

TOWN WIDE TREE REMOVAL FOR THE TOWN OF ELLICOTT

2017-2020

BID DOCUMENT CHECKLIST

ITEMS REQUIRED (X) ITEMS SUBMITTED WITH BID

FAILURE TO SUBMIT ANY OF THESE (X) DOCUMENTS MAY BE CAUSE FOR REJECTION OF BID.

- ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA OR REVISION (IF ISSUED)
- PRICE LIST
- REFERENCES
- EQUIPMENT LIST
- SIGNATURE PAGE
- NON-COLLUSION
- CERTIFICATIONS
  - EHAP
  - CPR & FIRST AID
  - NYS CRANE LICENSE
  - OSHA 10

THE UNDERSIGNED BIDDER HERewith SUBMITS THE ABOVE REQUIRED DOCUMENTS.

PRINT NAME OF BIDDER:

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SIGNED BY:

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PRINT NAME AND TITLE:

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DATE:

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**THIS CHECKLIST MUST BE RETURNED WITH ALL DOCUMENTS**

BID FOR REMOVAL OF VARIOUS TREES TOWN OF ELLICOTT  
2017-2020 AS NEEDED

All Contractors submitting proposals must complete the Bid Form Pages attached at the end of this proposal. Non-compliance of completion of required affidavit, agreement, business information sheet and Bid Form pages will be considered, as non-responsive and such proposal will be rejected.

All Contractors must comply with General Bidding Requirements.

Any questions regarding this proposal package or negotiation process should be directed to Robert F. Pickett Jr. (716) 665-2101

TOWN OF ELLICOTT RESPONSIBILITY

1. The Town Highway Superintendent or designated representative shall have full authority over all work to be performed under the contract and shall inspect each removal to insure proper execution of the contract.
2. The Town Highway Superintendent or designated representative shall designate all locations of trees for removal, which would include various types, widths, heights, shapes, sizes and locations throughout the Town. Any complaint or rejection from the Town Highway Superintendent must be promptly corrected by the contractor, at no cost to the Town, and to the complete satisfaction of the Highway Superintendent.
3. Any questions related to this contract shall be directed to the Town Highway Superintendent, 215 S. Work Street, Falconer, NY 14733 (716) 665-2101.

INSURANCE

1. The contractor, at all times during the length of contract shall have \$1,000,000.00 (one million dollars) liability per incident insurance and \$2,000,000.00 (two million dollars) excess (umbrella) liability insurance to cover all costs or loss or damage to person or property.
2. TOWN OF ELLICOTT must be listed as “Additional Insured” on the insurance certificate. **NOTE:** The name(s) of the insured on the certificate must be the same as the name(s) on the bid document.
3. Insurance coverage must be an “OCCURRENCE POLICY”. “Claims made” policies are *unacceptable*.
4. WORKERS’ COMPENSATION STATUTORY LIMITS.
5. AUTOMOTIVE LIABILITY INSURANCE – MINIMUM REQUIREMENTS:  
\$1,000,000 for each individual occurrence.

## WAGE and HOURS PROVISION

This is a public work contract covered by Article 8 of the Labor Law, neither Contractor's employee nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statute, except as otherwise provide in the Labor Law and as set for the in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

## BID PRICES

Bids shall be submitted on a per-tree basis. In the event of unavailable funds or a reduction of monies, the Town reserves the right to cancel contracts for certain trees on a priority basis.

## CONTRACT PERIOD

The initial contract period shall commence upon execution of this contract and shall terminate at midnight on March 31, 2018. The Town shall have the option to renew the contract for two (2) additional one-year periods, exercisable at the sole discretion of the Town, which additional periods shall expire at midnight on March 31 of the next succeeding year.

In the event the Town exercises its option to renew this contract as stated above, written confirmation will be provided by the Town to the Contractor within thirty (30) days prior to termination date.

## INVOICES

Invoices must be submitted on a monthly basis and shall include location of work.

Invoices will not be processed unless complete removal of tree, is accomplished.

## REQUIRED EQUIPMENT AND LABOR FORCE

The following is a list of equipment and labor required to bid this contract.

The Town Highway Superintendent will inspect all equipment as to horsepower ratings, models, types and conditions.

As necessary, all equipment must be on-hand to utilize throughout the entire contract period.

1. Three (3) men:
  - A. One (1) qualified working foreman
  - B. One (1) qualified trimmer
  - C. One (1) grounds man
2. One (1) crane or similar device, along with a NY State Certified Crane Operator, bidder must specify on bid the tonnage and model.
3. One (1) bucket truck 50 foot minimum working height, specify make, model.

