

Plymouth Parks & Forestry Request for Quote

for

Tree Removal, Trimming & Hauling

For the Term: 2017-2018

Date of RFQ Issue: September 22, 2016

Quote Due Date: Tuesday, November 1, 2016 at 10 am, CST

*Quotes are to be received by Plymouth Parks & Forestry
as listed below **prior to quote** closing date and time.*

Contact Info:

Plymouth Parks & Forestry

Attn: Paul Buck

14900 23rd Avenue N

Plymouth, MN 55447

www.plymouthmn.gov

pbuck@plymouthmn.gov

**Plymouth Parks & Forestry
Request for Quote
for Tree Removal, Trimming, & Hauling**

Table of Contents

Section I: Overview	1
Section II: Quote Information.....	1
Section III: Terms & Conditions	2
Section IV: Scope of Services	5
Attachment A: Advertisement for Quote.....	11
Attachment B: Street Tree Trimming Diagram	13
 RFQ Forms	
Company Information	15
Tree Removal, Trimming & Hauling Quote Sheet.....	19
Certificate of Quote	20
Responsible Quoter Evaluation	21
Affidavit of Non-Collusion.....	27

Tree Removal, Trimming, & Hauling Request for Quote

I. Overview

Plymouth Parks & Forestry is seeking quotes from companies with experience in tree removal and trimming within the City limits. The selected company will work under the direction of Plymouth Parks & Forestry staff to maintain City trees with a high degree of quality, safety, and to assure the long term health. All services must meet the criteria as detailed in the scope of services.

This Request for Quote (RFQ) does not obligate Plymouth Parks & Forestry to contract the services. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest.

II. Quote Information

A. Schedule

Plymouth Parks & Forestry schedule for review of the RFQ's and final selection is as follows:

Date	Event
September 22, 2016	Advertising begins
September 22, 2016	RFQ packages are available on City's website, for pick-up, email or mailed to interested parties
October 21, 2016	Deadline for written questions to the Department from interested parties
October 28, 2016	Deadline for responding to questions from interested parties
November 1, 2016 at 10 am	RFQ Submittal Due
November 4, 2016	Review Panel Decision

B. Submission Requirements

Any and all responses to this RFQ must include the following RFQ elements. All signatures must be signed by an official who is legally authorized to bind the organization.

1. A completed Company Information form.
2. A completed Tree Removal, Trimming & Hauling Quote Sheet.
3. A completed and signed Certificate of Quote.
4. A completed and signed Responsible Quote Evaluation.
5. A completed and signed Affidavit of Non-Collusion.

C. Selection Criteria

1. *Evaluation Criteria and Scoring Process* – All quotes received will be reviewed by a Review Panel as determined by the Plymouth Parks & Forestry Division. Each evaluation criteria has been given points relative to its value as a whole. The criteria and each associated points are as follows:

Criteria	Points
Organization, Experience, Expertise, References & Equipment	25
Cost	75
Total Points	100

2. *Selection* – The quote considered most responsive to this RFQ may be requested to attend at least one interview with Plymouth Parks & Forestry. Plymouth Parks & Forestry may determine that a selection can be made without conducting interviews. Contract(s) may be cancelled for cause by either party by providing 30 days written notice. All reasonable efforts will be made by both parties to resolve issues and disagreements prior to cancellation.

D. Questions

Prospective contractors who have any questions regarding this RFQ must submit questions by e-mail or phone to: Paul Buck, City Forester, pbuck@plymouthmn.gov or (763) 509-5944

The deadline to submit questions regarding this RFQ will be **Friday, October 21, 2016 by Noon, CST**. Plymouth Parks & Forestry anticipates providing responses to such questions no later than **Friday, October 28, 2016 by Noon, CST**.

E. Submittals

All quotes must be delivered in person, mail or via email.

Plymouth Parks & Forestry
Tree Removal, Trimming & Hauling RFQ
Attn: Paul Buck
14900 23rd Avenue N
Plymouth, MN 55447

Or

Email: pbuck@plymouthmn.gov

All quotes must be sent no later than Tuesday, November 1, 2016 by 10 am, CST, as indicated by the time posted in the schedule. Late quotes will not be considered. Submit one (1) copy of the quote. Quotes, if emailed, should be sent from the responder's e-mail address. Each quote must be signed by an authorized member of the firm.

