



REQUEST FOR PROPOSALS

2017-1B: Limb Removal Services

Issued by the

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

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SECTION 1 - INTRODUCTION

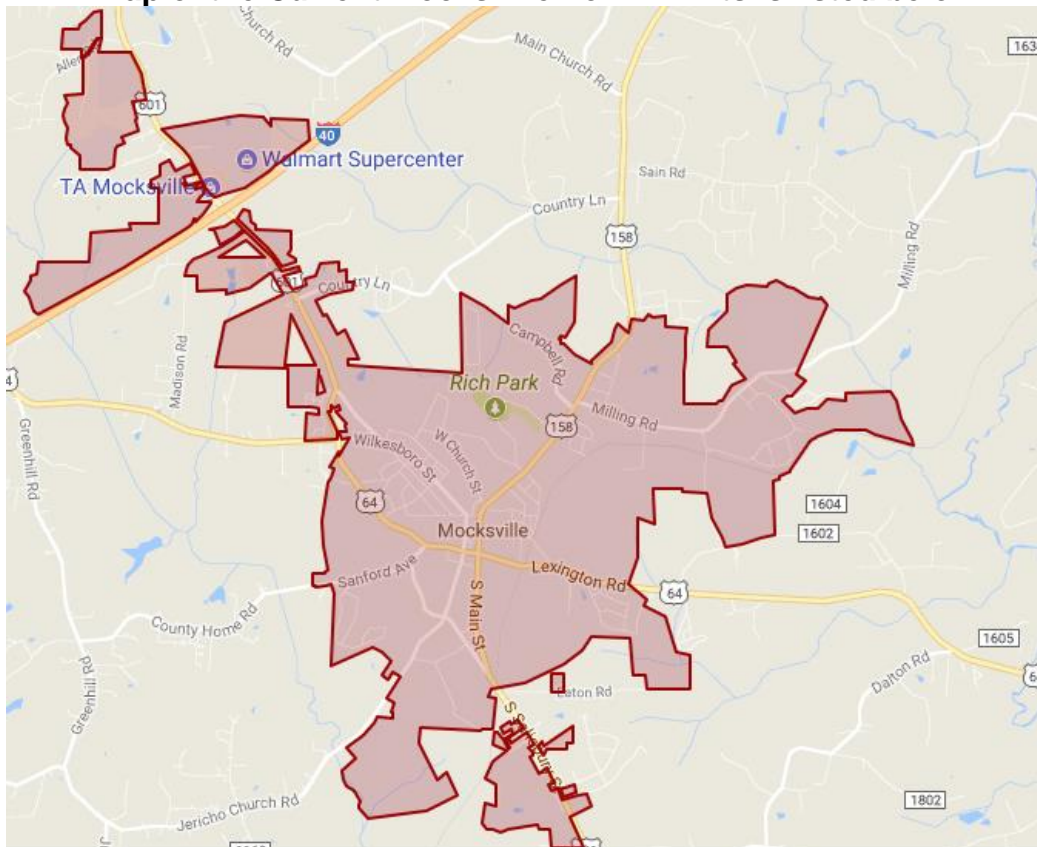
1.1 Notice & Background

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. There are approximately 5,200 residents and 2,500 water service connections inside the corporate limits of Mocksville. There are approximately 50 miles of streets and highways within the Town Limits that are maintained by either the Town or the NC Department of Transportation.

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

1. Provide curbside limb removal services to the Town of Mocksville and residents in a cost-effective, safe, and efficient manner.
2. Maintain the safety and general welfare of the public by performing limb removal services to property owners by collecting small piles of limbs from the edge of the public right of way, including the terrace strip between the curb and property line.

A Map of the Current Mocksville Town Limits is listed below:



1.2 Instructions

The Town of Mocksville will accept proposals through **3:00 pm EST Tuesday, October 31st, 2017**. Proposals must be sealed, mailed or brought to the address and attention directed below. Proposals will be opened and inspected at 3:00 PM or shortly after on the same day at Town Hall. All interested parties are encouraged to attend.

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:

“2017-1B Limb Removal Services Proposal”

SECTION 2 – SCOPE OF SERVICE

2.1 General Specifications

The Contractor will need to perform the limb removal services requested as directed by Town staff in accordance within guidelines listed below. Together, the Town and Contractor through a future contract, and policy or ordinance outlining limb removal services may alter specification of work in a mutually agreed upon manner.

2.2 Summary of Services Requested

The Town is interested in providing scheduled **quarterly** limb removal services on an ongoing basis. The Town prefers the contractor neatly remove limbs leaving little to no debris behind after services are performed. Please provide an hourly rate billed to the Town for the service. Services must include removal of limbs from the curbside on all streets inside the Town Limits. Town Staff can assist in distinguishing between public streets and highways from private driveways and roads. 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:

- Each service trip across the Town might take the contractor several days to a few weeks to collect from start to finish. Limbs should be placed between the curb and the property line on or before each advertised service date begins. Limbs should not be larger than 8" inches in diameter and no longer than 10 feet. Limbs outside these specifications may not be able to be collected.
- 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 and large piles created from construction grading 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 return 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 Pile Examples



- 3. Disposal of Debris:** The Town would prefer the contractor to chip refuse collected through the service, leaving as little debris as possible, and leaving the work area with minimal leftover debris. The Contractor may dispose of chipped debris in the Town's compost site certified for 700 cubic yards of yard waste, which is 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 will need to 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 at times within the time frame on the following days and times unless other times are approved by the Town:

Monday through Friday: 6:00 AM to 5:30 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 seven (7) 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. This information could include number of years in business, references for similar projects or work, and business location(s), or any other pertinent information. Please indicate the designated contact and authorized representative (principal-in-charge) with contact information.
- **Statement of Proposals:** A detailed statement of Proposals and other pertinent information that shows pricing for the requested services. *The statement of proposals can be included within the cover letter, or be submitted as a separate document within the packet submitted.

3.2 Evaluation & Selection Process

The Town will evaluate all proposals, and the evaluation and selection process for the "Approved Contractors List" will be based on the following criteria:

- Costs for service.
- Quality and completeness of submitted proposal.
- Availability to meet requirements.
- Understanding of project objectives, project approach, licenses, experience and expertise with similar types of work.
- Results of reference checks.

3.3 Proposed Service Agreement

If successful, the selected contractor will be required to enter into a general contract for the services identified in the RFP. Applicant agrees that all information submitted is guaranteed through the term of any contract resulting from this proposal process.

3.4 Insurance

Upon selection, applicant must submit proof of bodily injury and property damage liability insurance to be maintained for the duration of any contract entered into with the Town. The Town of Mocksville requires that the Town, its officers, employees, agents, and volunteers shall be named as a certificate holder for such insurance and shall not be cancellable without thirty (30) calendar day's prior written notice to the Town.

The Town requires the insurance coverage to be no less than the following limits of liability:

Professional Liability Insurance: \$1,000,000 per occurrence
 \$2,000,000 general aggregate

3.5 Questions and Additional Information

Questions regarding this Request for Proposals can be directed to:

Marcus Abernethy, Town Manger
Town of Mocksville
171 S. Clement Street
Mocksville, NC 27028
Phone: 336-753-6701
Fax: 336-751-9187
Email: mabernethy@mocksvillenc.gov