



**CITY OF TORRINGTON**

**PURCHASING DEPARTMENT  
140 Main Street, Room 206  
Torrington, CT 06790**

**Pennie Zucco, Purchasing Agent  
Phone: (860)-489-2225  
Fax (860)-489-2547  
Email: pennie\_zucco@torringtonct.org**

September 20, 2018

Mayor Elinor Carbone  
Members of the City Council

**RE: RFP #TTR-031-092218 Tree Trimming and Removal Service for City Departments**

Mr. Dan Duncan of Asplundh Tree Expert Company, Willow Grove, PA has requested a one-year extension of the current contract for Tree Trimming and Removal services for the City of Torrington. The same rates as well as the terms and conditions will be in effect for this period.

It is the recommendation of Superintendent of Streets & Parks, Bill Mayers as well as myself that City Council authorize the Mayor to extend the Tree Trimming and Removal Services contract to Asplundh Tree Expert Company, Willow Grove, PA (branch location East Windsor, CT) for fiscal year 18/19.

Thank you for your consideration on this matter.

Pennie Zucco  
Purchasing Agent

cc: B. Mayers; J. Rollett

2018 SEP 20 PM 12:23

RECEIVED FOR RECORD  
TORRINGTON, CT 06790

**ASPLUNDH**

**ASPLUNDH TREE EXPERT, LLC**

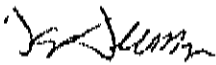
11E PASCO DRIVE, EAST WINDSOR, CT 06088 • PHONE: 860 292 8700 • FAX: 860 386 0829

Sept 13, 2018

Mr. Mayers,

I am writing to you in reference to the tree trimming and removal services contract we hold with the City of Torrington. We are approaching the end of the first year working together. Per the contract spec's if agreeable by both parties it can be renewed until 6/30/19. Asplundh Tree is agreeing to renew this contract for another year at the rate and the same terms and conditions if the City of Torrington sees fit. Please feel free to give me a call to discuss this matter.

Thank you,

  
Dan Duncan  
Vice President  
Asplundh Tree Expert, LLC  
413-209-0349 Cell  
860-292-8700 Office

## Pennie Zucco

---

**From:** Bill Mayers  
**Sent:** Thursday, September 20, 2018 10:26 AM  
**To:** Pennie Zucco  
**Cc:** Jerry Rollett  
**Subject:** Asplundh Tree Bid Extension Recommendation  
**Attachments:** Bill Mayers.vcf

Hi Pennie,

I would like to recommend that we continue our tree removal service with Asplundh Tree. The bid pricing may be extended if both sides are agreeable. Asplundh has expressed an interest in the extension and they have provided the City of Torrington with good service for the past year.

Respectfully,

**Bill Mayers**

City of Torrington  
Superintendent of Streets & Parks

(860) 489-2352

Bill\_Mayers@torringtonct.org

107 Arthur St  
Torrington Ct 06790



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Philadelphia PA Office One Liberty Place, Suite 1000 Philadelphia, PA 19103		Aon Risk Services Central, Inc. 4 Overlook Point Lincolnshire, IL 60069		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 215-255-2000 E-MAIL ADDRESS:		FAX (A/C, No):	
<b>INSURED</b> Asplundh Tree Expert LLC 708 Blair Mill Road Willow Grove, PA 19090				<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
				INSURER A: Greenwich Insurance Company			22322
				INSURER B: XL Insurance America, Inc.			24554
				INSURER C:			
				INSURER D:			
				INSURER E:			
				INSURER F:			

**COVERAGES**

CERTIFICATE NUMBER: 2145037810

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			RGD300136201	8/1/2018	8/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			RAD943783701 (AOS) RAD943786801 (VI)	8/1/2018	8/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	RWD300135801 (AOS) RWR300135901	8/1/2018	8/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Torrington, its subsidiaries, employees, volunteers, directors & officers are listed as additional insured as required by written agreement but only according to policy terms, conditions and exclusions for liability arising from operations performed by or on behalf of the named insured.

**CERTIFICATE HOLDER**

City of Torrington  
140 Main Street  
Torrington, CT 06790

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Central, Inc.*

© 1988-2015 ACORD CORPORATION. All rights reserved.



