



TOWN OF KEARNY
DEPARTMENT OF FINANCE
HUDSON COUNTY, NEW JERSEY
402 Kearny Avenue
Kearny, New Jersey 07032
(201) 955-7897 FAX (201) 955-9221
WWW.KEARNYNJ.ORG

SHUAIB FIROZVI
 CHIEF FINANCIAL OFFICER
 TAX COLLECTOR

JAMES WALLER
 ASST. TAX COLLECTOR

MONICA CHARRAN
 TREASURER

GERRY PONTRELLI
 TAX ASSESSOR

February 1, 2012

REQUEST FOR PROPOSALS
Emergency and Non-Emergency Tree Services

Sealed proposals for Emergency and Non-Emergency Tree Services will be accepted by the Chief Financial Officer, at 402 Kearny Avenue, Kearny, New Jersey by 3:00 PM on February 22, 2012.

If the aggregate amount expected to be spent during the fiscal year exceeds \$5,400.00 a business registration certificate must be provided to the Town of Kearny before the contract is awarded.

The undersigned, having carefully read the contract specifications, and other related documents, hereby proposes to furnish all labor and equipment necessary to complete tree and stump removal in the Town of Kearny, in strict compliance with the directions of the Superintendent of Department of Public Works or it's designee for the following unit prices. The unit prices shall be valid for the duration of the contract including any extension of the contract period.

	<i>Hourly Rate Non-Emergency</i>	<i>Hourly Rate Emergency</i>
1. 75' Bucket Truck, 12 c.y. chipping body, 14" capacity brush chipper and (3) men crew	\$ _____	\$ _____
2. (1) 7 ton log loading crane and operator	\$ _____	\$ _____
3. (1) 2 men brush chipping crew with brush Chipper and 12 c.y. chipper truck	\$ _____	\$ _____
4. (1) 20 ton 100' tree crane with NJ certified Operator, Climber, and Groundsperson	\$ _____	\$ _____
5. (1) 30 h.p. or greater stump grinder	\$ _____	\$ _____

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE & FAX: _____

GENERAL SCOPE OF WORK

The scope of work shall include all labor, tools and equipment necessary to accomplish the Emergency and Non-Emergency service of trees, within the Town of Kearny directed by the Superintendent of the Public Works Department or its designee. The contractor's attention is also called to the fact that the locations of work may be in small amounts in various locations throughout the Town. The contractor shall be able to respond and complete these work lists in a reasonable time frame to be determined by the Town. At no time shall the contractor block any street or thoroughfare without the permission of the Kearny Police Department Traffic Division and the Superintendent of the Department of Public Works. Kearny Police Department reserves the right to immediately stop any work which excessively interferes with the flow of traffic. The contractor shall provide barricades meeting DOT requirements to provide a safe work area. The contractor shall perform its services in a safe and workmanlike manner with skills and care that would be exercised at the time by those rendering this type of service.

*The Terms Town of Kearny and The Department of Public Works are used interchangeably.

DEFINITIONS

- A. The term "work" includes labor, materials or both.
- B. "Tree"-vegetation having a trunk diameter of six inches or more measured at 4 1/2 feet above the ground located within Township right-of-way.
- C. "Pruning" - The cutting and removing of any limbs, branches, etc. and/or the crown reduction of any tree pursuant to accepted arboricultural standards.
- D. "Removal or Removing" - Eliminating a tree by cutting down at or near the ground level.
- E. Emergency Tree Service - an unscheduled response to a hazardous tree condition typically caused by an ice or windstorm, lightning strike, vehicle accident, high windy conditions following heavy rains, etc.
Emergency tree services would normally be requested in off hours, usually at night or on weekends or holidays.
- F. Non-Emergency tree service - a scheduled response during the normal (Monday through Friday) work week during daylight hours. Non-emergency tree services may also involve providing assistance to the Department of Public Works or even to other contractors providing road improvements and other services to the Town of Kearny.

DURATION OF CONTRACT

The duration of this contract shall be for the period of one year commencing with the execution of the contract by the Town of Kearny. By mutual consent, the Town shall have the option of extending this contract for (1) additional year following the execution of the original contracts.

SPECIFIC SCOPE OF WORK

This project shall consist of furnishing all labor, tools, equipment materials, supervision and all else necessary to provide for emergency and non-emergency tree service at various location in accordance with the Specification, and Contract documents on file in the Office of the Superintendent of Public Works.

Emergency Tree Work shall consist of immediate corrective response in making a situation sufficiently safe for the public to re-enter an area. This work may consist of, but is not specifically limited to: tree

pruning, removal, log removal, whole stump removal, heavy log or tree lowering with cranes and/or ropes. Under most circumstances, brush chipping, removal and disposal will be unnecessary for Emergency Tree Work. Work shall be organized to enable streets to be opened for traffic efficiently as possible.

Logs and debris shall be neatly consolidated at street side for collection under straight-time working conditions unless otherwise directed.

During emergency conditions, the contractor must maintain regular contact with the Department of Public Works, and/or Kearny Police Department and Office of Emergency Management.

