

**TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR PROPOSAL (RFP)  
ON CALL TOWN WIDE TREE PRUNING, REMOVAL  
AND EMERGENCY CLEARING SERVICES**

**RFP 6345                      DUE: May 23, 2019 AT 2 PM**

**GENERAL INSTRUCTIONS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed Proposals for **TOWN WIDE TREE PRUNING, REMOVAL and EMERGENCY CLEARING** Services, from qualified firms (hereinafter referred to as contractor, responder or proposer).

The period of engagement or performance for this requirement is for the period beginning with a notice to proceed and extending through **JUNE 30, 2021**. The required services are detailed in the attached and specifications and shall be in accordance with the conditions set forth herein.

**Note: The Town's intention is to obtain the services of at least Two (2) qualified contractors in order to provide services for any one or all of the three specific categories listed. Contactors are invited to submit a Proposal on any one or all services requested. Actual work assigned will be at the sole discretion of the Town of Trumbull through its Tree Warden or other Designee**

**1.            PREPARATION OF PROPOSALS**

- a. **Proposals shall be submitted by using ONLY the enclosed PROPOSAL FORM that accompanies this request. Failure to use the attached the PROPOSAL FORM(s) as contained herein may result in disqualification of a Proposal.**
- b. Submit one (1) ORIGINAL and two (2) EXACT COPIES of the proposal.
- c. Proposals shall be written in ink and submitted in a clear, concise and legible manner to permit proper evaluation.
- d. Responders may also submit, under separate cover with their response, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.
- e. Please be advised that an individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your Proposal.

**2.            PROPOSAL SUBMISSION**

All Proposal responses are to be submitted in a sealed envelope addressed as follows:

Town of Trumbull - Purchasing Department  
RFP: 6345 DUE: MAY 23, 2019 @ 2PM  
Purchasing Agent: Kevin J Bova  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

**3.            PROPOSAL TIME**

- a. Proposals shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all Proposals will be publicly opened and read aloud.
- b. A Responder may withdraw a Proposal at any time prior to the above scheduled date and time.
- c. **Any Proposal received after the above scheduled date and time shall not be considered or opened.**

**4.            TOWN OPTIONS**

- a. The Town of Trumbull reserves the right to reject any and all Proposals and does not bind itself to accept the lowest priced Proposal or any Proposal. This right rests solely with the Town Purchasing Authority.
- b. The Town reserves the right to ask for new Proposals in whole or in part, or to reject any or all Proposals, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town. This right rests solely with the Town Purchasing Authority.

- c. If a Proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the Proposal otherwise it will be presumed that the Proposal is in accordance with the required specifications.

## 5. **INSURANCE**

At least five (5) days prior to work performed relating to this request the selected Contractor(s) shall provide the required certificate of insurance, executed by an insurance company satisfactory to the Town and in a form acceptable to it, stating that the Contractor carries insurance in accordance with the following requirements and stipulations and lists the Town as additional insured. The Town may verify this Insurance requirement during the term of performance.

Insurance requirements are as follows:

- **WORKMEN'S COMPENSATION INSURANCE:** With respect to all operations performed, the Contractor must carry Workmen's Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.
- **CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:** With respect to the operations performed, the Contractor must carry regular Contractor's Public Liability Insurance providing for a total limit of five million dollars (\$5,000,000) for all damages arising out of bodily injuries to or death of one or more persons in each occurrence and regular Contractor's Property Damage Liability Insurance providing for a limit of not less than five million dollars (\$5,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence and, subject to that limit per accident.
- **AUTOMOBILE INSURANCE:** The operation of all motor vehicles, including those hired or borrowed, used in connection with the contract will be covered by Automobile Liability Insurance in the amounts of (a) not less than two million dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence, and (b) not less than one million dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence.
- The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.
- Additionally the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B")
- The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

## 6. **PRICING**

- a) The requirements and specifications of this request call for specific services being purchased and do not permit any substitutions.
- b) All prices quoted are to be firm for a 90 (day) following Proposal opening and held firm for period of performance defined in the notification of award.
- c) Special Consideration will be given to responses with extended firm price dates.
- d) The Town is always interested in any and all cost reduction opportunities.

