



**Plymouth Parks & Forestry
Advertisement for Bid**

for

Tree Maintenance

For the Term: 2024-2025

Date of Issue: October 27, 2023

Bid Due Date: Friday, December 1, 2023 at 10 am, CST

*Bids are to be received electronically at the QuestCDN bidding site
prior to bid closing date and time.*

Contact Info:

Plymouth Parks & Forestry
Paul Buck, City Forester

www.plymouthmn.gov/parksrfq

pbuck@plymouthmn.gov

(763) 509-5944

**Plymouth Parks & Forestry
Advertisement for Bid
for Tree Maintenance**

Table of Contents

Section I: Overview	1
Section II: Bid Information.....	1
Section III: Terms & Conditions	2
Section IV: Scope of Services.....	5
Attachment A: Advertisement for Bid.....	10
Attachment B: Street Tree Trimming Diagram	11
Bid Forms	
Company Information.....	13
Tree Maintenance Bid Sheet.....	16
Certificate of Bid	17
Responsible Bidder Evaluation	18
Affidavit of Non-Collusion.....	24



City of Plymouth
Parks & Forestry
14900 23rd Avenue N
Plymouth, MN 55447
www.plymouthmn.gov

Tree Maintenance Advertisement for Bid

I. Overview

Plymouth Parks & Forestry is seeking bids from companies with experience in tree removal and trimming within the City limits. The selected company will work under the direction of Plymouth Parks & Forestry staff to maintain City trees with a high degree of quality, safety, and to assure the long-term health. All services must meet the criteria as detailed in the scope of services.

This Advertisement for Bid does not obligate Plymouth Parks & Forestry to contract the services. The City reserves the right to cancel the solicitation if such action is in its best interest.

II. Bid Information

A. Schedule

Plymouth Parks & Forestry schedule for review of the bids and final selection is as follows:

Date	Event
October 27, 2023	Advertising begins
December 1, 2023 at 10 am	Bid Submittal Due & Opening (Zoom)

Zoom Meeting

<https://us02web.zoom.us/j/87163503552?pwd=TEExCNDNvQU5WLzI3c2xORWRpY3cxdz09>

Meeting ID: 871 6350 3552

Passcode: 683085

B. Questions

Prospective contractors who have any questions regarding this bid must submit questions by e-mail or phone to: Paul Buck, City Forester, pbuck@plymouthmn.gov or (763) 509-5944

C. Submittals

All bids will be received electronically at the QuestCDN bidding site until **Friday, December 1, 2023 at 10 am, CST** and will then be opened publicly online.

Digital copies of the Bidding Documents are available from Quest Construction Data Network (QuestCDN) at <http://www.questcdn.com> for a fee or at www.plymouthmn.gov/parksrfq. On QuestCDN, these documents may be downloaded by selecting this project from the BIDDING DOCUMENTS link and by entering eBidDoc #8723344 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.

All bids must be made online at the QuestCDN bidding site and must include the following bid elements. All signatures must be signed by an official who is legally authorized to bind the organization.

1. A completed Company Information form.
2. A completed Tree Maintenance Bid Sheet.
3. A completed and signed Certificate of Bid.
4. A completed and signed Responsible Bidder Evaluation.
5. A completed and signed Affidavit of Non-Collusion.

III. Terms & Conditions

If a contract is awarded, the selected Contractor will be required to adhere to a set of general terms and conditions that will become a part of any formal agreement. These conditions are general principles that apply to all Contractors of service to Plymouth Parks & Forestry.

A. Reporting of Contractor

1. The Contractor is to report to Paul Buck, City Forester of Plymouth Parks & Forestry and will cooperate and confer with him/her as necessary to ensure satisfactory work progress.
2. Plymouth Parks & Forestry will review and inspect the Contractor's activities during the term of this contract.

B. Personnel

1. The Contractor will provide the required service personally and will not subcontract or assign services without Plymouth Parks & Forestry's written approval.
2. The Contractor will not hire any City employee for any of the required services without the City's written approval.
3. The parties agree that the Contractor is neither an employee nor an agent of the City for any purpose.