City of Torrington

Bid Name Tree Trimming & Removal Service for City  
Date of Opening 9/22/17

Bid Number # TTR-031-092217  
Time of Opening 11 AM

ENDOR	BID BOND	NON-COLLUSION	BID AMOUNT	ADDENDUM
Splendit Tree Expert Co. 108 Blair Mill Rd Williamstown, PA 19090		✓	TR001 - 1. \$150.00 TR002 - 2. \$650.00 TR003 - 3. \$1850.00	TR001 - 1. 136.00, 187.00, 232.00 TR002 - 2. 136.00 Stand, 187.00 OT, 232.00 TR003 - 3. 257.00 Sun. Holiday, 7. 75.00 Tree, 25.00 Sq. ft.
Maek's Landscaping, LLC 3 Faymont Ave Simsbury, CT 06790		✓	TR001 - 1. \$500.00 TR002 - 2. \$900.00 TR003 - 3. \$2100.00	TR001 - 1. 350.00, 350.00, 350.00 TR002 - 2. 800.00, 800.00, 800.00 TR003 - 3. 1437.00, 1437.00, 1437.00

TTR-031-092217

TREE TRIMMING AND REMOVAL SERVICE FOR CITY DEPARTMENTS

VENDOR	Asplundh Tree Expert Co. Willow Grove, PA	Zaharek's Landscaping LLC Torrington, CT
Non-collusion	yes	yes
Addendum	yes	yes
Tree Removal/DBH 12" or less	\$150.00	\$500.00
Tree Removal/DBH 13" - 24"	\$650.00	\$900.00
Tree Removal/DBH 25" - 36"	\$1,850.00	\$2,100.00
Tree Removal/DBH 37" plus	\$2,300.00	\$3,500.00
Tree Removal Urgent Request	\$136.00/ST hourly \$187.00/OT hourly \$232.00/Sun. -Holidays	\$450.00/hourly
Tree Pruning Routine Request	\$136.00/ST hourly \$187.00/OT hourly \$232.00/Sun. -Holidays	\$250.00/hourly
Tree Pruning Urgent Request	\$136.00/ST hourly \$187.00/OT hourly \$232.00/Sun. -Holidays	\$350.00/hourly
Hazard Tree Assessment	\$75.00/hourly	\$80.00/hourly
Stump Grinding/site restoration	\$125.00/hourly	\$437.50/hourly



CITY OF TORRINGTON  
REQUEST FOR PROPOSAL

RFP #TTR-031-092217 TREE TRIMMING AND REMOVAL SERVICE FOR CITY  
DEPARTMENTS

Due Date of Proposal: September 22, 2017 Time: 11:00AM Location: City Hall, Room 206, Torrington, CT

Bid Bond or Certified Check required with bid: N/A

Performance Bond required if awarded bid: N/A

SUBMIT AN ORIGINAL AND TWO COPIES OF YOUR PROPOSAL

The City of Torrington reserves the right to accept or reject any or all proposals or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: August 31, 2017

Purchasing Agent Pennie Zucco

Item
The City of Torrington Parks and Recreation Department is requesting proposals for the services for Tree Trimming and removal of trees at various streets & parks throughout the City from October 2017 through June 30, 2018 per specifications

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Bid Submitted By: Gregg G. Asplundh

Name of Company Asplundh Tree Expert Co.

Signature [Signature] Title: Executive Vice President

Address: 708 Blair Mill Road  
Willow Grove, PA 18090-1784

Phone: 215-784-4333 Fax: 215-784-4334 E-mail address (Dan Duncan) DDuncan@Asplundh.com

Date: 9/20/17 Delivery Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE FORM

Bid # TTR-031-092217

NON-COLLUSION AFFIDAVIT

STATE OF Pennsylvania COUNTY OF Montgomery

I, Gregg G. Asplundh, being first duly sworn, deposes and says that:

1. I am a Senior Vice President of Asplundh Tree Expert Co.  
the bidder that has submitted the attached request for proposal for Tree Trimming and Removal
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of 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 work for which the attached Bid has been submitted nor has it 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 fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Bid; 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 [Signature]  
Title Gregg G. Asplundh, Executive Vice President

Subscribed and sworn to before this  
19 day of Sept, 2017

[Signature]  
Notary Public

My commission expires \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA  
NOTARIAL SEAL  
Susan W. Loggia, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires Sept. 13, 2020  
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.



