

CITY OF ELBERTON, GEORGIA

REQUEST FOR PROPOSAL

INVITATION FOR BIDS	RFP # 2021-ROW
RFP TITLE	TREE TRIMMING SERVICES FOR POWER LINES
ISSUE DATE	Monday, October 5, 2020
DUE DATE	Monday, October 26, 2020 at 2:00 PM

IMPORTANT NOTE: Indicate company name and RFP Title on the front of the sealed bid envelope.

The City of Elberton is seeking competitive sealed bids on right-of-way clearing for four (4) electric distribution circuits. These circuits consists mostly of city streets inside the city limits of Elberton in residential neighborhoods. Some work is along Georgia state highways in town. The City of Elberton desires to engage a private tree trimming contractor to perform distribution line clearing and tree removal typical to electric distribution lines both in rural and urban environments. **The four (4) circuits referenced herein comprises approximately 22.93 linear miles of right-of-way.**

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

Sealed bids will be received by the City Clerk of the City of Elberton until 2:00 PM local time on October 26, 2020 at which time they will be publicly opened and read aloud. The bid opening will begin promptly at the appointed time at City Hall located at 203 Elbert Street. No bids may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his bid.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

The City of Elberton reserves the right to evaluate bids, to reject any and all proposals, to waive formalities within the scope of authority, and further specifically, the city reserves the right to make award in the best interest of the City of Elberton.

Direct all questions on bidding procedure to: Cindy Churney, City Clerk
203 Elbert Street
P. O. Box 70
Elberton, Georgia 30635-0070
(706) 213-3100 cchurney@cityofelberton.net

Direct all questions on the scope of work or technical issues to: Brad Alexander, Director of Operations
230 North McIntosh Street
P. O. Box 70
Elberton, Georgia 30635-0070
(706) 213-3100 balexander@cityofelberton.net

Introduction

The intent and purpose of this Request for Proposal (RFP) is to establish a contract with a qualified Contractor who can provide supervision, labor, equipment, traffic control, debris removal, and incidentals necessary to perform tree and brush cutting and removal services on various utility rights-of-way, utility lines, and roadways in and around Elberton, Georgia in accordance with the Scope of Services in this RFP.

Scope of Services and Standards of Work

Contractor obligations:

The Contractor is to supply labor, tools, and equipment specified as necessary to provide forces capable of independently performing line clearing along power lines belonging to the City of Elberton. All tree trimming work is to be accomplished in accordance with the directions of the designated representative of the City of Elberton electric division, within the scope of this RFP.

Typical right-of-way:

A typical City of Elberton right-of-way is twenty (20) feet in total width, with a conductor in the center. Some rights-of-way, especially in areas outside of the city limits, may be thirty (30) feet in total width. Joint use agreements with telephone/cable utilities exist, and unless directed by the City, electric right-of-way maintenance shall include adequate clearance of all active overhead utilities utilizing the right-of-way, including clearing vegetation from poles and guys.

Clearing of wood waste:

It shall be the financial and physical responsibility of the Contractor to daily dispose of all wood and wood products resulting from the pruning and removal process. The City shall supply a location to dispose of inert, clean wood waste or chippings at a location northwest of Elberton approximately 1.4 miles from the city limits. Disposal at this location shall be free to the Contractor so long as the City's terms and conditions of disposal to the Contractor are met.

Clearing distance:

All distribution line right-of-way must be cleared to a minimum of ten feet (10') from any energized conductor. Only side and top pruning are permitted with a minimum clearance of ten feet from the energized conductors. All overhanging limbs must be removed unless there are special unsafe conditions that would prevent removal. The final decision concerning leaving overhanging limbs will rest solely with the City.

Live tree removal:

Trees six inches (6") or less in diameter that will require pruning in future years shall be removed from the right-of-way, with the exception of low-growing trees (for example, dogwoods, redbuds, or ornamental trees) and landscape quality trees six inches (6") or less in diameter. In some cases, the City may have a customer agreement to leave tall-growing trees six inches (6") or less in diameter in the right-of-way. In these cases, all vegetation will be pruned for a minimum clearance of ten feet (10'). All trees larger than six inches (6") in diameter located in the right-of-way shall only be removed at the discretion of the City. Unless otherwise specified by the City, all cutting for existing-right-of-way clearing shall be as close to the ground as the topography and type of soil will allow, with a maximum remaining height of four inches (4") for brush stubs and six inches (6") for tree stumps.

Dead tree removal:

All tall dead or dying trees located outside the pruning zone shall be removed if, in the sole opinion of the City, they present a hazard to the existing power lines.

Secondary conductors:

Secondary conductors shall be pruned a minimum of ten feet (10') from bare conductors and five feet (5') from conductors with weather-proof coating. The definition of a "secondary conductor" for tree pruning is as follows: Open three-wire or triplex conductors that carry current from the secondary side of a distribution transformer to a lift pole or poles serving more than one customer. Secondary conductors shall be pruned from the connection at the transformer to the last lift pole.

Street lighting conductors:

Street lighting conductors shall be pruned a minimum of five feet (5').

Service drops:

Service drops shall be pruned a minimum of five feet (5'). The definition of a "service drop" is as follows: Secondary conductors, which carry current from the secondary side of a distribution transformer to a single customer connection or from the last life pole serving more than one customer.

Order of work:

Circuit trimming shall begin at the substation and proceed in a logical, orderly manner unless another starting point is identified by the City. Contractor shall not skip around on the circuit area.

Pricing

Pricing is to be in a grand total for the entire job and shall include all labor, material, and equipment to accomplish the right-of-way clearing as defined herein in this solicitation for bids.

