



Town of Bluffton  
Request for Proposals  
Tree Services  
**RFP 2010-34**

The Town of Bluffton is soliciting sealed proposals from experienced and qualified firms to provide ongoing tree removals, pruning and other arboricultural services on an as needed basis. The purpose of this RFP is to secure a qualified tree service company to enter into a Master Services Agreement with the Town of Bluffton for a three year period with a two year option to renew.

Sealed proposals, including all necessary documents, are due by 10 AM Wednesday, January 6, 2010 at Town Hall, 20 Bridge St, Bluffton, South Carolina, 29910 clearly marked as: Tree Services RFP **2010-34**. Offerors should submit one (1) original and four (4) copies by the stated deadline.

Questions should be addressed to Tammy Malone via email [tmalone@townofbluffton.com](mailto:tmalone@townofbluffton.com) or via fax, 843-706-4575. All questions and answers will be posted on the Town's website [www.townofbluffton.com](http://www.townofbluffton.com).

### **SCOPE OF SERVICES**

- Provide an hourly rate for a removal crew of 4 men, one 65 foot or greater bucket truck, one 18" chipper, and a skid steer/bobcat. This does not include stump grinding since many areas do not need it. If we request stump grinding for a particular job, that would be an add-on to this base price.
- Provide after hours/weekend rate for the above service. The response time for arrival at these emergency calls will be within a 4 hour window.
- Provide an hourly rate for a pruning crew of 3 men, one 65 foot or greater bucket truck, and one 12 inch or greater chipper. Pruning shall be done in compliance with the Town's tree ordinance and as indicated by the ANSI, A-300 guidelines where required.
- Provide after hours/weekend rate for the above service. The response time for arrival at these emergency calls will be within a 4 hour window.

- Note: These rates shall include proper disposal of any debris/chips as well.
- The designated contractor will not perform any of these tasks without prior approval from the Town of Bluffton, unless authorized by an onsite fire and rescue crew to alleviate an emergent situation.
- All work must be presented on an invoice for payment, to include the company's information, the location where the service was performed and what was done.

Additional Requirements:

- Contractor must submit in the bid package proof of general liability insurance coverage with one million or greater, per occurrence coverage.
- The contractor must have a current Town of Bluffton business license
- The contractor must provide proof that at least one local staff member is a currently certified ISA arborist.

## **PROPOSAL SUBMITTALS**

Proposals should contain:

- Qualifications of proposed team members and availability of team
- References for similar work
- Bid Form
- Certificate of Insurance
- Proof of certified ISA arborist.

## **EVALUATION CRITERIA**

Proposals shall be evaluated on:

- Experience with similar projects
- Fee schedule
- References

## **TOWN OF BLUFFTON RIGHTS**

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.



**BID FORM  
RFP 2010-34**

**Tree Trimming Disposal**

We have reviewed the specifications for this contract and can comply with all requirements therein. If selected, we shall provide the required and specified services for a period of three years with the option to renew for an additional two years at the pleasure of the Town.

\$\_\_\_\_\_ hourly rate during normal working hours for removal crew, consisting of 4 men and one 65 foot or greater bucket truck.

\$\_\_\_\_\_ hourly rate during after hours, weekends and for emergency calls consisting of 4 men and one 65 foot or greater bucket truck.

\$\_\_\_\_\_ hourly rate for a pruning crew consisting of 3 men, one 65 foot or greater bucket truck and one 12 inch or greater chipper.

\$\_\_\_\_\_ hourly rate during after hours, weekends and for emergency call consisting of 3 men, one 65 foot or greater bucket truck and one 12 inch or greater chipper.

The following companies may be contacted for references:

**(List company, contact name, and telephone number)**

Reference 1: \_\_\_\_\_

Reference 2 : \_\_\_\_\_

Reference 3: \_\_\_\_\_

This bid is in effect for 90 days following bid opening.

COMPANY: \_\_\_\_\_ Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business License \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Attach Certificate of Insurance to Bid Form**