C. Indemnification

The Contractor will protect, defend and indemnify the City of Plymouth, its officers, agents, servants, volunteers and employees against any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City of Plymouth in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor or any employee, agent or representative of the Contractor or any sub-contractor.

D. Subcontractors

Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Contractor shall comply with Minnesota Statute § 471.425. Contractor must pay Subcontractor for all undisputed services provided by Subcontractor within ten days of Contractor's receipt of payment from City. Contractor must pay interest of 1.5 percent per month or any part of a month to Subcontractor on any undisputed amount not paid on time to Subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

E. Non-Collusion

Submittal and signature of a quote swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Contractor has not induced or solicited others to submit a sham offer or to refrain from quoting.

F. Responsible Bidder

The City will review the qualifications and experience of bidders for construction, alteration, repair, or maintenance of real or personal property after bids are opened and before a contract is awarded, to determine if the bidder is “responsible.” A “responsible” bidder is a bidder qualified to do the work. This will be determined by assessing the bidder skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed.

G. Insurance Requirements

The insurance carrier for City of Plymouth requires evidence of coverage, certificates of insurance, from subcontractors working on city premises prior to the commencement of work. Coverage and limits required are as follows:

General Liability including Completed Operations coverage with minimum limits of:

- \$1,000,000 Each Occurrence Bodily Injury and Property Damage
- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
- \$1,000,000 Personal Injury and Advertising Injury

The City of Plymouth should be named as an “Additional Insured” on a primary basis, with a Waiver of Subrogation in favor of the City of Plymouth, on the General Liability and Automobile Liability as related to the work performed by the subcontractor on behalf of The City of Plymouth.

Automobile Liability coverage for any Auto, Hired and Non-Owned Autos:

- \$1,000,000 Limit

Workers Compensation and Employers Liability:

- Statutory Limits on Workers Compensation
- Employer’s Liability
 - \$500,000 each Accident
 - \$500,000 Disease – each employee
 - \$500,000 Disease – policy limit

Workers Compensation includes a Waiver of Subrogation in favor of the City of Plymouth.

H. Compliance with Laws & Regulations

In addition to non-discrimination and affirmative action compliance requirements listed below, the Contractor(s) ultimately awarded a contract shall comply with federal, state and local laws, including, but not limited to, all applicable OSHA requirements and the Americans Disabilities Act. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

I. Licenses/Accreditations

The **Contractor shall be Tree Care Industry Association (TCIA)** accredited at the time of bid opening and maintain all **accreditations, licenses, permits and/or certificates** both permanent and temporary throughout the length of the contract. The Contractor and staff shall be licensed and authorized to do this specific type of work within the State of Minnesota with at least one certified Arborist.

J. Interest

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of the City of Plymouth or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

K. Equal Opportunity Employment

The City of Plymouth does not discriminate based on race, color, creed, national origin, sex, religion, age, disability, affection preference, marital status, or status about public assistance in employment. The City of Plymouth is an equal opportunity employer.

L. Ownership of Documents

All documents developed because of this contract will be freely available to the public and shall become the property of the City. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

M. Data Practices

All data created, collected, received, maintained, or disseminated for any purpose during this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

N. Assigns & Successors

This contract is binding on the City and the Contractor, their successors, and assigns. Neither the City nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

O. Termination of Contract

1. Termination without Cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.
2. Termination with Cause. The occurrence of any one or more of the following events will constitute a default by Contractor and justify termination for cause:
 - a. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the Progress Schedule)
 - b. Failure of Contractor to perform or otherwise to comply with a material term of the Contract Documents
 - c. Contractor's disregard of Laws or Regulations of any public body having jurisdiction
 - d. Contractor's repeated disregard of the authority of the City of Plymouth

P. Addendum

1. Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.
2. The contract may be amended from time to time through written agreement by both parties.

IV. Scope of Services

The overall scope of services sought is to provide safe and efficient removal of trees and structurally sound trimming of City trees for Plymouth Parks & Forestry.

