



Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		16RFQ110316-DRR
WILL BE RECEIVED UNTIL	November 17, 2016	3:00 p.m. EST
DESCRIPTION: Tree Removal Services		Site Visit November 10, 2016 @ 10am
Return to:	Donald R. Riley, CPPB, Purchasing Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281	
<p>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. RESPONDENTS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. LAST DAY FOR QUESTIONS November 11, 2016 @ 3:00 P.M. EST.</p>		
CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@CityofStockbridge-ga.gov	Telephone Number: (770) 389-7912 (fax only)
<p>All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by City of Stockbridge to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DELIVERED” unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.</p>		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
<p><small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small></p>		

NO BID:

REASON: _____



Department of Purchasing
Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR E-QUOTE SPECIFICATIONS
TREE REMOVAL SERVICES
GENERAL SERVICES DEPARTMENT

1. DESCRIPTION

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Contractors to provide total tree removal shall include, at a minimum, cutting the specified tree down even to the ground so as not to leave any visible stump, de-limbing chopping/chipping and hauling off the premises. Debris must be hauled off immediately upon completion of job. Limb removal from living trees must be cut so as not to damage the limb collar. Stump grinding may be required on a case by case basis and when required shall be completed in accordance with (IAW) industry standards. All debris from the grinding of the stump shall be removed, unless otherwise specified by the City Manager or his designee for the General Services Department.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

PRE-BID CONFERENCE (NON MANDATORY)

Date: **NOVEMBER 10, 2016**
Time: **10:00 A.M. EST**
Location: **4640 NORTH HENRY BOULEVARD**
(PARKING LOT BEHIND THE BUILDING)
Stockbridge, Georgia 30281

Inquiries regarding the solicitation either technical or otherwise may be submitted in writing prior to the pre-bid conference and will be addressed; however, will be responded to in the form of an addendum with the City's official response.

Any additional questions asked at the Pre-Bid Conference must be submitted in written form at the Pre-Bid conference and will be responded to in the form of an addendum with the City's official responses.

The Pre-Bid Conference will be conducted for the purpose of explaining the City's bid process, the specifications/technical documents, and to provide non-binding verbal responses to questions concerning these quote specifications and to discuss issues from the Respondents perspective. However, no verbal response

provided at the Pre-Bid Conference binds the City. Only those responses to written questions that are responded to by the City in written communications will be official.

3. TERM OF AGREEMENT

This procurement is for One (1) year after the issuance of Notice To Proceed (NTP).

4. PRODUCT/SERVICE SPECIFICATIONS

The City of Stockbridge Finance Department – Purchasing Division is soliciting quotes from all qualified Contractors to provide Total tree removal shall include, at a minimum, cutting the specified tree down even to the ground so as not to leave any visible stump, de-limbing chopping/chipping and hauling off the premises. Debris must be hauled off immediately upon completion of job. Limb removal from living trees must be cut so as not to damage the limb collar. Stump grinding may be required on a case by case basis and when required shall be completed in accordance with (IAW) industry standards. All debris from the grinding of the stump shall be removed, unless otherwise specified by the City Manager or his designee at various location throughout the City of Stockbridge, Georgia.

The successful Contractor must provide the following services:

COMPANY PERSONNEL

All personnel of the company that will work on the City of Stockbridge's facilities must be uniformed with their company logo clearly visible on their uniform. The vehicle should have the company's name printed at the back or either sides of the vehicle(s). At least one (1) contact person on each crew must be able to communicate verbally with the City of Stockbridge's City Manager or his designee to resolve any issues on site. At least one (1) member of each crew that works on the City of Stockbridge's sites must have a valid Georgia Driver's License.

WORKING HOURS

For the purpose of this contract, normal working hours will be from 7:30 A.M. through 5:00 P.M. Monday through Friday, excluding City holidays. The Contractor must be capable of responding to emergency calls within one (1) hour. The Contractor are required to maintain a point of contact for service twenty-four (24) hours per day, seven (7) days per week, including holidays. Failure to adhere to this paragraph can be grounds for termination of the contract. The successful contractors must respond to requests in accordance with the following criteria:

- 1) Emergency Requests: Services must be provided within one (1) hour to mitigate the emergency situation;
- 2) Urgent Requests: Services must be provided within twenty-four (24) hours; and
- 3) Routine Requests: Services must be provided within three (3) days.

Service rates will be charged for emergency, urgent, and routine requests according to the basic hourly rates bid.

