



INVITATION TO BID – TREE TRIMMING SERVICES

Sealed bids will be accepted by the Town of Palm Beach Shores, Florida until Monday, October 18, 2021 at 12:00 noon at the Town Hall Building located at 247 Edwards Lane, Palm Beach Shores, Florida 33404. Any bids received after the above time will not be accepted under any circumstances. Bid opening will be promptly at 12:15 PM in the Town Commission Chambers located at the above address.

Bid packet includes the following:

- Request for Proposals
- Bid Form
- Town Map
- Town of Palm Beach Shores Tree Inventory December 2020

THE TOWN OF PALM BEACH SHORES WILL ACCEPT BIDS FOR AN ANNUAL CONTRACT FOR TREE TRIMMING AND REMOVAL SERVICES FOR THE TOWN OF PALM BEACH SHORES.

SCOPE OF WORK:

The Town of Palm Beach Shores is seeking bids from tree trimming companies to provide a variety of tree services. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals, and related items necessary for tree trimming and removal services in accordance with the specifications contained herein.

“TERMS AND CONDITIONS”

A. LICENSE:

1. All Bidders must be qualified under the laws, rules and regulations of the State of Florida and the Town of Palm Beach Shores to perform the work required by these documents.

B. INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the Town of Palm Beach Shores will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Town naming the Town of Palm Beach Shores as additional insured. The Town of Palm Beach Shores must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the Vendor/Contractor providing such insurance. These certificates must provide a **ten (10) calendar day** notice to the Town in the event of cancellation, non-renewal or a material change in the policy.
 - a. Statutory Workers Compensation insurance as required by the State of Florida.
 - b. Commercial General Liability insurance to provide coverage of not less than **\$1,000,000.00** combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 - c. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than **\$100,000.00 per person, \$300,000.00** per occurrence and **\$100,000.00** property damage.

C. CONTRACT:

1. The submitted bid together with the written Town of Palm Beach Shores Tree Maintenance Agreement, and the terms, conditions, and specifications contained in the Invitation to Bid will constitute the contract. The term of the contract will be five (5) years.
2. The contract may be cancelled by either party at any time by giving a written sixty (60) day notice.

D. COMPENSATION:

1. Payment will be made on a unit basis upon acceptance by the Town. Invoices shall be submitted to the Town as work is completed and the Town shall pay the invoice within thirty (30) days of receipt and acceptance of the work performed.

E. EXPERIENCE/REFERENCES:

1. The Bidder is required to provide a minimum of five (5) references for similar projects, which will be verified. The list of references must be attached with the bid proposal. All reference material provided become the property of the Town of Palm Beach Shores and also become public record.
2. The successful Bidder must have been in the tree trimming and removal service business for a minimum of two (2) years. Bidders shall provide documentation of applicable license, certification, and/or commercial experience. The Town of Palm Beach Shores reserves the right to request documentation at any time during the contract period.

F. ADDITIONAL INFORMATION:

1. The Town of Palm Beach Shores reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

G. ASSIGNMENT OF WORK:

1. Contract work can not be sub contracted out. Agreement will be with the successful Bidder and the Town of Palm Beach Shores only.

H. COMPLETION OF WORK:

1. The Town of Palm Beach Shores and the Contractor shall mutually agree upon schedule for completion of work. The Town of Palm Beach Shores has the right to assign work to an alternative Contractor if both parties cannot mutually agree.

I. DEBRIS REMOVAL:

1. The Contractor shall be responsible for removal of all debris from the site and cleaning work areas. The Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request of the Town of Palm Beach Shores, shall remove such debris and materials from property. Private properties as well as town owned streets and walkways shall be cleaned to be left as pre worked conditions.

J. EQUIPMENT STORAGE:

1. Contractor will transport equipment out of Town after work is completed. In the event that work involves multiple consecutive day's permission must be obtained from the Town of Palm Beach Shores for overnight storage. In the event that permission for storage is granted the Town of Palm Beach Shores will not be responsible for the security of said equipment.