**REQUEST FOR PROPOSAL**  
**RFP# TTR-031-092217**  
**TREE TRIMMING AND REMOVAL SERVICE**  
**FOR CITY DEPARTMENTS**

The City of Torrington (herein referred to as "Department") is looking to retain a licensed & insured contractor(s) for tree trimming and removal service at streets & parks throughout the city. This proposal does not currently include work at Coe Memorial Park, however such work may be added into a contract at a later date. This decision will be at the discretion of the Streets & Parks Department or the Recreation Department and all such work shall be covered under the proposed rates referenced in the proposal provided by the vendor(s) awarded a contract. The Contractor will respond to specific requests for tree work from the Department and must receive authorization for additional work that may come to the Contractor's attention that was not requested by the City. Throughout the term of the contract, it may become necessary for the Contractor to assist the Department in providing emergency tree service.

Submit sealed bids to the Office of the Purchasing Agent, City Hall, 140 Main Street, Room 206, Torrington, Connecticut 06790 until 11:00 A.M. on Friday, September 22, 2017. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. Outside of Mailing Envelopes/Packages must be clearly marked "TTR-031-092217, TREE TRIMMING AND REMOVAL SERVICE FOR CITY DEPARTMENTS" and must bear the Name and address of the bidder. Once opened such bids are public record. Submit one (1) Original and two (2) exact copies. Vendors mailing bids should allow normal delivery time to ensure timely receipt of their proposal. The City of Torrington shall not be held responsible for lost or misdirected bids. The City will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All submitted proposals and materials become the property of the City and will not be returned. Proposals received after the closing date and time shall be returned unopened. Faxed or e-mailed bids will NOT be accepted.

Deadline for questions is September 12, 2017 by 12:00 noon. Submit all questions about the bid requirements to Purchasing Agent, Pennie Zucco, [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org). All information by the City except by written addendum shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any proposer against the city. Vendor responsible to check City website for addendum/updates 48 hours prior to bid opening. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington shall be disregarded.

All prices and notations must be typed or printed in ink. No erasures will be permitted. Mistakes may be crossed out and any corrections initialed in ink by the person signing the proposal. Proposals must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern.

This Bid shall remain open and shall not be withdraw for a period of sixty (60) days from the date set for its opening. The 60-day period may be extended upon written mutual agreement.

All bids must include the firm's name and signature of an authorized officer or employee of the firm who can contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
**MBE'S WBE'S AND SBE'S ARE ENCOURAGED TO APPLY**

**GENERAL SPECIFICATIONS  
RFP# TTR-031-092217  
TREE TRIMMING AND REMOVAL SERVICE  
FOR CITY DEPARTMENTS**

**BID OVERVIEW**

The City of Torrington (herein referred to as "Department") is looking to retain a licensed & insured contractor(s) for tree trimming and removal service at streets & parks throughout the City. This proposal does not currently include work at Coe Memorial Park, however such work may be added into a contract at a later date. This decision will be at the discretion of the Streets & Parks Department or the Recreation Department and all such work shall be covered under the proposed rates referenced in the proposal provided by the vendor(s) awarded a contract. The Contractor will respond to specific requests for tree work from the Department and must receive authorization for additional work that may come to the Contractor's attention that was not requested by the City. Throughout the term of the contract, it may become necessary for the Contractor to assist the Department in providing emergency tree service.

The acceptance of any price quote made pursuant to this RFP shall not be binding upon the City until a notification of award in writing and issue a purchase order from the City Purchasing Agent has been delivered to the successful bidder. The contract will begin upon issuance of a purchase order and run through June 30, 2018 with an option for annual renewal for a maximum of 3 years, which must be mutually agreeable to both parties.

**PAYMENT**

Payment will be processed after receipt of an invoice.

**SERVICE REQUESTS**

For routine work (non-urgent), the contractor shall meet with a City representative to assess the scope of services for the required work and provide the City with a written estimate. There shall be no charge for job site inspections, assessments, and/or written estimates.