III. Terms & Conditions

If a contract is awarded, the selected Contractor will be required to adhere to a set of general terms and conditions that will become a part of any formal agreement. These conditions are general principles that apply to all Contractors of service to Plymouth Parks & Forestry.

A. Reporting of Contractor

1. The Contractor is to report to Paul Buck, City Forester of Plymouth Parks & Forestry and will cooperate and confer with him/her as necessary to ensure satisfactory work progress.
2. Plymouth Parks & Forestry will review and inspect the Contractor's activities during the term of this contract.

B. Personnel

1. The Contractor will provide the required service personally and will not subcontract or assign services without Plymouth Parks & Forestry's written approval.
2. The Contractor will not hire any City employee for any of the required services without the City's written approval.
3. The parties agree that the Contractor is neither an employee nor an agent of the City for any purpose.

C. Indemnification

The Contractor will protect, defend and indemnify the City of Plymouth, its officers, agents, servants, volunteers and employees against any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City of Plymouth in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor or any employee, agent or representative of the Contractor or any sub-contractor.

D. Non-Collusion

Submittal and signature of a quote swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Contractor has not induced or solicited others to submit a sham offer or to refrain from quoting.

E. Responsible Quoter

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is "responsible." A "responsible" quoter is a bidder qualified to do the work. This will be determined by assessing the quoter's skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed.

F. Insurance Requirements

The insurance carrier for City of Plymouth requires evidence of coverage, certificates of insurance, from subcontractors working on city premises prior to the commencement of work. Coverage and limits required are as follows:

General Liability including Completed Operations coverage with minimum limits of:

- \$1,000,000 Each Occurrence Bodily Injury and Property Damage
- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
- \$1,000,000 Personal Injury and Advertising Injury

The City of Plymouth should be named as an “Additional Insured” as related to the work performed by the subcontractor on behalf of The City of Plymouth.

Automobile Liability coverage for any Auto, Hired and Non Owned Autos:

- \$1,000,000 Limit

Workers Compensation and Employers Liability:

- Statutory Limits on Workers Compensation
- Employer’s Liability
 - \$500,000 each Accident
 - \$500,000 Disease – each employee
 - \$500,000 Disease – policy limit

G. Compliance with Laws & Regulations

In addition to non-discrimination and affirmative action compliance requirements listed below, the Contractor(s) ultimately awarded a contract shall comply with federal, state and local laws, including, but not limited to, all applicable OSHA requirements and the Americans Disabilities Act. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

H. Licenses/Accreditations

The Contractor shall be Tree Care Industry Association (TCIA) accredited and maintain all accreditations, licenses, permits and/or certificates both permanent and temporary through the contract. The Contractor and staff shall be licensed and authorized to do this specific type of work within the State of Minnesota with at least one certified Arborist.

I. Interest

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of the City of Plymouth or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

J. Equal Opportunity Employment

The City of Plymouth does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, affection preference, marital status, or status with regard to public assistance in employment. The City of Plymouth is an equal opportunity employer.

K. Ownership of Documents

All documents developed as a result of this contract will be freely available to the public and shall become the property of the City. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

L. Data Practices

All data created, collected, received, maintained or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

M. Assigns & Successors

This contract is binding on the City and the Contractor, their successors and assigns. Neither the City nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

N. Termination of Contract

Termination without cause. The City may terminate the contract by giving thirty (30) days written notice to the Contractor.

O. Performance Bond

The successful bidders shall furnish a public contractor's performance bond in the amount of "100% of yearly amount bid", if that amount is greater than \$100,000. The agreement shall not be in effect until the Contractor shall have executed and delivered to the City a bond executed by a corporate surety company authorized to do business in the State of Minnesota in the sum of "100% of yearly amount bid" for the use of the City, and all persons doing work or furnishing skill, tools, machinery or materials under or for the purpose of this contract, to secure the faithful performance of this contract by said Contractor and to be conditioned as required by the law of the State of Minnesota for Contractor's bond. Performance bonds may also be made in the form of a certified check in the amount of "100% of yearly amount bid", made payable to the City of Plymouth.

