

**CITY OF FELLOSMERE, FLORIDA**



**REQUEST FOR PROPOSALS  
No. 2024-09**

**FOR**

**Tree Trimming & Removal Services**

**RFP OPENING: JULY 17, 2024 AT 2:00 P.M.**

City Hall  
22 S. Orange Street  
Fellsmere, FL 32948

Issue Date: June 17, 2024

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the City of Fellsmere City Clerk's office at 772-646-6301 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the City of Fellsmere TTD line at 772-783-6109.

**CITY OF FELLSMERE, FLORIDA**  
**REQUEST FOR PROPOSALS NO. 2024-09**

The City of Fellsmere, Florida invites qualified firms to submit proposals to provide:

**Tree Trimming & Removal Services**

The City intends to award a contract to a firm(s) to provide services necessary for the project (Tree Trimming Services) described herein.

The City of Fellsmere, Florida (the "City") will receive sealed proposals until 2:00 p.m. (local), July 17, 2024 in City Hall, Fellsmere, FL 32948.

**The City's contact person for this RFP is:**

**Laura Hammer, Grant Administrator**  
22 S. Orange Street  
Fellsmere, Florida 32948  
Telephone: 772-646-6324  
Email: [grantadmin@cityoffellsmere.org](mailto:grantadmin@cityoffellsmere.org)

RFP documents may be obtained via the following link: [Bids and RFPs | Fellsmere Florida \(cityoffellsmere.org\)](#) and this RFP is posted on [www.Centralbidding.com](http://www.Centralbidding.com).

The City reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the City as non-responsive. The City reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the City or has failed to perform faithfully any previous contract with the City or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

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**Tree Trimming & Removal Services**  
City of Fellsmere RFP No. 2024-09  
Part I – Statement of Work

## **PART I - STATEMENT OF WORK**

### **A. OBJECTIVE**

The City of Fellsmere is seeking proposals from qualified companies interested in providing Tree Trimming & Removal Services.

### **B. GENERAL INFORMATION**

***The City is seeking to enter a three (3) year agreement with two (2) additional one (1) year optional extension periods, based on performance and mutual agreement.***

Prior to submission of a Proposal, the Proposer is required to travel throughout the City and become familiar with any conditions that may, in any manner, affect the work to be done or affect the equipment, materials and labor required. As the work to be performed extends throughout the City, there is not one specific area identified as typical.

However, as the trees to be trimmed are similar, viewing any tree-lined streets within the City right of ways will provide you with an indication of the conditions. No allowances shall be made because of a lack of knowledge of these conditions.

### **C. SCOPE OF WORK**

1. Regular pruning and trimming of trees to promote health, shape, safety, visibility, and aesthetics.
2. Inspection and diagnosis of tree health issues, including pest infestation, diseases, and structural weaknesses.
3. Tree removal, if necessary. It shall be the responsibility of the Contractor to call the necessary authorities for utility locations. Tree removal shall be priced per tree including all labor, equipment, clean up and disposal of all debris in accordance with State, County and Local laws.
4. Stump grinding and removal. Where possible all stumps shall be ground to a minimum depth of 4 (four) inches. It shall be the responsibility of the Contractor to call the necessary authorities for utility locations. Stump grinding shall be priced per tree including all labor, equipment, clean up and disposal of all debris in accordance with State, County and Local laws.
5. Knowledge of local regulations, permits, and best practices in tree care.
6. Ability to respond to emergency situations promptly.

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### Part I – Statement of Work

7. Capacity to deploy a minimum of six to seven qualified personnel and specialized equipment for tree maintenance tasks.
8. Pruning of trees will be conducted in the following manner: to develop and maintain a stable tree structure to reduce risk of failure; provide visibility and clearance for safe passage of vehicles and pedestrians; and maintain and enhance aesthetics. Specific techniques employed shall be consistent with industry practices for the size and species of tree being trimmed.
9. All work shall include use of safety devices and procedures which will conform to industry standards. At no time should work be performed so as to result in a loss of control incident (e.g. free-falling large limbs or trunk sections, hinge cutting to avoid use of ropes/hoisting equipment, lack of safety apparatus/equipment guards, improper use/loading of equipment). Contractor will be held fully liable for any damages and/or injuries. In addition, the Contractor shall be responsible for the mitigation of any damages related to a loss of control incident, and indemnification and defense obligations of the City.
10. All work shall be performed in accordance with all State, County and Local laws.
11. The Contractor shall be responsible for the removal of all cut limbs and other debris from the work site daily and leaving the general area in clean condition.
12. Provide a copy of daily landfill tickets for debris removal.

