



DATE: November 26, 2019

PROPOSAL NO.: 20-G-017P

**ADDENDUM NO. 1
TREE TRIMMING SERVICES**

The following information is being provided as a result of the pre-proposal meeting held on November 25, 2019 at 2:00 p.m.

The contract will be awarded to multiple vendors (primary, secondary and tertiary).

A question was asked regarding palm trees: There are approximately 1,194 not self-cleaning palms and 1,173 self-cleaning palms.

On page 1 and 2 of 5 of the Specifications and Requirements and Pricing pages, Firm Qualifications, the tree trimmer license has been changed to Class A.

The following items are attached:

- Pre-proposal sign in sheets
- Map of roadway jurisdictions
- Specifications and Requirements and Pricing pages 1-5, marked Addendum 1

**THIS ADDENDUM SHOULD BE RETURNED WITH YOUR PROPOSAL,
DUE DECEMBER 11, 2019 AT 2:00 P.M.**

Signature

Company

Date

Mary Marinace
Purchasing Agent



Legend
Road Responsibilities

- CITY
- COUNTY
- PRIVATE
- STATE

City of Coral Springs
Roadway Jurisdiction
Information Services - GIS Division
March, 2011

PROPOSAL 20-G-017P
TREE TRIMMING SERVICES CITYWIDE
SPECIFICATIONS AND REQUIREMENTS AND PRICING

This City of Coral Springs, Florida, is interested in obtaining sealed proposals for the services of a professional tree trimmer(s) Company. This Request for Proposals involves all aspects of tree and shrub trimming, tree and shrub removal, land clearing, tree resetting, and stump grinding, in City owned properties, which include but are not limited to medians, right-of-ways, cul-de-sacs, public buildings and facilities, easements and canals, parks, etc.

Equipment

Contractor must provide all tools, equipment, labor, and MOT to perform the required work.

Along with the proposal, the vendor shall provide a list of all equipment owned by the company. The manufacturer, model, capacity, and age of the equipment shall be listed on the roster. The City reserves the right to inspect and reject any or all equipment listed on the roster deemed to be unsuitable for work to be done.

Safety and Maintenance of Traffic (MOT)

Any type of maintenance activity on County and State roads lasting five (5) minutes or longer requires a MOT permit. Road jurisdiction within the City could be State, County, or City. The Contractor is responsible to confirm jurisdiction, to secure all necessary MOT permits for County and State roads prior to starting work, and to set up as required by the permit. City roads require as a minimum the MOT set up specified on the latest FDOT Design Standards. The City Representative will advise on the level of MOT required on each work order.

Contractor shall maintain roads open, clear and safe for travel when work is being performed and shall provide appropriate traffic control as to facilitate safe travel during work being performed. Contractor shall ensure that all employees wear color coordinated company uniform shirts and are dressed in a manner that is neat and professional. All contractor personnel and sub-contractor workers will be required to wear clothing of high visibility such as a vest, shirt or jacket when performing the work. All work shall be performed in strict accordance with the latest ANZI Z 133.1, American National Standards for Arboricultural Operations - Safety Requirements and all other relevant OSHA, State, and County regulations.

Firm Qualifications

Qualified proposers shall be regularly involved in tree trimming work in the Tri-county area for a minimum of three years, which shall be demonstrated by listing at least six (6) relevant projects/contracts completed within the three-year period and shall provide three current business references of recurring tree trimming work.

Contractor, at a minimum, must possess a **Class A** Tree Trimmer License and have on staff a current and active Arborist Certification from the International Society of Arboriculture (ISA). Preference will be given

to Tree Care Companies that are Tree Care Industry Association (TCIA) Accredited. Refer to Section "Evaluation of Proposals".

Contractor **must** maintain at a minimum, a **Class A** Tree Trimmer License and have on staff a current and active Arborist Certification from the International Society of Arboriculture (ISA) for the initial contract term plus any renewal terms.

Supervision

The Contractor shall at all times enforce strict discipline and an expectation of high performance from Contractor's employees and subcontractors. Contractor shall not assign to any City work site an unfit or unskilled worker. Contractor employees or sub-contractors whose work performance or behavior is unsatisfactory to the City's representative shall be brought to the attention of the Contractor's supervisor for possible dismissal from assigned job site. The Contractor shall operate a drug free workplace.

Contractor shall provide a supervisor for this contract. The supervisor shall be expected to manage all day to day issues related to the fulfillment of all aspects of this contract. The Contractor's supervisor must have excellent communication and customer service skills and be capable of directing all maintenance operations. Contractor's supervisor shall be required to physically inspect job sites after work completion. Contractor's supervisor shall be expected to address any and all areas of concern and inform City's representative of any adverse conditions in a timely manner.

Limitation of Operations

No work shall take place that violates the City's noise ordinance (Code of Ordinances of the City of Coral Springs: Section 11-11). Equipment shall not be parked overnight on City roadways, parking lots, or rights-of-way, unless authorized by a City representative.

For routine operations, the contractor shall complete the work within the time frame specified on the work order.

The Contractor shall furnish modern, well-maintained equipment and appropriately skilled and well-trained employees. The Contractor is responsible to have all underground utilities located prior to proceeding with the work. Damages caused to private or City property, as a result of Contractor's operations, are the responsibility of the Contractor and shall be notified to the City and corrected within 48 hours. The Contractor is responsible to arrange access into easements or private property, where necessary, prior to proceeding with the work.

Type of Work to be Performed

All rates shall be inclusive of all work necessary to cover tree trimming, removal, resetting, emergency situations and special projects to include travel time, MOT permitting, set-up and break-down, disposal, and any other charges associated with completing the work.