**SCOPE OF WORK**

- The work includes removal of trees in a safe professional manner.
- All tree material is to be removed and disposed of at the Contractor's expense.
- The Contractor shall be responsible for returning the property to its previous state.
- The work area must meet the requirements of OSHA and the Manual of Uniform Traffic Control Devices for signing and traffic safety. The Contractor shall control street closings and will notify all Emergency Response Departments, including Police, Fire, Ambulance and school bus companies.
- The contractor shall be responsible for notifying all utilities for locations of any underground utilities that may be damaged during stump removal. The contractor shall also be responsible for notifying all utilities of any damage to any overhead lines. Contractors are responsible for maintaining safe traffic conditions at all times and notifying "Call Before You Dig", emergency services, and school bus companies, when applicable.
- The Contractor must not allow unauthorized entry into the work zone.
- If the work zone extends into a street, the Contractor must provide proper signs according to the Code to keep vehicles away from hazards.
- Work on City property must be accomplished without permanent damage to the facilities.
- The Contractor shall be responsible for any damages and fix in a timely manner.
- The Contractor must work safely and obey all OSHA regulations including workers Personal Protective Equipment.

**COST PROPOSAL**

The unit price for tree Removal service is all-inclusive including labor, equipment, and materials needed to complete each project.

This Bid shall remain open and shall not be withdraw for a period of sixty (60) days from the date set for its opening. The 60-day period may be extended upon written mutual agreement.

## **AWARD OF CONTRACT**

Award of this contract will be made for each of the following categories:

- a. Tree Removal Services – this category includes all diameters at breast height (DBH);
- b. Emergency – hourly rates for extra equipment/labor;
- c. Arboricultural Services (trimming, pruning, shaping and hazard tree assessment) – hourly rate; and
- d. Stump Grinding Services.

The City has the option to award all bid items to one contractor or to more than one contractors if it determines it is to be in the best interest of the City.

## **SPECIFICATIONS**

### **MEASUREMENT OF TREES**

1. All tree work shall be based upon the measurement of the tree's trunk at breast height. All measurements shall be in accordance with US Forest Service measurement guide or other complete measurement guide acceptable to the City.
2. The tree size shall be measured by the City and if disputed by the Contractor, said Contractor shall be required to submit data and methodology supporting their claim to the City. While the City shall make a reasonable effort to consider any Contractor claim, the City's decision regarding measurements shall be final.

### **MINIMUM CREW REQUIREMENTS**

Bucket truck with operator (minimum capacity 350 lb.) minimum height to bottom of bucket (minimum 55 ft.) one ground person, one flagging person, chain saws, ropes, slings, trailer mounted chipper (minimum 6" jaw), safety equipment (including traffic signs, cones, hard hats, safety glasses and ear protection) and all related equipment for tree removal. If additional equipment and/or manpower are requested by the contractor and approved in advance or determined to be required (by the Superintendent or designee), it will be paid for at the contract hourly rate bids.

### **PERFORMANCE STANDARDS**

1. All activities performed under this contract with the City of Torrington shall conform to the most current standards for pruning, and tree support systems.
2. All activities performed under this contract with the City of Torrington shall conform to the most current standards for safe arboricultural operations.
3. A Certified Arborist shall perform or supervise all onsite work. The awarded contractor(s) shall maintain an Arborist Certification for the duration of the contract period.

### **PROTECTION OF OVERHEAD UTILITIES**

1. Aerial line clearance shall be the responsibility of the Contractor to make special arrangements as needed with the utility companies to provide clearance around their aerial facilities.
2. The Contractor shall protect all utilities from damage and shall immediately contact the appropriate utility if damage should occur. Contractor shall be responsible for all claims for damage due to Contractor's operations.

### **TREE TRIMMING, PRUNING AND SHAPING**

1. Under this contract with the Department, pruning performed shall include the following: reducing hazards, maintaining or improving tree health and structure, improving aesthetics, removing diseased, dead, dying, decayed, interfering, or obstructing branches.
2. Trees shall be pruned by removing all dead, diseased, broken and crossing branches. All cuts will be made to conform to standard arboricultural practices.
3. Limbs and branches larger than 3½ inches in diameter shall be lowered to the ground using ropes or other mechanical devices.
4. Only trees on City property or within the City right-of-way shall be trimmed or removed unless otherwise directed. The Contractor(s) shall not perform any tree work of any kind without the specific direction of the Tree Warden in consultation with the Superintendent of Streets & Parks or the Superintendent of Parks & Recreation. The right-of-way shall be defined as the area between the curb and sidewalk or from the edge of the road to a stone wall. If no sidewalk or stone wall exists or if there is any doubt as to the limits of the City's right of way, the contractor shall request instruction from the City as to the right-of way limits.
5. Tools used to prune suspected or diseased trees shall be disinfected before being used on other trees.

