



RFQ 17 002
Request for Proposals on
Tree Service to Include Removal & Maintenance

Competitive Bidding for **Tree Service to Include Removal & Maintenance** will be received by City of Powder Springs at the City's Clerk Office, 4484 Marietta Street, Powder Springs, GA 30127, no later than 3 p.m. EDT, Wednesday, December 6, 2017. RFQ 17-002: details of this proposal are posted to the City's website (www.cityofpowdersprings.org). As a prerequisite, all prospective bidders must provide current copies of their local, county or state Business License and information about individual licensee(s).

Tree Service to Include Removal & Maintenance is an annual contract and the time frame is defined by the City. Submissions for tree removal services must comply with all general and special City ordinances, tree protection and replacement plans as well as uniform development plans. In addition, all work must be in accordance with the International Society of Arboriculture (ISA) as well as the American National Safety Institute's (ANSI) standards. City of Powder Springs reserves the right to accept or reject any or all Quotations and award in the best interest of the City. Proposals may be hand delivered or mailed to the City of Powder Springs, City's Clerk Office, 4484 Marietta Street, Powder Springs, GA 30127 no later than the time and date indicated. The accepted Proposal package must be clearly marked with the name of the company and contact information. No Pre Proposal meeting is scheduled for this Proposal.

QUESTIONS: All questions or request for additional information must reference to RFQ 17 002- **Tree Service to Include Removal & Maintenance** and must be submitted by email or in writing by 12 noon, Monday, December 4, 2017 to: Kelly Axt, City Clerk kaxt@cityofpowdersprings.org. All questions and answers will be sent to all Bidders. After the RFQ is issued, no direct contact will be permitted between any Bidder and any City staff members or elected officials, except through the City Clerk. The phone is 770-943-1666.

GENERAL INSTRUCTIONS

1. All Proposals must be delivered to the City of Powder Springs, City's Clerk Office, 4484 Marietta Street, Powder Springs, GA 30127, no later than the time and date indicated in the Request for Proposals. Any Proposals received after that time will not be considered for award.

2. The City of Powder Springs is a tax exempt Municipal Corporation. No sales tax will be charged on any products or services.
3. The City of Powder Springs reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all Proposals, and award the Proposal to the lowest responsive and responsible Proposer in the best interest of the City. The City may reject the Proposals of any vendor that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a vendor that in the sole opinion and discretion of the City of Powder Springs is not in the position to fulfill the contract may also be rejected.
4. All Proposals must be submitted using the Pricing Form provided. All information regarding Proposer name, address, telephone number and contact person must be provided. Proposers must fill in proposal prices and other information as indicated, or provide this information in an electronic file (PDF or DOC format) with the template provided in the RFP.
5. All Proposers shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
6. Proposals may be withdrawn by written request, provided such withdrawals are received prior to the time and date for submittal of a Proposal.
7. All Proposals must be submitted with one original and two (2) copies.
 - a. *Please Note: the City of Powder Springs encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included in the response, along with other required documentation*
8. If a Proposer chooses to not submit a Proposal, it is requested that a "NO PROPOSAL" be submitted stating the reason for the "no Proposal". For the City of Powder Springs purposes, it is important to know why Proposers chose to not submit. Any Proposer submitting a "no Proposal" will be recorded as such.
9. Proposers not responding will be recorded as "No Response".

SPECIAL INSTRUCTIONS

1. Scope Reduction Clause

The City of Powder Springs (the "City") reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive contractor's (or multiple contractors') Proposal is higher or lower than our budgeted amount for the project. The City of Powder Springs, at its sole discretion reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

2. Additional Work

The City of Powder Springs reserves the right to add to the contract any future work, with the agreement of the contractor, at prices offered in this Proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the contractor ("Contractor").

3. Insurance Requirements

All Proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker's compensation. Upon Award, Contractor shall present a Certificate naming the City of Powder Springs as Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property: damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.
- c. Worker's Compensation and Employers Liability - Statutory coverage at a minimum of \$500,000 per accident.
- d. Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) days prior written notice must be sent by mail to the City.

4. Indemnification

Contractor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, subcontractors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys' fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause. Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Contractor. The City may review any disputes and the City's decision shall be final.