## 7. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in Proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

## 8. **INQUIRIES**

- a. All inquiries regarding this request shall be answered up to the close of business on March 9, 2016, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all respondents will be made available in writing or by Fax as appropriate to all responders.

- b. All inquiries regarding this request shall be answered up to the close of business on **May 16, 2019** after which time no additional questions will be accepted. Inquiries of a technical nature may be directed to Mr. Dmitri Paris (203 452-5075); [dparis@trumbull-ct.gov](mailto:dparis@trumbull-ct.gov) ; or Warren Jacques Tree warden town of Trumbull @ [Wjacques@trumbull-ct.gov](mailto:Wjacques@trumbull-ct.gov) all other questions may be directed to Mr. Kevin Bova, Purchasing Agent (203-452-5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov) After Proposals are received, the Town reserves the right to communicate with any or all of the responders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any respondent at any time after Proposals are opened.

**9. AWARD AND AUTHORITY**

1. The Town Purchasing Agent will issue notification of award and acceptance of a proposal(s) in writing by correspondence prior to proceeding with the performance of work associated with this request. All specifications, requirements, terms and conditions of this request shall become part of that notification and shall serve as the required work performance assigned and initiated solely by the Town and its designated representative. Failure to comply with the requirements and specifications contained herein may result in immediate termination of the selected contractor.
2. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis for specific projects designated by the Town. **The Town may obtain the services of Two (2) qualified contractors in order to provide services for all of the specific General Specifications and Requirements but May only choose one if the town cannot obtain 2 qualified proposers. If there is a Clear Low bidder page 9 on proposal pricing items and qualify as The low bidder they will be the Primary contractor, the second low qualified bidder will be secondary contractor.** Such assignments shall require a complete breakdown by the rates and pricing structure identified in the proposal form contained herein PRIOR to the commencement of any work assignments. All pricing quoted shall remain firm fixed for a period of **Two (2) years from start of contract July 1, 2019 to June 30, 2021**. Special consideration will be given to responses with extended firm price dates.

**10. TERM OF AWARD AND OPTION TO RENEW**

- a. The Town requires firm fixed prices for a period of Two (2) years or the agreed to period of engagement following Proposal opening and nothing elsewhere in this Proposal shall abrogate this firm period.
- b. The period of engagement may be extended by mutual agreement in writing by the Town and the firm for and additional twelve (12) months from July 1, 2021 to June 30, 2022 (or portions thereof), and then may be extended by mutual agreement from July 1, 2022 to June 30, 2023. IT shall not exceed the Two twelve (12) additional months from original agreement.

**11. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with the requirements associated with this request shall not be permitted without the prior express written consent of the Town of Trumbull.

**12. HOLD HARMLESS CLAUSE**

The successful responder(s) agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

**13. WORK REGULATIONS AND STANDARDS**

- a. All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal, State and Local regulations and labor laws.
- b. The responder shall certify that all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended.
- c. The successful responder will further certify that all items furnished under this contract will conform to Federal and State of Connecticut OSHA standards. Arboriculture operations must be performed to comply with all American National Standards Institute ANSI 300 guidelines and the procedures and techniques of the International Society of Arboriculture ISA

**14. PERFORMANCE AND TERMINATION – TIME IS OF THE ESSENCE**

The type of service requested is essential for the day-to-day operation of Town facilities and Time is of the Essence. The selected firm shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any contract award.

**15. PERMITS**

The selected firm shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

**16. PAYMENT AND INVOICING**

Payment

- a. Pruning- payment based on hourly crew rate
- b. Tree Removals- payment based on hourly crew rate
- c. Emergency – payment based on an hourly crew rate

Detailed invoices shall be submitted monthly for the actual work completed during the preceding monthly period.

- a. The Town shall issue payment to the selected firm for work assigned solely for the rates submitted by that firm for the amounts specified in its response.
- b. Payment terms are net (30) thirty days.
- c. The Contractor shall submit with each invoice a monthly record of all tree work completed during the preceding month.
- d. The contractor shall submit an ORIGINAL and one (1) copy of the invoice for payment to:  
Public Works Department – Parks Department  
366 Church Hill Road  
Trumbull, CT 06611

**17. CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest and Public officials cannot circumvent the intent of this ordinance by receiving town work through a bid waiver, as proscribed by the Trumbull Town Charter.

