



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal

Tree and Brush Removal & Trimming Services

RFP # TREES 08-2020

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for **Tree and Brush Removal & Trimming Services** for various residential and commercial properties in Ingham County.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a three (3) year contract to the lowest, most qualified, and responsible bidder.

Release Date: Wednesday, August 19, 2020

Bid Due by: Wednesday, September 2, 2020

Bid Opening: Wednesday, September 2, 2020, 10am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Michael Andrick, Property Maintenance Specialist, mandrick@ingham.org

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal / Unit Pricing
 - Three-man tree crew with bucket and chipper
 - Stump Grinder with operator
 - Log Loader Truck
 - Tree Trimmer
 - Cherry Picker
 - Front End Loader
 - Crane
- Firm Background / Years in Business / History
- Evidence of financial stability – 2018-2019 audited financial statements, if available; if not, then copies of the last 2 years tax returns filed.
- Description of qualifications and previous experience with tree services for rehabilitation/renovation/demolition projects.
- Current resume (1-2 pages) for key personnel actively involved and/or present on job sites. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- Copy of Safety Program, including Covid-19 Safety Plan
- Three references documenting past experience by providing: name, agency and contact telephone number.
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans or Scope of Work/Services.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "TREES 08-2020" prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw his/her proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in his/her behalf by

reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three (3) year contract, subject to annual performance review and renewal within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as his/her official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

Ingham County Land Bank Fast Track Authority

Tree and Brush Removal & Trimming Services

SCOPE OF SERVICES

Summary

The Ingham County Land Bank is seeking an experienced and responsible contractor to perform as-needed trimming and/or removal of trees and bushes on various properties in Ingham County. These properties may fall within the NSP-1, NSP-2, HOME, CDBG, HHF, MSHDA grants, Blight Elimination funds, Covid-19 CARES, Treasurer-owned or Land Bank funding programs.

The successful Respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. The successful Respondent(s) will be awarded a service contract for a period of three (3) years.

The scope of services generally shall include, but shall not be limited to, the following: performing tree trimming, tree and tree stump removal services on an as-needed basis; supplying the necessary labor, tools and equipment required to perform the proper pruning, felling or removal, and/or stump grinding or removal; provide said services in a professional and workmanlike manner; providing and maintaining fences and barriers as necessary to give adequate warning to the public at all times of any dangerous conditions as a result of the work where required for work in areas of public traffic, responsibility for all lane closures, including signage, barricades, flag persons and warning devices necessary to complete work in a safe manner; providing stump-grinding services; and properly dispose of all materials generated in the course of the work and complete clean-up of site. The roads and sidewalk shall be swept, raked or cleared of tree trimming or removal debris at the close of each day's operation.

The work shall be performed on an as-needed basis. The Contractor shall take due care and diligence to protect and prevent damage to surrounding Land Bank property and any other private property, especially when felling trees. Unless previously identified and communicated to the Land Bank as obstacles to the specified work, it will be the Contractor's responsibility to repair or replace any fences, vehicles or other private property damaged in the course of the work.

The Contractor shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner that will cause the least possible interference with or annoyance to neighboring properties. Contractors working hours should coincide with those of the Land Bank (Monday through Friday 8:00 am to 5:00 pm, excluding County holidays). Emergencies are an exception.

All work shall be completed to the satisfaction of your contact person at the Land Bank or his designee. Work will be considered complete only when signed off by your contact person at the Land Bank or his designee.

SPECIFICATIONS

1. Tree Removal: Trees or bushes to be cut and removed shall be identified to the contractor either verbally or in writing. All trees shall be topped or limbed before felling unless otherwise approved. All stumps are to be removed, if designated. If, in the opinion of your contact person at the Land Bank or his designee, unsafe tools, equipment, or methods are employed, work shall be stopped until such unsafe conditions have been corrected.

2. Tree Pruning: The primary objective of tree pruning under this contract is hazard reduction with particular emphasis on satisfactorily trimming and /or removing branches and / or limbs, which pose a potential danger to neighboring properties.

All removal and pruning procedures must meet ANSI A300 and ANSI 2133.1 standards. When trimming, all cuts shall be made at the parent branch or limb or at the tree trunk so no stub remains. All trimming cuts shall be made in accordance with proper collar cutting methods to minimize the number of trimming cuts, promote natural growth patterns and maintain tree health and vigor. Climbing irons and spurs will not be allowed on trees that are to remain.

Trees or bushes to be trimmed shall be identified to the contractor either verbally or in writing. Care shall be taken in the pruning of trees and the operation of equipment to prevent injury to trees and shrubs that are to be preserved. The Contractor shall protect and shall be liable for damages to all plants, curbs, pavement, vehicles and structures of the Ingham County Land Bank and any other surrounding private property, at no additional cost to the Land Bank.

3. Stump Removal: Trees or bushes to be cut and removed, or stumps to be removed, shall be identified to the contractor either verbally or in writing. Stumps to be removed under this contract shall be ground to 6" below grade, backfilled and seeded as specified. Stumps shall include all visible wood and roots and shall be ground as directed by the Land Bank Coordinator or his designee. All stump holes shall be backfilled with approved materials and compacted to the satisfaction of the Land Bank Coordinator or his designee. Any stump holes resulting from the Contractor's operations shall be clearly delineated and marked until backfilled to protect our employees and the public to the satisfaction of the Land Bank Coordinator or his designee. The Contractor shall remove only those stumps specifically designated by the Land Bank Coordinator or his designee.

Fill material shall be free of rocks or lumps larger than 3 (three) inches in greatest dimension. Pulverized building materials shall not be used as fill material. Fill from off-site shall be from a commercial source; however, no fill is permitted in flood plain areas. Top soil shall be used to finish and shall be no less than 3" deep. Disturbed areas are to be leveled and grass seeded with seed protection provided.

4. Clean-Up and Disposal: All trunks, rubbish and debris resulting from the work shall be removed and disposed of by the Contractor. Remove all debris and rubbish from the site as fast as it is accumulated during the progress of the work. On the completion of work, the property shall be left in a clean, presentable condition. No brush, limbs, trunks or stumps shall be stored on the property for any length of time. Burning of debris on-site is never authorized or permitted. All debris and materials generated by the Contractor's operations shall become the property and responsibility of the Contractor and shall be disposed of properly.

5. Inspection of Work: All work will be subject to inspection by the Land Bank Coordinator or his designee at all times, but such inspection shall not relieve the Contractor from any obligation to perform said work in accordance with the Specifications or any other modification thereof, as hereby provided. Work not done strictly in accordance with the Specifications shall be corrected and made good by the Contractor whenever so ordered by the Land Bank Coordinator or his designee, without reference to any previous oversight or error in inspection.

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual
- Partnership
- Limited Liability Corporation (LLC)
- Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Local Vendor Certification

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 2020.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____