

SCOPE OF WORK: FOR EMERGENCY TREE SERVICES Bid # 17-4

1. GENERAL

The purpose of this bid is to engage a competent firm to provide Emergency 24 hour tree pruning and removal services at Middlesex County College property.

This service would be for pruning or removals of trees when storms, severe winds, ice-damage or other conditions exist that cause imminent danger to persons or property.

The contractor is to provide all necessary transportation, supervision, labor, licenses, tools, equipment, traffic control apparatus, services and expertise to apply pruning and removal of evergreen and deciduous species. It is required to provide equipment including stump grinding equipment, tree aerial lift equipment (minimum 45') tree crane and operator, brush chipping equipment and any other equipment that may be required to perform these tasks.

All equipment must be in compliance with bid specifications and applicable with local and state regulations. The bidders shall be licensed by the State of New Jersey and the contractor shall be qualified as an Arboricultural Contractor in the State of New Jersey.

2. LOCATION OF WORK

Work to be provided at the Main Campus of the College located at 2600 Woodbridge Avenue, Edison, NJ.

3. CONTRACTOR QUALIFICATIONS

All bidders must have experience in tree pruning and removal services and shall be familiar with arboriculture industry standards and best management practices.

Bidder shall have a minimum of one full time employee with a valid ISA (International Society of Arboriculture) certification AND New Jersey CTE # (Certified Tree Expert) The tree crew working at the College property shall be managed by a New Jersey CTE and/or an ISA Certified Arborist.

Contractor shall furnish a copy of NJ CTE # name and contact information.

Each bidder is required to submit three professional references along with the names and phone numbers of the main contact person for each.

The College has the right to validate the work performed under each contract listed by the bidder with phone calls and/or site visits.

4. TECHNICAL SPECIFICATIONS

A. All activities performed under this contract shall conform to the most current published ANSI (American National Standards Institute) A-300 standards for pruning.

B. Under this contract all work shall be performed by workers trained in accordance with ANSI Z133. safety regulations as required by OSHA.

C. Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships.

D. Contractors shall provide, at the Contractor's expense, all tools of the trade and equipment necessary to perform the work.

E. Vehicles and equipment used to perform tree care services (e.g., aerial lift, wood chipper, support vehicles) will, to the extent feasible, be positioned on paved or gravel surfaces. When it is necessary to operate vehicles or equipment on turf or on tree root zones during wet soil conditions, the Contractor shall use ground protection equipment to protect soil from compaction and turf damage.

F. The owner may require that work performed under this Contract be conducted by a trained climber (arborists using rope and belt equipment) **WITHOUT** the use of an aerial lift.

G. Climbing spurs shall not be used when climbing trees, except to climb a tree to be removed or to perform an aerial rescue of an injured worker. Equipment and work practices that damage bark or cambium must be avoided.

H. All pruning work shall be performed under the direct management of a Certified Arborist in good standing. I.E. NJ Certified Tree Expert (CTE) , when this certification is officially implemented by the State of New Jersey, along with being an International Society of Arboriculture (ISA) Certified Arborist . Contractor shall ensure that CTE and ISA Certification are maintained during contract period. If the licensed arborist terminates employment a new CTE shall be appointed within 30 days. Violation of these procedures may result in the termination of the contract.

I. The Contractor shall remove all dead, dying, diseased, interfering, objectionable and weak branches.

J. The Contractor shall remove all interfering branches and one of all crossed or rubbing branches were practicable so the removal thereof will not have large holes in the general form of the tree.

K. The Contractor shall remove on branch of all structurally weak "V" crotches occurring along the main trunk or developing within the tree crown.

L. The Contractor shall remove trunk suckers and water sprouts especially where they are present above upper half of the tree.

M. The Contractor shall improve the appearance and structure of trees that are trimmed.

N. Contractor shall be responsible for chipping all wood 4" and under, the site shall be blown and twigs shall be gathered off pedestrian egress and roadways. A site for chips and wood from trees will be designated on site. The Contractor is NOT required to remove these materials from College property. All chips will remain on the College property and a staging area will be defined at the start of the contract.

O. All wood that is not chipped will also remain at the College. Wood 4" – 16" in diameter shall be cut into 24" – 36" sections. All other large diameter sections of wood and trunk shall be no larger than 48" in length and shall be left at the base area of tree where practical. Stumps less than 24" diameter shall be cut within three inches of the ground level; stumps larger than 24" diameter shall be cut within 6 inches of ground level.