**18. NON-COLLUSION**

In submitting a Proposal, the responder declares that its Proposal is made without any connection with any persons making another Proposal or the same contract; that the Proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said Proposal or in the supplies or work to which it relates, or in any portion of the profits thereof

**20. ADENDUMS**

It is the responsibility of a responder to verify prior to final submittal of a Proposal if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section.

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**RFP 6345                      DUE: May 23, 2019 AT 2 PM**

**SPECIFICATIONS AND REQUIREMENTS**

**GENERAL REQUIREMENTS:**

**Parks and Recreation Department Designee = Tree Warden(s)**

- a) The Town Purchasing Authority reserves the right to determine the qualifications of each responder and award the contract for the lowest qualified Proposal and/or to reject all Proposals. All Proposals shall be valid and are the property of the Town after opening.
- b) The selected responder must be a tree expert licensed as an "arborist" by the State of Connecticut (Conn. General Statutes Sec. 23-61a). **This license number must be current and shall be included with the response documents.**
- c) All work shall be initiated by the Parks and Recreation Department Designee which may be Tree Warden, Parks Superintendent or other designated employee of the Trumbull Parks and Recreation Department. The proposed work will be jointly inspected by a representative of the firm and the Parks and Recreation Department Designee.
- d) From the inspection, a verbal authorization to proceed or purchase order shall be issued. Upon completion of the agreed to project, a final inspection will be made by the Trumbull Parks and Recreation Department Designee, and upon their approval, a Contractor invoice will be processed for payment.
- e) All work to be performed relating to this request is on Town owned roads and properties. It will be the firm's responsibility to maintain traffic control on all roads, at all times, as far as possible, especially school buses and emergency vehicles. Should it become necessary to close off completely, any section of these roads, sidewalks, and driveways, the firm must first obtain the approval of the Parks and Recreation Department Designee specifying the exact period of time and location of each closing. This provision will be waived under the circumstances where a fallen tree is obstructing traffic completely.
- f) Traffic Control personnel, where required, shall be provided by Town personnel. In the event the town is unable to provide traffic control personnel the firm must provide traffic control signage and appropriately garbed flagmen in accordance with the most up to date *Manual on Uniform Traffic Control Devices* (U.S. Department of Transportation, Federal Highway Administration). If police traffic control is required costs will be borne by the Town.
- g) Limbs, brush and debris up to 6 inch diameter must be removed from the work site. Wood 6 inch diameter and greater generated by the pruning or tree removal will be cut into two (2) foot lengths and neatly stacked at the side of the road clear of the traveled way by at least four (4) feet. If directed, Contractor is to chip all pruned branches and leaders.
- h) The Town will accept at no cost to the Contractor, wood chips generated from tree work performed on Town owned right of ways and properties only.
- i) All pricing relating to this request must remain in effect and firm fixed for the period commencing with the notification of award from July 1, 2019 to June 30, 2021.