K. PRICING:

1. The Town of Palm Beach Shores requires a firm fixed price per unit.

L. GENERAL REQUIREMENTS:

1. On site crews must perform pruning operations under the direction of a Certified Arborist following the ANSI A300 Pruning Standards and Z133 Safety Standards created specifically for the arboriculture industry.
2. Contractor to furnish all necessary equipment, qualified/English speaking supervisor, and crews to do general tree work as specified by the Town of Palm Beach Shores, job site to be cleaned at end of each work day, must notify the Town of Palm Beach Shores prior to arrival on job site. Contractor is only to complete work that is assigned by the Town of Palm Beach Shores.
3. Licenses of any nature, necessary for any and all work, shall be secured and paid by the contractor. This shall include being a registered contractor in the Town of Palm Beach Shores.
4. All work shall be done to the complete satisfaction of the Town of Palm Beach Shores and in accordance with all municipal, county, state, federal and local laws, ordinances and regulations applicable to said work.
5. Contractor will at all times in the performance of this contract exercise due care and caution for the safety and welfare of the workmen employed on the job, the general public, Town of Palm Beach Shores employees and property. Fluorescent cones, tape or bright colored plastic fence material shall be placed in the area(s) the contractor is working in for safety.
6. All trees will be trimmed by the lateral method. All limbs will be trimmed to a main stem or lateral. Trimming so as to leave or stimulate development of sucker clusters or limb stubs

must be avoided; additionally the tearing of bark must be avoided. All trees trimmed shall be trimmed to a generally symmetrical outline.

7. Tree removal shall include the removal of the stump by the following grinding method.
 - a. Grind stumps to a minimum of six (6) inches below existing grade; back fill area with area with contiguous clean fill, unless otherwise approved by the Town of Palm Beach Shores.
 - b. Stumps shall be ground immediately (same day) after tree is removed unless approved by the Town of Palm Beach Shores. If stump(s) cannot be ground immediately, they shall be cut as close to ground level as possible and shall cause no safety hazard.

M. CHANGE ORDERS:

1. Any change orders to the firm fixed price per unit must be in writing and approved by the Mayor prior to commencement of work.

N. DEFINITIONS:

1. Diameter at breast height (DBH) – the height at which the diameter of a tree is measured: four feet, six inches (4'6") above the ground.

Tree Trimming Contract 5-year term

SPEC SHEET

1. Total Annual Cost to trim all coconut palms 2 times per year and all other trees 1 time per year. This is for trees located in the Parkway, Inlet Park, the Beach, and the 10-foot easement along the street. Current tree inventory provided.
2. Set Cost for stump grinding, for palm trees and hardwoods with diameter not to exceed 30 inches.
3. Set Cost for tree removal, both palms and hardwoods:
 - a. Trees less than 20 feet tall.
 - b. Trees greater than 20 feet tall.
4. Present a mock contract for Hurricane Season clean up. Include cost per man hour including Foreman; cost each individual equipment hours; and response time from the time the storm makes landfall.