The Contractor shall comply with the "Manual of Uniform Traffic Control Devices" in regards to street closures, flagmen or the temporary detaining of traffic. The Contractor shall be responsible for direct communication with respective utility companies in regard to scheduling of assistance.

Under no circumstances shall Contractor leave a hazardous work site unattended or unbarricaded.

Response time is the critical issue in time of emergency. The contractor must respond with (2) hours of notification by the Town.

It is the responsibility of each bidder to acquaint their self with the existing conditions related to performance and labor, the facilities involved, and the difficulties and restrictions attending the performance of the contract. The Bidder should thoroughly examine and familiarize themselves with all contract documents and specifications.

The successful bidder shall be the sole Contractor to perform this work, unless the Town consents in writing to the subcontracting of specific work.

This contract will be awarded to the lowest responsive bidder. The term of the contract shall be one year from the date of execution unless extended for an additional year.

MINIMUM EQUIPMENT AND STAFFING REQUIRED

Hourly rates shall include fuel, climbing equipment, ropes, PPE, chain saws, barricades, rain gear, signage, work lights, labor etc.

1. One (1) Aerial Bucket Truck (75' minimum work height) with 12 cubic yard Forestry body and (1) 14" brush chipper with three (3) man tree crew.
2. One (1) Log Loading Crane (7-ton minimum capacity) with operator.
3. One (1) two (2) man tree crew consisting of one (1) brush chipper and one (1) 12 cubic yard chipper truck.
4. One (1) Twenty (20) ton capacity 100" tree crane with New Jersey Certified Operator, climber and grounds person.
5. One (1) 30 h.p. or larger stump grinder with operator.

NOTE: The award of this contract does not preclude that the Town of Kearny may call in additional contractors or elect to perform any or all of the emergency work with forces and equipment in house.

All Bidders must have in their possession or available to them by formal agreement at the time of bidding, any and all trucks, chippers, aerial lifts, stumps grinders, power tools, ropes, safety equipment, cranes, and other tools, equipment or supplies which are necessary to perform the work as outlined in this proposal. All equipment to be used and all standards promulgated by OSHA at the time of bidding, including but not limited to, those regulations concerning noise levels, protective devices, and operator safety shall be followed. All work must be performed in a manner as not to endanger the health or safety of any workers or other people, or any property.

A work crew shall be made up of a minimum of three (3) men, consisting of foreman/crew leader, climber, and grounds man. Each crew shall have its own truck with an aerial lift bucket (minimum 75' working height) with a 12 cubic yard forestry body, 14" capacity brush chipper, and other incidental tools and signage required to complete the work and one (1) log loading crane (7 ton minimum capacity) with operator.

DISPOSAL OF WOOD CHIPS, LOGS, STUMPS OR TREE DEBRIS

Provisions for the disposal of wood chips, logs, stumps or tree debris will be made at the Kearny Department of Public Works at no charge to the contractor.

SAFETY/TRAFFIC CONTROL

When working on municipal streets, property roadway signage shall be used at all times. If, in the opinion of the Town, the tree work being performed represents a potential danger to passing traffic, the Contractor shall at his expense, institute traffic control measures as directed by the Kearny Police Department. Traffic control flagmen approved by the Kearny Police Department Traffic Division of Police Traffic Directors, or the temporary detouring of traffic may be required and they shall be at the contractor's sole expense and included in the price bid for each item. Traffic control devices shall be in good condition, and shall conform to the "Manual of Uniform Traffic Control Devices" (MUTCD).

ADDITIONAL QUALIFICATIONS

The successful bidder shall be completely knowledgeable in the techniques and use of equipment for safe and efficient tree removal and have a minimum of 15 years experience.

QUANTITY AND PAYMENT

Tree Work performed by the contractor for payment may be billed in installments as the work is completed.

The bid price for the emergency tree services and non-emergency tree services shall include the cost of labor, tools, equipment and materials, signage, and all else necessary therefore and incidental thereto.

TECHNICAL SPECIFICATIONS EMERGENCY AND NON-EMERGENCY TREE SERVICES

REMOVAL INSTRUCTIONS FOR TREES

1. All trees shall be cut to as close of ground level as possible.
2. All large branches, logs and tree trunks shall be lowered to the ground to prevent damage to streets and private property.
3. Hooks and climbing spikes are permitted.
4. Permission must be secured through the Kearny Police Department at (201) 998-1313 prior to the closing of any Town street. Provisions shall be made for the passage of local residents and emergency vehicles at all times.
5. The Contractor shall provide all necessary street barricades and “Men Working in Trees” signs and provide a grounds man on duty at all times work is being conducted on the site.
6. The Contractor shall comply with all State, A.N.S.I., and O.S.H.A. line clearance standards and shall be responsible for direct communication with respective utility companies in regard to scheduling of assistance.
7. All work must be performed entirely within Towns right-of-way, which generally are (10) ten feet from the street.

