

BIDDERS NAME _____

RFQ# _____

INTRODUCTION

The City of Detroit Office of Contracting and Procurement on behalf of The General Service Department (GSD) Blight and Remediation Division is seeking qualified vendors to provide tree removal and trimming services.

MINIMUM QUALIFICATIONS

Qualifying vendor must

- Have minimum of three (3) years' experience providing services
- Provide 5 references of previous experience.

Past performance and experience may be factors in making the award.

Contact Name, Contact Number, Company Name

1. _____
2. _____
3. _____
4. _____

We have been engaged in comparable services for a period of _____ years.

AWARD

Multiple contracts may be awarded as a result of this specification.

AGREEMENT

Contract will be for three (3) years with no renewal options.

SCOPE OF WORK

The work to be performed under this contract includes furnishing all labor, equipment, materials, and expertise necessary to remove or trim trees in proximity and not in proximity to overhead utilities. Trees vary in size from 19-60 inches in diameter (DBH) and may reside on City of Detroit private properties.

Specific locations and sizes of trees will be provided upon the award of the contract. All trees to be removed or trimmed will be marked for identification by City personnel. The awarded vendors shall receive work orders from supervisors within the Blight Division or a designated representative. The work orders will include:

- Location of tree (parcel address)
- Size of trees (DBH)
- Species of trees
- Notation if tree is in proximity to overhead utilities.

Stump grinding is required when removal operations occur. The required work shall also include the grinding of all stumps to at least eight (8) inches below grade level, backfilling with topsoil to grade and applying grass seed.

The vendor shall be required to dispose of all materials, including trees, branches, chips, and debris daily, at an approved facility. The vendor will not be allowed to stockpile any material overnight at any of the identified work areas.

Wood Procedure:

All wood and chip disposal shall be the responsibility of the vendor. The awarded vendor shall be responsible for ensuring that wood from all ash trees is disposed, in accordance with the Michigan Department of Agriculture requirements and guidelines.

All non-ash wood must be hauled away daily and disposed of appropriately.

Each vendor shall submit in writing, with their bid, their specific plans for the removal of all ash and non-ash wood, and authorized disposal location.

All tree parts and wood debris must be removed from the work areas by the end of each workday. The vendor, under no circumstances, shall be allowed to stockpile wood beyond the end of the workday.

Reporting Procedure:

The vendor shall be required to send a weekly report of the work completed. This is to facilitate inspection of work in a timely manner for quality and processing of invoices.

Vendor is required to track and report all berm restoration work delayed due to adverse weather conditions (heavy rain, snow).

Capacity:

The vendor will be required to meet a target of removing 15 trees per week varying from 19-60-plus inches in diameter at breast height (DBH). Any tree above 60 inches must have been independently quoted and approved before servicing. The minimum number of trees to receive service per week also includes trimming assignments.

The vendor shall provide the following:

- **Listing of all personnel to be utilized, including documentation verifying that said personnel has received safety training within the last 12 months for performing tree work.**
- **Listing of all motorized equipment that will be available for the duration of this contract.**
- **Listing of all other equipment, such as chippers, tree stumpers, log loaders, power saws, etc., that will be utilized for the duration of this contract.**
- **Name and qualifications of the certified arborist, if available, that is on staff; a certified arborist is preferred but not required.**

Safety Precautions:

The awarded vendor shall provide barricades, display necessary warning signs, and take all necessary precautions for public safety.

If streets require temporary closing, the vendor shall contact the General Services Department at least 24 hours in advance.

Field crew sizes shall be at least four (4) persons to assure satisfactory progress and to maintain safety standards. Stumper crews may be smaller. Vendors shall identify the numbers of crews to be utilized on a weekly basis.

All work shall be performed in accordance with applicable MIOSHA and ANSI safety standards.

Damage to Property:

The vendor shall utilize industry standard procedures, while performing all work associated with this contract, to minimize the potential for damage to private property or public right-of-way.

The vendor shall be responsible for all damage caused by his or her work, to non- right-of-way, sidewalks, buildings, or other structures, facilities, and private property.

The vendor shall also be responsible for restoring or replacing any shrubs, trees, turf, or sprinkler lines that are damaged by his/her work. All tire ruts left by equipment must be repaired with topsoil and grass seed.

