

June 23, 2017

**Borough of Middletown, Pennsylvania  
REQUEST FOR PROPOSAL**

**Sealed proposals will be received by Middletown Borough, 60 West Emaus Street, Middletown, PA 17057 until 2:00 PM July 12, 2017 for Right of Way clearing on 10 - 13,200 volt electric distribution circuits out of two substations, and one 69,000 volt transmission line, along with general trimming and maintenance on trees located on borough owned parks and properties to increase system reliability and the safety to residents, general public and borough employees. Proposals shall also include all costs associated with after hour emergency work including holidays. The term of this agreement is through December 31, 2019 with the right to extend this agreement for two one-year periods thereafter.**

**EVALUATION CRITERIA AND AWARD**

Proposer selection shall be based on evaluation and rating of Proposer's demonstrated competence and qualifications/performance for the type of services/products to be offered.

**The following guidelines will be used as minimum criteria for rating the Proposer:**

- Quality of approach and methodology that demonstrates an understanding of the requirements.
- Quality, extent and relevance of Proposer's staff /experience in conducting service(s).
- Location and facilities attributes. It is the intent of Middletown Borough to promote the use of local businesses and hiring citizens living within the local Middletown/Dauphin County area when possible.
- Overall cost

**Standards:**

The work hereunder shall be done in a thorough workmanlike manner and conform to the following published standards:

- ANSI A300 Pruning Standard, Part 7, 2012 IVM
- ANSI Z133.1 American National Standard for Tree Care Operations
- ISA Best Management Practices– Utility Pruning of Trees

## **Scope of Service**

### ***Clearing of wood waste:***

It shall be the financial and physical responsibility of the Contractor to daily dispose of all wood and wood products resulting from the pruning and removal process.

### ***Clearing distance:***

All distribution line right-of-ways must be cleared to a minimum of ten feet (10') from any energized conductor. Only side and top pruning are permitted with a minimum clearance of ten feet from the energized conductors. All overhanging limbs must be removed unless there are special unsafe conditions that would prevent removal. The final decision concerning leaving overhanging limbs will rest solely with the borough.

### ***Live tree removal:***

Trees six inches (6") or less in diameter that will require pruning in future years shall be removed from the right-of-way, with the exception of low-growing trees (Example: dogwoods, redbuds or ornamental trees) and landscape quality trees six inches (6") or less in diameter. In some cases, the Borough may have a customer agreement to leave tall-growing trees six inches (6") or less in diameter in the right-of-way. In these cases, all vegetation will be pruned for a minimum clearance of ten feet (10'). All trees larger than six inches (6") in diameter located in the right-of-way shall only be removed at the discretion of the Borough. Unless otherwise specified by the Borough, all cutting for existing-right-of-way clearing shall be as close to the ground as the topography and type of soil will allow, with a maximum remaining height of four inches (4") for brush stubs and six inches (6") for tree stumps.

### ***Dead tree removal:***

All tall dead or dying trees located outside the pruning zone shall be removed if, in the sole opinion of the Borough, they present a hazard to the existing power lines.

### ***Secondary conductors:***

Secondary conductors shall be pruned a minimum of ten feet (10') from bare conductors and five feet (5') from conductors with weather-proof coating. The definition of a "secondary conductor" for tree pruning is as follows: Open three-wire or triplex conductors that carry current from the secondary side of a distribution transformer to a lift pole or poles serving more than one customer. Secondary conductors shall be pruned from the connection at the transformer to the last lift pole.

## **Emergency Work:**

Throughout the term of the contract, it may become necessary for the contractor to assist Middletown Borough in providing emergency tree services. The contractor shall provide tree removal equipment stored within a ten mile radius of Middletown, and telephone numbers where someone can be reached on a 24-hour emergency basis. When severe winds, ice storms, or other

conditions require emergency assistance, the contractor shall respond and commence work within one hour of receiving the emergency request notification.

## **Excluded Bidders**

Bids from vendors/contractors with prior poor performance, quality issues, contract conformance, payment history, timeline compliance, or any other reason Middletown Borough deems POOR PERFORMANCE will not be considered.

## **Right to Reject**

Borough of Middletown reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal. Borough of Middletown is not obligated to accept the lowest cost proposal. If a proposal is to be awarded, it will be awarded to the responsible, responsive respondent whose evaluation by Borough of Middletown indicates that the award will be in Borough of Middletown's best interests.

## **Proposal Submission**

All Respondents that respond to this RFP must provide the following documents by the specified closing date:

1. Letter of Transmittal (limit of one to two pages):
  - a. Briefly state your understanding of the requested services and make a positive statement of your firm's ability, willingness and technical competence to perform such services.
  - b. List the person or persons who are authorized to make presentations for the Respondent, their titles, addresses, phone numbers and email addresses.
2. Profile of the Respondent, including the location of the office of the Respondent, the office from which work is to be done, and the number of partners, managers, supervisors, seniors and other staff employed at that office.
3. Summary of Respondent's qualifications:
  - a. Identify the individuals who will perform services on behalf of the Respondent, including brief biographical and resume-type information for each such person;
  - b. Describe the Respondent's recent service experience, particularly with Pennsylvania municipalities or utilities;
  - c. Provide a list of five (5) references for recent work similar to that contemplated in this RFP
4. A completed PROPOSAL FORM which includes all associated standard and overtime Hourly Labor and Equipment Rates, along with specifying the required labor Classifications needed for a: (a) Standard Arial Crew and/or (b) Standard Climbing Crew.

## **Qualified Vendor**

A qualified vendor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, insurance and service contained within this RFP.

## **Insurance**

Respondent agrees that Respondent shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Respondent brings onto Borough property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Respondent further agrees that Respondent shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$2,000,000 in aggregate for all incidents/occurrence during the policy period; and Respondent agrees that Respondent shall maintain Worker's Compensation Insurance on all of the Respondent's employees. In no event shall Respondent serve as self-insurer for the purpose of Workers Compensation Insurance. Respondent also agrees that Respondent shall provide, in a form acceptable to Borough, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

## **Indemnification**

Respondent agrees to and shall indemnify and hold the Borough harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the Borough, arising from or related to Respondent's negligent performance under this Agreement.

## PROPOSAL FORM

We, the undersigned, hereby offer to supply the related services required for Right of Way Clearing, in accordance with your RFP dated June 23, 2017. We are hereby submitting our Proposal.

We hereby declare that:

- a. All information made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern:

We confirm that we have read, understood and hereby fully accept the Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions for this RFP.

We fully understand and recognize that the Borough of Middletown is not bound to accept this quote, that we shall bear all costs associated with its preparation and submission, and that the Borough of Middletown will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

Standard Aerial Crew

<i><b>Labor Class</b></i>	<i><b>Units Required</b></i>	<i><b>Regular Time Rate</b></i>	<i><b>Overtime Rate</b></i>	<i><b>Emergency Rate</b></i>
Foreman				
Operator				
Ground man				
Other				
Other				
<i><b>Equipment</b></i>				
Chipper				
Bucket Truck				
Pickup Truck				
Chainsaw				
Leaf Blower				
Other				
Other				
Other				

Standard Climbing Crew

<i><b>Labor Class</b></i>	<i><b>Units Required</b></i>	<i><b>Regular Time Rate</b></i>	<i><b>Overtime Rate</b></i>	<i><b>Emergency Rate</b></i>
Foreman				
Operator				
Ground man				
Other				
Other				
<i><b>Equipment</b></i>				
Chipper				
Bucket Truck				
Pickup Truck				
Chainsaw				
Leaf Blower				
Other				
Other				
Other				