex, at the Office of the Town Public Works Department, 5 Jericho Road, Essex Center (mailing address is Town of Essex, Public Works Department, 81 Main Street, Essex Jct., VT 05452) until **10:00 A.M. prevailing time on Thursday, February 6, 2020.**

All proposals shall be submitted in a sealed envelope marked on the outside with the words "**2020 ASH TREE REMOVAL AND STUMPING PROPOSAL**". All proposals shall be delivered to the Public Works Office prior to the announced time for opening of proposals. All proposals shall be submitted on the forms provided with the Request for proposals, with the sum total cost for trees removed and stumped as the basis for overall award of the contract.

The Board of Selectmen of the Town of Essex reserves the right to increase or decrease the work and amounts stated in the RFP, as may be necessary; to reject any or all proposals received; and to waive any informalities in the proposals or to accept any proposal should the Board of Selectmen deem it in their best interests.

The Contractor shall submit with his or her proposal a signed copy of the Town's Hold Harmless Agreement and Contractors Qualification form. Copies of each are provided within the RFP.

The Contractor shall make every effort to visit each tree to be removed and become familiar with each site before submitting a proposal. Failure of the Contractor to acquaint themselves with the specifics of each tree removal site shall not relieve the Contractor of any responsibility to perform under the contract.

All work shall conform to the latest versions of the Town of Essex Standard Specifications for Construction. Handling of ash wood shall follow all federal quarantine requirements, as well as Slow the Spread recommendations from the Vermont Urban and Community Forestry Program for emerald ash borer control. This includes on-site chipping of any ash wood found to be infested by EAB.

The selected Contractor will provide satisfactory evidence of insurance prior to award, including:

1. Contractor's Liability Insurance and Workmen's Compensation in compliance with Vermont statutory limits.
2. Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any Subcontractor under him, or anyone directly or indirectly employed by the Contractor or by a Sub-Contractor under him. Insurance shall be written with a limit of liability of not less than \$2,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident, and a limit of liability of not less than \$2,000,000 aggregate for any such damages sustained by two or more persons in any one accident.

Insurance shall be written with a limit of liability of not less than \$500,000 for all property damages sustained by any one person in any one accident; and a limit of liability of not less than \$500,000 aggregate for any such damage sustained by two or more persons in any one accident.

The selected contractor shall be responsible for providing adequate traffic control and adequate safety/warning signs as required by the Manual of Uniform Traffic Control Devices, (MUTCD), for each of the projects. Failure to provide adequate traffic control, as determined by the Town of Essex, may result in the forfeiture of up to 3% of the total Contract amount. Contractors need to include the cost of traffic control in their proposal.

The selected contractor shall provide the Town a detailed project schedule with expected tree removal and stumping dates, at least one week, (7 calendar days), after award on the contract.

All work shall be conducted between the hours of Monday through Friday, 8 AM to 4 PM. All work outside this time frame must be approved by the Town of Essex Public Works Director.

The contract will be awarded on the basis of the lowest proposal for all trees to be removed and stumped in accordance with the Town's Purchasing Policy as described below.

The Criteria for proposal selection and evaluating proposals by the Town of Essex shall be as follows:

1. ***No vendor may bid on a project if they owe any delinquent Town of Village payments including but not limited to taxes, water/sewer, miscellaneous receivables, etc.***

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- Purchasing agent shall consult with the Finance Department regarding this issue prior to award of bid.*
- 2. Prices*
 - 3. Bidder's ability to perform within the specified time limits.*
 - 4. Bidder's experience and reputation, including past performance for the Town / Village.*
 - 5. Quality of the materials and services specified in the bid.*
 - 6. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.*
 - 7. Bidder's financial responsibility.*
 - 8. Bidder's availability to provide future service, maintenance, and support.*
 - 9. Nature and size of bidder.*
 - 10. Contract provisions that are acceptable to the Town / Village.*
 - 11. For construction projects over \$2,000 that use federal funds, contractors indication of acceptance of wages in the current wage determination provided as part of the Request for Bids. (Not applicable in this project)*
 - 12. Any other factors that the Unified Manager determines are relevant and appropriate in connection with a given project or service.*
 - 13. Qualified small, minority and women-owned businesses must be included in the solicitation list for the request or proposal. (Waived)*
 - 14. The Unified Manager will not select a bidder who is listed on the Excluded Parties List System, website (<https://www.sam.org>)*
 - 15. The Unified Manager or designee will recommend a bid award for approval by the Town Selectboard / Village Trustees.*
 - 16. In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply: There shall be no preference exercised for local contractors or suppliers.*

If the award of the contract aggrieves any company, they may appeal in writing to the Town of Essex Selectboard, 81 Main Street, Essex Junction, VT 05452. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Town of Essex Selectboard is final.

All questions related to this RFP shall be directed to either the Town of Essex Public Works Director, Dennis E. Lutz, P.E., or the Town Planner, Darren Schibler, 81 Main Street, Essex Junction, VT 05452. Phone (802) 878-1344, or email at dlutz@essex.org or dschibler@essex.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective contractors.