The DELIVERABLES shall include the cost of:

1. Meetings with City staff to inspect all work after completion.
2. A written report of any hazards encountered during the tree trimming.

#### D. TECHNICAL REQUIREMENTS

In order to be deemed responsive and considered for contract award, each Proposer shall satisfy the following mandatory minimum requirements:

1. The contractor must have a valid license and certifications in arboriculture and related field.
2. Demonstrated experience in providing tree maintenance and removal services, preferably in similar settings such as parks, city rights-of-way, or commercial properties.

#### E. INSURANCE AND LICENSES

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the City, and (b) any required licenses.

1. **Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily

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### Part I – Statement of Work

Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors' coverage.

2. **Workers' Compensation Insurance** – Statutory.
3. **Comprehensive Automobile Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non-Owned Auto Liability.
4. **Professional Liability** – Please indicate if you carry Professional Liability Insurance and, if so, in what amount.

The Proposer shall provide original certificates of coverage and receive notification of approval of those certificates from the City prior to providing services under this RFP. The insurance coverage provided by Proposer is subject to the approval of the City. The insurance certificates and required policies (except for worker's compensation) shall list the City of Fellsmere, Florida as ADDITIONAL INSURED and shall provide for the City to receive no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City if circumstances change, or adequate protection of the City is not presented. Proposer, by submitting a Proposal, agrees to abide by such modifications.

**END OF PART I**

# Tree Trimming & Removal Services

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## Part II –General Information

### PART II: RFP GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP): **Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP. **City** shall mean the City of Fellsmere, City Commission or City Manager, as applicable, and any officials, employees, agents, and elected officials.

**Contact Person** for the purpose of this RFP shall mean:

**Laura Hammer, Grant Administrator**

22 S. Orange Street

Fellsmere, Florida 32948

Telephone: 772-646-6324

Email: [grantadmin@cityoffellsmere.org](mailto:grantadmin@cityoffellsmere.org)

B. INVITATION TO PROPOSE; PURPOSE

The City solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the City as specifically described in Part I, Statement of Work.

C. CONTRACT AWARDS

The City anticipates entering into a contract with the Proposer who submits the proposal judged by the City to be most advantageous. The City anticipates awarding one contract but reserves the right to award more than one contract if in its best interest. If the City selects a Proposal, the City will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the City Attorney and has been executed by both the City (with Commission approval, if applicable) and the successful Proposer.

D. PROPOSAL COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

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## Part II –General Information

E. INQUIRIES

The City will not respond to oral inquiries. Proposers may mail, email or fax written inquiries for interpretation of this RFP to the attention of the City Grant Administrator. Please mark the correspondence “RFP No. 2024-09”.

The City will respond to written inquiries received at least 7 working days prior to the date scheduled for submission of the proposals. The City will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, these addenda will be available at <https://www.cityoffellsmere.org/rfps>. City will email such addenda to any potential Proposer who has provided their contact information to the City for such purpose. Although the City will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The City may postpone scheduled due dates in its sole discretion. The City will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING No pre-proposal meeting is scheduled.

H. PROPOSAL SUBMISSION

Proposers shall submit three (3) originals of the proposal in a sealed, opaque package. The package shall be clearly marked on the outside as follows:

To: City of Fellsmere, Florida  
RFP No. 2024-08  
**Project: Tree Trimming & Removal Services**  
Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_

Proposals shall be submitted in person, by mail, or on [www.Centralbidding.com](http://www.Centralbidding.com) . Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the City cautions Proposers to assure actual delivery of proposals to the City prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the City Grant Administrator before proposal opening time. It is the sole responsibility of each Proposer to ensure that their Proposal is received by the City by the specified due date and time. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the City’s opening of Proposals. Proposals, once opened, become property of the City and



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## Part II –General Information

will not be returned.

### I. PROPOSAL FORMAT

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the City herein.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. In order to be deemed responsive and considered for contract award, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Proposers shall prepare their proposals using the following format:

#### 1. Title Page

The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the RFP No. and the Project name.

#### 2. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the City's primary contact and provide the person(s)' background, training, experience, qualifications, and authority.
- **Completed RFP Forms A, B, C, D, E, F, and G. All RFP forms are included as exhibits to this document.**
- Documentation of the certifications, licenses and affidavit required under Part I, Section D "Technical Requirements" of this RFP.