- j) The selected firm is allowed to subcontract or assign this contract with written consent of the Purchasing Agent. Use of qualified subcontractors on page 12 to perform specific task covered under this bid will be permitted upon approval of the Tree Warden or Parks and rec Supervisor for subcontractor and review of applicable insurance. All insurances of the applicable firm will remain in effect and all billing and disputes will be the responsibility of the selected firm. The Subcontractor will not bill/invoice the Town of Trumbull. The Town and selected firm/vendor will have a contractually agreement. Each selected Firm/ Vendor will be responsible for the subcontractor and to ensure the insurance meet all Town requirements
- k) The selected firm will have its supervisor check with the Parks and Recreation Department designee to ascertain how the work is progressing at least twice daily (this is a non-billable item).
- l) The selected firm must be on call 24 hours a day, 7 days a week, year round for Emergency Operations.
- m) The selected firm's vehicle shall be equipped with a cellular phone for communications with the Town.
- n) The selected firm shall provide the Town with a reliable method for 24-hour emergency contact.
- o) Response Time, **Two (2) hour response time** after contacted by Town for Emergency Operations Team ( parks & rec supervisor / designee )
- p) In the event of severe weather, the Contractor must make a crew available for emergency tree work. A crew will be defined as: one bucket truck, one chip truck, one chipper, one crew chief, one climber, and at least one ground person. All equipment must be in good working condition. Contact by the Parks and Recreation Department or Designee will be based on local weather forecasts. Severe weather shall include but not limited to, hurricanes, snow and ice storms, thunder-storms or tornadoes. Any emergency work shall be billed on the hourly rate noted on the bid form for emergency work. Damages for not responding by above time limits will include any additional costs incurred by the Town.
- q) Normal Work: One (1) day
- r) **Prequalification:** The Town reserves the right to inspect all equipment of the firms it is considering to award this requirement prior to making awarding the required services.

#### **1. TREE PRUNING SPECIFICATIONS:**

- a) All work will be billed at an hourly rate for this service.
- b) Trees must be trimmed to create a well-maintained ornamental appearance whenever possible and must adhere to all American National Standards Institute (ANSI) A300 Standards and practices.
- c) Maximum tree trimming-crown reduction, pruning top and sides to lighten and balance, removing deadwood and crossed branches, and raising to legal height. This pruning is to provide for public safety and the general health of the trees. However, at no time should reduction exceed ¼ of the overall size of any tree unless specified by the Tree Warden, Superintendent of Parks or Parks and Recreation Department designee. The finished trees shall have a symmetrical and aesthetic form with the weight evenly distributed
- d) In order to shorten the length of limbs, use the thin to lateral methods. Methods of pruning which may be called Topping, Heading Back, or Lions Tailing shall NOT be used.
- e) To lighten end weight where such overburden appears likely to cause breakage of limbs four inches (4") or more in diameter, the only pruning method to be used is drop crotch. Remove cross limbs and epicormic growth (suckers) as required. Pruners will be used to complete final trimming processes. Any exceptions will be at the discretion of Tree Warden or Superintendent of Parks. All trimming will be done in a manner which will not injure or scar the tree.
- f) Final pruning cuts shall be made without leaving a stub. They shall be made in a manner to favor the earliest covering of the wound by callus growth. This requires that the wound be as small as possible and the cut be reasonably flush

outside the branch bark ridge area and that the cambium tissues at the edge of the cut be alive and healthy. Extreme flush cuts that produce large wounds and weaken the tree at the cut shall not be made

- g) Trees are to be pruned at various locations around Town. This work consists of safety pruning all dead wood and low branches on trees, removing major dead wood, diseased wood, stubs, and any weak leaders that may be considered dangerous.
- h) The contractor must be able to evaluate tree conditions and hazards and will be responsible to inform the Town of any invasive insect species and pests i.e. Asian Long Horned Beetle, Winter Moth or Emerald Ash Borer encountered during any pruning or takedown operation.
- i) When dead wood trimming, all dead branches one (1") inch in diameter or greater at the trunk must be removed.
- j) All trees with branches over a roadway shall be pruned to provide fifteen (15') feet of clearance at the curb.
- k) The pruning crew (minimum 3 men) will include at least one qualified English-speaking, experienced tree man ("crew chief") and at least one member with the ability (and the proper equipment) to climb the trees in order to accomplish the work. The contractor must have a bucket truck with a minimum working height of 70' (seventy feet) from the bottom of the basket to the ground. The contractor will utilize equipment in good operating condition with adequate suitable equipment to perform the necessary operations. Equipment required may include a limb/brush chipper, a whole tree chipper capable of chipping logs up to 14 inches in diameter, and chip trucks. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. While on an hourly rate no sharpening will be performed during the hours of operation. Vendor must provide sufficient extra sharpened blades. At times when the equipment is non-operable no payment will be made by the Town.
- l) It is required that hourly crew work time be verified by the Town Tree Warden and/or a representative of the Parks and Recreation Department. The Contractor must insure that these persons are notified that the work is occurring.
- m) The Town shall not pay for unverified or unapproved crew times.