Sincerely,

Dennis E. Lutz, P.E.
Town Engineer/PW Director

PROJECT SCOPE

Location: The ten identified trees to be removed are located on eight different roads in the Town. All are marked with orange paint. The location of each tree is identified by latitude and longitude location.

Work Included: The work involves the removal of all trees that have been identified for removal, including site clean-up of any branches, leaves or other debris from the trees resulting from the removal. All stumps shall be removed and properly disposed of; all stumping grindings shall be buried onsite or removed as necessary and the remaining stump-hole filled with topsoil. The Contractor is also responsible for notifying the impacted landowner at least 24 hours prior to the tree removal so that vehicles can be moved prior to commencement of the tree cutting and removal. Notice to the Town on both tree removal and stumping shall be provided at least one week prior to the commencement of either activity. The Contractor is responsible for ensuring compliance with all federal quarantine requirements and Slow the Spread recommendations from the Vermont Urban and Community Forestry Program for handling of ash wood. The Contractor shall identify in the submitted bid the method and location for disposal of all trees and grindings. Once removed from the site, the trees are the property of the Contractor. The Contractor shall provide all tools, labor, and materials necessary to complete the work in conformance with State, Local, and industry standards. The scope of work shall also include:

- Adequate safety signing
- Dig-safe Clearance before stumping commences
- Adequate traffic control during all activities throughout the project. The Contractor shall maintain at least one lane open to vehicular traffic, unless approval to close the road is provided by the Public Works Director.
- Unless otherwise specified herein, work shall conform to the latest versions of the Town of Essex Public Works Specifications.

Time frame for Completion: March 30, 2020 for removal and April 30, 2020 for stumping and final clean-up

Quotation for Ash Tree Removal and Stumping:

<u>Item</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total</u>
Tree at #1 Cedar Ct	each	\$ _____	1 each	\$ _____
Tree at #9 Bluestem Rd	each	\$ _____	1 each	\$ _____
Tree at #15 Bluestem Rd	each	\$ _____	1 each	\$ _____
Tree at #7 Essex Way	each	\$ _____	1 each	\$ _____
Tree at #9 Fox Run Road	each	\$ _____	1 each	\$ _____
Tree at #7 Pomfret Lane	each	\$ _____	1 each	\$ _____
Tree at #5 Weathersfield Bow	each	\$ _____	1 each	\$ _____
Tree at #23 Kellogg Road	each	\$ _____	1 each	\$ _____
Tree at #2 Raymond Drive	each	\$ _____	1 each	\$ _____
Tree at #8 Raymond Drive	each	\$ _____	1 each	\$ _____
<u>Total Proposal</u>				\$ _____

Written Total Proposal: _____

Bid Submitted By:

_____	_____
Signature of Principal	Name of Firm

Name of Principal (PRINT)	Mailing Address
_____	_____
Date	City, State, Zip
_____	_____ / _____
Phone Number	Fax Number/ E-mail Address
_____	_____

HOLD HARMLESS AGREEMENT

The Contractor shall and does hereby agree to indemnify, save harmless and defend the Town from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property caused by the Contractor, his employees, agents or subcontractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character in any way attributable to or asserted against the Town, or the Town and the Contractor, or which the Town may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of the Town and/or the sole negligence of the Town's agents, servants or employees, then and only then, the Contractor shall not be liable under the provisions of this paragraph.

Authorized Representative of Firm

**CERTIFICATION OF CONTRACTORS QUALIFICATIONS
AND USE OF SUBCONTRACTED SERVICES**

The data must be included in and made part of the submittal bid documents. Failure to comply may be regarded as justification for rejecting the Bidders proposal. Additional pages may be added as necessary by the Bidder.

The names and residences of all person and parties interested in their proposal as principals are as follows: (Note: Give the first and last names in full. If a corporation, give names of all officers and directors. If a partnership, give name of all partners).

The undersigned agrees that all work to be performed by sub-contractors and the approximate amount to be paid the sub-contractors, is as listed bellow. All sub-contractors must be listed an all sub-contractors must be approved by the Town of Essex.

Description of Sub-contract	Name and Address of Sub-Contract	Approximate Amount of Sub-Contract
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The Undersigned submits the following information to enable the Town of Essex to judge his or her experience and ability to perform the proposed work.

1. Name(s) of resident supervisor(s) who will be assigned to this Project. State any of their special qualifications.

2. How many years has your organization been in business under the name in which you propose to execute this Contract? _____

3. What projects has your present organization completed of character similar to the proposed? (Give the information indicated by the following tabulation).

Name/Address of Owner for Whom Work Was Done	Work Done as Contractor or Sub-Contractor	Description of Work	Approx. Amount of Contract	Approx. Date Work Completed
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4. Has your present organization ever failed to complete any work awarded to it? If so, state when, where and why.

CERTIFICATION IS SUBMITTED BY:

Name of Contractor

Authorized Signature

Title

Business Address

Date