#### 3. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

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4. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities, and work products to be provided. This section shall also include a list of equipment the Proposer proposes to use to perform the Work in accordance with the requirements of this RFP.

5. Compensation

The proposal shall document the fee proposal for the goods and/or services on RFP Form C.

6. Additional Information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

J. PROPOSAL – Procedural Information

1. Interviews:

The City reserves the right to conduct personal interviews or require presentations prior to selection. The City is not responsible for any expenses which Proposers may incur in connection with a presentation to the City or related in any way to this RFP.

2. Request for Additional Information:

The Proposer shall furnish such additional information as the City may reasonably require. This includes information which indicates financial stability as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. Proposals Binding:

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following proposal opening. City may desire to accept a proposal after the 120-day period. In such case, Proposer may choose whether to continue to honor the proposal terms.

4. Alternate Proposals:

An alternate proposal is viewed by the City as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The City will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the City's best interest.

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## Part II –General Information

5. Proposer's Certification Form:

Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal.

K. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

L. IRREGULARITIES; REJECTION OF PROPOSALS

The City reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the City as non-responsive. The City reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the City or has failed to perform faithfully any previous contract with the City or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. General: City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The City reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals, and senior management, before making an award. Awards, if any, will be based on the evaluation criteria in this section. The City's evaluation criteria **MAY** include consideration of the following factors:

- A. ability to meet set standards;
- B. availability of qualified personnel;
- C. compensation;
- D. expertise of personnel;
- E. financial resources and capabilities;
- F. past contracts with other governmental jurisdictions;
- G. past performance records;
- H. qualifications of Proposer;
- I. references;
- J. related experience in Florida;
- K. technical soundness of proposal;

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## Part II –General Information

- L. history of meeting required time frames; and
- M. approach to Work.

### 2. Scoring

a. Completeness of Response	Pass/Fail
b. Qualification & Experience of Key Personnel	5
c. Qualifications & Experience of Firm	10
d. Method and Approach/Schedule	15
e. Compliance with insurance & licensing requirements	10
f. References	20
g. Cost-effectiveness and value for the services offered	40
	Total: 100

#### a. Completeness of Response (Pass/Fail)

- Responses to this RFP must be complete. Responses that do not include the Proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items will be considered incomplete, be rated a Fail in the Evaluation Criteria, and will receive no further consideration. Responses that are rated a Fail and are not considered will be discarded and the proposer will be notified via email.

#### b. Qualifications & Experience of Key Personnel (5 points)

- It is essential that the Proposer provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Proposer must agree to assign specific individuals to the key positions.

#### c. Qualifications & Experience of Firm (10 points)

- Describe the qualifications and experience of the organization or entity performing services/projects within the past five (5) years that are similar in size and scope to demonstrate competence to perform these services.

#### d. Method & Approach/Project Management/Schedule (15 points)

- i) Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward

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## Part II –General Information

ii) Roles and Organization of Proposed Team

iii) Project and Management Approach

iv) Roles of Key Individuals on the Team

v) Working Relationship with the City

vi) Schedule

e. Compliance with Insurance & Licensing Requirements

f. References (20 Points)

- Provide a list of current and previous contracts similar to the requirements for City, including all public agencies served (if any). For each, provide a brief description of the scope of work performed, date of contract, the length of time you have been providing services, and the name, title, and telephone number of the person who may be contacted regarding your organization's service record.

g. Cost Proposal (40 Points)

- Provide a fee schedule/pricing information for the project using Attachment C, Price Proposal. Proposals shall be valid for a minimum of 180 days following submission.

3. Selection

The selection committee (the "Committee") shall conduct the selection process. Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The City Manager may submit a recommended firm to the City Council and the City Council shall make a final award. Proposers are advised that the City reserves the right to conduct negotiations with the most qualified Proposer but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

## N. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the goods and/or services in their proposal.

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4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the City is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the City has any interest, financially or otherwise, in the RFP or contract.

O. City Contract

The selected Proposer is expected to execute the City's standard professional services contract, in the form approved by the City Attorney.

**End of Part II**

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**RFP FORM A**

Proposer: \_\_\_\_\_

**QUALIFICATIONS STATEMENT**

**Note: Forms A, B, C, D, E, F and G are available in WORD format from the Grant Administrator upon request.**

***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

1. State the full and correct name of the partnership, corporation, or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. How many years has your organization been in business? Does your organization have a specialty?
9. List the last three projects of this nature that the firm has completed. Please provide project description, reference, contact information and cost of work completed.
10. Have you ever failed to complete any work awarded to you? If so, where, and why?