P. Addendum

1. Any changes to the specifications will be issued as a written addendum. No oral statements, explanations or commitments by whosoever shall be of any effect.
2. The contract may be amended from time to time through written agreement by both parties.

IV. Scope of Services

The overall scope of services sought is to provide safe and efficient removal of trees and structurally sound trimming of City trees for Plymouth Parks & Forestry.

The Contractor should be familiar with the sites and location, the work to be done and local conditions affecting the cost of the work under which it must be performed and hereby proposes to furnish all labor, materials and equipment to meet the needs of these services. Plymouth Parks & Forestry will not be responsible for any damages to the Contractor's tools or equipment. There is no parking or storage for equipment at any City facilities.

The services and occurrence may include, but are not limited to:

A. Contract Period

The contract period shall be for two (2) years from 2017-2018. By August 1, 2018 if mutually agreed upon by the City and Contractor, the contract may be extended through 2019 with the same Terms and Conditions and Scope of Services as outlined in this RFQ.

B. Assignment of Work

1. All trees to be removed will be assigned a number by the City. Invoices and/or statements submitted to the City for payment must reference the assigned number, date of removal and other data the City may desire.
2. Individual work orders for tree removals shall be placed with the Contractor on forms supplied by the City as further detail of work required. The work order shall be the Contractor's notice to proceed. All work orders shall be in writing and give the location, species, and size of all trees along with any other pertinent information. Only trees on these work orders shall be eligible for removal and/or payment. All tree removals must be completed within a thirty (30) calendar day period of notification. If a Contractor has displayed an inability to comply with that schedule, the City will issue work orders to a contractor of its choice.
3. The Contractor shall be liable for the removal of any tree not identified or approved for removal by the City Forester.
4. In the case that the Contractor is unable to enter upon the property so listed on the work order because of the refusal of the property owner to allow entry, the Contractor shall immediately notify the City of Plymouth. The City shall take action within 24 hours of the Contractor's notification and no penalty shall be imposed until the Contractor has been re-notified by the City to proceed.

C. Tree Removal Specifications

1. The Contractor shall be Tree Care Industry Association (TCIA) accredited at the time of the opening of the bids and shall maintain this accreditation throughout the length of the contract.
2. The trees to be removed will be plainly marked by the City of Plymouth and listed by assigned number on a work order given to the Contractor. The Contractor shall take only trees so marked and listed. Any discrepancies should be communicated with the City Forester as soon as possible. Removal of any other trees shall not be considered for payment unless previously agreed upon by the City.
3. Trees will be cut off not more than four inches (4") above the ground level. The contractor will debark stumps to ground level if stump is more than four inches (4").
4. Removal of the tree shall not be considered completed until removal of all the wood, chips and related debris is completed.
5. Any damage of resident's property i.e. lawn, cars, mailboxes, signs, house, light fixtures, etc. will be the responsibility of the contractor to fix or replace in as good a condition as before the accident.
6. The City provides a dump site for all trees, logs, and branches. Logs/brush and chips must be separated. All incoming loads shall be inventoried on forms supplied by the City. Trees may also be chipped on site where it is appropriate, i.e. woodlands on City property. Failure to properly dispose of wood may cause forfeiture of payment for the trees or work involved.

D. Force Cut Trees on Private Property

The following formula will be used in a force cut situation where the City Contractor will be required to enter on private property and remove a condemned tree. The City Forester or his/her designate will determine all site factors.

1. Force Removal Price = $A \times (B + C + D + E)$
 - a. Base price (DBH) as determined by Bid.
 - b. Force removal factor:
Entry onto private property $B = 1.0$

- c. Yard position factor:

Front Yard	C = 0.0
Side Yard	C = 0.25
Back Yard	C = 0.5
Undeveloped Land	C = 0.75
- d. Structure Factor:

Permanent structures within drip line of tree (House, Garage, Deck, Fence, etc.)	D = 2.25
No Permanent structures within drip line	D = 0.0
- e. Utilities Factor:

Overhead utilities within drip line	E = .25
No Overhead wires within drip line	E = 0
- 2. The number of forced removals can vary greatly and are fully dependent upon resident conformance to the tree removal ordinance.

