

Karen Deasy
Zoning Administrator – Planner-
Water wastewater system

TOWN OF CABOT
PO Box 36
Cabot, Vermont 05647

Office (802) 563-3139
Fax (802) 563-2423

August 1, 2018

The Town of Cabot is seeking proposals for tree removal. **Due date for proposals is August 21, 2018.**

Description of work:

The Town of Cabot is soliciting proposals for removal of trees at the Town Cemeteries located on Elm Street, Durant on 215 south and the Cemetery on Bothfeld RD.

Trees are located in hazard areas and exceed 65' in height, proper staging of removal including cranes will be required as part of the proposal. The contractor will be liable for damage to adjacent headstones. The contractor is permitted to reduce traffic on 215 to one lane when working in the road right of way, flaggers shall be provided at both ends of the work zone. Removal shall be complete by October 15, 2018. All wood limbs and other miscellaneous debris shall be removed off site as part of the contract.

Pricing to be provided as indicated on the bid form. The Town has \$20,000 to spend on this phase of the work.

Alterations to the above shall be clearly noted and indicated in your proposal, Contractor is also to notify the town a week prior to the scheduled start up date for public posting.

Submission of proposals,

Proposals can be faxed or emailed, the contractor is responsible for verifying receipt of his submission. The proposals must be received by August 21th at 5:00 pm, late proposals will not be accepted. Proposals mailed shall clearly indicate Town of Cabot tree removal on the submission.

The Town reserves the right to reject any and all bids. This RFP does not obligate the Town of Cabot to contract for services.

Insurance:

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract.

A Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company as part of the bid proposal.

Liability Insurance

Commercial General Liability Insurance: Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured's (cross liability) condition.

Workers' Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The town will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

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Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Sole proprietors without workers compensation coverage that contract with the Town must sign a “Non-Employee Work Agreement” (waiver of workers compensation coverage). Sole proprietors without workers compensation cannot hire a subcontractor\ who does not have workers compensation coverage.

EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the Town, which will determine the ranking of the proposals.

The Road Commissioner may contact the bidder for clarification of any portion of the bidder’s proposal. If all other factors are equal the Town of Cabot will give preference to local bidders.

EVALUATION WEIGHTING AND SCORING

- Price – number of trees that can be removed for contract sum.
- Bidder’s ability to perform within the specified time limits
- Bidder’s experience and reputation, including past performance for the Town of Cabot
- Quality of the materials and services specified in the bid
- Bidder’s ability to meet other terms and conditions, including insurance requirements.
- Bidder’s availability to provide future service, maintenance, and support.
- Nature and size of bidder
- Any other factors that the select board determines are relevant and appropriate in connection with a given project or service

NOTIFICATION TO PROPOSERS

The Road Commissioner will notify the Apparently Successful Contractor of their selection.

Karen Deasy RA
Road Commissioner
Town Of Cabot

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2018 Tree Removal Bid Form

Name of Firm: _____ Contact Person: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Trees have been marked by the Owner

Bothfeld Cemetery – removal one pine

Total price: \$ _____

Elm Street Cemetery – removal 2 maples

Total price: \$ _____

Durant Cemetery

2 pines along road in right of way

Total price \$ _____

8 + additional trees within cemetery

Total Price \$ _____ number of trees _____

Equipment to be utilized _____

Material specifications to be provided for review as part of bid package.

List Minimum 3 References, contact name and phone number

Town	Contact	Phone number

**A certificate of insurance must be included to be considered a valid proposal*

I agree to fulfill all work as specified in the bid request for the above price:

Date _____

Signature: _____ Print Name: _____