

Sealed Bid Notice
Tree Work
Bid Year 2017-18

Purchasing Office
City of St. Johns
May 9, 2017

Sealed bids will be received until 11 a.m. E.D.T. on Thursday, June 1, 2017 at City Offices, 100 E. State Street, Suite 1100, St. Johns, Michigan 48879, for the Proposed Tree Work in the city limits of St. Johns. This work will cover a 3 year period, beginning July 1, 2017. Specifications are attached. Also included is a Professional Services Contract that the successful bidder will be required to enter into with the City of St. Johns. Requirements are as follows:

Bid Item #1: Provide a typical three person tree work crew with all required equipment to carry out tree care operations including tree trimming, tree removal and debris removal.

Regular Time for 2017/18 \$ _____ per hour

Premium Time for 2017/18 \$ _____ per hour

Regular Time for 2018/19 \$ _____ per hour

Premium Time for 2018/19 \$ _____ per hour

Regular Time for 2019/20 \$ _____ per hour

Premium Time for 2019/20 \$ _____ per hour

Provide the name and certification number of the company's ISA Certified Arborist(s) that will be the supervisor for this contract.

Name: _____ ISA#: _____

Provide the name of the person that will be the contractor representative with this contract.

Name: _____ ISA#: _____

All bids must be firm through June 30, 2020.

Please contact Mr. Steve Martin at (989) 224-8944 or smartin@ci.saint-johns.mi.us with any questions.

The City of St. Johns reserves the right to accept or reject any or all bids and to waive any irregularities.

Any deviation from specifications must be so noted.

All bids must contain descriptive literature and warranty information.

The City of St. Johns has a local preference policy.

No contract shall be made with any person, firm or corporation in default of the city.

All bids must be submitted in a sealed envelope clearly marked on the outside, "Sealed Bid – Tree Work 2017-2020."

NAME OF
COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BY _____ TITLE _____

TELEPHONE _____ FAX _____

DATE _____

**City of St. Johns
Request for Proposals
Tree Work**

The City of St. Johns is seeking proposals from professional tree care firms for the purpose of providing routine, ongoing tree maintenance practices. These include general tree trimming, non-emergency quick response tree trimming or removal, emergency/storm response tree trimming or removal, and routine removal of trees. It is the intent of this RFP to obtain hourly rates to apply to the above stated needs.

The contract will be for three years.

GENERAL REQUIREMENTS:

CONTRACTOR REPRESENTATIVE. Contractor shall designate a representative who shall have authority to act on behalf of contractor. If the contractor changes the representative, the contractor must notify the city immediately.

COMMUNICATION WITH THE PUBLIC. Contractor shall have on the work site at all times a working crew leader/tree worker who is conversant in English in order to maintain communication with the city and the public. Contractor, including Contractor's employees and agents, shall treat the public with respect and courtesy while performing work for the city. The use of profanity, disrespectful language and/or behavior is prohibited while performing work for the city.

QUALITY. Contractor shall be solely responsible to the city for the quality of all services performed. All services furnished by Contractor shall be performed in accordance with the best professional judgment and skill, in a timely manner, and shall be fit and suitable for the purposes intended by the city. City shall have the right to require

Contractor to correct, at Contractor's expense, any work that is not performed in accordance with standards outlined in this document, up to and including the removal and replacement of trees. Such work shall be performed within five (5) working days of notification.

PRODUCTIVITY. The Contractor will receive work plans outlining each portion of work; city staff will meet with the Contractors' representative to review the work and agree on productivity goals. These productivity goals will establish the number of crew hours allotted for the described work. The Contractor will submit a completed work plan at the end of each week/period worked detailing the date, number of trees maintained, crew hours worked and the address of work sites. The city will only pay for productive time and reasonable travel time; down time due to equipment malfunction or personnel issues will not be paid.

LEGAL COMPLIANCE. Contractor shall be knowledgeable of, and Contractor and Contractor's work product shall conform to all applicable federal, state, city, and other local laws, regulations, and ordinances. Contractor's work shall comply with the most current edition of:

- a. ANSI Z133.1 2006
- b. Applicable MIOSHA/OSHA requirements
- c. MDOT traffic control standards
- d. All applicable city ordinances, laws, and standards.

