

February 12, 2024

ACCEPTING SEALED BIDS
(BID #: TRT 024-026)

The Town of Kingston Springs, Tennessee is now accepting sealed bids for a two-year contract for: **TREE CUTTING AND RELATED SERVICES.**

- Contract Term: April 1, 2024 to March 31, 2026
- Bid Package: A specifications package can be obtained at no cost at City Hall (396 Spring St.) or upon request to citymanager@kingstonsprings-tn.gov.
- Send Sealed Bids: Town of Kingston Springs
Attention: Bid for Services
P.O. Box 256
396 Spring Street
Kingston Springs, TN 37082
- Sealed Bids Due: 4:00 p.m. on Friday, March 8, 2024.
- Bid Opening: 2:00 p.m. on Monday, March 11, 2024
Beck Meeting Hall (420 N. Main St.)
- Bid Award: Thursday, March 21, 2024; 7:00 p.m.
Beck Meeting Hall (420 N. Main St.)
Regular business meeting of the
Town of Kingston Springs City Commission
- Disclaimer: All bid specifications must be met. Proof of insurance and workman's compensation (if applicable) will be required by contract. Appropriate licensing and references required. Contractor must provide all equipment.
- Title VI Policy: It is the policy of the Town of Kingston Springs, Tennessee to provide equal employment opportunities and to provide its programs, activities and services to all individuals regardless of race, color, religion, sex, national origin, age disability or status in any other group protected by law. The Town reserves the right to refuse any or all bids.

SCOPE OF SERVICES

The Town of Kingston Springs is seeking a vendor for general and emergency tree cutting and related services primarily dealing with downed trees and storm debris, or removal of trees that may cause safety concerns. This service will be an addition to the general tree cutting and trimming the town's Public Works Department will continue to do. The incumbent company or individual representative should be able to demonstrate the following:

- This contract relates to emergency or large-scale tree cutting which will be defined by the Town. The Town reserves the right to continue current activities and engage contractor only when the Town deems necessary.
- Maintain a responsiveness to all town requests with town needs being a top priority.
- Provided services may involve one or any combination of the following: Tree pruning, Tree removal and Stump removal.
- Provide all required supervision, labor, tools, equipment, traffic control devices, services, qualifications, insurance, experience and expertise to perform tree services as specified herein in a safe, timely and efficient manner in the Town of Kingston Springs.
- If there is a danger that a tree to be removed may fall in the wrong direction or damage other trees or property, wedges, block and tackle, rope, or wire cable/winch (except where and electrical hazard exists) shall be used.
- The Town reserves the right to perform the scope of work contemplated under this agreement or order service from an alternative company in the event your company cannot be reached in an emergency or does not perform to the requirements of the contract.

In addition:

- The Contractor agrees to provide all labor, machinery, and materials necessary to do and perform all things under the scope of work requested by the Town.
- In the event of an emergency, the contractor must be available for emergency work 7 days a week, 24 hours a day. The contractor must be available to perform emergency work within 4 (four) hours of being notified by phone by the Public Works Director or City Manager.
- In the event of a non-emergency, the Town shall notify the Contractor of the requested needs, location of the place of work to be performed, and the Contractor shall, within five (5) business days (excluding legal holidays), perform services as requested by the Town in a good workmanlike manner. Delay for inclement weather or unavailability of equipment are expressly excused.
- The Town shall inspect and approve services rendered prior to Contractor's work crew leaving the project site, and the Town reserves the right to issue additional instructions or require additional work of a similar nature.

SCHEDULE OF FEES FOR SERVICE

- Hourly Rate Tree Cutting \$ _____
- Hourly Rate Stump Grinding \$ _____
- Additional Hourly Rate
Weekends and After Hours \$ _____

PROPOSAL EVALUATION

Proposals will be evaluated based on previous experience with the town, history with similar projects, and price. Bids must be approved by the Board of Commissioners of the Town of Kingston Springs. The town has the right to refuse any and all bids.

Proposals **MUST** include completed:

- _____ (1) Schedule of fees for service
- _____ (2) Copy of current business license
- _____ (3) Proof of general liability insurance
- _____ (4) Drug free workplace affidavit (only if 5+ employees)
- _____ (5) Proof of workman’s comp insurance (only if 5+ employees) or waiver
- _____ (6) Completed reference list (on bid sheet or separate attachment)

Please note, if contract is awarded it is the (mandatory) responsibility of the Vendor to provide the Town with a copy of their most current Certificate of Liability Insurance. It will also be the Vendor’s (mandatory) responsibility to assure the Town has an updated copy of this certificate when the current copy on file expires.

BID SHEET – TREE CUTTING - BID #: TRT 024-026

BIDDER INFORMATION

Name of Company: _____
Street Address _____
City, State, Zip _____
Business Phone _____
Cell Phone _____
Email Address _____

BUSINESS REFERENCES

_____	_____
Contact Person/Business Name (Current Client)	Phone
_____	_____
Contact Person/Business Name	Phone
_____	_____
Contact Person/Business Name	Phone

FEE SCHEDULE

- Hourly Rate Tree Cutting \$ _____
- Hourly Rate Stump Grinding \$ _____
- Additional Hourly Rate Weekends and After Hours \$ _____

BID SUBMITTAL

This bid sheet must be accompanied by the following documentation. Failure to attach this information with this bid sheet may disqualify the contractor from consideration for award of the contract:

- _____ (1) Schedule of fees for service
- _____ (2) Copy of current business license
- _____ (3) Proof of general liability insurance
- _____ (4) Drug free workplace affidavit (only if 5+ employees)
- _____ (5) Proof of workman’s comp insurance (only if 5+ employees) or waiver
- _____ (6) Completed reference list (from above or separate attachment)

Please note, if contract is awarded it is the (mandatory) responsibility of the Vendor to provide the Town with a copy of their most current Certificate of Liability Insurance. It will also be the Vendor’s (mandatory) responsibility to assure the Town has an updated copy of this certificate when the current copy on file expires.

Signature of Bidder

Date

WORKMAN'S COMPENSATION

Due to changes in the Workman's Compensation Insurance requirements by the State of Tennessee, proof of Workman's Compensation Insurance is required from all bidders unless you can answer ALL of the following questions with the answer "yes":

- _____ 1. I have no employees
_____ 2. I am a sole proprietor, Partnership or Limited Liability Company (LLC)
_____ 3. I contract directly with the owner, acting only as a prime (general) contractor and never act as a subcontractor.

Signature of Bidder

Please answer the questions in the above box, sign it and submit this page with your bid, attached to your bid sheet.

Disregard the following paragraph if it is in your bid package:

_____ Workman's Compensation Insurance (Include proof or initial below) *Note: This is required if your company has 5 or more employees.*)

- If awarded the contract, I understand that I must provide proof of Workman's Compensation insurance within 10 days of award and that no work may proceed until this is provided to the Town.

Please initial: _____

TOWN OF KINGSTON SPRINGS NON-DISCRIMINATION POLICY

It is the policy of the Town of Kingston Springs not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the Town of Kingston Springs does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a bid to the Town of Kingston Springs for;

Project

3. That the proposing entity employs no less than five (5) employees;

4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.

5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____.

Notary Public

My commission expires: _____

DRUG AND ALCOHOL TESTING PROGRAM

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the Town of Kingston Springs, which is available upon request. Proposers must provide a copy of their drug and alcohol-testing program at the time the bid is made.