6. Hazard Tree Assessments will be performed by a licensed arborist and include visual inspections and risk assessments on trees identified by the City. A letter report will be submitted to the City for each tree assessed.

#### **STUMP REMOVAL**

1. Before starting any excavation for stump removal, the Contractor shall contact "Call Before You Dig" at 1-800-922-4455 for field locations of buried utility lines.
2. After removal of a tree, the Contractor shall grind and remove all exposed portions of the stump and roots to a depth of not less than eight (8) inches below the existing ground level. The hole shall be filled to an elevation slightly above the surrounding area with weed free topsoil then be graded and seeded.
3. Contractor will perform work within a period specified by the Department.

#### **DAMAGES**

Any damage caused by the contractor, including, but not limited to, broken sidewalk, curb, rutted lawn, broken water shut-offs, wire damage, building damage, street damage, etc., will be repaired or replaced in a timely manner, to the City's satisfaction, and all costs paid by the contractor.

#### **SIGNING AND TRAFFIC SAFETY**

Barricades, cones and signing for traffic control must be in accordance with OSHA, the "Manual of Uniform Traffic Control Devices" (MUTCD) and "Barricading for Construction". The contractor shall meet all requirements for work zone protection and when the contractor does not conform to such requirements, the City will stop the contractor from working until proper signing and barricading is in place. The contractor shall control street closings and will notify all Emergency Response Departments (including Police, Fire and Ambulance) and school bus companies, when applicable, of the same.

Employees shall be wearing the proper reflective t-shirt, vest, sweatshirt or raincoat per OSHA standards. Flaggers shall utilize stop/slow paddles to communicate with traffic. Radio's may be required if sightline does not allow flaggers to communicate non-verbally.

The contractor shall be responsible for notifying all utilities for locations of any underground utilities that may be damaged during stump removal. The contractor shall also be responsible for notifying all utilities of any damage to any overhead lines. Contractors are responsible for maintaining safe traffic conditions at all times and notifying "Call Before You Dig", emergency services, and school bus companies, when applicable.

#### **CLEAN UP / WASTE REMOVAL**

1. The Contractor shall remove all wood waste and/or non-hazardous debris produced from the job site the same day under this contract with the City of Torrington unless specific alternate arrangements were made with the Department. The Contractor shall collect and remove all waste, twigs, sawdust and leaves that were produced because of a tree service activity.
2. The Contractor will perform Stump Grinding as specified under "STUMP REMOVAL". The Contractor will also be responsible for the removal of all woodchips resulting from grinding.
3. Access on turf areas in City Parks will be completed with no disturbance to the turf or other site amenities. Should any damages occur while performing tree trimming and removal services, the Contractor will be responsible for restoring the area(s) to pre-existing conditions.
4. The City of Torrington Superintendent of Streets & Parks will do inspection work within 24 hours after work completion. Contractor will be notified of any damages that the City of Torrington perceives to have been caused by Contractor.

#### **NEED AND RESPONSE FOR EMERGENCY WORK**

1. Throughout the term of the contract, it may become necessary for the Contractor to assist the Department in providing emergency tree service. The Contractor shall provide telephone numbers at which contact can be made on a twenty-four hour emergency basis.
2. During and after standard working hours, there may be emergency circumstances in which the City requires a tree crew. Contractors that bid this item **MUST** be able to respond within a maximum 1-hour timeframe from the

Initial call from Public Works. The contractor will be given a minimum 2 hour call time. Due to the safety concerns, this Department reserves the right to award this to multiple bidders in order to satisfy the time restraints in responding to public emergencies and dangerous situations. Failure to respond to a call out for emergency work shall give the City just cause to terminate this contract.

#### **SERVICE HOURS**

1. Monday – Friday 7:00 AM – 3:00 PM
2. Additional work hours may be approved, if necessary, and authorized ahead of time by Superintendent of Streets & Parks or the Superintendent of Parks & Recreation. No additional rate increases will be authorized.

#### **REFERENCES:**

Bid proposals shall include at least three (3) references. Include contact names and phone numbers. References will be checked prior to award. Any negative responses may result in disqualification of the bid.

