



REQUEST FOR PROPOSALS

2017 Limb Removal Services

Issued by the

Town of Mocksville
171 S. Clement Street
Mocksville, NC 27028

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SECTION 1 - INTRODUCTION

1.1 Notice & Background

The Town of Mocksville ("Town") is seeking proposals from qualified firms ("Contractor") interested in contracting with the Town to provide limb removal services for limb debris collected and placed by residents, and located on or adjacent to public right of ways within the municipal limits of Mocksville.

The Town has several goals that will result from this Request for Proposals (RFP), including:

1. Establish a list of qualified contractors that are capable of providing the services described within this RFP and also collect competitive pricing for the described services.
2. Provide limb removal services to the Town of Mocksville and residents in a cost-effective, safe, and efficient manner.
3. Maintain the safety and general welfare of the public by performing limb removal services from public right of way, including the terrace strip between the curb and property line.

1.2 Instructions

The Town of Mocksville will accept proposals through **3:00 pm EST August 29th, 2017**. Proposals must be mailed or brought to the address and attention directed below. Proposals will be opened and inspected at 3:30 PM on the same day at Town Hall.

Proposals submitted in response to this RFP must be delivered in a sealed envelope to the address below:

Town of Mocksville
Town Manager
171 S. Clement St.
Mocksville, NC 27028

Proposals must be clearly marked as follows:

"2017 Limb Removal Services Proposal"

SECTION 2 – SCOPE OF SERVICE

2.1 General Specifications

The Contractor shall agree to perform the limb removal services requested as directed by Town staff in accordance within guidelines listed below and future policy or ordinance outlining limb removal services to be agreed upon in a future contract between the Town and the Contractor.

2.2 Summary of Services Requested

The Town is interested in providing scheduled quarterly, monthly, or post storm limb removal services as needed. For quarterly and monthly services, please provide the annual estimated cost. Pricing can be submitted with hourly or daily rates, but if so, please provide the necessary information needed in order to annualize pricing. Please provide the pricing for monthly service, quarterly service, and for additional services after significant weather events. Additional services may be priced on an hourly or daily basis, by the cubic yard, etc. Services being requested in the RFP include limb removal services provided that participating residents conform to perspective guidelines listed below:

1. Limb Removal:

Limb Pick-Up Guidelines:

- Limbs should not be larger than 8" in diameter and no longer than 10 feet.
- Any foreign objects such as rocks, metal, lumber, etc. will contaminate piles and will keep a portion or all of the pile from being picked up.
- Building materials will not be picked up.
- Services include limb removal only. Removal of entire trees including whole stumps, roots, leaf piles or limbs larger than the specified size are not covered.
- No returns trips will be made to pick up items that were not put out on time or determined by the contractor to be improperly placed according to Town specifications.

2. Limb Removal Examples



3. **Disposal of Debris:** The Town would prefer the contractor to chip refuse collected through the service, leaving as little debris as possible. The Contractor may dispose of chipped debris in the Town's compost site, located off of Cemetery St, in Mocksville, NC as approved by Town Staff unless the landfill becomes full. In these cases, the Town will take responsibility of paying additional applicable fees, taxes and surcharges associated with the disposal of chipped refuse. The Town is willing to pay disposal charges directly to contractor or to the landfill accepting disposal limb refuse. Any additional charges on top of landfill fees associated with the disposal of tree debris must be included in the bid price submitted by the Contractor.

2.3 Requirements of Contractor

The Contractor shall meet the following minimum requirements:

- Contractor must provide all necessary personnel, equipment, transportation, supplies, apparatus, supervision, and expertise to perform the services outlined.

All trucks and trailers used for transportation of equipment must comply with State regulations.

- Contractor must agree to perform the work safely, ensuring that all proper protective gear, eyewear, etc. is worn by all employees while work is completed. Contractor must also ensure that proper traffic management is utilized when equipment, personnel, or vehicles are located within the roadway. Appropriate reflective clothing and use of barricading and/or cones is required. OSHA safety requirements must be followed at all times while performing work under contract for the Town.
- Contractor must perform the services in such a manner as to minimize the inconvenience to adjacent residents and motorists. If detours or deviation of traffic from normal patterns is required, proper detour planning must be completed by the Contractor in advance and approved by Town staff.
- Contractor must at all times have one (1) person responsible for the conduct and supervision of crew members.
- Contractor must maintain professionalism at all times while performing work for the Town. Contractors (including all field, administrative, or management employees) whom engage in verbal arguments or exhibit inappropriate or rude behavior will not be tolerated and will be excluded from bidding on future work for the Town.
- Contractor must be able to perform tree removal services within the time frame on the following days and times:
Monday through Friday: 7:00 AM to 4:00 PM

Exceptions include the following holidays:

New Year's Day
Martin Luther King Day
Good Friday before Easter Sunday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and Friday after
Christmas Day and Christmas Eve

- Contractor is required to follow Manual on Uniform Traffic Control Devices (MUTCD) requirements for signage/advanced warning for all work that is performed within the street.

- Contractor must notify Town administrative staff of any work stoppage for any reason, including weather, material delays, etc.
- Contractor agrees to prepare and send to the Town a detailed invoice that clearly indicates the total cost for the services provided.
- Contractor must at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local governments. It is the Contractor's responsibility to keep informed of relevant laws, codes, ordinances, and regulations and any changes to them.

2.4 Requirements of Town

The Town shall assume the following minimum responsibilities:

- Provide concise direction to the Contractor regarding the work required to be completed. A Town staff member will be available within one (1) business day to meet at the property if additional direction is requested by the Contractor.
- Process Payment for services within five (5) business days of invoice submittal.

SECTION 3 – RFP RESPONSE SUBMITTAL

RFP response submittals must contain the following minimum specifications and requirements arranged in order. Additional information may be included if deemed pertinent by the applicant.

3.1 Submittal Requirements

- **Cover Letter:** A brief introductory letter, including information about the Contractor's credentials, including number of years in business, references for similar projects, and business location(s). Clearly indicate the designated contact and authorized representative (principal-in-charge) with mailing address, business telephone, emergency telephone, email, and any other pertinent contact information.
- **Statement of Proposals:** A detailed statement of Proposals and other pertinent information that shows pricing for the requested services. Applicants must submit charges for monthly curbside limb removal services, quarterly curbside limb removal services, and curbside limb removal services on an as needed post storm emergency basis. Costs for service need to be the amount charged to the Town for one full loop around the Town, removing refuse from right of ways on streets in the Town limits. The statement of proposals can be included within the cover letter, or be submitted as a separate document within the packet submitted.