## 2. TREE REMOVAL SPECIFICATIONS

- a) This work will be billed at an hourly rate.
- b) Due to the various considerations that must be taken into account with a tree removal / take down, including variations in overall canopy volume, potential secondary involvement with other trees or methods of removal due to proximity of structures etc; tree removal (take down) will billed at an hourly rate and will be on a case by case basis
- c) The Contractor shall furnish all materials, equipment, tools, supplies, labor and transportation including fuel and power to perform all of the work necessary for the removal of trees designated during the life of the contract.
- d) Stumps must be flush cut to the ground.
- e) All grass and pavement areas are to be blown clean of all debris with a leaf blower.
- f) As much as is feasible, tree removal work will be scheduled for an eight (8) hour day between the hour of 7:30 a.m. and 4:00 p.m.
- g) The tree removal crew (minimum 3 men) will include at least one qualified English-speaking, experienced tree man ("crew chief") and at least one member with the ability (and the proper equipment) to climb the trees in order to accomplish the work. The contractor must have a bucket truck with a minimum working height of 70' (seventy feet) from the bottom of the basket to the ground. The contractor will utilize equipment in good operating condition with adequate suitable equipment to perform the necessary operations. Equipment required may include a limb/brush chipper, a whole tree chipper capable of chipping logs up to 14 inches in diameter, and chip trucks. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. While on an hourly rate no sharpening will be performed during the hours of operation. Vendor must provide sufficient extra sharpened blades. At times when the equipment is non-operable no payment will be made by the Town.

### **3. EMERGENCY CLEARING SERVICES**

- a) This work will be billed at an hourly rate
- b) The Contractor will be responsible for the clearing of any tree or tree debris that present road obstructions as well as all identified aerial hazards over Town roadways during and immediately following an inclement or adverse weather events as part of “Make Safe” operations
- c) All materials will be cut and put off the curb line in order to re-gain safe passage on public roadways as soon as possible.
- d) The emergency services crew will include a qualified English-speaking, experienced tree man (“crew chief”).
- e) The Town may require the Contractor to provide additional crews when deemed necessary to preserve public safety.

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**PROPOSAL FORM**

**Company Name:** \_\_\_\_\_

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this Proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The Proposal rates are as follows:

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Proposal.

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**TREE WORK**

**COMPLETE EACH LINE ITEM IN THIS PROPOSAL FOR AS REQUESTED. FAILURE TO PROVIDE PRICING FOR EACH LINE ITEM MAY DISQUALIFY A PROPOSAL:**

DESCRIPTION OF SERVICE	REGULAR RATE	EMERGENCY RATE
<b><u>Pruning and Tree Removal</u></b> <i>(Includes a crew chief, climber and grounds man, 10 Cubic yard Box Truck &amp; Chipper and 70 ft. Aerial lift)</i>	\$ _____/hr.	\$ _____/hr
<b><u>Ground Cleanup</u></b> <i>(Includes a crew chief and ground man, 10 Cubic Yard Box Truck &amp; Chipper)</i>	\$ _____/hr.	\$ _____/hr

**Additional Required Pricing Information: These rates will be used to add to or subtract from "crew rates" where man power is otherwise inconsistent with these specifications**

DESCRIPTION OF SERVICE	REGULAR RATE	EMERGENCY RATE
<b>Crew Chief/ Bucket Operator</b>	\$ _____/hr	\$ _____/hr
<b>Climber</b>	\$ _____/hr	\$ _____/hr
<b>Grounds men</b>	\$ _____/hr	\$ _____/hr
<b>Flag Man</b>	\$ _____/hr	\$ _____/hr

EQUIPMENT	REGULAR RATE	EMERGENCY RATE
Aerial Lift- 70 ft. w/ working distance	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
Chipper & 10 Yard Box Truck	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
Whole tree chipper-14" log capacity	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
Sump Grinder	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
Crane	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
80' + Spider Lift	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day

<b>Additional Service Available</b> – Please list additional services and equipment your firm is able to make available to the Town of Trumbull under this bid	REGULAR RATE	EMERGENCY RATE
	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day
	\$ _____/day	\$ _____/day
	\$ _____ / 1/2 Day	\$ _____ / 1/2 Day

THE UNDERSIGNED AFFIRMS AND DECLARES that this PROPOSAL and all pricing contained herein is executed by said respondent with full knowledge and compliance, and complete understanding and acceptance of the Specifications, Requirements, Terms and Conditions contained herein. Any exceptions are noted on the attached.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Town /City / Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
24 Hr. Contact Number

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**PROPOSAL - TOWN WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES  
(Continued)**

THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_.