Note: Listing of standards herein does not relieve Contractor from complying with all applicable standards whether or not listed here. Contractor shall take all necessary safety precautions and comply with all applicable provisions of federal, state, and local safety laws to prevent accidents or injury to its employees or agents and to protect other persons on, about or adjacent to the premises where Contractor's work is being performed from any accidents or injuries caused by Contractor, its employees or agents. The city may stop Contractor's work if safety laws or safe work practices are not being observed.

LICENSES AND PERMITS. Contractor shall possess and keep current all state and local licenses and permits required for the services to be performed.

QUALIFIED TREE WORKER. OSHA 1910.269 requires that only "*Certified Line Clearance Tree Trimmers*" are allowed to prune any tree that is within ten (10) feet of any overhead conductor. An overhead conductor is **ANY** overhead wire or line capable of conducting electricity, whether designed to do so or not. Examples of overhead conductors include, but are not limited to: electric lines, telephone lines, cable TV lines, guy wires, antennas, street light wires, and traffic signal wires. Because of the nature of the City of St. Johns urban forest no contractor will be permitted to undertake this contract without providing a Certified Line Clearance Tree Trimmer and Certified Line Clearance Tree Trimmer Trainee for ground support personnel. It will be the responsibility of the successful contractor to maintain compliance and communication with the local electrical, telecommunications, cable, and other relevant utility providers both above ground and below.

WORKER SAFETY. Contractor shall be solely responsible for the safety of Contractor's employees and others relative to the Contractor's work, work procedures, materials, products, equipment, rigging, signage, etc. The use of rigging, ropes, and other equipment to ensure safe tree work operations is the sole responsibility of the Contractor.

PUBLIC SAFETY. Contractor shall erect, at Contractor expense, proper barricades, signs and warning devices as required for pedestrian and/or traffic safety. MDOT regulations shall be the basis for required signage and traffic control. Contractor shall coordinate road/street closures with city staff, the St. Johns Police Department, and the St. Johns Fire Department. Even when "closed", roads must remain accessible for emergency vehicles. Contractor shall be responsible for, at Contractor's expense, all costs, permits, etc. associated with road/street closures. Signing and/or barricading the work area to ensure Contractor access and/or protection of the public is the sole responsibility of the Contractor.

DAMAGE TO PROPERTY. Contractor shall be responsible for damage to public and private property while performing services for the city. This includes, but is not limited to: damage to a home, business, building, utility, concrete, asphalt, irrigation system, landscape material, lawn, fence, and the tree being serviced. Contractor shall report any damage to city and/or private property immediately upon occurrence to city staff. Contractor shall be

responsible for any and all damage to property to the extent caused by any acts or omissions of the Contractor, its employees or agents.

INJURY TO PERSON. Contractor shall be responsible for any injury (ies) to person(s) caused by any act or omission by the Contractor, its employees or agents while performing services for the city.

TOOLS AND EQUIPMENT. Contractor is solely responsible for providing all tools and equipment necessary to perform tree pruning operations. All such tools and equipment shall be used in accordance with the manufacturers' directions and OSHA regulations. Contractor shall maintain all such tools and equipment in good operating condition. Aerial towers utilized must at all times have a current certification for non-conductivity of electricity. Contractor shall remove any tools and/or equipment from the work site immediately if such tools and/or equipment develop fluid leaks, become unsafe, fail to meet noise or emission standards, or become inoperable. Refilling of tools and/or equipment with petroleum products, such as gasoline, diesel fuel, hydraulic fluid, and motor oil shall be done in the work zone on a hard surface, never on the street lawn or other areas where spilled products will contaminate the soil or damage the landscape.

QUESTIONS. Contractor shall halt work and notify city staff if there are any questions about the work to be performed or the condition of the tree.

