



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

Request for Bid Proposal

Title: Limb and Branch Removal Service

Date: February 27, 2022

Due Date: March 14, 2022 by 3:00 PM

Notice: The Town of Southern Shores is seeking a highly qualified Tree Care Company to provide the Town with limb and branch removal and disposal, trimming of Town and highway rights of way and post-storm debris removal and disposal service. Interested bidders must prepare and submit a bid in accordance with the requirements outlined in this Request for Bid Proposal document. Failure to comply with any requirement may cause a bid to be considered irregular and may be grounds for rejection of that bid. Bid packages may be picked up at the Town of Southern Shores Town Hall Building at 5375 N. Virginia Dare Trail, Southern Shores, NC 27949.

Signature of Bidder

Printed Name of Bidder

Address of Bidder

Return Bids to:
David Bradley, Public Works Director
Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

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Scope of Work

The Town of Southern Shores is seeking a highly qualified Tree Care Company to provide the Town with limb and branch removal and disposal, trimming of Town and highway rights of way and post-storm debris removal service.

Limb and branch removal is completed by dividing the Town into four sectors, with each sector being serviced during a specified week each month. Residents are instructed to stack limbs and branches on their property the week prior to their sector being serviced. The contractor providing the service is required to pick up and properly dispose of any and all brush and woody items found at the edge of the right-of-way and related materials such as vines and small roots on every Town street in each sector during the specified week each month. Contractor is not required to pick up pine straw, leaves, grasses, limbs more than 8 foot in length, or limbs more than 5 inches in diameter.

The sectors and schedule is as follows:

Sector 1 – All of Chicahawk subdivision, (except Sea Oats Lane), Juniper Trail and all adjacent side streets – first week of each month.

Sector 2 – S. Dogwood Trail, N. Dogwood Trail and all adjacent side streets, Duck Woods Drive, Fairway Drive—second week of each month.

Sector 3 – Hillcrest Drive, Sea Oats Lane, Sea Oats Trail to Hillcrest Drive, Wax Myrtle Trail, Hickory Trail, Woodland Drive, Holly Trail, Beech Tree Trail, Bayberry Trail, and all adjacent side streets and East Dogwood Trail, west interior streets off NC 12- third week of each month.

Sector 4 – Sea Oats Trail north of Hillcrest Drive and all adjacent side streets, all the Avenues, all streets east of NC 12, both sides of Duck Road and Ocean Blvd., Ocean View Loop and Skyline Road- fourth week of each month.

Full guidelines for the limb and branch removal program can be found here: <http://southernshores-nc.gov/residents/limbbranch-chipping-program/>

The contractor will also be required annually to trim the highway right of way adjacent to the multi-use path on Highway 12. This entails trimming all trees and other vegetation (so as to enhance and train the "canopy") to a height of 10 feet above the path, and for a minimum of one (1) foot to a maximum of five (5) feet on the side of the path as directed by the Town, depending on the size of the right of way.

The contractor may also be requested to participate in post-storm debris cleanup and disposal as needed, which includes removal of limbs, branches and debris from Public Trust beaches and waterways.

1. Bid Proposal Requirements:
 - a. The proposal shall be enclosed in a sealed, labeled and addressed envelope and submitted on the provided bid form to the Town.
 - b. The bid form shall be completed in its entirety.
 - c. All entries on the bid sheets, including signatures, shall be written in ink.
 - d. The bid shall be properly executed.
 - e. The bid shall not contain any unauthorized additions, deletions, provisions or conditions.
 - f. The Owner reserves the right to reject any or all bids in whole or in part or to reduce the scope of work to fit within the Town's budget.
 - g. The award of the contract, if awarded, will be made to the lowest responsible and most qualified bidder.
 - h. The contract, if awarded, will be for a two-year term with the option of multi-year extensions.

2. Qualifications and Experience- documents must be attached to this bid form demonstrating the following:
 - a. Bidder must demonstrate ten or more years of local business history.
 - b. Bidder must demonstrate the ability to thoroughly understand permitting language and contract agreements, and the ability to read and understand engineered plans and specifications to ensure that Town projects are executed in strict compliance with all applicable contractual, legal, and regulatory requirements.
 - c. Bidder must demonstrate experience with climbing and rigging trees.
 - d. Bidder must submit a written plan for legal disposal of limbs and branches, including limbs and branches from beaches and waterways, and including a proposed disposal location.
 - e. Bidder must demonstrate a response time within 24 hours in case of emergency or resident complaints regarding their service.
 - f. Bidder must submit at least three current references from municipal governments.
 - g. Bidder must submit at least three current references from property management companies or federal agencies.
 - h. Bidder must state whether they currently have any fines, judgments, liens, damage claims, arbitration proceedings or suits involving a municipal government or other client pending or outstanding against the company, or any of its officers, owners or agents acting on behalf of the company. If yes, please explain.
 - i. Bidder must state whether their company, or any of its officers, owners or agents acting on behalf of the company, have been cited for any violations to any municipal code of ordinances, or to any state or federal agency regulations or requirements. If yes, please explain.
 - j. Bidder must state whether they have previously been awarded a municipal or state contract and later released from the contract for any reason, including failure to complete work. If yes, please explain.
 - k. Bidder must submit proof of general liability insurance with a minimum limit of \$2,000,000.
 - l. Bidder must submit proof of Worker's Compensation insurance.

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Contract Bid Sheet- Lump Sum Prices

1. Lump sum bid for annual limb and branch removal and trimming of highway right of way as described in the Scope of Work for July 1, 2022-June 30, 2023:
\$ _____

2. Lump sum bid for annual limb and branch removal and trimming of highway right of way as described in the Scope of Work for July 1, 2023-June 30, 2024:
\$ _____

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Contract Bid Sheet- Hourly Rates

1. Hourly rate for emergency on-call service for limb, branch and debris removal and proper disposal from Town streets and right of ways:

\$ _____

2. Hourly rate for emergency on-call service for limb, branch and debris removal and proper disposal from canals:

\$ _____

3. Hourly rate for emergency on-call service for limb, branch and debris removal and proper disposal from beaches:

\$ _____