The Contractor should be familiar with the sites and location, the work to be done and local conditions affecting the cost of the work under which it must be performed and hereby proposes to furnish all labor, materials, and equipment to meet the needs of these services. Plymouth Parks & Forestry will not be responsible for any damages to the Contractor's tools or equipment. There is no parking or storage for equipment at any City facilities.

The services and occurrence may include, but are not limited to:

A. Contract Period

The contract period shall be for two (2) calendar years from 2024-2025.

B. Contract Value

The approximate value of work to be performed during the two calendar years is \$315,000.

C. Assignment of Work

1. All trees to be removed will be assigned a number by the City. Invoices and/or statements submitted to the City for payment must reference the assigned number, date of removal and other data the City may desire.
2. Individual work orders for tree removals shall be placed with the Contractor on forms supplied by the City as further detail of work required. The work order shall be the Contractor's notice to proceed. All work orders shall be in writing and give the location, species, and size of all trees along with any other pertinent information. Only trees on these work orders shall be eligible for removal and/or payment. All tree removals must be completed within a thirty (30) calendar day period of notification. If a Contractor has displayed an inability to comply with that schedule, the City will issue work orders to a contractor of its choice.
3. The Contractor shall be liable for the removal of any tree not identified or approved for removal by the City Forester.
4. In the case that the Contractor is unable to enter upon the property so listed on the work order because of the refusal of the property owner to allow entry, the Contractor shall immediately notify the City of Plymouth. The City shall take action within 24 hours of the Contractor's notification and no penalty shall be imposed until the Contractor has been re-notified by the City to proceed.

D. Tree Removal Specifications

1. The trees to be removed will be plainly marked by the City of Plymouth and listed by assigned number on a work order given to the Contractor. The Contractor shall take only trees so marked and listed. Any discrepancies should be communicated with the City Forester as soon as possible. Removal of any other trees shall not be considered for payment unless previously agreed upon by the City.
2. Trees will be cut off not more than four inches (4") above the ground level. The contractor will debark stumps to ground level if stump is more than four inches (4").
3. Removal of the tree shall not be considered completed until removal of all the wood, chips and related debris is completed.
4. Any damage of resident's property i.e., lawn, cars, mailboxes, signs, house, light fixtures, etc. will be the responsibility of the contractor to fix or replace in as good a condition as before the accident.

5. The City provides a dump site for all trees, logs, and branches. Logs/brush and chips must be separated. All incoming loads shall be inventoried on forms supplied by the City. Trees may also be chipped on site where it is appropriate, i.e., woodlands on City property. Failure to properly dispose of wood may cause forfeiture of payment for the trees or work involved.

D. Force Cut Trees on Private Property

The following formula will be used in a force cut situation where the City Contractor will be required to enter on private property and remove a condemned tree. The City Forester or his/her designate will determine all site factors.

1. Force Removal Price = A x (B + C + D + E)
 - a. Base price (DBH) as determined by Bid.
 - b. Force removal factor:

Entry onto private property	B = 2.0
-----------------------------	---------
 - c. Yard position factor:

Front Yard	C = 0.5
Side Yard	C = 0.75
Back Yard	C = 1.5
Undeveloped Land	C = 1.0
 - d. Structure Factor:

Permanent structures within drip line of tree (House, Garage, Deck, Fence, etc.)	D = 2.25
No Permanent structures within drip line	D = 0.0
 - e. Utilities Factor:

Overhead utilities within drip line	E = .25
No Overhead wires within drip line	E = 0
2. The number of forced removals can vary greatly and are fully dependent upon resident conformance to the tree removal ordinance.

E. Method of Measurement

1. Each tree shall be measured by the City to determine its diameter. Its diameter shall be measured generally at a point four and one half (4.5) feet above the ground. The City’s determinations and measurements shall be final and binding.
2. The Contractor shall verify to their own satisfaction the diameter, as determined by the City and shown on the work order, prior to commencement of removal operations. No adjustments in the diameter, for the purpose of determining compensation, will be made after final removal operations have commenced.