The vendor shall also be responsible for repairing any irrigation systems damaged during removals. To expedite the repair process, the vendor shall consider having knowledgeable and qualified employees carry poly pipe and fittings to correct damage of this nature.

It shall be the vendor's responsibility to notify the General Services Department of any damage, within 24 hours of it occurring. Failure to notify the Department of said incidents shall be sufficient grounds for termination of the contract.

Method of Measurement

The size of the trees to be removed or trimmed will be determined by the measurement of the tree's diameter at breast height (DBH), taken at a point four and one-half feet (4 ½) above the ground. Trees with multiple trunks at breast height will be classified by taking the DBH for each trunk and combining them to get a single diameter classification. All diameter measurements will be rounded up to the nearest inch. Tree sizes (and the number of each) will be provided to the selected vendor, upon award of the contract. It shall be the vendor's responsibility to view the trees, prior to removal to ensure the provided measurements are accurate.

MINOR DEVIATIONS:

Specifications referred to herein are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the bid

BIDDERS NAME _____

RFQ# _____

document. Failure to outline all deviations may be grounds for rejection of your bid.

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes acceptable deviations from specifications.

REJECTIONS, MODIFICATIONS, CANCELLATIONS:

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals/quotes received; 2) waive any non-conformity; 3) re-advertise for proposals/quotes; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals/quotes, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP/RFQ does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal/quote under this request, or to procure or contract for services.

iSUPPLIER INFORMATION

Vendor must enroll in Oracle Fusion iSupplier to ensure inclusion of our database and for invoicing purpose. Instructions may be found on the City of Detroit Website www.detroitmi.gov/supplier which includes tutorials on how to enroll. If you have any questions please send an email to procurementinthecloud@detroitmi.gov or call (313) 670-8106.

SPECIFICATION CHECK:

We have read the specifications thoroughly and we:

- () Are able to meet specifications without deviation
- () All deviations are properly outlined on an attached sheet marked _____ for identification.

Signed: _____

Title: _____

PRICE: Contract prices are FIRM for the entire contract period.

BID WITHDRAWAL:

No bid shall be withdrawn for ninety (90) days from submission deadline. Bidders may reduce this period, if stated on bid, but such bids may be rejected on the basis of the reduced time period. This paragraph supersedes paragraph 14 of the General Conditions.

TERMS OF PAYMENT:

A discount of _____% will be allowed for payment of invoice within forty-five days of delivery and acceptance of the above items and vendor's invoice. Other terms less **than thirty (30) days**, E.O.M., Proximo, etc., shall not be considered. Payment terms will not be considered in determining the award of the contract(s), except in the case of tie bids. However, discounts may be offered to facilitate prompt payment.

The City of Detroit reserves the unqualified right to reject any bid which includes a provision for a service charge levied by a vendor when payment by the City is not made within a specified time period. This paragraph supersedes paragraph 4 of the General Conditions.

INSURANCE:

- I. The Contractor shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee. For Federal and State Funded Training Programs and etc., is required to secure insurance for worker's compensation for all of its participants and The City of Detroit should also be listed as an additional insured.
 - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the City, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days' prior notice to the City. The Commercial General Liability insurance policy shall name the City as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Finance Department, Purchasing Division, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

BIDDERS NAME _____

RFQ# _____

CONTRACT ACCEPTANCE:

The successful bidder shall be notified of the execution of a contract by the City of Detroit upon issuance of a "Contract Award Notice" or a Purchase Order. The "Contract Award Notice" shall contain the date the contract award was approved.

The signed, accepted bid of the successful bidder will be the contract between the bidder and the City of Detroit, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you. Each bidder shall keep a copy of his/her signed bid form for future reference.

NOTICE TO BIDDERS

This bid solicitation includes the City's of Detroit's preference for environmentally preferred goods and services where applicable. The City of Detroit will utilize and compare the responses to this bid to available cooperative purchasing agreements. For a complete explanation refer to Chapter 17 of the 2019 Detroit City Code, Finance and Taxation, Article V, Purchases and Supplies, Division 1, Goods and Services.

EQUALIZATION FACTOR:

In accordance with Ordinance No. 15-00, any Detroit based firm shall be deemed a better bid than the bid of any competing firm which is not Detroit-based, whenever the bid of such competing firm shall be equal to or higher than the bid of the Detroit-based firm after the appropriate equalization percentage credit from the Equalization Allowance Table has been applied to the bid of the Detroit- based firm.