4. One (1) chipper, bidder must specify on bid the model and horsepower rating.
5. One (1) log-removal truck, bidder must specify on bid the make, model and gross vehicle weight.
6. Five (5) chain saws:
  - Two (2) heavy-duty type.
  - Two (2) intermediate type.
  - One (1) trimmer saw.

## SPECIFICATIONS

These Specifications are intended to provide the information by which prospective bidders may understand the requirements of the Town of Ellicott relative to furnishing labor, material, equipment, tools and services in the performance of Removing Various Trees for the Town of Ellicott.

Contractor must submit a list of five (5) references of work of similar size and specifications. Include names, address, contact person and telephone number for each reference.

Due to high concentration of power lines, all crews should be pre-qualified to have the following:

- a) One (1) qualified working foreman, with at least five (5) years' experience and EHAP certification.
- b) Crane operator must have a minimum of five (5) years' experience with references working in large scale removals, NYS Crane Certification License and EHAP certification.
- c) One (1) qualified trimmer/cutter with EHAP certification and at least five (5) years' experience.
- d) One (1) grounds man.
- e) Contractor must submit a list of five (5) references of work of similar size and specifications. Include names, address, contact person and telephone number for each reference.
- f) All employees of the contractor shall be properly trained for the jobs they are to perform with EHAP certification, First Aid & CPR and OSHA 10.

**NOTE: PROOF OF ALL VALID CERTIFICATIONS, QUALIFICATIONS, LICENSES, ETC. ARE REQUIRED AND SHALL BE SUBMITTED WITH YOUR BID. QUOTATIONS SUBMITTED WITHOUT THIS INFORMATION WILL NOT BE CONSIDERED FOR AWARD**

## INFORMATION

For additional information, Bidders are requested to contact Town Highway Superintendent 215 S. Work Street, Falconer, NY 14733 (716)665-2101.

On-Site inspection of the removal of trees and stumps will be made by the Town Highway Superintendent before authorization of a payment under this proposal.

## SCOPE OF WORK

The contractor shall remove and dispose of trees in a neat workmanlike manner.

All trees shall be removed, by pieces, in accordance with accepted tree removal practices and minimum standards set by the Arboricultural Code of the International Shade Tree Conference.

The contractor shall use only workmen skilled in their trade and shall exercise safety precautions during the performance of work. Burning of debris on the work site is prohibited.

The contractor shall not close or obstruct any streets, sidewalks, alleys or passageways unless specifically authorized.

The Town Highway Superintendent will be available to assist contractor in seeking authorization to close any street, alley or passageway necessary to complete such removal.

The contractor shall remove, from the streets; all equipment used and re-open all streets immediately after each day's operations. No timber or debris shall be stored on site without prior approval of the Highway Superintendent. All work sites and lawn areas shall be raked clean at all times. Sidewalks, driveways and streets shall be swept clean.

## DISPOSAL OF DEBRIS

The contractor shall observe all laws and ordinances governing the disposal of debris and is hereby notified that open burning of debris, on the site and in Chautauqua County area, is prohibited.

The contractor shall furnish a plan for the disposition of debris.

It shall be the responsibility of the contractor to visit the site of the proposed work area and fully acquaint himself with the property and location.

## LIVE UTILITIES AND OTHER PROPERTY

The contractor shall assume all responsibility for damage attributable to him for any property upon or passing through the project area, or excluded from the work or not owned by the Town, such as utility lines, surface improvements, or like items.

When disconnection of underground utilities is required to be made in public thoroughfares, the contractor shall comply with all local requirements and regulations for the barricading of streets, the removal and restoration of pavement and other pertinent matters.

## GENERAL GUARANTEE

Neither the final certificate of payment, nor any provisions in the contract documents, nor partial or entire use or occupancy of the premises, by the Town, shall constitute an acceptance of work not done in accordance with the contract or relieve the contractor of liability in respect to any express warranties or responsibility for failure to comply with the terms of the contract documents. The Town will give notice of observed non-compliance with reasonable promptness.

## RISK OF LOSS

The Town assumes no responsibility for the condition of buildings and structures and other property on the project area, not for their continuance in the condition existing at time of issuance of the invitation for bids or thereafter.

No adjustment of contract price or allowance for any change in conditions, which may occur after the invitation for bids have been issued, will be made.