F. Tree Trimming Specifications

1. City of Plymouth’s pruning standards generally reflect industry standards and acceptable best management practice for pruning as published in the American National Standards Institute (ANSI) A300 Pruning Standards.
2. The purpose of pruning is to develop and preserve tree structure, health, and the final appearance of the tree(s). Any person pruning a tree shall do so in an appropriate manner, in order to maintain a tree form typical of the species or cultivar of the tree being pruned.
3. Pruning should only be done with a specific objection. To meet the objective(s) identified for a tree, one or more of the following types of pruning may be permitted: crown cleaning, crown raising, crown restoration and young tree pruning. It is the responsibility of the person conducting the work to be familiar with each type of pruning, its benefits, and its limitations.

- a. Pruning types:
 - 1) *Crown Cleaning* is the removal of water sprouts and dead, dying, diseased, crowded, weakly attached, and low vigor branches from a tree's crown.
 - 2) *Crown raising* removes the lower branches of a tree to provide clearance for vehicles, pedestrians, and buildings. The City of Plymouth requires maintaining clearance standards 14 feet above streets and 6 feet off curb line where possible. See Attachment B.
 - 3) *Crown restoration* is used to improve the structure, form, and appearance of trees that have sprouted vigorously after being broken, topped, or severely pruned using heading cuts. Crown restoration may require several pruning actions over several years as new dominant branches take time to form.
 - 4) *Young trees* should be pruned to develop good structure, including a strong and well-established central leader, strong branch attachments, and adequate spacing and distribution of scaffold branches. Young tree pruning will need to occur on an ongoing basis over the first ten years after tree planting.

- b. Additional activities:
 - 1) *Weight reduction*: In order to reduce the likelihood of limb or trunk failure, proper pruning cuts at the end of limbs are used to reduce the weight of a limb.
 - 2) *Clear infrastructure*: Pruning to clear street light poles, buildings, stop signs and other infrastructure.
 - 3) *Remove defective part*: Pruning to remove a specific defect.

- c. Pruning cuts:
 - 1) The three-cut approach to pruning shall be used to prevent tearing of the bark and vascular tissue.
 - 2) Branches shall be pruned at the branch collar or a lateral branch. Internodal pruning and leaving branch stubs are not permitted. Flush cuts are not permitted.
 - 3) Lions tailing is not permitted. Lions tailing is the improper practice of removing all or most secondary and tertiary branches from the interior portion of the crown, leaving most live foliage at the edge of the canopy.
 - 4) Topping is not an acceptable pruning practice and is prohibited. Topping is the reduction of a tree's size using heading cuts that shorten limbs or branches to a predetermined crown limit.

4. Work crew shall be highly trained and skilled in all aspects of tree service work. **The crew shall consist of at least one ISA certified arborist.** One alternate working CA must be available to join the crew in case of the primary CA's absence. No work may be subcontracted.
5. The two-person crew will provide all equipment needed (i.e. chain saws, pole saws, loppers, ropes, aerial lift truck, etc.) to complete assigned work.
6. It will be the Contractor's responsibility to have the power lines dropped or have work performed by a certified line clearance tree trimmer as required by OSHA.
7. The Contractor is responsible for following traffic control standards per MN DOT *Minnesota Manual on Uniform Traffic Control Devices*. All traffic control devices will be supplied by the Contractor.
8. The Contractor is responsible for working with homeowners to remove cars or other property within the possible limb fall area. If vehicle cannot be moved, contractor will move on, leaving a door hanger asking to have vehicle moved the next day. Door hangers will be provided by the City.

9. A thorough clean up job is expected. Leave the site in pre-work or better condition. The discretion of City Forester is final. The City provides a dump site for chips and/or brush. All loads must be inventoried on forms provided by the City.
10. Work orders will consist of a listing of trees by address, species and DBH, given to the contractor to help facilitate locations of trees to be trimmed. It is expected that your crew communicate their location with the City Forester daily. Invoices should be submitted to the City Forester, or representative. Checks will be issued to the contractor by mail.