Provide Name(s) and certification number(s) of ISA Certified Arborist(s)/Tree Worker(s) that will perform or supervise all tree work with proposal.

The City further reserves the right to request additional information from any bidder at any time after opening of proposals.

#### **OTHER**

Services will take place providing that there are sufficient funds available to do so. If funding is not currently available for all locations, services will not be provided at such locations. If, and when funding should become available for such locations, an approved Purchase Order(s) will be issued under the terms/conditions stated in the bid document at that time. Purchase Orders will be issued only when funds are available and on a "per location" basis.

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and that, in the city's judgment, will best serve the public interest.

**REQUEST FOR PROPOSAL  
TREE TRIMMING AND REMOVAL SERVICE FOR CITY DEPARTMENTS  
RFP #TTR-031-092217**

**SCHEDULE OF RATES**

- A. Routine Requests: Services must be provided within three (3) business days.  
B. Urgent Requests: Services must be provided within one (1) business day or less.

Service rates for Tree Removal based on normal and urgent requests will be charged according to the per inch rates as referenced below (TR001 through TR004). DBH = Diameter Breast Height measured at 4.5' above ground level. Urgent Tree Removal will be charged according to hourly rates below (TR005). Service rates for Tree Pruning will be charged according to per hour rates for both Routine (TP001) and Urgent (TP002). Hazzard Tree Assessments will be charges according to the hourly rate below (TA001). Service rates for Stump Grinding will be charged according to the Hourly rate below (SG001). Failure to meet response times shall be cause for termination of the contract. Failure to meet response times shall be cause for termination of the contract.

Category	CODE	SCOPE OF WORK	UNIT	RATE
A	TR001:	Tree Removal - Routine Requests: Services must be provided within three (3) business days.	DBH 12" or Less	150.00
A	TR002:	Tree Removal - Routine Requests: Services must be provided within three (3) business days.	DBH 13" - 24"	650.00
A	TR003:	Tree Removal - Routine Requests: Services must be provided within three (3) business days.	DBH 25" - 36"	1,850.00
A	TR004:	Tree Removal - Routine Requests: Services must be provided within three (3) business days.	DBH 37" and above	2,300.00
B	TR005:	Tree Removal - Urgent Requests: Services must be provided within one (1) business day or less.	Hourly	136.00 ST 187.00 OT 232.00 Sun & Holidays
C	TP001:	Tree Pruning: Routine Requests: Services must be provided within three (3) business days.	Hourly	136.00 ST 187.00 OT 232.00 Sun & Holidays
C	TP002:	Tree Pruning: Urgent Requests: Services must be provided within one (1) business day or less.	Hourly	136.00 ST 187.00 OT 232.00 Sun & Holidays
C	TA001:	Hazard Tree Assessment: By a licensed arborist within 3 days.	Hourly	75.00
D	SG001:	Stump Grinding: Including site restoration.	Hourly	125.00

**Equipment Details:**

Bucket Truck:	2010-2018 Altec LR60/70 on Ford or Freight Liner
Stump Grinder:	2007 - Reyco RG50
Chipper:	2010-2018 Vermeer BC1000
Trucks:	2010-2015 Ford Split Dump Truck
Loader:	2010-2016 Prentice Loader
Other:	

**Crew Details – staff titles – Arborist, Tree Climber, Laborer, etc.:**

Crews will be assigned as needed.

**Arborist License - details:**

Please see attached

**References:**

Contact:	Rick Romano
Company:	City of Middletown
Phone/email:	860-398-0409
Contact:	Don Nolte
Company:	Town of Sheshire
Phone/email:	203-437-0379
Contact:	Jeff Minder
Company:	Town of Fairfield
Phone/email:	203-767-2122
Contact:	Bioll Carone
Company:	City of New Haven
Phone/email:	203-627-4899
Contact:	David Phillips
Company:	Town of Groton
Phone/email:	860-625-1289

**Inquiries contact:**

Bill Mayers  
Superintendent of Streets & Parks  
Department of Streets & Parks  
107 Arthur Street  
Torrington, CT 06790  
Phone (860) 489-2352

**CITY OF TORRINGTON REQUEST FOR PROPOSAL  
TREE TRIMMING AND REMOVAL SERVICE  
FOR CITY DEPARTMENTS  
RFP #TTR-031-092217**

**Acceptance of Terms of this Agreement**

Company (Legal Registration)

Asplundh Tree Expert Co.