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties. The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

**Proposer** \_\_\_\_\_

(Fill in Name)

**By** \_\_\_\_\_

(Signature and Title)

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**Name of Company:** \_\_\_\_\_

**REFERENCES**

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least five (5) clients in the past five (5) years. **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR PROPOSAL (RFP)  
ON CALL TOWN WIDE TREE PRUNING, REMOVAL  
AND EMERGENCY CLEARING SERVICES**

**RFP 6345      DUE: May 23, 2019 AT 2 PM**

**STATEMENT OF QUALIFICATIONS (To be submitted with proposal)**

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**General Business Information**

Check If:  Corporation     Partnership     Joint Venture     Sole Proprietorship

**If Corporation:**

a. Date and State of Incorporation

\_\_\_\_\_

b. List of Officers

Name Title

\_\_\_\_\_  
\_\_\_\_\_

**If Partnership**

a. Date and State of Organization

\_\_\_\_\_

b. Names of Current General Partners

---

c. Type of Partnership

General Publicly Traded

Limited other (describe): \_\_\_\_\_

**If Joint Venture:**

a. Date and State of Organization

\_\_\_\_\_

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk\*)

\_\_\_\_\_

**If Sole Proprietorship:**

a. Date and State of Organization

\_\_\_\_\_

b. Name and Address of Owner or Owners

\_\_\_\_\_

1. On Schedule A, attached, list major (Current) Tree projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list Prior Tree experience by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

\_\_\_\_\_

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, show names and addresses of affiliated companies.

\_\_\_\_\_

5. Furnish schedule A & B, attached, details of the TREE experience of your organization directly involved in Tree removal operations.

6. Has your organization ever failed to complete any Tree contract awarded to it?

Yes \_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a Tree contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes \_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes \_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

Attach a financial statement or other supportive documentation as desired if needed – more Specific qualifications for tree Removal Company

1. Number of Years in Business \_\_\_\_\_

2. Number of Tree Personnel Employed (full time) \_\_\_\_\_ (part time) \_\_\_\_\_

3. Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why: \_\_\_\_\_

4. Attach a list of major projects your organization has in process, giving the name of the project, owner, contract amount, percent complete, and scheduled completion date – ATTACH TO PROPOSAL RESPONSE FORM :see below A&B

5. List number of aerial lifts and reach of each lift

\_\_\_\_\_

6. List number of men available

\_\_\_\_\_

7. List any previous **municipal experiences** (See References Attached)

\_\_\_\_\_

8. List number and size (capacity-diameter of log of chippers \_\_\_\_\_
9. List number & capacity of chip trucks \_\_\_\_\_
10. List type of communication equipment your office & crews use:
- |       |                   |            |          |
|-------|-------------------|------------|----------|
| a) A. | Answering Service | Yes _____  | No _____ |
| b) B. | Beeper Service    | Yes _____  | No _____ |
| c) C. | Radio Control     | Yes _____  | No _____ |
| d) D. | Cellular Phones   | Yes _____  | No _____ |
| e) E. | Other             | List _____ |          |

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





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**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_ )

) SS:

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,

1. He is \_\_\_\_\_ of

The bidder that has submitted the attached bid.

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.

3. Such price is genuine and is not a collusive or sham bid.

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, conspired, connived or agreed, directly or indirectly with any other Bidder, firms or person to submit a collusive or sham Bid in connection with the Contract for which the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other Bidder, firm or person to fix the proceeds or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage, against the Town of Trumbull, (Owner) or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid 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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Title

My Commission Expires

**END OF BID FORM**