G. Hauling Specifications

1. Hauling shall consist of condemned trees in the form of logs, branches, limbs, and firewood pieces, etc. and all wood in these forms as so designated by the City Forester. No stumps, trash, garbage, building debris, etc. or tree species other than those forms of condemned wood will be hauled except as otherwise specified on the work order sheet. All hauling shall be **only** from within the Plymouth City limits. Failure to comply may be considered grounds for termination of the contract.
2. All materials hauled for this contract are the property of the City of Plymouth and shall be taken to, and left at, the City disposal site unless otherwise instructed by the City.
3. The Contractor will be allowed fourteen (14) days for completion of the work order. A penalty of twenty-five (25) dollars per day for each day the work is late may be issued up to and including the day the work order is finally completed.
4. The Contractor shall make every reasonable effort to pick up logs, limbs, brush and bark as the personnel and equipment will physically and safely allow. This also means raking up all the tree debris at pickup site i.e., leaves, twigs, bark etc.
5. The Main Loading Truck shall be defined as including a clam or Prentice type loader mounted on the truck.
6. A copy of the instructions that are issued to property owners regarding placement of trees is enclosed. For the most part, these directions are usually followed. However, within reason, the contractor is expected to make all pick-ups whether these instructions are specifically followed or not.
7. The Contractor will be paid \$300 (including tax) per pick-up site.

H. Personnel & Supervision

1. The Contractor shall provide sufficiently qualified on-site personnel to execute the work covered by the contract.
2. All personnel shall perform the work in a safe and professional manner.
3. Contractor's personnel shall dress and conduct themselves appropriately on the job site. Shirts are to be always worn and must be high-visibility Class 2 or wear an ANSI/ISEA Class 2 vest.
4. Contractors must adhere to all applicable laws pertaining to hiring practices and that all personnel employed by the Contractor are legally eligible to work in the United States pursuant to federal and state law.
5. No person shall use tobacco products or electronic cigarettes on City-owned parkland, park facilities, open space or joint City/School District properties, except within the confines of a vehicle in a designated parking area.

I. Safety Requirements

1. All tools and equipment used by the Contractor shall be in proper working order and shall be operated in a manner consistent with commonly accepted safety standards and all applicable local, state, or federal laws.
2. Safety features on equipment should not be altered.
3. Safety shields must be in place on all equipment.

4. Personnel must wear proper protection as required.
5. Equipment is to be always operated safely.
6. Any violation of safety standards may be deemed cause for termination of the Contract.

J. Equipment

1. All equipment owned or controlled by the Contractor, while operated and/or located on City of Plymouth's Park properties, shall conform with all applicable laws and regulations then in effect, including but not limited to those related to occupational safety and health.
2. All trimming operations are to be performed using machines manufactured by reputable companies recognized for producing high quality commercial forestry equipment.
3. All blades shall be sharp and properly adjusted for cutting sharpness.
4. All machines will be operated by trained and qualified persons.
5. At no time, shall an operator of a piece of equipment leave the equipment unoccupied and running.
6. Any failure to comply with these provisions could result in immediate termination of the contract.

K. Tree Removal, Trimming & Hauling Completion Reporting

1. The Contractor shall supply invoices to the assigned Parks & Forestry staff with the following information;
 - a. Trees that were removed including tree number and location.
 - b. Areas that were trimmed and number of hours completed.
 - c. Location of pick-ups.
 - d. Any additional information that may be helpful.

L. Terms of Payment

1. The Contractor will submit an invoice to Plymouth Parks & Forestry for all work performed.
2. The invoice shall include the work order and the unit price bid for the appropriate work.
3. Upon approval of required work as specified being completed, the invoice will be forwarded on to Finance for payment.
4. Invoices are due to Finance every Tuesday for processing checks on Friday.
5. A check is generally issued within 7-10 days from each Tuesday.

Attachment A: Advertisement for Bid

2024-2025 City of Plymouth

NOTICE IS HEREBY GIVEN that the City of Plymouth is seeking bids from contractors with experience in tree removal and trimming. The selected company will work with the assistance and direction of Plymouth Parks & Forestry staff. All services must meet the criteria as detailed in the scope of services. The approximate value of work to be performed is \$315,000 over two years.