DISPOSAL OF DEBRIS FROM TREES

The Contractor shall remove all branches, limbs, rakings, wood chips, and debris from the work site at the end of each workday.

The contractor shall have the option of salvaging logs or chips originating from this contract or shall remove debris to the Towns Department of Public Works Facility.

The tree logs must be cut a maximum of 5' length.

Failure to comply will result in loads being rejected, until compliance is met.

REMOVAL INSTRUCTIONS FOR STUMPS

1. Mechanically grind stumps and root flares to a minimum of 8" below grade.
2. Stump removal shall include the removal of all obvious tree roots and in the case of uplifted sidewalks, tree roots exposed for removal by the resident or by their masonry contractor within (12') twelve feet of the center of the tree stump.
3. Permission must be secured through the Police Department prior to the closing of any Street. Provisions shall be made for the passage of local Residents and emergency vehicles at all times.
4. The Contractor shall provide all necessary street barricades and “Men Working” signs.

5. All work must be conducted entirely within Town right-of-way.
6. Contractor shall be responsible for contracting NJ One Call or Dig at 1-800 272- 2000 for Utility Mark Out prior to stump grinding.

DISPOSAL OF DEBRIS FROM STUMP

1. Excess stump grindings must be removed from job site by the end of each working day.
2. The contractor may leave up to a 6" maximum mound height of chips for each stump.

PRUNING INSTRUCTIONS FOR TREES

A. REQUIRED PRUNING

Pruning shall consist of the removal of dead, dying, diseased, interfering, objectionable and weak branches on the main trunks as well as those within the tree canopy, including the removal of broken hanging branches and target pruning of old stubs. See Class II Standard Pruning, NJ Board of Tree Experts Pruning Standards For Shade Trees 1997.

Superfluous sucker growth (water sprouts) shall be removed in all cases except where desirable to fill in vacancies in the tree canopy.

Tree branches shall be elevated (raised) to a point at least twelve (12) feet above the street with a near equal balance on both street and lawn sides of a tree.

Branches interfering with the function of the street lights, or growing in the close proximity to the property of private residents shall be removed or cut back so as to eliminate the problem. In cases where drastic cutting back is necessary, the Township shall be consulted with prior to the execution of the work on the particular tree in question. Fifteen (15) feet of clearance is required from all structures.

B. METHOD OF CUTTING AND TREATMENT OF WOUNDS

Cuts shall be made sufficiently close to the trunk or parent limb, without cutting into branch collar or leaving a protruding stub, so that closure can readily start under normal conditions. Clean cuts shall be made at all times.

Pre-cutting of branches too heavy to handle is required to prevent splitting or peeling of bark. Large branches shall be lowered to the ground by the proper ropes and equipment as a safety precaution.

Trees suspected of harboring contagious disease or insect infestation shall be reported to the Department of Public Works and all tools used on such trees are to be disinfected with methyl alcohol at 70% (denatured wood alcohol diluted appropriately with water) or Clorox solution after each cut and between trees where there is known to be a danger of transmitting the disease on tools.

The presence of any structural weakness, disease or insect condition, decayed trunk or branches, split crotches, or branches not covered in this contract shall be reported to the Department of Public Works in writing, but no additional work is to be performed without written authorization of the Town.

No hooks or climbing spikes are to be used.

No trees under six (6) inches in diameter at breast height are included in pruning contract.

SUPERVISION

The Department of Public Works or its designee shall have the exclusive authority to interpret the quality of work related to this contract.

All work done by the successful bidder must be performed under the supervision of a New Jersey Certified Tree Expert or International Society of Arboriculture Certified Arborist provided by the Contractor.

ADDITIONAL INSTRUCTIONS

The Contractor shall direct all questions regarding the location of trees within the Towns right-of-way or other questions relating to this contract to the Department of Public Works prior to performing any work on the tree in question.

The right is expressly reserved by the Town to order the omission of any portion of the work or materials called for by the plans or specification or as set forth in the Form of Proposal or to order any additional thereto or to make any alterations in the nature of the work materials used, provided such alterations are, in the general nature of the work. It is expressly agreed that such omissions, additions, or alterations shall not in any way violate, annul or modify the contract or bond.

All material used in the work shall be of the best quality and the equipment in safe operating condition and if the Contractor shall bring or cause to be brought to the work, any material or equipment which are not satisfactory to the Department of Public Works or do not strictly conform to the Requirements of the Specifications, the Town shall have the right to order them to be removed from the vicinity. Should the Contractor fail to do so, the Town shall have the right to employ others to do so, and to deduct the expense thus incurred from any monies due or to become due to the Contractor.

Anything not specifically mentioned in the specifications, but usual in work of the character, must be done and performed by the Contractor the same as if it were written herein, and anything in the Specifications which is not shown on the plans or anything shown on the Plans and not included in the Specifications shall be regarded as if it had been shown on and included in both. If the Plans and Specifications conflict, the Town shall interpret them.

DISPOSAL

All wood chips generated through the pruning of the Towns trees shall be disposed of at the Department of Public Works Facility at 357 Bergen Avenue at no charge.