DISCOVERIES. Contractor shall notify city staff immediately upon discovery of anything unusual in the tree including, but not limited to: insect and/or disease infestation, wildlife nests, and hazards and/or defects.

TOBACCO USE. The use of tobacco products on the work site is allowed only on the ground, never in the tree and Contractor is responsible for the clean-up of all residues resulting from the use of tobacco products by Contractor's employees and/or agents.

DRUG FREE WORK PLACE. The use of alcohol or illegal drugs while performing work for the City of St. Johns is prohibited. Any person using, under the influence of, or in possession of alcohol or illegal drugs will not be allowed on the work site and will be reported to the authorities.

INDEPENDENT CONTRACTOR. Contractor is an independent contractor, not an employee of the city, and has no authority to act on behalf of the city. As such, the Contractor is solely responsible for maintaining appropriate workers' compensation insurance for its employees.

TECHNICAL REQUIREMENTS:

The goals of tree pruning work described here are to enhance tree health, develop proper branching structure, accentuate the natural form of the tree, improve tree safety, and minimize tree conflicts with pedestrians, vehicles, utilities, and structures.

PRUNING AND REMOVAL STANDARDS.

1. Tree pruning shall generally follow the most current ANSI A300 Standards for Tree Care and shall also include the removal of:

- a) low hanging limbs which interfere with pedestrians, vehicles, traffic visibility, traffic signs/signals, overhead utilities, and structures;
- b) dead, broken, and/or damaged limbs one (1) inch or greater in diameter;
- c) crossing branches;
- d) diseased limbs or branches regardless of size;
- e) basal sprouts, root sprouts, and trunk sprouts;
- f) water sprouts within the crown;
- g) obvious girdling roots; and
- h) any foreign objects or materials lodged, trapped, or grown into the tree.

2. All tree pruning work shall comply with modern scientific arboricultural principles (refer to the book Arboriculture by Richard Harris). The use of climbing hooks (spurs, gaffs) is not allowed except for emergency aerial rescue. Topping is not allowed. Lion's tailing and/or over thinning is not allowed. All pruning cuts shall follow the principles of "Natural Target Pruning", the branch bark collar shall be respected, flush cuts and stub cuts

are not allowed. Heavy branches shall be removed via the “three cut” method so that the bark of the parent branch is not torn. Pruning cuts shall not be treated with a wound dressing.

3. Contractor shall not remove any live branch that is larger than six (6) inches in diameter, measured at its point of attachment, without approval of city staff.

4. No internodal final cuts shall be made unless authorized by city staff.

5. The lateral to which a branch or trunk is cut should have at least one-third the diameter of the cut being made.

6. At least one-half of the foliage should be on branches originating on the lower two-thirds of the trunk. Additionally, the same distribution of foliage should be left on lateral limbs and branches.

7. The unnecessary removal of live tissue shall be minimized. In most cases, no more than 25% of the live crown shall be removed. This figure may be exceeded in individual trees at the direction of city staff.

8. Crown renewal (crown restoration) pruning shall be performed on individual trees that have been previously topped or damaged. City staff will provide instruction on an individual basis for pruning trees that require this work.

9. Branches overhanging any street, alley or commercial driveway shall be elevated to provide sixteen (16) feet of clearance over the driving lane unless otherwise directed by city staff. Branches overhanging sidewalks shall be elevated to provide ten (10) feet of clearance over the sidewalk unless otherwise directed by city staff.

10. Branches shall be cleared from street lights to provide the following clearances: five (5) feet above, eight (8) feet on both sides, and twenty (20) feet below. Street light wires shall have five (5) feet of clearance.

11. Directional pruning shall be used to minimize future conflicts with overhead conductors. Pruning clearances for overhead conductors shall be those defined by OSHA in conjunction with the owners of the lines and city staff.

12. Branches shall be pruned to provide ten (10) feet of clearance from any house, building, or other structure as may be identified by city staff.

13. The clearances specified in items 9 through 12 above may be reduced at the direction of city staff.

14. Removals will be top down only with larger wood being rigged to the ground. No “notch and drop” will be permitted unless approved by city staff.