All bids will be received electronically at the QuestCDN bidding site until **Friday, December 1, 2023 at 10 am, CST** and will then be opened publicly online.

Zoom Meeting

<https://us02web.zoom.us/j/87163503552?pwd=TExCNDNvQU5WLzI3c2xORWRpY3cxdz09>

Meeting ID: 871 6350 3552

Passcode: 683085

Digital copies of the Bidding Documents are available from Quest Construction Data Network (QuestCDN) at <http://www.questcdn.com> for a fee or at www.plymouthmn.gov/parksrfq. On QuestCDN, these documents may be downloaded by selecting this project from the BIDDING DOCUMENTS link and by entering eBidDoc #8723344 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.

All bids must be made online at the QuestCDN bidding site.

Direct inquiries to Paul Buck, City Forester at (763) 509-5944 or pbuck@plymouthmn.gov. No questions will be answered within 48 hours of bid opening.

The City of Plymouth reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interests of the City.

Attachment B: Plymouth Parks & Forestry Street Tree Trimming Diagram

Maintain 14' vertical clear zone above street.

Trim tree branches accordingly.



Deciduous tree

Prune branches back to a lateral branch and/or trunk.
No flush cuts.

Coniferous tree

Prune branches back to a live lateral branch (usually upper branches).
If lateral branches do not have needles, remove entire branch back to trunk
(usually lower branches).



City of Plymouth
Parks & Forestry
14900 23rd Avenue N
Plymouth, MN 55447
www.plymouthmn.gov

Tree Maintenance Advertisement for Bid

All bids will be received electronically at the QuestCDN bidding site until **Friday, December 1, 2023 10 am, CST** and will then be opened publicly online.

Zoom Meeting

<https://us02web.zoom.us/j/87163503552?pwd=TEExCNDNvQU5WLzI3c2xORWRpY3cxdz09>

Meeting ID: 871 6350 3552

Passcode: 683085

Digital copies of the Bidding Documents are available from Quest Construction Data Network (QuestCDN) at <http://www.questcdn.com> for a fee or at www.plymouthmn.gov/parksrfq. On QuestCDN, these documents may be downloaded by selecting this project from the BIDDING DOCUMENTS link and by entering eBidDoc #8723344 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.

All bids must be made online at the QuestCDN bidding site and must include the following bid elements. All signatures must be signed by an official who is legally authorized to bind the organization.

- Company Information – Recent Project, Licenses/Certificates, Equipment to be used, Lawsuits/Complaints & References
- Tree Maintenance Bid Sheet
- Certificate of Bid
- Responsible Bidder Evaluation
- Affidavit of Non-Collusion

The City of Plymouth reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interests of the City.



**Plymouth Parks & Forestry
Tree Maintenance
Bid Forms**

Company Information

Company			
Main Contact		Title	
Email		Phone	
Address			
City		State	Zip
Website			
Tax ID#		Corporation or Partnership	
Years in Business		Years in Plymouth Area	
Permanent Employees		Temporary Employees	
Type of work performed by your Company			

Recent Projects of similar scope and size performed

Company	Contact	Email	Type of Work

List all your companies applicable Licenses and Certificates

License/Certificate	Number	Expiration

Company References

Check box if your company has been a vendor for this service in the past two years. If yes, then it is not necessary to complete the requested references.

Company Reference #1					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #2					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					

Company Reference #3					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					



**Plymouth Parks & Forestry
Tree Maintenance
Bid Sheet**

The City of Plymouth removes, trims and hauls trees & brush during the year. The approximate value of work to be performed is \$315,000 over two years.

Any services, products, or equipment rates not covered in this Bid Sheet must be discussed and approved by city staff prior to implementation on any projects.

Bidder accepts all of the terms and conditions of the Advertisement for Bids. This bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. Bidder will sign and submit the Agreement and other documents required by the Bidding Requirements within fifteen days after the date of City of Plymouth’s Notice of Award.