5. Georgia Security and Immigration Compliance

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91), all contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to contractor and subcontractor stating affirmatively that the contractor and any subcontractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the Proposals submission.

6. Personnel

Contractor shall only hire and employ individuals performing services hereunder with suitable training, experience and skills to perform the services and the position to which such individual is assigned. Contractor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:

- a. Background check, including the: (i) name and all names used in the previous seven years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date;
- b. Criminal checks; and
- c. Drug testing.

At the City's request, and to the extent permitted by law, Contractor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information. With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Contractor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Contractor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

7. **Ordinances and Regulations**

Selected contractor(s) must comply with all pertinent federal, state and local ordinances and regulations. Contractor shall adhere to all City of Powder Springs ordinances pertaining to the work performed as found at <http://library.municode.com/index.aspx?clientID=12469&stateID=10&statename=Georgia> and <http://www.cityofpowdersprings.org/index.aspx?NID=266> where services per this contract are provided.

8. **Default and Termination**

- a. **Default** - The City may on thirty (30) days notice to the Contractor terminate the service contract, and without prejudice to any other remedy it may have, when the Contractor materially default in the performance of any provision of this specification, or materially fails to carry out the work in accordance with the provisions of the service contract. Default by the Contractor will include, but is not limited to, the following:
 - i. Failure by the selected firm to provide service in accordance with the specifications.

- ii. Contractor fails to continually perform the service for three (3) consecutive business days during the term hereof for reasons other than a force majeure event.
 - iii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court by the Contractor.
 - iv. Commencement of a foreclosure proceeding of a lien against the facility or its conveyance in lieu of foreclosure.
 - v. Contractor fails to cure any other breach of default in the performance of its duties or obligations set forth in the contract within five (5) days of receipt by Contractor of written notice of such breach or default.
- b. **Termination** - The City may terminate the contract, for convenience purposes, upon sixty (60) days written notice. Upon any termination of the contract, the Contractor shall, unless notified in writing otherwise, take all reasonable precautions to complete the work in progress and to minimize the expenses of the City incident to such termination and the completion of the work. Thereafter, the Contractor shall promptly discontinue the work. The City will pay the Contractor all monies owed for work completed.
- c. **Termination Assistance Services** - If requested by the City, Contractor shall provide the City with such assistance as may be required to transition the provision of the services from Contractor to a successor service provider without interruption to, or degradation of, the services, including, without limitation, continued provision of the services and any additional services as are reasonably requested by the City.

9. Required Submissions

- a. All Proposals must be submitted with one original and two (2) copies. All copies must contain all required Proposal pricing forms, acknowledgements, the affidavits of compliance with the Georgia Security and Immigration Act, verification of any required Proposal bonds and the bond check, a current occupational/business license, a current State of Georgia Utility Contractor license and a current and valid Certificate of Insurance showing the minimum insurance coverage as specified above.
- b. On the Vendor Questionnaire and Reference Forms provided in this RFQ, all Proposers must provide a minimum of three (3) business and/or government references to the City of Powder Springs for which a project similar to the scope of this project was completed within the last three (3) years. This listing shall include names, addresses, telephone numbers and email addresses of the business/government official project manager.

SCOPE OF WORK:

The approved contractor shall be responsible for miscellaneous tree services to include, but not be limited to, trimming, topping, felling, pruning, and stump grinding within the city limits of Powder Springs. The approved contractor shall remove debris from the site upon completion of the work. The approved contractor shall respond to emergencies within 24 hours of notification by the City of Powder Springs.

II: Familiarization with scope of work

Before submitting a proposal, each Respondent shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFQ and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFQ and resulting contract requirements. The submission of a Proposal will constitute a representation of compliance by the Respondent. There will be no subsequent financial adjustment, other than that provided by the resulting contract, for lack of such familiarization.

III: Contract Period: One annual year

Exhibit A: Bid Pricing Form for Tree Service to Include Removal & Maintenance

PROPOSAL SPECIFICATIONS & PRICING FORM

RFQ 17 002, Tree Service to Include Removal & Maintenance

The City of Powder Springs is requesting unit pricing in order to contract with a sole or dual contractor for **Tree Service to Include Removal & Maintenance** for the City of Powder Springs.