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11. Provide the following information concerning all contracts that are similar in nature that are **in progress** as of the date of submission of this Proposal for your company, division, or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

*(Continue list as necessary)*

12. Provide the following information for any subconsultants you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

*The foregoing list of subconsultants may not be amended after award of the contract without the prior written approval of the City Manager, whose approval shall not be unreasonably withheld.*



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**RFP Form B**

Proposer: \_\_\_\_\_

**REFERENCE FORM**

***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact:

Title of Contact:

Email:

Telephone Number:

Project:

2. Name of Contact:

Title of Contact:

Email:

Telephone Number:

Project:

3. Name of Contact:

Title of Contact:

Email:

Telephone Number:

Project:

4. Name of Contact:

Title of Contact:

Email:

Telephone Number:

Project:

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**RFP Form C**

Proposer: \_\_\_\_\_

**PRICE PROPOSAL FORM**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

Name of Proposer: \_\_\_\_\_

Name of authorized representative of Proposer: \_\_\_\_\_

**Project Cost**

<b>Deliverables</b>	<b>Unit Rate</b>
Daily rate for Tree Trimming with a minimum of 6 to 7 workers per crew	\$
Hourly rate for Tree Trimming Crew	\$
Stump Grinding (Rate per stump ground)	\$
Clam Truck (Rate per load hauled)	\$
Canopy Tree Removal (6 to 10 inch DBH)	\$
Canopy Tree Removal (11 to 20 inch DBH)	\$
Canopy Tree Removal (21 to 30 inch DBH)	\$
Canopy Tree Removal (30+ inch DBH)	\$
Palm Tree Removal (1 to 6 foot clear trunk)	\$
Palm Tree Removal (7 to 10 foot clear trunk)	\$
Palm Tree Removal (11 to 15 foot clear trunk)	\$
Palm Tree Removal (15+ feet)	\$

DBH – Diameter at Breast Height

The Unit Rates provided SHALL include all fees, overhead, mobilization, travel, out-of-pocket costs, etc. The City will not reimburse for any costs not actually incurred and paid for by the Proposer and included in its proposal. Reasonable proof thereof will be required.

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Payments will be made on each deliverable upon receipt and acceptance by the City.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### EMERGENCY WORK

#### 1. Need & Response

Throughout the term of the contract, it may become necessary for the Proposer to assist the City in providing emergency tree services. The Proposer shall provide telephone numbers at which it can be reached on a 24-hour emergency basis. When severe winds, storms, or other conditions require emergency assistance, the Proposer shall respond and commence work within **six hours** of receiving the emergency request notification. The Proposer shall provide emergency assistance in the manner as set forth by the Public Works Director and/or his designee.

#### 2. Equipment

When the request for emergency assistance has been issued, Proposer must be able to furnish, as a minimum, the following quantity, and types of equipment:

- A. Bucket Truck
- B. Clam Truck
- C. Stump Grinder
- D. Chainsaws
- E. Safety Equipment

#### 3. Personnel

The Public Works Director or his designee will determine the number of crews required for emergency work.

#### 4. Records

4.1 All emergency assistance work orders shall be originated by the Public Works Director or his designee. Completed work orders shall be returned to the Public Works Director or his designee and shall indicate the date, time, and location at which the emergency assistance was given, the name, classification, and hours worked of each major piece of equipment used in performing the work.

4.2 When engaged in providing emergency assistance, the Proposer shall provide daily records of the hours worked for all equipment and personnel. The daily work records shall be signed by the Foreman and approved by the Public Works Director or his

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designee. All daily records shall be submitted in triplicate with the following distribution:

- a) Original copy to be submitted with periodic invoice.
- b) Second copy to be retained by the Proposer for files.
- c) Third copy to be given to the Municipal Services Director after his verification that the work has been performed.

#### 5. Measurement & Payment

- 5.1 The payment for services rendered under emergency assistance shall be made for only those hours worked in giving assistance. No allowances will be given for travel time to and from the work site.
- 5.2 Payment for work accomplished shall be made at the hourly labor rate for each labor Classification as set forth in the Proposal. Payment for equipment rental shall be made only at the equipment rental rate as set forth in the proposal.