The firm making the lowest bid thus evaluated shall be deemed the lowest bidder.

Vendors who wish to receive Equalization credit for bids submitted must fill out the attached Equalization Eligibility Form and return it with their bid document along with any supporting documentation required to substantiate eligibility. The Equalization Eligibility Form and supporting documentation must be submitted with each and every bid response submitted by the vendor. Failure to return the Equalization Eligibility Form and/or Affidavit along with required documentation will result in equalization credit not being applied to your bid.

TERMINATION OF CONTRACT:

The City of Detroit reserves the right to terminate this contract, for cause as determined by the purchasing director without any liability whatsoever upon ten (10) days' notice. The City reserves the absolute right to terminate this contract in whole or in part, for the convenience of the City at its sole discretion on thirty (30) days written notice to the Vendor.

BIDDERS NAME _____

RFQ# _____

PRICING/ BID SHEET

Unit prices for Tree and Stump removal services, based on Diameter at Breast Height (DBH).

The City of Detroit has identified the following quantities to be removed and budgeted the cost for tree and stump removal services represented in Columns A and B.

Item	Tree Size	Estimated Quantity	Unit of measure	Unit Price (A) Per Tree Removal No Utility Line	Unity Price (B) Per Tree Removal Near Utility Line
1	19"-24"	50	each	\$	\$
2	25"- 30"	50	each	\$	\$
3	31"-36"	50	each	\$	\$
4	37"-42"	50	each	\$	\$
5	43"-48"	50	each	\$	\$
6	49"-54"	25	each	\$	\$
7	55"-60"	25	each	\$	\$
8	61"-70"	25	each	\$	\$
9	71"-80"	25	each	\$	\$
10	81"-90"	25	Each	\$	\$
11	91"-100	25	Each	\$	\$
12	101"-110"	25	Each	\$	\$
13	111"-120"	25	Each	\$	\$
14	121"-130"	25	Each	\$	\$
15	131"-150"	25	each	\$	\$

Trimming pricing is listed on the next page.

BIDDERS NAME _____

RFQ# _____

Unit prices for Tree trimming, based on Diameter at Breast Height (DBH) of Tree trimmed.

Item	Tree Size	Estimated Quantity	Unit of measure	Unit Price Per Tree Trimming (A)	Unity Price (B) Per Tree Trimming Near Utility Line
1	19"-24"	50	each	\$	\$
2	25"- 30"	50	each	\$	\$
3	31"-36"	50	each	\$	\$
4	37"-42"	50	each	\$	\$
5	43"-48"	50	each	\$	\$
6	49"-54"	25	each	\$	\$
7	55"-60"	25	each	\$	\$
8	61"-70"	25	each	\$	\$
9	71"-80"	25	each	\$	\$
10	81"-90"	25	each	\$	\$
11	91"-100"	25	each	\$	\$
12	101"-110"	25	each	\$	\$
13	111"-120"	25	each	\$	\$
14	121"-130"	25	each	\$	\$
15	131"-150"	25	each	\$	\$

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____
(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____
(IF DIFFERENT FROM ABOVE) _____
(ZIP CODE)

BUSINESS ADDRESS: _____
(CHECK ONE): _____
LEASE _____ RENT _____ OWN _____ (ZIP CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

E-MAIL: _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE/POSITION _____

CELL PHONE NUMBER: _____

ALTERNATE COMPANY CONTACT _____

*****YOU MUST COMPLETE THIS NO-BID FORM IF YOU DO NOT WANT TO
SUBMIT A BID FOR THE SCOPE OF WORK******

DSS STATEMENT OF NO BID/Proposal

RFQ #

We, the undersigned, have declined to quote on (DSS) Bid No. RFQ the following reason (s): _____ *for*
(Check all that apply)

_____ *We do not offer this product or the equivalent.*

_____ *Unclear description/specifications (specify below).*

_____ *Insufficient time to respond to the invitation to bid.*

_____ *Unable to meet the bond requirements.*

_____ *Our product schedule would not permit us to meet your needs at this time.*

_____ *City of Detroit payment issues (specify below).*

_____ *Other (specify below).*

REMARKS: _____

Company Name: _____

Signature: _____ *Date:* _____