CITY OF GREELEY
INVITATION FOR BID

Tree Trimming and Tree Maintenance Services

BID #F23-03-023-01

DUE June 9th BEFORE 4 P.M. MST

A CITY ACHIEVING
COMMUNITY EXCELLENCE

BID #F23-03-023-01
INVITATION FOR BID

The City of Greeley, Colorado is requesting sealed bids for Tree Trimming and Tree Maintenance Services due **June 9th, 2023 before 4pm MST** which at that time all bids will be publicly opened and read aloud via video conferencing. No late or faxed bids will be accepted. It is the responsibility of the vendor to ensure the solicitation documents are submitted to the correct email address as noted in the Solicitation Documents. Solicitations delivered to other City of Greeley email addresses may be deemed as late and not accepted.

Please choose ONE of the following submission methods:

Instructions for Electronic Submittal.

Email your Bid Response to purchasing@greeleygov.com Submit your Bid response to this email only – please do not email to multiple people. Only email's sent to will be considered as responsive to the invitation to bid. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Bids shall be submitted in a single Microsoft Word or PDF file under 20MB.

The Bid number and Project name **must be noted** in the subject line of the email, otherwise the Bid may be considered as non-responsive to the Bid.

Electronic submittals will be held, un-opened, until the time and date noted in the Bid documents or posted addenda.

Instructions for Physical Submittal:

All physical bids must be delivered in a large envelope containing the Bid Checklist sheet and all the required materials. All Physical Bids must be delivered to 1100 10th Street, Greeley, Colorado, 80631
The Package must be labeled:

"F23-03-023-01 Tree Trimming and Tree Maintenance Services (SEALED)"
"(Organization Name), (Address), (Email)"

All Bids will be held, un-opened, until the Live Bid opening held June 9th at 4pm. The link below is the Microsoft Teams meeting link for the live bid opening(attendance is optional):

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 293 991 181 523

Passcode: 9tm9Tu

Download Teams | Join on the web

Or call in (audio only)

+1 347-966-8471,,45222277# United States, New York City

Phone Conference ID: 452 222 77#

Find a local number | Reset PIN

Learn More | Meeting options

The City of Greeley disseminates all bids through the Rocky Mountain E-Purchasing System site. Go to http://www.RockyMountainBidSystem.com, then "Bid Opportunities" and then select "The City of Greeley". Bids submitted to the City of Greeley must include all Sections in this invitation. Addenda must be acknowledged in the bidding documents. Bidders failing to acknowledge any and all addenda may be considered non-responsive.

No bid shall be withdrawn after the opening of the bids without the consent of the City of Greeley, Colorado, for a period of sixty (60) days after the scheduled time of the receiving the bids.

All bids/proposals will be confidential until a contract is awarded and fully executed. At that time, all bids/proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the sole responsibility of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after bid opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

"Public Viewing Copy: The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. ("CORA"). Any bids/proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete bid/proposal clearly marked "FOR PUBLIC VIEWING." In this version of the bid/proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Bids/Proposals may not be marked "Confidential" or 'Proprietary' in their entirety. All provisions of any contract resulting from this request for proposal will be public information ."

The City of Greeley retains the right to reject any and all bids and to waive any informality as deemed in the best interest of the city.

Questions pertaining to the project may be directed to Alec Keiser via email: purchasing@greeleygov.com or at 970-350-9325. Deadline to receive questions is **June 6th by 4:00pm**.

Bid Checklist

Please provide the following documents for a Complying Bid

1. Proposer Cover Page (Optional)
2. Pages 1-7 (printed if physical submission)
3. Pages 5,6,7 filled.

All documents listed above must be present in the Physical or Digital submission for the Proposer's bid. JPEG and PNG (pictures) will be not valid and will result in a uncomplying bid. Please note the Standard Operating Procedures and Example Contract are not needed for the proposal.

F23-01-023-01 Tree Trimming and Tree Maintenance BID For
FIXED PRICING

The City of Greeley is accepting bids for the 2023 fixed rates, pricing, and/or purchase of Tree Trimming and Tree Maintenance Services for the City of Greeley. The awarded offeror(s) shall receive task orders when the City deems there is a need for Tree Trimming Services. Tree Trimming Services for this IFB will be referring to (and not limited to) the following services: stump grinding, trims, tree removal, debris hauling, etc. Fixed Pricing may be negotiated once per year with no price increase to exceed 5% of the previous year's Fixed Pricing. All price changes must be signed and approved by a City of Greeley representative. F23-03-023 Tree Trimming and Tree Maintenance Services will be a three (3) year contract with two (2) one-year extensions to be negotiated and agreed upon if the City wishes to extend the contract term.