BIOMASS. All biomass (wood and wood chips) produced during tree pruning work are the property of the City of St. Johns. Contractor is responsible for delivering all such biomass to a location(s) on city property designated by city staff. Contractor shall reduce all brush to chips. Tree limbs and/or logs six (6) inches or greater in diameter shall be delivered separate from wood chips. Contractor shall not contaminate any biomass products with foreign materials. Contractor has the option to keep all biomass material.

DEBRIS REMOVAL. Unless directed otherwise by city staff, Contractor shall remove all biomass six inches in diameter and smaller produced at the work site prior to the completion of each work day. All biomass larger than six inches in diameter can be neatly stacked in pieces five feet long and left on the street lawn for no more than five days. By the end of the fifth day it is the Contractors responsibility to remove all remaining biomass. The Contractor is responsible for providing all necessary equipment required to remove debris from the jobs site (example log handling equipment) at no additional cost to the city. However, the crew hours will be paid for log removal at the same rate as Bid Item #1. Contractor is responsible for leaving the work site in a clean condition at the end of each work day.

STUMP GRINDING. The stumps will be ground at least 6” minimum in depth. Stump grinding area must cover the entire root area to maintain a flat area within the right-of-way. All stumps must be ground within 14 days of tree removal. All debris to be removed by Contractor and brought to the city compost site and deposited in approved piles.

SITE RESTORATION. All seeding/mulching associated with the tree removal will be coordinated by city staff.

WORK TIMES. Typical tree work operations shall take place between the hours of 7:30 AM and 7:00 PM, Monday through Friday. No weekend or holiday work is allowed without written permission from city staff.

JOB SITE COMPLETION. All job sites must be complete by the end of the work day unless prior approval is given by city staff in which case work must be resumed immediately the following work day. No work will be allowed to go incomplete over a weekend. Work left incomplete for more than 48 hours will be completed at the expense of the contractor. If the work is left incomplete for more than 72 hours the city has the right to cause the work to be completed at the cost of the Contractor.

PROPERTY OWNER NOTIFICATION. The City of St. Johns will be responsible for the notification of tree removal. No notification will be done for trimming operations. The contractor shall minimize inconveniences to adjacent property owners.

PERSONNEL QUALIFICATIONS. Contractor shall insure that tree pruning is performed by skilled arboriculture personnel with at least 3 years prior experience who are familiar with modern arboricultural techniques, proper pruning and removal, the proper use of tools and equipment used in tree care operations, and the hazards involved in tree work. Proficiency skills for all persons performing tree work shall include, but are not limited to: the ability to utilize an aerial tower in a safe manner; the ability to climb trees of all sizes using rope and saddle; knowledge of ropes, knots and rigging; ability to perform aerial rescue; ability to recognize the branch bark collar and branch bark ridge; a working knowledge of ANSI Z133.1-2006, OSHA 1910.269, ANSI A300 – 2008, and the I.S.A. Arborist Study Guide.

CREW SIZE. The successful contracting firm will field a minimum of one 3 person crew consisting of a Certified Line Clearance Tree Trimmer, a Certified Line Clearance Tree Trimmer Trainee serving as a ground person and an additional laborer. Additional crews may be requested by the City or the Contractor may, upon authorization, bring in additional crews to complete work or to respond to an emergency situation.

SUPERVISION. The Contractor shall provide supervision from a Certified Arborist holding a current certification issued by the International Society of Arboriculture and have a minimum of 5 years of experience in the arboriculture field. This supervisor shall be familiar on a daily basis with what the designated crew is working on and where, and have completed a work plan review at least twice for every five days work. The Contractors supervisor will be required to work closely with city staff to establish schedules and prioritize required work. There must be at all times the ability to contact the Contractors representative in order to reposition the crew(s) in the event the need for non-emergency quick response tree trimming or removal, emergency/storm response tree trimming or removal arises. The qualifications for the supervisor are in addition to the qualifications described in PERSONNEL QUALIFICATIONS section. The supervisor and Contractor Representative can be the same person if he/she meets the requirements of both positions.

