



**TREE WORK
REQUEST FOR PROPOSALS
City of Clayton**

The City of Clayton is accepting proposals from qualified tree service companies to perform On-call annual and emergency tree work between July 1, 2023 to June 30, 2024. The city has the option of granting one year extensions for up to three years ending June 30, 2027. This contract would allow an annual rate increase every July 1st that is based on the San Francisco –Oakland-Hayward consumer price index rate increase from April to April each year. The rate increase would match the CPI increase with a maximum of 5%.

Responsible bidders must provide the following services

GENERAL SCOPE OF WORK:

Tree work in Clayton including;

Right of way tree maintenance

Median tree maintenance

Open space tree maintenance

Proper delineation for street work including lane closures, left and right lane closed a head signs and Men working signs.

If selected company will need to provide;

1. Proper proof of insurance information with a minimum commercial general limit for auto (personal and property damage) of \$2,000,000 and with workers compensation coverage. The insurer will add the city of Clayton as additionally insured.
2. Obtain a City of Clayton business license
3. Provide proof of 1099 status

Quotes must include hourly rates for:

3 Man crew and equipment consisting of:

2 Ground persons

1 Tree climber

High Ranger bucket truck

Box truck and chipper

Certified Arborist on staff

**Quotes must include hourly rates for emergency calls;
Required response time to emergency call outs must be within 90 minutes of call.**

2 Ground persons

1 Tree climber

High Ranger bucket truck

Box truck and chipper

All work must be performed to horticultural standards

All employees must be paid according to general prevailing wage.

City will, in its discretion, select such contractors as it determines are in the best interest of the city for a panel from which proposals for projects of \$60,000 or less will be solicited.

Qualified contractors will be selected based on the best value to the City which is a combination of qualifications, responsiveness and hourly rate for 3 man crew and arborist.

The City may select more than one contractor for the required tree work. Selected contractors will be placed on a panel for which proposals for projects of \$60,000 or less will be solicited, which if accepted will be reduced to a separate work order for each project to be performed under the City's master contract awarded to each selected contractor as a result of this RFP.

Proposals shall include a profile of the firm, technical qualifications and; summary of individual staff technical qualifications; scope of services and at least two references from public entities. Interested parties shall submit three hardcopies of their proposals. It is the responsibility of the proposer to ensure that the proposal is emailed or delivered to Janet Calderon in City Hall by 5:00 pm June 9, 2023. Any proposals received after the deadline will be disqualified. Janet's email Janetc@claytonca.gov

Organizational Experience; Bidders will be evaluated on their experience as it pertains to the scope of this project

SECTION TWO PROJECT SCOPE OF WORK

The contractor in accordance with the City of Clayton will take direction from the Maintenance Supervisor for the raising, thinning and the removal of dead wood from median, right of way and open space trees in the City of Clayton.

- Raising trees to 14' clearance to prevent damage from vehicles on road ways
- Thinning trees to prevent sail and to promote aesthetics
- Dead wooding to prevent branch drop from harming persons and property
- Removing large, hazardous or diseased trees or limbs in sensitive or technical areas
- Open space trimming of trees reducing ladder fuels, to 10 foot for fire abatement
- Trimming of trees and brush removal in creek areas

The annual tree trimming budget for tree trimming is typically \$200,000. The budget for the

fiscal year 2023-2024 July 1, 2023 through June 30, 2024 is under consideration and not yet adopted.

All costs and fees must be clearly described in the proposal

The City of Clayton reserves the right to reject any and all proposals for any reason.

It is the responsibility of the proposer to ensure that the proposal is emailed or delivered to Janet Calderon in City Hall by 5:00 pm June 9, 2023. Any proposals received after the deadline will be disqualified. Janet's email is Janetc@claytonca.gov

For questions or information on the engagement, please contact, Jim Warburton Maintenance Supervisor, (925) 672-7327. Jimw@claytonca.gov

City of Clayton
RE: RFP Tree work
City of Clayton
6000 Heritage Trail
Clayton, CA 94517