

**Invitation to Bid**

**Town of Berlin  
Tree Removal Services**

**BID # 2017-15**

December 15, 2016



**TOWN OF BERLIN**  
**Department of Public Works**  
240 Kensington Road • Berlin, CT 06037  
**Office (860) 828-7022 • Fax (860) 828-7180**

**INVITATION TO BID FOR:**  
**Tree Removal Services**

**BID NUMBER: 2017-15**

**BID OPENING DATE:** January 12, 2017

**BID OPENING TIME:** 2:00PM

**BID OPENING PLACE:** Berlin Town Hall, Public Works Office, Room 8

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The Town of Berlin is seeking bids for furnishing personnel and equipment for tree removal and trimming services for a two-year period commencing on or about February 1, 2017 through January 31, 2019.

Sealed bids will be accepted at the Berlin Town Hall, Public Works Office, Room 8, 240 Kensington Road, Berlin, CT 06037 until, but no later than 2:00 P.M., Thursday, January 12, 2017, at which time they will be publicly opened, read and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

Additional information related to this bid is available on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under Government, Purchasing, Current Bids and RFPs, or by calling the Purchasing Agent at 860-828-7136 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its bid in accordance with the ITB as modified by the addenda.**

The Town of Berlin reserves the right to reject any and all proposals, waive any informalities, or defects, and award to the bidder deemed to be in the best interest of the Town. The Town is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Adam Tulin  
Purchasing Agent

## TOWN OF BERLIN, CONNECTICUT

### STANDARD INSTRUCTIONS TO BIDDERS

#### Tree Removal Services

#### BID #2017-15

The Town of Berlin is requesting your bid for supplying the following personnel and equipment for performing tree removal and trimming services:

- a) Truck equipped with aerial boom and personnel bucket, and equipped with 5 cubic yard minimum hopper, or bin, to contain wood chips.
- b) Wood Chipper, heavy duty trailer mounted to handle trees and limbs up to 8 inches in diameter.
- c) Crew Chief and Helper, to be fully trained and equipped, capable of removing large trees without supervision.

The above personnel and equipment shall be used by the Town for tree removal during the two-year period beginning on or about February 1, 2017 through January 31, 2019. Work will be assigned by the Berlin Highway Superintendent/Tree Warden, and the tree removal crew will be assisted by, and work jointly with, the Berlin Highway Department during both cutting and chipping segments of the work performed by the Contractor. The Berlin Highway Department will provide assistance working jointly with the Contractor providing personnel to remove trees and limbs to be either chipped or removed from the site. The Berlin Highway Department will also provide traffic control.

On the attached bid form, bidders must provide A) a **daily rate** for routine tree removal services, and B) an **hourly rate** for after hours and/or emergency tree removal services.

The contractor shall commence any routine tree work within 48 hours of notice, if required by the Highway Superintendent. Payment for emergency/after-hours services shall be made for actual hours worked, with a four-hour minimum per day.

Personnel provided should be competent to perform assigned tasks, and equipment should be in excellent operating condition. Prices quoted shall include all costs related to the personnel and equipment provided. Failure to commence work when directed, or to complete work in a timely manner, may result in all or part of the bond (required as a part of the licensing procedure) to be forfeited, if the Town of Berlin incurs additional expense because of non-compliance by the Contractor. Serious and/or repeated violations may cause the contract to be cancelled. Travel time or "down" time will not be paid.

The successful bidder (Contractor) is required to be licensed in the Town of Berlin, Public Works Department, and retain an Arborist license with the State of Connecticut prior to commencing work. The Contractor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the Contractor must file Certificates of Insurance with the Town, naming the Town as an additional insured.

- a) Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

Your Bid should be submitted in a sealed envelope marked "**BID #2017-15 Tree Removal Services**" to the Berlin Town Hall, Public Works Office, Room 8, 240 Kensington Road, Berlin, CT 06037, no later than 2:00 P.M., Thursday, January 12, 2017 on the form attached herewith. Partial quotes will not be accepted. The Town of Berlin reserves the right to reject any, and all, proposals if deemed to be in the best interest of the Town.

Questions concerning the specifications, process and procedures applicable to this ITB are to be submitted in writing (including e-mail or fax) and directed only to Adam Tulin, Purchasing Agent (Email: [atulin@town.berlin.ct.us](mailto:atulin@town.berlin.ct.us) Fax: (860)828-8628). Proposers are prohibited from contacting any other Town employee, officer, or official concerning this ITB. The Town will answer all written questions by issuing one or more addenda, at least four calendar days prior to the Bid Opening Date. Each proposer is responsible for checking the Town's website to determine if any addenda have been issued.

**Key Dates:**

|                            |            |
|----------------------------|------------|
| RFP Advertised             | 12/15/2016 |
| Questions Due from Vendors | 01/05/2017 |
| RFP Opening Date           | 01/12/2017 |
| Contract Execution Date    | 02/01/2017 |

**BID FOR TREE REMOVAL SERVICES**

**BID # 2017-15**

**TOWN OF BERLIN**

To be received at the office of the Town Engineer - Room 8, 240 Kensington Road, Berlin, CT no later than 2:00 P.M., Thursday, January 12, 2017 in a sealed envelope marked "**BID #2017-15 Tree Removal Services**".

**The daily rate of \$\_\_\_\_\_** is bid for furnishing **routine** tree removal services

**The hourly rate of \$\_\_\_\_\_** is bid for furnishing **emergency/after-hours** tree removal services.

Pursuant to and in full compliance with the ITB, the undersigned certifies this bid is submitted without collusion and all responses are true, accurate and without exception. If awarded this bid, it is agreed this forms a contractual obligation to provide services at fees specified in this Bid Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address