CPR. Contractor shall have insured that all crew members will be currently certified by the Red Cross, or equivalent, in Cardiopulmonary Resuscitation.

RECORD KEEPING REQUIREMENTS: The Contractor must complete tree work records on the form(s) provided by the city for each tree the Contractor works on. Upon receipt of the completed form(s), city staff will verify the accuracy of the information reported. When the accuracy of the information is verified by city staff, city staff will process the necessary paperwork to allow payment to be made to the Contractor for the work completed. No payment for work performed will be authorized without the Contractor providing the accurately completed tree work record form(s) to city staff.

DEFINITIONS:

Tree Crew: A crew will consist of 3 persons; one as a designated tree trimmer and/or crew leader capable of performing all requested tree work operations and two ground persons capable of supporting the trimmer. The following equipment must accompany these crew personnel.

- An aerial tower truck with a minimum working height of 50 feet. However there may be occasions when a taller aerial truck is needed to complete a job; it is the Contractor's responsibility to secure such equipment at no additional cost to the city.
- The tower truck must have an integral chip box or separate chipper truck must be supplied at no additional cost.
- A self-feed chipper capable of handling 6-8" material.
- 2 powered trim saws with a 10"-12" bar.
- 1 powered saw with a 20" – 24" bar.
- 1 powered saw with at least a 36" bar. A saw with larger capabilities may from time to time be necessary; this will be provided by the contractor at no added cost.
- One powered pole saw with an 8" bar. May be hydraulically operated for aerial operations.
- One manual pole pruner.
- One manual pruner.
- Complete set of cones and signage to meet lane closure requirements.
- One ladder.
- All necessary climbing equipment including but not limited to 2 100' ½" work ropes, saddles, carabiners, throw line and weight etc.
- All necessary rigging equipment including but not limited to 1 100' 5/8" bull rope, slings, carabiners, mechanical assist lowering mechanisms, etc.
- All necessary aerial rescue equipment.
- At least one spring rake, one plastic scoop shovel, and one push broom for site clean-up. Crews are allowed to carry hand held blowers for purposes of cleaning grass areas but may not blow material into the street and leave it behind.

General Tree Trimming: General trimming of trees will consist of maintenance activities as identified in PRUNING AND REMOVAL STANDARDS item 1. This work will generally be between the hours of 7:30 am and 7:00 pm Monday through Friday; under the Regular Time definition. These times and days may be altered to fit the needs of the City. General tree trimming will be scheduled one week in advance and have a designated scope of work. No brush smaller than 6" diameter may be left behind. After the completion of work at a site the crew is expected to rake up and remove small wood debris from the street lawn and curb pan. Wood from trimming in excess of a chipable size must be picked up within five days. Wood that will be left for later pickup will be carefully placed in the street lawn in no more than 5 foot lengths.

Emergency/Storm Response Tree Trimming or Removal: This work will consist of responding to tree issues that are considered emergencies. Response time to these calls shall not be longer than 90 minutes from the time of call in. An example of emergency/storm response may be: cleaning up a tree or tree branches that has fallen or has the potential of falling, damaging property or blocking a roadway/sidewalk. Wood generated by this activity will be handled as described in General Tree Trimming or Routine Removal of Trees.

Routine Removal of Trees: This work will consist of removing identified and clearly marked trees in a safe and professional manner. Stumps are to be cut flush with the ground line. No brush smaller than 6" diameter may be left behind. Wood from removals must be picked up within five days of removal. Wood that will be left for later pickup will be carefully placed in the street lawn in no more than 5 foot lengths. After the completion of work at a site, the crew is expected to rake up and remove small wood debris from the street lawn and curb pan.

Street Lawn: The street lawn is the area typically found between the sidewalk and the curb along city streets. A street lawn may exist as the growing space found alongside a roadway without curbs and/or sidewalks with the city right of way.

Regular Time: Regular time for purposes of this contract shall be Monday through Friday.

Premium Time: Premium Time for purposes of this contract shall be Saturdays, Sundays and the following Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, and Christmas Day.