



Request for Proposal (RFP): Avondale Estates On-Call Tree Removal Services

Issuing Agency: City of Avondale Estates
21 North Avondale Plaza
Avondale Estates, GA 30002
Phone: (404) 294-5400
Fax: (404) 299-8137

Issuing Date: February 17, 2022
Proposal Closing Date: March 31, 2022
Proposal Closing Time: 3 p.m.

The City reserves the right to reject all proposals and accept any proposal that it may deem to be in the interest to the City.

All questions or concerns regarding this RFP should be submitted, in writing, to Paul Hanebuth, Assistant City Manager and Finance Director at phanebuth@avondaleestates.org, faxed to 404-299-8137 or mailed to 21 N. Avondale Plaza, Avondale Estates, GA 30002. All written questions are due by March 15, 2022 at 3 p.m. Written answers will be provided to all written questions received before the deadlines established above and all questions from the pre-application meeting.

Award: The lowest price proposal will not guarantee an award recommendation.

The City reserves the right to negotiate with the low bidder for the best price after RFP submittal.

I. Project Description and Scope of Work

Avondale Estates is in periodic need of tree and stump removal services on an on-call basis, as described in the scope of work below.

SCOPE OF SERVICES

Task 1 – Project Evaluation

- The selected contractor will receive a tree trimming or removal request from a city representative.
- The contractor will submit a project order to the city with their understanding of what work is to be done. Contractor may use drawings and photos as necessary. The document will include the following:
 - Location
 - Photos of trees to be removed and/or trimmed

- Date the work will be performed
- The City, after reviewing the project order, will comment on or approve the document and return it to the contractor. If commented on, contractor will address the city's comments and resubmit for approval.
- The work shall be itemized on the project order as follows:
 - Removing trees up to 10 inches dbh (each)
 - Removing trees between 10 inches and 20 inches dbh (each)
 - Removing trees between 20 and 30 inches dbh (each)
 - Removing trees over 30 inches dbh (each)
 - Stump grinding (each). Stump grinding shall include fine grading the impacted area to match the surrounding grades.

Task 2 – Project Execution

- The contractor shall notify the residents immediately adjacent to the tree(s) to be removed 3 days in advance of the work and describe any special access problems they will encounter and the time it will take to perform the work.
- The contractor shall set up any traffic control and/or detours in the approved project order.
- The contractor shall perform the work and remove all debris from the project site and dispose of it off site.

II. Proposal Format and Submittal Requirements

- Proposals must be clearly marked “Tree Service On-Call Project”.
- Vendor shall submit three (3) copies of the proposal and all documentation as well as a digital copy. All forms must be typewritten or printed in ink. Any changes or corrections must be initialed by the person signing the proposal documents.
- Bidder Response Form must be completed and submitted as the first page of the bid fee proposal. This form contains: Firm Information - Firm name, contact, address, telephone and fax numbers, email address and the names, addresses, and telephone/fax numbers of any sub-consultants. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.
- Execute the Contractor Affidavit and Agreement
- Insurance is required during the term of the Agreement. Provide documentation.

Within 10 days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering:

1. Workers' Compensation & Employer's Liability Insurance. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.

2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for

which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an “occurrence” form.

3. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City’s property. Insurance shall include all owned, non-owned and hired vehicle liability.

4. Umbrella Insurance with limits of liability excess of Employer’s Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.

The insurance policies shall contain or be endorsed to contain, the following provisions:

(a) A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least thirty (30) days prior written notice to the City.

(b) Workers’ Compensation and Employer’s Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City’s boards, officials, directors, officers, employees, representatives, agents, and volunteers.

(c) Commercial General Liability, Automobile Liability Contractors’ Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City’s boards, officials, directors, officers, employees, representatives, agents, and volunteers Additional Insureds under such policies.

A copy of these endorsements shall be provided to the City. Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City. The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance. Certificate Holder should read: The City of Avondale Estates, 21 North Avondale Plaza, Avondale Estates GA, 30002.

IV. Selection Procedures

A. Selection

The City shall determine the low bidder based on summing the product of 1 and the unit price of each bid sheet category.

BIDDER RESPONSE FORM

Firm Name: _____

Contact Person: _____

Firm Address: _____

Phone: _____

Fax: _____

Email: _____

Additional Sub-contractors.: _____

Signature – Firm Representative

Date

CITY OF AVONDALE ESTATES – TREE SERVICE ON-CALL PROJECT

BID NUMBER: 2022-2

BID DATE: _____

SUBMITTAL DATE: _____

BY: _____
(Bidder)

PROJECT DESCRIPTION: The project consists of the removing and/or trimming trees, including associated traffic control, stump grinding, fine grading, seed and straw and hauling off all debris.

THIS BID IS SUBMITTED TO: City of AVONDALE ESTATES, Georgia (hereinafter called Owner) acting through its City Council.

- A. Undersigned Bidder offers and agrees to enter into Agreement with Owner, in accordance with the instructions, requirements and forms included in Bid Document Package (including the Invitation to Bid and Instructions to Bidders Package), and to complete all Work for the Bid Price and within required calendar days, all in accordance with the Bid Document Package.