E. Method of Measurement

1. Each tree shall be measured by the City to determine its diameter. Its diameter shall be measured generally at a point four and one half (4.5) feet above the ground. The City's determinations and measurements shall be final and binding.
2. The Contractor shall verify to their own satisfaction the diameter, as determined by the City and shown on the work order, prior to commencement of removal operations. No adjustments in the diameter, for the purpose of determining compensation, will be made after final removal operations have commenced.

F. Tree Trimming Specifications

1. City of Plymouth's pruning standards generally reflect industry standards and acceptable best management practice for pruning as published in the American National Standards Institute (ANSI) A300 Pruning Standards.
2. The purpose of pruning is to develop and preserve tree structure, health and the final appearance of the tree(s). Any person pruning a tree shall do so in an appropriate manner, in order to maintain a tree form typical of the species or cultivar of the tree being pruned.
3. Pruning should only be done with a specific objection. To meet the objective(s) identified for a tree, one or more of the following types of pruning may be permitted: crown cleaning, crown raising, crown restoration and young tree pruning. It is the responsibility of the person conducting the work to be familiar with each type of pruning, its benefits and its limitations.
 - a. Pruning types:
 - 1) *Crown Cleaning* is the removal of water sprouts and dead, dying, diseased, crowded, weakly attached, and low vigor branches from a tree's crown.
 - 2) *Crown raising* removes the lower branches of a tree in order to provide clearance for vehicles, pedestrians, and buildings. The City of Plymouth requires maintaining clearance standards 14 feet above streets and 6 feet off curb line where possible. See Attachment B.
 - 3) *Crown restoration* is used to improve the structure, form, and appearance of trees that have sprouted vigorously after being broken, topped, or severely pruned using heading cuts. Crown restoration may require several prunings over a number of years as new dominant branches take time to form.
 - 4) *Young trees* should be pruned to develop good structure, including a strong and well established central leader, strong branch attachments, and adequate spacing and

distribution of scaffold branches. Young tree pruning will need to occur on an ongoing basis over the first ten years after tree planting.

b. Additional activities:

- 1) *Weight reduction*: In order to reduce the likelihood of limb or trunk failure, proper pruning cuts at the end of limbs are used to reduce the weight of a limb.
- 2) *Clear infrastructure*: Pruning to clear street light poles, buildings, stop signs and other infrastructure.
- 3) *Remove defective part*: Pruning to remove a specific defect.

c. Pruning cuts:

- 1) The three-cut approach to pruning shall be used to prevent tearing of the bark and vascular tissue.
 - 2) Branches shall be pruned at the branch collar or a lateral branch. Internodal pruning and leaving branch stubs are not permitted. Flush cuts are not permitted.
 - 3) Lions tailing is not permitted. Lions tailing is the improper practice of removing all or most secondary and tertiary branches from the interior portion of the crown, leaving most live foliage at the edge of the canopy.
 - 4) Topping is not an acceptable pruning practice and is prohibited. Topping is the reduction of a tree's size using heading cuts that shorten limbs or branches to a predetermined crown limit.
4. Work crew shall be highly trained and skilled in all aspects of tree service work. **The crew shall consist of at least one ISA certified arborist.** One alternate working CA must be available to join the crew in case of the primary CA's absence. No work may be subcontracted.
 5. The two person crew will provide all equipment needed (i.e. chain saws, pole saws, loppers, ropes, aerial lift truck, etc.) to complete assigned work.
 6. It will be the Contractor's responsibility to have the power lines dropped or have work performed by a certified line clearance tree trimmer as required by OSHA.
 7. The Contractor is responsible for following traffic control standards per MN DOT *Minnesota Manual on Uniform Traffic Control Devices*. All traffic control devices will be supplied by the Contractor.
 8. The Contractor is responsible for working with homeowners to remove cars or other property within the possible limb fall area. If vehicle cannot be moved, contractor will move on, leaving a door hanger asking to have vehicle moved the next day. Door hangers will be provided by the City.
 9. A thorough clean up job is expected. Leave the site in pre-work or better condition. The discretion of City Forester is final. The City provides a dump site for chips and/or brush. All loads must be inventoried on forms provided by the City.
 10. Work orders will consist of a listing of trees by address, species and DBH, given to the contractor to help facilitate locations of trees to be trimmed. It is expected that your crew communicate their location with the City Forester daily. Invoices should be submitted to the City Forester, or representative. Checks will be issued to the contractor by mail.

