

May 18, 2016

REQUEST FOR PROPOSAL

The Town of Easton Public Works Department will be accepting sealed proposals for the purpose of performing stump grinding and occasional tree work for fiscal year 2017. Contract will run for a one year period beginning in July 1, 2016 and continue until June 30, 2017.

The Town of Easton reserves the right to reject any and all bids and to accept the proposal, which in its sole opinion, is in the best interest of the Town of Easton. Sealed Bids will be received by the Town of Easton, Easton, Maryland at their office located at 14 S. Harrison Street until 10:00 a.m. Wednesday, June 8, 2016. Proposals must be submitted in a sealed envelope marked as "ATTENTION TREE BID".

Scope of Work:

Contractor will provide stump grinding for the Town of Easton. Contractor will be notified once service is needed and a time frame will be agreed upon by both the Town of Easton and the contractor for the purpose of grinding designated stumps.

Contractor will provide tree work for the Town of Easton, on a limited basis, when Town Staff or town owned vehicles are not able to perform certain work. These situations may be the result of the town not being able to access tree and may result in the need for climbing to perform tree work.

Additional: Expectations of Work

- (1) Contractor will be required to have an elevated bucket truck for tree work.
- (2) Contractor must have ability and experience in climbing trees for the purpose of performing limb removal and limb trimming.
- (3) Vehicles that are over 10,000 lbs. must be DOT approved and subject to inspection by town staff. Drivers must be DOT qualified.
- (4) Contractor must be bonded and insured and proof of insurance must accompany bid. The successful bidder will be required to name the Town of Easton as an additional named insured on liability policies in a minimum amount of \$2,000,000.00 for purpose of this contract during the term of contract.

- (5) The Town of Easton will incur no claims or responsibility for damage to contractors vehicles or others property by contractor. The successful bidder must execute a "Hold Harmless" agreement with the Town of Easton including indemnification of the Town for purposes of this contract.
- (6) Contractor will be responsible to call in a **MISS UTILITY** locate and **MUST** do so prior to grinding stump or any type of excavation. Contractor must have a valid **MISS UTILITY** locate ticket and markings **MUST** be completed before any stump grinding or excavation can take place.
- (7) All debris generated by Contractor, as a result of trimming, tree removal, stump grinding, etc. must be removed by contractor by the end of the work day.
- (8) Proper safety equipment, signage, cones and traffic control must be supplied by the contractor to ensure a safe working zone.
- (9) Work to be completed in a reasonable time once job has started, work will be done in consecutive days unless weather prohibits or the Town approves delay. Work hours will mirror Public Works hours unless prior approval has been granted by the Town, preferred work time will be 7:00 AM to 3:00 PM Monday thru Friday.

I acknowledge that I have read and understand the expectations of work to be completed.

Print Name

Signature

Bid Items:

Tree Work utilizing elevated bucket truck Per Hour - _____
(Includes all equipment and personnel needed to accomplish job)

Tree work requiring climbing Per Hour - _____
(Includes all equipment and personnel needed to accomplish job)

Stump grinding (diameter up to 12 inches) Per Stump - _____
(Grinding shall be completed at a depth of 24 inches)

Stump grinding (diameter over 12 inches, but Less than 24 inches) Per Stump - _____
(Grinding shall be completed at a depth of 24 inches)

Stump grinding (diameter over 24 inches) Per Stump - _____
(Grinding shall be completed at a depth of 24 inches)

BID MUST BE DELIVERED TO TOWN OFFICE, 14 S HARRISON STREET, EASTON MD 21601, PRIOR TO 10:00 AM ON JUNE 8, 2016.

BID MUST BE IN A SEALED ENVELOPE AND MARKED "ATTENTION TREE BID"

BID:

Name of Contractor _____

CONTRACTOR SIGNATURE

DATE

MAYOR

DATE

TOWN MANAGER

DATE

TOWN ATTORNEY

DATE

Robert F. Karge
Town Manager

Michael J. Dickerson
Superintendent of
Public Works