#### TIME & MATERIAL BASIS FOR AUTHORIZED EMERGENCY WORK

##### HOURLY RATES FOR EMERGENCY PURPOSES

JOB CLASS	Hourly Rate
FOREMAN	\$
SKILLED LABOR	\$
COMMON LABOR	\$
<b>TOTAL PER LABOR HOUR</b>	\$

EQUIPMENT	COST PER HOUR	EQUIPMENT SUBSTITUTION / COST
CLAM TRUCK	\$	\$
STUMP GRINDER	\$	\$
DUMP DISPOSAL	\$	\$
PICK-UP TRUCK	\$	\$
BUCKET TRUCK	\$	\$

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By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**RFP Form D**

**Proposer:** \_\_\_\_\_

**PUBLIC ENTITY CRIMES STATEMENT**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH  
PROPOSAL TO BE DEEMED RESPONSIVE.**

This is a sworn statement under Section 287.133(3)(a), Florida Statutes, on public entity crimes and must be signed in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted in response to City of Fellsmere RFP #2024-09 for Tree Trimming Services.
2. This sworn statement is submitted by \_\_\_\_\_  
\_\_\_\_\_ (Name of entity submitting sworn statement)  
whose business address is \_\_\_\_\_ and  
whose mailing address, if different, is: \_\_\_\_\_ .  
Its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. (If the  
entity has no FEIN, include the Social Security Number of the individual signing this  
sworn statement: \_\_\_\_\_ .)
3. My name is \_\_\_\_\_ (please print name of  
individual signing) and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a *Public Entity Crime* as defined in Paragraph 287.133(1)(g),  
Florida Statutes, is a violation of any State or Federal law by a person with respect  
to and directly related to the transaction of business with any public entity or with an  
agency or political subdivision of any other State or with the United States, including,  
but not limited to, any bid or contract for goods or services to be provided to any  
public entity or any agency or political subdivision of any other state or of the United  
States and involving antitrust, fraud, theft, bribery, collusion, racketeering,  
conspiracy, or material misrepresentation.
5. I understand that *convicted* or *conviction* as defined in Paragraph 286.133(1)(b),  
Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with  
or without an adjudication of guilt, in any Federal or State trial court of record relating  
to charges brought by indictment or information after July 1, 1989, as a result of a  
jury verdict, nonjury trial or entry of a plea of guilty or nolo contendere.
6. I understand that an *affiliate* as defined in Paragraph 287.133(1)(a), Florida Statutes,  
means:

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- (a) A predecessor or successor of a person convicted of a public entity or crime; or
- (b) An entity under the control of a natural person who is active in the management of the entity and who has been convicted of a public entity crime. *Affiliate* includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an *affiliate*.

7. I understand that a *person* as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. *Person* includes those officers, directors, executives, shareholders, partners, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

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\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_.

**WITNESS** my hand and official seal in the State and County last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary /State of Florida at Large

Personally Known \_\_\_\_\_ OR produced identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_



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**RFP Form E**

Proposer: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

State of \_\_\_\_\_ }  
County of \_\_\_\_\_ }

\_\_\_\_\_, being first duly sworn, disposes and says that:  
(Name/s)

1. They are \_\_\_\_\_ of \_\_\_\_\_ the Bidder that  
(Title) (Name of Company)  
has submitted the attached bid;
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City/County or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) \_\_\_\_\_  
(Title) \_\_\_\_\_

STATE OF { \_\_\_\_\_ }  
COUNTY OF { \_\_\_\_\_ }

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

by: \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary (print & sign name)

Commission No. \_\_\_\_\_

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**RFP FORM F**

**Proposer: \_\_\_\_\_**

**CERTIFICATION OF E-VERIFY**

***THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

Contractor acknowledges and agrees to the following:

Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Contractor during the term of the Contract to perform employment duties within Florida; and
2. All persons, including Subcontractors, assigned by the Contractor to perform work pursuant to the Contract with the Local Agency.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**RFP FORM G**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO  
BE DEEMED RESPONSIVE.**

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the City adequate time to evaluate the proposals.

I certify that all information contained in this proposal, which includes the CITY required RFP forms A, B, C, D, E, F, and G is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing, and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the City of Fellsmere, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the City's standard professional services contract, in the form approved by the City Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, nor to my knowledge, any of its

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officers, directors, executives, partners, shareholders, employees, members, or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

Name of Business: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Mailing Address