Town of Palm Beach Shores
Tree Trimming Services RFP

BID FORM

Contact Name: _____

Company Name: _____

Address: _____

Office Phone: _____ Cell Phone/Other: _____

Email Address: _____

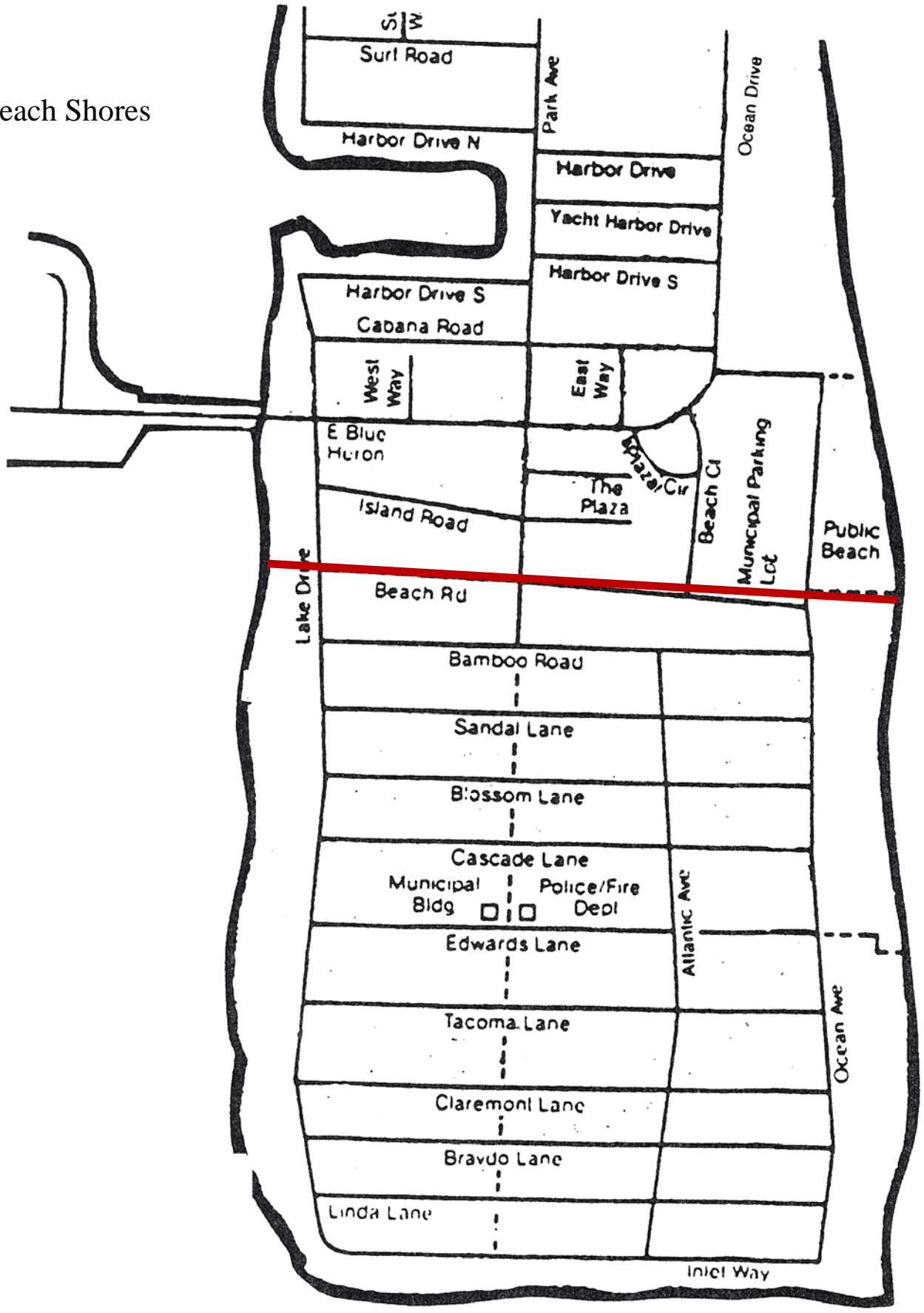
REQUIRED:

1. Total Annual Cost to trim all coconut palms 2 times per year and all other trees 1 time per year. This is for trees located in the Parkway, Inlet Park, the Beach, and the 10-foot easement along the street. \$ _____
2. Set Cost for stump grinding, for palm trees and hardwoods with diameter not to exceed 30 inches. \$ _____
3. Set Cost for tree removal, both palms and hardwoods:
 - a. Trees less than 20 feet tall. \$ _____
 - b. Trees greater than 20 feet tall. \$ _____
4. Anticipated date to begin work (after October 25, 2021): _____
5. Attach a copy of State license.
6. Attach proof of insurance.
7. Attach mock contract for Hurricane clean up.
8. Attach list of 5 references.

Comments: _____

Signature of Principal/Qualifier: _____ Date: _____

Palm Beach Shores



PALM BEACH SHORES TREE LIST - DECEMBER 2020

ADDRESS - BAMBOO ROAD



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
100		4	4		
124			5		
143	1				1
207			1		
208	3			2	
215			1		1
218			3		
221	4				
226	2				
238			2		
301	1				
308	2				
307	1				
313	1				1
320	2				1
319	2				
324				1	
325		2			
331	1				
337					1
336		1			
340		2			
343					3
TOTAL	20	9	16	3	8

ADDRESS - SANDAL LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
332	1				
331			1		
330			2		
325			1		
320			1		
319			2		
312			1		
313			2		
307	3				
300	1		1		
301	1				
232	1				
231	2				
223			2		
218	2				
217			2		
212			3		
215			3		
206	1				
207	1		1	1	
201			2		
130	1				1
Vacant Lot					4
124			2		2
121	1		1		
120	1		2		
100	1	3		2	
101	2			3	
TOTAL	19	3	29	6	7

ADDRESS - BLOSSOM LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
101		5		3	
118				3	
119	1		2		
130		2	2	1	
131	1		2		
201	1			1	
200	1		5	1	
206				1	
207					1
213	2				
218	1				
217	1		1		
224	1		1		
219			2	2	
231	1		1		4
301	1		1		
302		1		4	
306	1				
307	1			3	
311	3				
318	1		2		
319			3		
324	1				
327	1		1		1
330				3	1
331			2		
335	2				
338			1		
342			1		1
343	1	1	2	3	
TOTAL	22	9	29	25	8