## PERMITS AND CODES

The contractor shall give all notices required by and comply with all applicable laws, ordinances and codes of the Town of Ellicott.

All disconnection and demolition shall comply with all applicable ordinances and codes, including all written waivers.

The Contractor shall, at his own expense, secure and pay, to the appropriate Department of Local Governments, the fees and charges for all water, barricades, sidewalks, sheds, removal of all water taps, sealing of building connection drains, pavement cuts and repairing of streets and sidewalks and all other building, electrical, plumbing, gas and sewer permits necessary under the local regulator body or any of its agencies, including plans for barricades and fences.

## CONTRACTORS' RESPONSIBILITY

The Contractor shall keep on the Job, during the entire working time, a competent and responsible foreman who shall be subject to removal upon demand by the Town, if in the Town's judgment such removal is necessary and desirable in the interest of the work.

The Contractor shall install and maintain such barriers and warning signs and/or lights as may be necessary to prevent any accidents in the consequence of his work.

The contractor shall maintain an order of neatness and good housekeeping, comparable to the Town's, in their operations.

Tools, scaffolding and other paraphernalia shall be kept in a neat and orderly arrangement at all times.

Debris, resulting from the contractor's operations, shall not be allowed to collect and must be cleaned-up daily and disposed of as the Town may direct.

The Contractor shall indemnify and protect the Town from any loss and recoveries for damage to life, limb or property occasioned by his acts or negligence or those of his agents, employees or workmen.

Any problem or disputes resulting in the performance of this contract shall be mediated by the Town Highway Superintendent.

The successful bidder while acting as an agent for the Town of Ellicott shall act in a professional and dignified manner when dealing with the public. Any incidents that occur during the performance of this contract could result in contract cancellation and disqualification from future bidding with the Town for duration of time allowed by law.

## EQUAL OPPORTUNITY EMPLOYER

Contractors shall not discriminate against any person employed or seeking employment with the contractor because of Race, Creed, Color, Sex or National Origin and shall comply with all applicable ordinances, statutes and regulations of the Town of Ellicott, State of New York, or Federal Government relating to Equal Employment Opportunities.

## Bid Form: Removal of Trees - Summary.

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We, the undersigned, propose to remove the trees listed below for the Town of Ellicott, in conformity with the specifications, general terms and conditions, hereto attached, for the prices indicated below.

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Contact Person / Phone No. \_\_\_\_\_

Bidder Name/Date: \_\_\_\_\_  
(Signature / date)

### TREE REMOVAL (PER ATTACHED SPECIFICATIONS)

ITEMS OF WORK	PRICE PER TREE 2017-2018	PRICE PER TREE 2018-2019	PRICE PER TREE 2019-2020
TREES DIA SIZE 19" TO 24"	\$ _____	\$ _____	\$ _____
TREES DIA SIZE 25" TO 30"	\$ _____	\$ _____	\$ _____
TREES DIA SIZE 31" TO 36"	\$ _____	\$ _____	\$ _____
TREES DIA SIZE 37" TO 42"	\$ _____	\$ _____	\$ _____
TREES DIA SIZE 43" TO 48"	\$ _____	\$ _____	\$ _____
TREES DIA SIZE 49" TO 52"	\$ _____	\$ _____	\$ _____



REQUIRED EQUIPMENT LIST

As necessary, all equipment must be on-hand to utilize throughout the entire contract period.

1. Three (3) men:
  - A. One (1) qualified working foreman.
  - B. One (1) qualified trimmer.
  - C. One (1) grounds man.
  
2. One (1) 26 ton or larger crane or similar device, specify tonnage and model.

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3. One (1) NY State Certified Crane Operator, specify license number.

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4. One (1) chipper 140 hp or larger, specify model and horsepower rating.

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5. One (1) chip truck, specify model and gross vehicle weight.

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6. One (1) bucket truck 50 foot minimum working height, specify make, model.

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7. One (1) log-removal truck minimum 54,000 GVW, specify make, model and gross vehicle weight.

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8. Five (5) chain saws:
  - A. Two (2) heavy-duty type.
  - B. Two (2) intermediate type.
  - C. One (1) trimmer saw.

Other Equipment:

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**ATTACH PROOF OF ALL VALID CERTIFICATIONS, QUALIFICATIONS, LICENSES, ETC.  
QUOTATIONS SUBMITTED WITHOUT THIS INFORMATION WILL NOT BE  
CONSIDERED FOR AWARD**