ADDITIONAL REQUIREMENTS

1. No more than (6) six people per job may work unless authorized by the City Manager or his designee;
2. No per job time minimums will be allowed;
3. Each Contractor must have a climber with a minimum of five (5) consecutive years of experience; and
4. If aerial devices are used for tree removal work, then the following shall apply. The recommended aerial devices (vehicle mounted elevating) listed below but not limited to, should be used to elevate personnel to job sites above ground:

- 4.1. Extensible boom platforms;
- 4.2. Aerial ladder;
- 4.3. Articulating boom platforms;
- 4.4. Vertical towers;
- 4.5. Basket or bucket; and
- 4.6. A combination of any of the above.

5. The Contractor shall be in compliance with the requirements of the National Standard Institute (ANSI/SIA A92.2). Prior to any award(s) of contract(s), the Contractor will be required to provide a copy of bidder(s) written, dated and signed Periodic Inspection and Test records retained for a period of five (5) years or as required by current applicable regulations.

Failure to provide this information may be deemed non-responsive and disqualification of award.

6. If Contractor intends to lease any equipment under this bid, please provide the following information on company(s) bidder(s) will utilize:

Name of Company: _____
Address: _____
POC: _____
Telephone/Fax #: _____

7. List a minimum of three (3) projects your organization has completed in the last three (3) years that demonstrate experience in all areas of tree removal service.

1. Name of project:

Address: _____

Owner: _____ Phone: _____
Contract amount: \$ _____
Start and completion dates:

2. Name of project:

Address:

Owner: _____ Phone: _____
Contract amount: \$ _____
Start and completion dates:

3. Name of project:

Address:

Owner: _____ Phone: _____
Contract amount: \$ _____
Start and completion dates:

REFERENCES

Bidder(s) shall submit with bid a minimum of three (3) references (business associates) of directly related experience. The references must contain the following information:

1. Company name
2. Contact person
3. Address
4. Telephone , Fax number & E-Mail Address
5. Brief description project

BUSINESS LICENSE

Bidder(s) shall submit with quote a current business license.

CONTRACTOR QUALIFICATIONS

The special nature of the work environment and the services to be performed requires a contractor with specific experience in this type of service. The bidder must have a minimum of five (5) years of experience doing this type of work. The selected Contractor must obtain any and all required licenses or permits at no expense to the City and must possess them before a purchase order or contract will be issued.

CONTRACTOR SUBMITTAL REQUIREMENTS

The following information shall be submitted along with bid. Insufficient information on any of these items may lead to disqualification of the contractor.

1. Three (3) references in support of the qualification and experience
2. Copy of a current business license.
3. Contractor shall submit proof of ability to provide insurance.

5. PRICING SHEETS

Labor:

Regular hours are 7:30 A.M. to 5:00 P.M., Monday through Friday, excluding All City of Stockbridge's recognized holidays:

Item	Description	Hour
Labor:		
1.	Regular Hours:	\$ _____ Person/hour
2.	After Hours:	\$ _____ Person/hour
3.	Weekends:	\$ _____ Person/hour
4.	Holidays:	\$ _____ Person/hour
5.	Emergency:	\$ _____ Person/hour

Stump Grinding:

Grind stump only (not root system) unless otherwise instructed by the City manager or his designee.

6.	Stump grinding	\$ _____ Per linear feet
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Contractor must submit pricing as request. Any alterations or failure to submit as request shall result in disqualification from award.

Equipment:

The contractor shall indicate hourly rates charged for each type of equipment listed below.

7.	Bucket Truck	\$ _____ Hourly rate
8.	Chipper	\$ _____ Hourly rate
9.	Log Loaders (specify type)	\$ _____ Hourly rate
10.	Chipper Truck	\$ _____ Hourly rate
11.	Pick-up Truck	\$ _____ Hourly rate

6. INSURANCE & RISK MANAGEMENT PROVISIONS

- 6.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 6.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 6.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 6.1.4. A letter from an insurance company stating that upon your firm/company being the successful bidder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 6.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 6.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.
- 6.1.7. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appear on the Certificate of Insurance.
- 6.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department
 Attn: Purchasing Specialist
 4640 North Henry Boulevard
 Stockbridge, GA 30281

6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$1,000,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$1,000,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$1,000,000

6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$2,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	-	\$1,000,000
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(Including operation of non-owned, owned, and hired automobiles).

Broadened Pollution Endorsement CA9948 and MCS 90

6.5. **UMBRELLA LIABILITY**
(In excess of above noted coverage's) Each Occurrence - \$2,000,000

Insurance in no way Limits the Liability of the Respondent.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

7. STATE OF GEORGIA

CITY OF STOCKBRIDGE

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as EVerify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 2016 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____,
2016.

My Commission Expires: _____
NOTARY PUBLIC