G. Hauling Specifications

1. Hauling shall consist of condemned trees in the form of logs, branches, limbs and firewood pieces, etc. and all wood in these forms as so designated by the City Forester. No stumps, trash, garbage, building debris, etc. or tree species other than those forms of condemned wood will be hauled except as otherwise specified on the work order sheet. All hauling shall be **only** from within the Plymouth City limits. Failure to comply may be considered grounds for termination of the contract.

2. All materials hauled for this contract are the property of the City of Plymouth and shall be taken to, and left at, the City disposal site unless otherwise instructed by the City.
3. The Contractor will be allowed fourteen (14) days for completion of the work order. A penalty of twenty-five (25) dollars per day for each day the work is late may be issued up to and including the day the work order is finally completed.
4. The Contractor shall make every reasonable effort to pick up logs, limbs, brush and bark as the personnel and equipment will physically and safely allow. This also means raking up all the tree debris at pickup site i.e. leaves, twigs, bark etc.
5. The Main Loading Truck shall be defined as including a clam or Prentice type loader mounted on the truck.
6. A copy of the instructions that are issued to property owners regarding placement of trees is enclosed. For the most part, these directions are usually followed. However, within reason, the contractor is expected to make all pick-ups whether these instructions are specifically followed or not.
7. The Contractor will be paid \$150 (including tax) per pick-up site.

H. Personnel & Supervision

1. The Contractor shall provide sufficiently qualified on-site personnel to execute the work covered by the contract.
2. All personnel shall perform the work in a safe and professional manner.
3. Contractor's personnel shall dress and conduct themselves appropriately on the job site. Shirts are to be worn at all times and must be high-visibility Class 2 or wear an ANSI/ISEA Class 2 vest.
4. Contractors must adhere to all applicable laws pertaining to hiring practices and that all personnel employed by the Contractor are legally eligible to work in the United States pursuant to federal and state law.
5. No person shall use tobacco products or electronic cigarettes on City-owned parkland, park facilities, open space or joint City/School District properties, except within the confines of a vehicle in a designated parking area.

I. Safety Requirements

1. All tools and equipment used by the Contractor shall be in proper working order and shall be operated in a manner consistent with commonly-accepted safety standards and all applicable local, state or federal laws.
2. Safety features on equipment should not be altered.
3. Safety shields must be in place on all equipment.
4. Personnel must wear proper protection as required.
5. Equipment is to be operated safely at all times.
6. Any violation of safety standards may be deemed cause for termination of the Contract.

J. Equipment

1. All equipment owned or controlled by the Contractor, while operated and/or located on City of Plymouth's park properties, shall conform with all applicable laws and regulations then in effect, including but not limited to those related to occupational safety and health.
2. All trimming operations are to be performed using machines manufactured by reputable companies recognized for producing high quality commercial forestry equipment.
3. All blades shall be sharp and properly adjusted for cutting sharpness.
4. All machines will be operated by trained and qualified persons.
5. At no time, shall an operator of a piece of equipment leave the equipment unoccupied and running.
6. Any failure to comply with these provisions could result in immediate termination of the contract.

K. Tree Removal, Trimming & Hauling Completion Reporting

1. The Contractor shall supply invoices to the assigned Parks & Forestry staff with the following information;
 - a. Trees that were removed including tree number and location.
 - b. Areas that were trimmed and number of hours completed.
 - c. Location of pick-ups.
 - d. Any additional information that may be helpful.