ADDRESS - CASCADE LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
343	1		2		
346				6	
337	1		2		
330			1		
331	1		2		
324	1		1		
325			3		
318	1		1		
321		3			
312	2		1		
315	1				
306	1			2	
309	1			1	
300		1			
226				4	
225			1		
224			2		
215	1		2		2
218			1		
212			3		
201			11		
200			3		
131		1	2		
130			2		
124	2			1	
125			1		
119	1				
101		4		7	
100		3		3	
TOTAL	14	12	41	24	2

ADDRESS - EDWARDS LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
101	3	4		2	
120			1	2	
127				2	
128	1			1	
130		3	3	1	
131			4		
201			8	1	
200	1		7		
209			1		
212			1		
215			2		
218			2		1
221			2		
227			2		
230					4
233			2		
236	1		1		
239	1		2		
301			1	3	
309			2		
308			2		
312	4				
315	1		1		
318	1		1		
325			1		
320	1		2		
327			1		
333			1	2	
324					
330					2
334				3	

ADDRESS - EDWARDS LANE (2)

342				2	
TOTAL	14	7	50	19	7

ADDRESS - TACOMA LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
336	2			1	
339	1				
330				1	
324			1		
327	1		2		
318			4		
319	1				
312			5		
315		1			
310			4		
309		1	1		
300			2		1
303	1				2
337				5	
232	1	3			
231	2			3	
224	1		3		
225	1		2		
222			1		
210			2		
215			1		
200			6		
201			4	1	1
131	1		3		
126	3		2	2	
125	2				
120				2	
121			1	1	
115				4	
101		2		2	
TOTAL	17	7	44	22	4

ADDRESS - CLAREMONT LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
100				2	
118	1				3
121	1			1	
125			1		
130					2
131			2		
136			3	3	
200			7		
207				1	
222		1			
219	1	1			
225	2		1		
230	2				
245	2				1
304	1			1	
305	1		1		
318			1		
319	1				
324			2		
325	2				
330			2		
333	1		2		
336			3		
337	1	1			
TOTAL	16	3	25	8	6

ADDRESS - BRAVADO LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
337			3		1
336	1		3		
331	1		1		
330	1				
327	1				
319		1			
320	1				
315	1			2	
314			2		
307					2
306	1				
300		1			
305		1			1
230				3	
224				1	
214	1			3	
219	1		2		
212	1		1	1	
215			1		
207			1		
200	1		1		
201			3		
140			4		
139			4	3	
127	1		3		
118			1		
119			1		
100				2	
101		3			
TOTAL	12	6	31	15	4

ADDRESS - LINDA LANE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
100		3		2	
101		2		3	
142			3		
143	2		1		
200			2	1	
201			9		1
208	2			1	
212			2		
215		1			
218	2				
221			1		1
230			1		
245				4	
236			3		
300	1				
301				1	1
306	1			2	
307		2			
312				2	
311	1				
318	1			3	
324	1				
325	3				
330				3	
333	1			1	1
336				1	
337			3	1	2
TOTAL	15	8	25	25	6

ADDRESS - INLET WAY



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
337		7		2	
320	1			1	
325	2		1		
315			3	3	
314			2		
300	2				
236	1			1	
225			2		
219				4	
215		1		2	
201	2				
143	3				
107					1
106		3			
140				4	
TOTAL	11	11	8	17	1

ADDRESS - LAKE DRIVE



	QUEEN	ROYAL	FOXTAIL	COCONUT	SABEL
220					3
58					3
38		5			
TOTAL		5			6

BEACH PLAYGROUND/PICNIC AREA - DECEMBER 2020

COCONUT SABEL

TOTAL	25	6
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INLET PARK - DECEMBER 2020

COCONUT SABEL

TOTAL	85	16
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185 LAKE DRIVE & SANDAL LANE

COCONUT ROYAL

TOTAL	3	3
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TOTAL TOWN TREES EASEMENT - DECEMBER 2020

- (1) TOTAL QUEEN PALMS = 160
- (2) TOTAL ROYAL PALMS = 84
- (3) TOTAL FOXTAIL PALMS = 298
- (4) TOTAL COCONUT PALMS = 227- (Minus Inlet Beach) = 167
- (5) TOTAL SABEL PALMS = 81 - (Minus Inlet Beach) = 59

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- (6) TOTAL PALM TREES = 900
 - (A) STREET EASEMENTS = 768 (Minus Foxtails) = 470
 - (B) INLET PARK = 101
 - (C) beach = 31