Contact Person:

Dan Duncan

Address:

708 Blair Mill Road (Headquarters)

City/State/Zip:

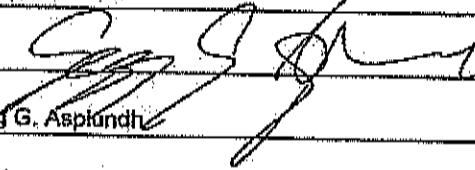
Willow Grove, PA 19090-1784

Telephone: 215-784-4333

Fax: 215-784-4334

E-mail: DDuncan@Asplundh.com

Authorized Signature



Title: Executive Vice President

Name Printed: Gregg G. Asplundh

Date: 9/20/17

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.





**CITY OF TORRINGTON**  
**Addendum # 1**

**ADDENDUM 1 ISSUED REGARDING THE RESPONSIBILITY OF PAYMENT IF A  
POLICE PRESENCE IS REQUIRED AT A JOB SITE**

**RFP #TTR-031-092217, TREE TRIMMING AND REMOVAL SERVICE FOR CITY DEPARTMENTS**

**Bid opening: September 22, 2017 Time: 11:00 AM Location: City Hall, 140 Main Street, Room 206, Torrington**

**Submit signed addenda with bid.**

**The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.**

**Dated in Torrington: September 22, 2017**

**Purchasing Agent**

**Pennia Zurco**

**Bid Submitted By: Gregg G. Asplundh**

**Name of Company Asplundh Tree Expert Co.**

**Address 708 Blair Mill Road**

**Willow Grove, PA 19090-1784**

**Signature**

**Executive Vice President**

**Title**

**Date 9/20/17**

**Questions and Answers 9/22/17**

- 1) Q) I understand that we are responsible for paying our own flaggers but if we need police presence, does the Town pay for that?**  
**A) The answer to the question is yes the town would pay for any police. The contractor is expected to provide the following.**

**MINIMUM CREW REQUIREMENTS**

**Bucket truck with operator (minimum capacity 350 lb.) minimum height to bottom of bucket (minimum 55 ft.) one ground person, one flagging person, chain saws, ropes, slings, trailer mounted chipper (minimum 6" jaw), safety equipment (including traffic signs, cones, hard hats, safety glasses and ear protection) and all related equipment for tree removal. If additional equipment and/or manpower are requested by the contractor and approved in advance or determined to be required (by the Superintendent or designee) it will be paid for at the contract hourly rate bids.**

# ASPLUNDH

ASPLUNDH TREE EXPERT CO.

11E PASCO DRIVE, EAST WINDSOR, CT 06088 • PHONE: 860-292-8700 • FAX: 860-386-0823

## ISA CERTIFIED

Henry Kay	NE-6886A	12/31/18
John Terault Jr.	4840	1/9/18
Derek Zelek	NE-7205A	6/30/20

## CT ARBORIST CERTIFIED

Steve Bennett	S-2732	1/31/21
John Dyckman	S-2994	1/31/22
Pete Wicklund	S-4130	1/31/20

# ASPLUNDH

ASPLUNDH TREE EXPERT CO.

708 BLAIR MILL ROAD, WILLOW GROVE, PA 19090 •  
AREA CODE 215 • TELEPHONE 784-4200

## EXCEPTIONS FOR TORRINGTON BID #TTR-031-092217

1. Instructions for Bidders – INDEMNIFICATION – Please insert “defend” after “indemnify” on line 4. We must defend where liable.
2. Instructions for Bidders - INDEMNIFICATION - Please change “provided that any” to “to the proportionate extent” on Line 6 to be comparative.
3. Instructions for Bidders- INDEMNIFICATION- Insert “by Contractor” to the end of 1<sup>st</sup> sentence & after “so caused” on line 2.
4. Instructions for Bidders – CERTIFICATE – Delete 2<sup>nd</sup> sentence. We will insure as specified.
5. Instructions for Bidders – CERTIFICATE – Add “to the extent of the Contractor’s obligations under the Contract” after “Insured” on Line 8.
6. Instructions for Bidders – CERTIFICATE – Add 5<sup>th</sup> sentence “The additional insureds shall fully cooperate with the Contractor and its insurers on any claim.”