Tree Removal & Trimming including Disposal & Debarking on Public Property

#	Description	Unit of Measure	Quantity	Unit Price*
1	0 – 9.9” (approximately 50 trees)	Per inch	400	
2	10 – 14.9” (approximately 65 trees)	Per inch	750	
3	15 – 19.9” (approximately 50 trees)	Per inch	800	
4	20 – 29.9” (approximately 30 trees)	Per inch	700	
5	30 – 39.9” (approximately 10 trees)	Per inch	300	
6	40 – 49.9” (approximately 1 tree)	Per inch	50	
7	Two Person Crew Hourly Rate	Hourly	700	

**NOTE: Unlike previous years, one unit price(s) for both years of the contract.*

***It is possible that the City may have to remove a tree or trees that have a diameter greater than fifty (50) inches. In these situations, the City will take separate quotes for the removal of such trees.*



**Plymouth Parks & Forestry
Tree Maintenance
Certification of Bid**

We have read the Plymouth Parks & Forestry Advertisement for Bid and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the quote requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Plymouth Parks & Forestry.

We further certify that since the receipt of this Bid, no contact, discussion or negotiation has been made nor will be made regarding this Bid with any City of Plymouth City Council Member, Parks & Advisory Commission Member or City of Plymouth staff.

We certify our quote shall remain valid for a period of 60 days after the due date of responses.

Submitted by:

Name

Authorized Signature

Title

Date



**City of Plymouth
Tree Maintenance
Responsible Bidder Evaluation**

The City will review the qualifications and experience of bidders for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is “responsible.” A “responsible” bidder is a bidder qualified to do the work. This will be determined by assessing the bidder’s skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed. In all cases where a bidder is unknown or where there are any questions about the qualifications of the bidder, the following information will be required of the apparent low bidder:

You are required to complete and return this questionnaire before the City Council considers awarding you the contract.

1. Identify all similar public projects in which you were the contractor. If you have had more than five such contracts, list only the last five contracts, and as to each contract identified provide the following information:

Project #1		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #2		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #3		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #4		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #5		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

2. Describe all construction arbitration claims and any construction or project litigation in which you have been a party in the last five years.

3. Identify all public projects you have had with the City of Plymouth in the last five years.

4. In the last five years has a bonding company ever refused to issue you a performance bond? If yes, explain the circumstances.

5. In the last five years have any claims been filed against a performance or payment bond that you have provided a public entity? If yes, explain the circumstances.

6. In the last five years, has your firm or any of its owners or employees been fined by a federal or state agency for a contract or workplace matter (such as wage or hour or safety violations), or debarred under Part 29, Title 49 CFR or any other law from submitting bids on public projects? If yes, explain the circumstances.

7. In the last five years, has your firm or any of its owners or employees been charged or convicted of a crime involving the awarding, bidding or performance of a government contract? If yes, provide full details.

Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned complies with each of the minimum criteria in Minn. Stat. § 16C.285, Subd. 3, the Responsible Contractor Statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a “responsible contractor” as defined in Minn. Stat. § 16C.285, Subd. 3, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a constructed project and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this _____ day of _____.

Printed name, Title

Signature

**Resolution No. 2015-016, January 13, 2015
(Supersedes Resolution No. 2004-024, January 13, 2004)**



**Plymouth Parks & Forestry
Tree Maintenance Bid
Affidavit of Non-Collusion**

I hereby swear (or affirm) under the penalty for perjury:

1. That I am a partner in the bidding partnership (if the bidder is a partnership) or an officer or employee of the bidding corporation (if the bidder is a corporation) having authority to sign on its behalf;
2. That the attached bid or bids have been arrived at by the bidder independently, and have been submitted without collusion with, or without any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to;
3. That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder and will not be communicated to any such person prior to the official opening of the bid(s); and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Company Name: _____

Authorized Signature: _____

Title: _____

Quoter's E.I.N.: _____

Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941

Subscribed and sworn to before me this _____ day of _____ 202__.

Notary Public Signature

Seal