Bidder accepts terms and conditions contained in Bid Document Package including without limitation those dealing with Owner’s time for accepting Bid and disposition of Bid Security.

In submitting this Bid, Bidder makes representations required by Instructions to Bidders and further warrants and represents:

Bidder has examined Bid Document Package, including Invitation for Bids and Instructions to Bidders, and following addenda:

No. _____	Dated _____	No. _____	Dated _____
No. _____	Dated _____	No. _____	Dated _____
No. _____	Dated _____	No. _____	Dated _____
No. _____	Dated _____	No. _____	Dated _____

Bidder has examined site and locality where the Work is to be performed and legal requirements (federal, state, and local laws, ordinances, rules, and regulations) and conditions affecting Work cost, difficulty, progress, or performance and has made independent investigations as Bidder deems necessary.

- B. Bidder has correlated results from observations, examinations, investigations, explorations, tests, reports, and studies with terms and conditions contained in Bid Document Package.
- C. Bidder has given Owner written notice concerning conflicts, errors, or discrepancies discovered in Bid Document Package and written resolution by Owner is acceptable to Bidder.
- D. This Bid is genuine and not made in interest of or for any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules produced by any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

Bidder submits following unit prices identified in Bid Form as part of this Bid:

BID NUMBER: 2022-2 BID DATE: November 6, 2020

SUBMITTAL DATE: _____

BY: _____
(Bidder)

BIDDERS SIGNATURE: _____

BID FORM

This form is mandatory and must be completed in its entirety.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE
1	Tree Removal up to 10 inches DBH	EACH	
2	Tree Removal >10 to 20 inches DBH	EACH	
3	Tree Removal >20 to 30 inches DBH	EACH	
4	Tree Removal >30 inches DBH	EACH	
5	Stump Grinding, including fine grading the impacted area to match surrounding grades	EACH	

_____ Dollars _____ Cents
(Base Bid Includes all work identified in the contract documents).

\$ _____

Attached prices shall include all labor, materials, balling, shoring, removal, overhead (Direct and Indirect), profit, insurance, bonds, and other costs, to cover all finished Work.

Bidder agrees this Bid shall be good and may not be withdrawn for a period of 90 calendar days after scheduled closing time for receiving bids.

Undersigned Bidder hereby agrees to each and every stipulation in Bid Document Package pertaining to the submission of Bids and further, if awarded the Contract, duly agrees to execute and secure the required Contract and Bid Document Package within fifteen (15) days from service of Notice of Award and deliver a surety bond or bonds as required by General Conditions. The name and business address of Bidder to which all formal Notices shall be sent:

Company: _____

Address: _____

SIGNATURE: _____
(President, Vice President or Corporate Office)

DATE: _____

PRINTED NAME: _____

TITLE: _____

ATTESTED BY: _____
(Secretary of Corporation must attest)

DATE: _____

PRINTED NAME: _____

TITLE: _____

(Corporate Seal Required if Bidder is a Corporation)

BIDDER'S AFFIDAVIT

BID NUMBER: 2022-2

BID DATE: _____

PROJECT DESCRIPTION: Avondale Estates On-Call Tree Removal Services

STATE OF _____)

COUNTY OF _____)

(Name Printed)

being duly sworn, deposes and says that he resides at _____

that he is the

(Title)

(Name of Bidder)

who signed the above Bid Form, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all the declarations and statements contained in the Bid are true to the best of his knowledge and belief.

(Affiant)

Sworn to and subscribed before me this _____ day of _____, 2022.

(Notary Public in and for

County

My Commission expires _____.
(SEAL)

FORM OF NON-COLLUSION AFFIDAVIT

(This Non-Collusion Affidavit is Part of the Bid Documents)

BID NUMBER: 2022-2

BID DATE: _____

PROJECT DESCRIPTION: Avondale Estates On-Call Tree Removal Services

STATE OF _____)

) SS

COUNTY OF _____)

(Name Printed)

being duly sworn, deposes and says that he is

(sole owner, partner, president, secretary, etc.)

the party making the foregoing Proposal or Bid; that such Bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Bidder or person, to put in a sham Bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the Bid Price of affiant or any other Bidder, or to fix any overhead, profit, or cost element of said Bid Price, or of that of any other Bidder, or to secure any advantage against the City of AVONDALE ESTATES, or any person interested in the proposed Contract; and that all statements contained in said Proposal or Bid are true, and further, that such Bidder has not, directly or indirectly submitted this Bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no member of Owner or other officers or employees of said Owner is interested directly or indirectly in the Bid or in any portion of the Bid nor the Contract or any part of the Contract which may be awarded the undersigned Bidder on the basis of such Bid.

(Affiant)

Sworn to and subscribed before me this _____ day of _____, 2022.

(Notary Public in and for

County

My Commission expires
(SEAL)

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Avondale Estates, Georgia (the “City”) has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 2022 in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the _____ day of _____, 2022.

Notary Public

My Commission Expires