Unit pricing shall include labor, materials and equipment The approved contractor shall be responsible for miscellaneous tree services which include, but not be limited to, trimming, topping, felling, pruning, stump grinding, and removal of all debris from the site and emergency respond within 24 hours of notification by the City of Powder Springs. Pricing shall be shown for each listed item and lump sum final amount. Prices must remain fixed until fulfillment of work. *Contractor must be able to respond within three days after issuance of notice to proceed.*

Company: _____

Address: _____

Contact: _____ Phone: _____

Email: _____

The _____ Company submits the following Proposal Line Item Pricing for RFQ 17 002 **Tree Service to Include Removal & Maintenance** as specifications section above.

Please complete and submit the Acknowledgement below:

ACKNOWLEDGEMENTS

_____ We acknowledge that we take no exceptions to the specifications

OR

_____ We acknowledge that we do take exceptions to the specifications and an Itemized list of exceptions is attached.

_____ We acknowledge that we have read and signed the Contractor & Subcontractor's Affidavits.

_____ We acknowledge that we can commence work within THREE (3) days Following the notice of proceed required by the City.

_____ We acknowledge that services will be performed based on the City's Require time frame.

Company Name

Signature

Printed Name

Title

Date

City of Powder Springs, Georgia
SUB 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 contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603); in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Subcontractor

Date

Title of Authorized Office or Agent of Subcontractor

Subscribed and sworn before me on this, the _____
day of _____, 2017

Notary Public: _____

My commission expires: _____

City of Powder Springs, Georgia
RFQ 17 002
Tree Service to Include Removal & Maintenance Questionnaire

Questionnaire must be completed by ALL vendors and returned with Proposals responses. Any additional pages provided should be clearly labeled.

1. How long have you been in business?

2. Give us background information on your company, including the number of employees available to service the City of Powder Springs, the closest office location, as well as any financial ratings and reports available. Separate attachments are acceptable, but please label them clearly.

- a. How many employees are available to service the City?

- b. Please provide the name and address of your local office:

3. Have you done similar business with other municipal agencies in the past three (3) years?

Yes _____ No _____

If yes, please list agency and volume of business:

City of Powder Springs, Georgia

Tree Service to Include Removal & Maintenance Questionnaire

Client Reference Sheet

Reference must be provided by ALL responding vendors using the form below. It is the vendor's responsibility to provide complete and accurate reference information on the form below, including email addresses.

1. _____
Company/Municipality

Address, City, State, Zip Code

Name of Contact Person Telephone Number

Email Address

Type of Project, Date Range of Work Completed

2. _____
Company/Municipality

Address, City, State, Zip Code

Name of Contact Person Telephone Number

Email Address

Type of Project, Date Range of Work Completed

3. _____
Company/Municipality

Address, City, State, Zip Code

Name of Contact Person Telephone Number

Email Address

Type of Project, Date Range of Work Completed

**Exhibit A
 BID SPRICING FORM
 On-call Tree Services Program**

<u>Description</u>	<u>Unit</u>	<u>Unit Price</u>
TREE REMOVAL		
Under 12" Diameter at Breast Height	EA	\$ _____
12" to 18" Diameter at Breast Height	EA	\$ _____
18" to 24" Diameter at Breast Height	EA	\$ _____
24" to 30" Diameter at Breast Height	EA	\$ _____
30" to 36" Diameter at Breast Height	EA	\$ _____
Over 36" Diameter at Breast Height	EA	\$ _____
STUMP GRINDING		
Under 12" Diameter at Grade	EA	\$ _____
12" to 18" Diameter at Grade	EA	\$ _____
18" to 24" Diameter at Grade	EA	\$ _____
24" to 30" Diameter at Grade	EA	\$ _____
30" to 36" Diameter at Grade	EA	\$ _____
Over 36" Diameter at Grade	EA	\$ _____
LIMB PRUNING		
Within 10 vertical feet from grade	EA	\$ _____
From 10 to 20 vertical feet from grade	EA	\$ _____
Over 20 vertical feet from grade	EA	\$ _____
TOTAL		\$ _____



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 contracting with the City of Powder Springs, Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this Contract with the City of Powder Springs, Georgia, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs, Georgia, at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Date
(Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 200__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