All offerors must provide the information requested set forth in herein. Please fill out completely. Failure to complete the bid form will result in a "NO BID." If a vendor wishes to "No bid" on certain rates or services in the Pricing section of this IFB, you may do so by placing NO BID on the pricing line. The City will give preference to offerors who complete all sections on the Pricing Sheet. The vendor must provide the information requested set forth in herein. Please fill out completely. Failure to complete bid form will result in a "NO BID"

SCOPE: The following bullet points will outline the expected work to be performed and provides the scope of F23-03-023 Tree Trimming and Tree Maintenance Services:

- Bids will be valid during all seasons over the contract term. Hourly rates will have a minimum charge of one hour and will be billed at fifteen-minute increments after the first hour. Billing will begin when the crew arrives on the job site and will end when the crew has completed work at the job site. Stump removal may be necessary, all stump removals must be performed after appropriate utility locates have been called in.

- Submit pricing only for the services for which you have the appropriate equipment to perform requested work. Equipment will be in good working condition. Cost for disposal of brush, log and debris is included in submitted bid price. There will be no additional charges.

- All work will be performed in accordance with the Standard Operating Procedures as seen in Exhibit One (1) of the Greeley Forestry Program. The Awarded Offeror must have insurance to accommodate City of Greeley requirements and must be a Licensed Greeley Arborist.

- Companies are expected to respond to emergency calls outside normal business hours to include weekends, holidays and requests after 5 pm Monday through Friday.

- Traffic control may be required in certain circumstances. The contractor must carry appropriate traffic control devices to provide ample notification to the traveling public of the specific job activity and to properly close affected sidewalks or job areas. There will occasionally be jobs for which more involved traffic control measures are required, the Forestry Program will manage and provide all external traffic control needs.

- Shirts or uniforms with the company name or logo are required at all times when performing work for the City of Greeley. Appropriate safety vests will be required in traffic control situations. Hard hats, ear protection and eye protection shall be worn at all times by all crew members while work is being performed for the City of Greeley.
- Permits for right-of-way work will be issued appropriately. There may be emergency occasions when an exception may be made to the 7-day removal posting requirement.

- Aerial lift, chipping and climbing crews shall operate with no less than two (2) personnel. All groundsmen MUST be adequately trained in the ground operation of all equipment.

- Failure to comply or Noncomplying Work with any of the criteria outlined in this solicitation may result in cancellation of any agreement and/or award made with the City.

F23-03-023-01 Fixed Pricing Sheet

Fixed Price/Rate	Task Description
$ _____/hour	1) STANDARD RESPONSE with a response time of two weeks or less. Response to include the following: One bucket truck with 55-foot tower; one chip box and chipper; one trimmer and one groundsman. Stump grinding may be included.
$ _____/hour	2) STANDARD RESPONSE with a response time of two weeks or less. Response to include the following: One bucket truck with 55-foot tower; one brush truck and loader; one trimmer and one groundsman. Stump grinding may be included.
$ _____/hour	3) STANDARD LIMITED ACCESS RESPONSE with a response time of two weeks or less. Response to include the following: One chip box and chipper; one foot climber and one groundsman. Stump grinding may be included.
$ _____/hour	4) STANDARD CHIPPER & CREW with a response time of two weeks or less. Response to include the following: One chip box and chipper; two groundsmen.
$ _____/hour	5) STANDARD DEBRIS HAULING/STUMP GRINDING with a response time of two weeks or less. Response to include the following: One brush truck and loader; two groundsmen.
$ _____/hour	6) EMERGENCY RESPONSE with a response time of four hours or less. Response to include the following: One bucket truck with 55-foot tower; one chip box and chipper; one trimmer and one groundsman.
$ _____/hour	7) EMERGENCY RESPONSE with a response time of four hours or less. Response to include the following: One bucket truck with 55-foot tower; one brush truck and loader; one trimmer and one groundsman.
$ _____/hour	8) EMERGENCY LIMITED ACCESS RESPONSE with a response time of four hours or less. Response to include the following: One chip box and chipper; one foot climber and one groundsman.
$ _____/hour	9) EACH ADDITIONAL GROUNDSMAN in a STANDARD RESPONSE situation which may be needed on work scenarios 1 through 5.
$ _____/hour	10) EACH ADDITIONAL GROUNDSMAN in an EMERGENCY RESPONSE situation which may be needed on work scenarios 6 through 8.

Vendor Confirmation of Fixed Pricing: Please acknowledge that the prices listed in the Pricing Sheet are your fixed prices for F23-03-023-01 Tree Trimming and Tree Maintenance Services solicitation.

VENDOR NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED SIGNATURE: _____

BID ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers ___N/A__ through __N/A___.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this Invitation for Bid, except where expressly described in your cover letter.

_____
Original Signature by
Authorized Officer/Agent

_____ _____
Type or printed name of person signing Company Name

_____ _____
Title Phone Number

_____ _____
Vendor Mailing Address Email Address

_____ _____
City, State, Zip Proposal Valid Until (at least for 90 days)

_____
Website Address

Project Manager:

_____ _____
Name (Printed) Phone Number

_____ _____
Vendor Mailing Address Email Address

_____
City, State, Zip

Debarment/Suspension Certification Statement

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) _____

Name of Organization_____

Address_____

Authorized Signature_____

Title_____

Date_____