L. Terms of Payment

1. The Contractor will submit an invoice to Plymouth Parks & Forestry for all work performed.
2. The invoice shall include the work order and the unit price bid for the appropriate work.
3. Upon approval of required work as specified being completed, the invoice will be forwarded on to Finance for payment.
4. Invoices are due to Finance every Tuesday for processing checks on Friday.
5. A check is generally issued within 7-10 days from each Tuesday.

Attachment A:

Advertisement for Quote

Advertisement for Quote

2017-2018 City of Plymouth

Sealed bids will be received by the City Forester at the City of Plymouth Public Works Building, 14900 23rd Ave. N., until 10:00 a.m. on November 1, 2016, at which time they will be publicly opened and read aloud for the furnishing of all labor and materials and all help necessary for the following:

Plymouth Tree Removal, Trimming & Hauling RFQ

Specifications and proposal forms may be requested from the Office of the City Forester, in the City Public Works Building, Plymouth, Minnesota.

The City reserves the right to reject any and all bids, to waive irregularities and informalities therein, and further reserves the right to award the contract to the best interest of the City.

No bids may be withdrawn for a period of thirty (30) days.

Attachment B:

Street Tree Trimming Diagram

Plymouth Parks & Forestry Street Tree Trimming Diagram

Maintain 14' vertical clear zone above street.

Trim tree branches accordingly.

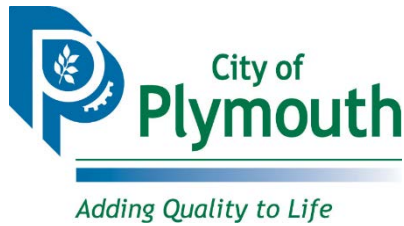


Deciduous tree

Prune branches back to a lateral branch and/or trunk.
No flush cuts.

Coniferous tree

Prune branches back to a live lateral branch (usually upper branches).
If lateral branches do not have needles, remove entire branch back to trunk
(usually lower branches).



City of Plymouth
Parks & Forestry
14900 23rd Avenue N
Plymouth, MN 55447
www.plymouthmn.gov

Tree Removal, Trimming & Hauling Request for Quote

All quotes must be sent to **Paul Buck, City Forester** at pbuck@plymouthmn.gov no later than, **10 am on Tuesday, November 1, 2016 CST**. Late quotes will not be considered. Submit one (1) electronic copy (.pdf format) of the quote. Quotes are to be e-mailed from the responder's e-mail address. Each quote must be electronically signed by an authorized member of the firm.

Instructions

Please read instructions and fill in the Adobe PDF forms. Submit pages 16-27.

Forms

- Company Information
- Recent Projects
- Licenses/Certificates
- Equipment to be used
- Lawsuits/Complaints
- References
- Tree Removal, Trimming & Hauling Quote Sheet
- Certificate of Quote
- Responsible Quoter Evaluation
- Non-Collusion



Plymouth Parks & Forestry Tree Removal, Trimming & Hauling Request for Quote Forms

Company Information

Company					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Tax ID#		Corporation or Partnership			
Years in Business		Years in Plymouth Area			
Permanent Employees		Temporary Employees			
Type of work performed by your Company					

Recent Projects of similar scope and size performed

Company	Contact	Email	Type of Work

List all your companies applicable Licenses and Certificates

License/Certificate	Number	Expiration

Please list equipment to be used in Plymouth.

[illegible]

List all lawsuits or complaints filed against quoter for the last five (5) years.

[illegible]

Company References

Company Reference #1					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #2					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #3					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					



Plymouth Parks & Forestry Tree Removal, Trimming & Hauling Quote Sheet

The City of Plymouth removes, trims and hauls trees & brush during the year. Please fill out all green shaded cells in order to make your bid valid.