P. Inspections of work areas will be done by the Owner after work completion. Contractor shall be responsible for and will be notified by the Owner of all excessive, unreasonable damage to turf and soil depressions on non-frozen soil, and damage to surrounding trees, shrubs and grassy areas.

Q. The Contractor shall take all necessary precautions to eliminate damage to adjacent trees, lawns, walkway areas and other site fixtures. The Contractor shall drive as little as possible on lawn areas to obtain safe setup for tree work and take precautions to disturb as little as possible when working on lawns.

R. Removal/pruning operations may be conducted where overhead utility wires may exist. Stump grinding operations may occur where underground utilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damaged should occur and shall be responsible for all damage that occurs.

S. Blocking of roadways and streets shall not be permitted unless prior arrangements have been made with the Middlesex County College Police

T. The College shall provide a safety manual; that contractor must comply with.

U. Contractor shall maintain a daily time sheet for every job. The daily time sheet shall be submitted to the owner for verification and record keeping.

5. REQUEST FOR SERVICES

Due to the urgency of emergency service at the College's facilities, the Contractor shall have the capability of responding to a request for services within **six (6) hours**.

The six (6) hour response time applies to Regular Time, Overtime, Saturdays, Sundays and Holidays. Bidders with an office that is further than two (2) hours traveling time from the College shall submit a letter with their bid detailing how they propose to meet the required response time.

Requests for services at College shall only be made by the Associate Director of Buildings and Grounds or a person delegated by that individual.

- A. The Contractor shall employ only such workers (Arborists) as are skilled in the tasks to which they are assigned. An Arborist is one who specializes in the care of woody plants, especially trees, and is knowledgeable in the pruning and removal of trees. The owner reserves the right to require the Contractor to remove and/or not to assign any employee the owner deems incompetent, careless, insubordinate, or otherwise objectionable.
- B. Contractor will schedule and perform requested tree service work within a time period specified by the owner. The owner will prioritize tree service requests so as to provide a reasonable scheduling window for the Contractor.

6. FORM OF BID

Bidders shall submit rates to be charged to the College for the work. The rate shall include all costs for a standard crew consisting of one laborer/ground person and one professional climber in addition to the aerial lift truck (minimum 45') and one brush chipper (based on an eight hour day).

It shall be understood that the award will be made to the lowest responsible Bidder by the Owner upon evaluation of the quotes. For the purpose of quote evaluation, the unit costs will be entered into a project cost model. The model will be based on a standard work crew for a period consisting of five days at the daily rate and five overtime hours. Also, the model will consider additional personnel and equipment of two laborer/ground persons at five hours regular time, two laborer/ground persons at two hours overtime, one professional arborist/climber at five hours regular time, one professional arborist/climber at two hours overtime, one working foreman at four hours regular time, one working foreman at two hours overtime, one crane and operator at four hours regular time, one crane and operator at two hours overtime, one stump grinder at four hours regular time.

7. PAYMENT FOR SERVICES

Payment shall be made in accordance with the rate on the proposal sheet. The rates bid should include all costs of labor, equipment, overhead, profit, and transportation. Overtime and additional rates billings shall be made in half-hour increments.

Invoices shall be submitted to Middlesex County College, Attention Accounts Payable, 2600 Woodbridge Avenue, Edison NJ 08818.

A. TERMS

The contractor will provide emergency tree services for the College for the period of July 1, 2016 – June 30, 2017. The College has the option to renew for one additional year, July 1, 2017 – June 30, 2018.

B. OVERTIME AND HOLIDAYS

All overtime, Sunday and/or holiday hours must be pre-approved by the Associate Director of Buildings and Grounds or a person delegated by that individual.

8. WORK HOURS

- A. Bidder is expected to perform tree work on site for an eight hour day from arrival time at the College until completion of service. Travel time is not included.
- B. The College does not and will not warrant or guarantee the amount of work hours to be supplied/required in any given day, week, month or year, or in the aggregate, pursuant to any contractual agreement awarded under these bid specifications. Nothing contained in any of the bid documents shall be construed to guarantee or warrant any amount of work hours.

9. TERMS

The contractor will provide emergency tree services for the College for the period of July 1, 2016 – June 30, 2017 with the option to renew for one additional year.