

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
ISA CERTIFIED TREE SERVICES**

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting quotes for the purpose of ISA certified tree service work. The City's needs are outlined in the following Request for Quotes ("RFQ").

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a contractor by February 5, 2019.

| | |
|----------------------------------|-----------------------|
| Issue RFQ | 1/18/2019 |
| Deadline for Submittal of Quotes | 1/31/2019 @ 2:00 p.m. |
| Notify Contractor Chosen | 2/5/2019 |

III. INSTRUCTIONS TO PROPOSERS.

- A. All quotes shall be sent to:
City of Federal Way
Attn: Renee Cameron - Finance Department
33325 8th Avenue South
Federal Way, WA 98003-6325
Office (253) 835-2527
E-mail: Renee.Cameron@cityoffederalway.com

Questions directed to Steve Ikerd, Parks Deputy Director at (253) 835-6911

- B. All quotes must be received by 2:00 p.m., January 31, 2019 using the attached Quote Sheet. Quotes may be delivered or e-mailed to Renee.Cameron@cityoffederalway.com

PLEASE CLEARLY WRITE ON THE LOWER LEFT HAND CORNER OF THE SEALED ENVELOPE OR IF YOU E-MAIL; SHOW ON THE SUBJECT LINE "RFQ ISA CERTIFIED TREE SERVICES"

- C. Quotes should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.
- D. The Parks Deputy Director or representative will notify the contractor selected by February 5, 2019.
- E. **All quotes must include the following information:**
- The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - Specific experience of individuals relative to the proposed project.
 - List of equipment to be used on the job site.
 - References, to include similar type sites presently maintained.

IV. **SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

| <u>Factor</u> | <u>Weight Given</u> |
|---|---------------------|
| 1. Responsiveness of the written proposal to the purpose and scope of service. | 25% |
| 2. Price. | 50% |
| 3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work. | 25% |
| Total Criteria Weight | 100% |

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.

VI. **DEFINITIONS**

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

Tree service means the work and provisions described by the Service Contract and all addenda thereto.

Native trees shall mean those trees which are indigenous or natural to the site.

Ornamental trees shall mean those trees which are not indigenous or natural to the site, and are located as part of the designed landscape.

VII. **SCOPE OF SERVICES**

- A. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee. Contractor shall provide supervision and transportation to perform tree services work as specifically outlined in the Scope of Services.
- B. All fieldwork shall be performed under the supervision of a qualified ISA certified arborist. Laborers shall be licensed for all related functions, including pesticide, fertilizer, and herbicide application, and flagging card when required.
- C. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed for the City of Federal Way and ANSI Z-133 standards.
- D. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
- E. Each employee will wear or display the company's name and/or logo. Vehicles working on City sites will have company name and phone number displayed.
- F. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment.**
- G. Equipment intensive work using such equipment as; chain saws, chippers, lift trucks shall not commence before 7:00 a.m. and end by 8:00 p.m. on weekdays, (weekend work not allowed without prior approval). In the event of an emergency storm event, hour restrictions may be waived by the Contract Administrator or appointed designee.
- H. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-6960. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
- I. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
- J. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- K. The Contractor, at his or her expense, will remedy in a timely manner any damage to Public or Private Structures or plant material due to Contractor negligence.
- L. Contractor will coordinate with the Parks Dept when any tree services are to be performed.

- M. Tree services shall include but not be limited to: complete takedowns, crown reduction, thinning, weight reduction, trimming, cabling, planting, fertilizing, pest control and root pruning. Any trimming shall use proper cutting methods to the closest lateral or bud.
- N. Contractor and employees shall be trained and skilled to perform all tree services in close proximity to structures and facilities on both private and public properties.
- O. Contractor to provide inspections and hazardous tree assessment reports by a qualified ISA Certified Arborist.
- P. Since each tree or setting is unique, the City reserves the right to ask for a quote on a tree service prior to authorizing the work to be performed.

VIII. **INSURANCE**

The Contractor agrees to carry insurance for liability which may arise from or in connection with the performance of the services or work by the Contractor, their agents, representatives, employees or subcontractors for the duration of the Agreement and thereafter with respect to any event occurring prior to such expiration or termination as follows:

Minimum Limits. The Contractor agrees to carry as a minimum, the following insurance, in such forms and with such carriers who have a rating that is satisfactory to the City:

- a. Commercial general liability insurance covering liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury, bodily injury, death, property damage, products liability, advertising injury, and liability assumed under an insured contract with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- b. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- c. Automobile liability insurance covering all owned, non-owned, hired and leased vehicles with a minimum combined single limits in the minimum amounts required to drive under Washington State law per accident for bodily injury, including personal injury or death, and property damage.

IX. **COMPENSATION**

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.



**CITY OF
Federal Way**
Quote Sheet – ISA Certified Tree Service
33325 8th Ave S. 98003-9718

Company name: _____
 Authorized Signature: _____
 Address: _____
 City, State: _____ Zip: _____
 Telephone: _____ E-mail: _____

PROJECT SUMMARY: (see full scope in RFQ)

1. Tree services shall include but not be limited to: complete takedowns, crown reduction, thinning, weight reduction, trimming, cabling, planting, fertilizing, pest control and root pruning. Any trimming shall use proper cutting methods to the closest lateral or bud.
2. Contractor and employees shall be trained and skilled to perform all tree services in close proximity to structures and facilities on both private and public properties.
3. Contractor to provide inspections and hazardous tree assessment reports by a qualified and certified ISA Arborist
4. City reserves the right to solicit additional quotes on tree work that may exceed \$2,000.

QUOTES: Please submit the following hourly and equipment rates which will be the basis for invoicing tree service work. Rates should account for a 3 year contract period; based upon prevailing wages.

Hourly rate for tree feller work \$ _____ per hour
 Hourly rate for tree climbing work \$ _____ per hour
 Hourly rate for ground person \$ _____ per hour
 Truck and Chipper rate \$ _____ Bucket truck rate \$ _____
 Stump grinder rate \$ _____

How many ISA certified Arborist are currently on staff _____;
 Can your company assure one will always be present on site Y _____ N _____

Can your company provide written certified assessment reports; Yes _____ No _____
 Fee schedule _____

Emergency response time: 4-6 hrs. _____ 6-8 hrs. _____ 24+ hrs. _____ **(Please check the one your company will commit to under contract)** Other _____

COMMENTS:

All quotes must be received no later than 2:00 PM, January 31, 2019. Questions may be referred to Steve Ikerd, Park Deputy Director at (253) 835-6911.