



# CITY OF BISHOP

377 West Line Street - Bishop, California 93514

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[www.ca-bishop.us/CityofBishopPublicWorks.htm](http://www.ca-bishop.us/CityofBishopPublicWorks.htm)

## Request for Proposals

### Tree Trimming and Removal Services

**Release:** 10 February 2009

**Close:** 20 February 2009

**Contact:** David Grah, Director of Public Works

**General:** The City of Bishop requests proposals for tree trimming and removal services.

**Background:** The city expects occasion to trim or remove trees on or near city property during the remainder of 2009. The city intends to contract with a firm to perform this work on an on-call basis.

**Scope of Work:** Tree trimming and removal work could consist of tasks ranging from pruning small trees in the City Park to removing large trees, including stumps and roots, along city streets with traffic control required. Work could begin as early as the last week of February 2009

- It is anticipated the basis of cost for the work would be hourly for equipment and materials with normal incidentals included.
- The work would include the complete removal and disposal of all cut materials. Materials suitable for firewood should be made available at no cost to the Inyo Mono Advocates for Community Action (IMACA).
- The firm's work should be under the direction of an International Society of Arboriculture (ISA) certified arborist or a consulting arborist that is a member of the American Society of Consulting Arborists (ASCA).
- Work would be to American National Standards Institute (ANSI) A300 standards.
- Work that impacts sidewalks of city streets shall include "Sidewalk Closed" signs at either end of the sidewalk affected by the work.

- Work that impacts shoulders of city streets shall include "Shoulder Work Ahead" signs and include traffic cones placed around the affect portion of shoulder.
- Written traffic control plans approved by the city will be required for work that impacts lanes of city streets. Traffic control plans will include signs and other devices, and include detours and flaggers, if necessary.
- On call work would be authorized by a written work order. The work order would include a description of the work, the estimated cost of the work, a not-to-exceed cost of the work, if different, and signatures of both city and contractor representatives.
- For the purposes of the California Labor Code the services are not public works.
- The firm will be required to have and maintain \$2 million general liability, \$1 million auto liability, and workers compensation insurance required by law. The City of Bishop will be named as additionally insured.
- In emergencies, the firm must be able to respond to tree trimming and removal needs within 12 hours. For non emergencies response must be within 5 days.

**Proposal:** A qualifying proposal must address the entire scope of work and include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. A full listing of equipment and personnel types that could be used for on-call work for the city including hourly rates. Provide this information on the attached Equipment and Personnel Rates form. This form will be the basis of compensation under the contract.
3. Description of approach to removal of a hypothetical Elm tree on the right of way of a minor residential street in the city. Assume the tree is 50 feet high and 3 feet in diameter at breast height and the tree would be removed to 15 inches below ground level.
4. Cost estimate for the removal of hypothetical Elm tree. Provide cost estimate on attached Hypothetical Tree Removal Cost form using information on Equipment and Personnel Rates form.
5. The proposal should include other information to demonstrate the firm's ability to provide all items of the scope of work.

6. Three references.

Proposals must be received no later than 1500 (3 pm) on the closing date of this Request for Proposals (RFP). Send proposals to:

David Grah  
Director of Public Works  
City of Bishop  
377 West Line Street  
Bishop, California 93514  
publicworks@ca-bishop.us

The proposal shall be submitted in a sealed envelope which is clearly marked with the title of the RFP.

**Selection Process: Proposals will be evaluated based on the following factors:**

1. Equipment and Personnel Rates
2. Soundness of approach to hypothetical tree removal
3. Cost estimate for hypothetical tree removal
4. Ability to meet emergency tree trimming and removal needs
5. Ability of firm to accomplish other aspects of the scope of work
6. Completeness of the proposal
7. References

The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.



City of Bishop  
 Tree Trimming and Removal Services  
**Hypothetical Tree Removal Cost**

Type	Hours	Hourly	Cost
<b>Personnel:</b>			
Personnel Subtotal			
<b>Equipment:</b>			
Equipment Subtotal			
<b>Total Hypothetical Cost</b>			