Tree Removal including Disposal & Debarking on Public Property

**It is possible that the City may have to remove a tree or trees that have a diameter greater than fifty (50) inches. In these situations, the City will take separate quotes for the removal of such trees.*

Estimated Quantity (Trees)	Size Class	2017 \$/inch		2018 \$/inch		Estimated Quantity (Inches)		2017-18 Cost
50	0 - 9.9		+		x	300	=	
50	10 - 14.9		+		x	600	=	
40	15 - 19.9		+		x	660	=	
22	20 - 29.9		+		x	425	=	
5	30 - 39.9		+		x	150	=	
2	40 - 49.9*		+		x	85	=	
Sub-totals								

Tree Trimming including Disposal & Debarking on Public Property

Year	Estimated Hours	Hourly Rate	2017-18 Cost
2017	400		
2018	400		
Sub-totals			

Total Cost

2017-18 Cost	
Tree Removal	
Tree Trimming	
Total Cost	

Certified Arborist Information

	Certified Arborist	Alternate CA
Name		
# yrs experience		
# yrs certified		



**Plymouth Parks & Forestry
Tree Removal, Trimming & Hauling
Certification of Quote**

We have read the Plymouth Parks & Forestry Request for Quote and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the quote requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Plymouth Parks & Forestry.

We further certify that since the receipt of this RFQ, no contact, discussion or negotiation has been made nor will be made regarding this RFQ with any City of Plymouth City Council Member, Parks & Advisory Commission Member or City of Plymouth staff.

We certify our quote shall remain valid for a period of 60 days after the due date of responses.

Submitted by:

Name

Authorized Signature

Title

Date



City of Plymouth Tree Removal, Trimming & Hauling Responsible Quoter Evaluation

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is “responsible.” A “responsible” quoter is a quoter qualified to do the work. This will be determined by assessing the quoter’s skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed. In all cases where a quoter is unknown or where there are any questions about the qualifications of the quoter, the following information will be required of the apparent low quoter:

You are required to complete and return this questionnaire before the City Council considers awarding you the contract.

1. Identify all similar public projects in which you were the contractor. If you have had more than five such contracts, list only the last five contracts, and as to each contract identified provide the following information:

Project #1		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #2		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #3		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #4		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #5		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

2. Describe all construction arbitration claims and any construction or project litigation in which you have been a party in the last five years.

3. Identify all public projects you have had with the City of Plymouth in the last five years.

4. In the last five years has a bonding company ever refused to issue you a performance bond? If yes, explain the circumstances.

5. In the last five years have any claims been filed against a performance or payment bond that you have provided a public entity? If yes, explain the circumstances.

6. In the last five years, has your firm or any of its owners or employees been fined by a federal or state agency for a contract or workplace matter (such as wage or hour or safety violations), or debarred under Part 29, Title 49 CFR or any other law from submitting bids on public projects? If yes, explain the circumstances.

7. In the last five years, has your firm or any of its owners or employees been charged or convicted of a crime involving the awarding, bidding or performance of a government contract? If yes, provide full details.

Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned complies with each of the minimum criteria in Minn. Stat. § 16C.285, Subd. 3, the Responsible Contractor Statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a “responsible contractor” as defined in Minn. Stat. § 16C.285, Subd. 3, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a constructed project and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this _____ day of _____.

Printed name, Title

Signature

***Resolution No. 2015-016, January 13, 2015
(Supersedes Resolution No. 2004-024, January 13, 2004)***



**Plymouth Parks & Forestry
Tree Removal, Trimming & Hauling RFQ
Affidavit of Non-Collusion**

I hereby swear (or affirm) under the penalty for perjury:

1. That I am a partner in the quoting partnership (if the quoter is a partnership) or an officer or employee of the quoting corporation (if the quoter is a corporation) having authority to sign on its behalf;
2. That the attached quote or quotes have been arrived at by the quoter independently, and have been submitted without collusion with, or without any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to;
3. That the contents of the quote or quotes have not been communicated by the quoter or its employees or agents to any person not an employee or agent of the quoter and will not be communicated to any such person prior to the official opening of the quote(s); and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Company Name: _____

Authorized Signature: _____

Title: _____

Quoter's E.I.N.: _____

Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941

Subscribed and sworn to before me this _____ day of _____ 201__.

Notary Public Signature

Seal