1) Tree Trimming

All work orders for tree trimming will include general instructions, specifications, objectives, and a description of the work required to meet the specified objective(s). All trees in public owned land will be trimmed at least once during the term of the contract, at the discretion of the Public Works Director or his Designee.

Each job site must have at least one person who has a Broward County Tree Trimmer License in his/her possession, directly supervising any unlicensed employees. Only qualified Utility Tree Trimmers will perform work when working near power lines. All trimming cuts shall be made with sharp and proper tools. All trimming tools shall be sterilized prior to starting a trimming job within the city, and on trees or palms known to be diseased, disinfect the tools after each cut and between trees/palms. All work shall be performed in strict accordance with the latest ANSI A300 Standards, Part 1 – Pruning and Trimming Operations, and any tree pruning guidelines made by the International Society of Arboriculture (ISA).

Tree Trimming					
ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2,367	Each	Trim palms (seed pods and/or fronds 6-9)	\$	\$
2	1,396	Each	Trim trees 0-8" diameter at breast height (DBH)	\$	\$
3	1,269	Each	Trim trees 9-17" DBH	\$	\$
4	536	Each	Trim trees 18-24" DBH	\$	\$
5	197	Each	Trim trees >24" DBH	\$	\$

DBH = Diameter at breast height (4 ½ feet)

2) Tree Removal

All plant material to be removed, shall be removed completely (including the root ball), unless specified on the work order. The remaining hole must be filled with planting soil as directed by the City, and the area graded, so the final level confirms to the surrounding grades, unless indicated otherwise in the work order. If the removal of the root ball is not required, the tree/palm shall be cut as low as possible and then ground at least six (6) inches below the existing ground level, and the remaining hole must be backfilled and leveled to match the surrounding grade.

Tree Removal - Item – For complete removal (including root ball)				
Item	Approx. Qty. Trees/Yr.	Description	Unit Price	Extended Price
1.	20	0" - 8" diameter at breast height (DBH)	\$	\$
2.	30	Greater than 8" to 17" DBH	\$	\$
3.	10	Greater than 17" to 24" DBH	\$	\$
4.	5	Greater than 24" DBH	\$	\$

Tree Removal - Item – For removal with stump grinding				
Item	Approx. Qty. Trees/Yr.	Description	Unit Price	Extended Price
5.	20	0" - 8" diameter at breast height (DBH)	\$	\$
6.	30	Greater than 8" to 17" DBH	\$	\$
7.	10	Greater than 17" to 24" DBH	\$	\$
8.	5	Greater than 24" DBH	\$	\$

DBH = Diameter at breast height (4 ½ feet)

3) Tree Resetting

The depth of the replanting pit shall be adjusted so that the top of the root ball will be at or slightly above the existing ground level. If needed, the width of the pit shall be adjusted to be a minimum 24" wider than the diameter of the root ball. The tree shall be centered in the hole. All trees shall be staked (guying will not be accepted), unless otherwise directed by the City.

Tree Resetting				
Item	Approx. Qty. Trees/Yr.	Description	Unit Price	Extended Price
1.	20	0" - 4" diameter at breast height (DBH)	\$	\$
2.	10	Greater than 4" to 10" DBH	\$	\$
3.	5	Greater than 10" to 18" DBH	\$	\$

DBH = Diameter at breast height (4 ½ feet)

4) Emergency Situations

For emergency situations, such as trees or parts of trees blocking roadways or posing an immediate hazard to pedestrians/vehicles, the contractor shall complete the required work within 24 hours of receiving written notification, or as specified on the work order.

Description	Cost per Man Hour
Man-hour rate for Emergency Situations	\$

5) Optional services / special projects

Some jobs may require a combination of tree and brush removal, trimming back overgrown vegetation and general site clearing. For this type of special project, the Contractor will meet with a City representative on the job site within five (5) business days of a request by the City to address the scope of the work required and to determine the number of hours and the size of a crew necessary to complete the work. Contractor will provide the City a written quote based on the type of location and the special conditions of the site.

Categories for consideration include:

Possible areas for work may include canal or lake banks and forested areas of parks, linear parks and overgrown lots.

Definitions:

Accessible locations - Areas with open access such as open park land, parking lots and pathways. Work can be staged in these areas and materials brought to them for chipping or removal. Use of mechanical equipment may be possible.

Limited access areas – Areas along bodies of water, adjacent to fences or walls, behind private property. Work areas have limited or no access to stage. Materials must be brought out to an accessible area to chip or remove. Use of mechanical equipment may not be possible.

Description	Cost per Man Hour
Man-hour rate for Special projects:	
Accessible	\$
Limited access	\$

Disposal of Debris

All debris associated with the work, shall be properly disposed at off-site locations in accordance with existing local, state, and federal regulations, at contractor’s expense. City dumpsters or other containers are not to be used for disposal of any type of debris.

The City may ask the Contractor to dispose some or all the fresh wood chips in one of the City’s facilities.

Equipment that is used to transport the debris shall be constructed in a manner to prevent further distribution or loss of such items along the roadway, moreover, the debris shall be covered and secured during transportation. The Contractor shall use amber flashing lights on vehicles and specialized equipment according to Florida State Department of Transportation. These lights shall be used only when required in the course of the work and shall not be used when traveling to and from the job site.

Trees to be trimmed or removed will be designated by the CITY on an as needed basis. The City of Coral Springs does not guarantee any minimum amount of work projects under this service contract.