Circuit maps:

Circuit maps shall be provided to Contractor for review prior to bid submission if requested. However, maps are electronic. Maps are available to be viewed free of charge during normal business hours at the City of Elberton utility complex located at 230 North McIntosh Street in Elberton. A copy of the circuit maps may be purchased by Contractor at a cost of \$10.00. This copy may be retained by the Contractor for its use in bidding and for no other purposes.

Safety

Job site activities shall at all times be conducted in accordance with applicable Federal, State and Local requirements to include but not limited to the National Electric Safety Code and the Georgia Department of Transportation Manual on Uniform Traffic Control Devices.

Work Week / Hours of Operation

The work week will coincide with the City of Elberton normal working hours. These hours are 8:00 AM to 5:00 PM, Monday through Friday, excluding holidays. The City observes ten holidays per year. The Contractor's hours of operation may be extended by approval of the City of Elberton's designated representative, but in no cases shall the hours of operation be extended beyond the period of 7:00 AM to 7:00 PM, Monday through Saturday.

Damage to Facilities / Insurance Requirements

The Contractor shall be responsible for damages by its forces to any City of Elberton utility facilities or customer owned facilities. Furthermore, any damage to utility facilities not owned by the City of Elberton but which may be attached to City of Elberton utility poles through a valid joint use agreement shall be the responsibility of the Contractor. The Contractor shall submit proof of Comprehensive General Liability Insurance carried in the minimum amount of \$1,000,000 bodily injury and \$1,000,000 property damage. Proof of insurance must be submitted to the City of Elberton prior to execution of the contract for services.

Supervision / Customer Notification

The Contractor shall remain in close communication with the City of Elberton designated representative. No work shall commence that has not been directed by the City of Elberton designated representative. Contractor shall not respond to customer requests or make any representations to City of Elberton customers, and instead shall refer such requests to the City's representative. Customer notification of work to be performed at or near customer premises shall be made by the City of Elberton designated representative.

Contractor Employees

All employees of the Contractor, while working or performing the line clearing activity of the City of Elberton, will be required to wear uniform shirts and/or coats identifying them as employees of the Contractor. Employees will maintain a professional attitude toward the work being performed and toward any and all customer contacts incurred while working on the City of Elberton system.

Contractor Equipment

All equipment used by the Contractor on the City of Elberton system shall be in good working condition and have a good general appearance. All safety systems shall be properly engaged and utilized by Contractor and its employees.

Payment

Invoices may be submitted by Contractor for payment at Contractor's discretion, but submissions shall be made no frequently than weekly. Payment terms for each invoice shall be "Net 10 Days" from the date the invoice is received by the City of Elberton. Contractor shall invoice City based upon the "percentage of completion" method, with the percentage of completion determined by the footage of the electric circuit where work has been completed divided by the total footage of the circuit. Maps of each circuit shall be provided to the Contractor that delineates the linear footage of the circuits between spans.

Assignment

No assignment, subcontracting, subletting, or transferring of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted without written approval of the City of Elberton.

Term / Limitation of Time to Complete Work

The contractor is expected to start work promptly after the execution of the contract. Work shall begin within 60 days of the execution date of the contract, and all work shall be completed within 120 days (approximating 4 months) of the execution date of the contract.

Limitation on Number of Work Crews

The number of work crews assigned to this contractor and performing services for the City of Elberton shall not exceed three (3) crews operating at any given time. This is to ensure that the City of Elberton may adequately supervise the work under the contract.

Indemnification

The Contractor agrees to and shall indemnify and hold the City of Elberton harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Contractor's negligent performance under this contract.

References

The Contractor shall supply, with its bid, professional references of companies or organizations for which it has performed similar right-of-way clearing work within the last 24 months. At least three (3) references shall be included with a contact name and telephone number.

Compliance with Georgia State Law, O.C.G.A. 13-10-91, the Illegal Immigration Reform and Enforcement Act of 2011

The successful bidder and chosen Contractor must comply with O.C.G.A. 13-10-91 and complete the Contractor's Affidavit. This State Law requires each Contractor providing the physical performance of services to the City of Elberton under a contract to use at all times during the performance of the contract the federal work authorization program commonly referred to as E-Verify. A sample of this affidavit is included in this bid packet. All bidders must use the E-Verify program, must be able to execute this affidavit, and must provide an E-Verify registration number if the bidder is awarded the bid and contract.

INSTRUCTIONS AND CONDITIONS

These conditions are an integral part of this bid, and the bidder must comply with them.

1. Bidder must bid on the bid sheet and submit references as requested.
2. Bidder should make a copy of bid for his/her file.
3. All costs for the service must be included in the total bid price as stated on the Bid Sheet page.
4. The City of Elberton reserves the right to accept or reject any or all bids, reserves all rights granted to it by law, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton.
5. Each bidder must sign the bid with his/her signature and shall give his/her full business address on the form provided in this bid.
6. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
7. No late bids will be accepted.
8. Bids will be opened and read publicly in City Hall, 203 Elbert Street, Elberton, GA 30635 on the specified date and time.
9. No bid award will be made at the time of the opening. The successful bidder will be contacted immediately following bid approval by the Elberton City Council. Bidders may contact the City Clerk's Office at 706-213-3100 to find out the results of the bid award.
10. The City of Elberton is exempt from all federal excise tax and state sales and use taxes. However, depending upon the situation, the vendor may not be exempt from said taxes, and the City of Elberton is making no representation as to any such exemption.
11. Exceptions. The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.

BID SHEET

The City of Elberton is seeking competitive sealed bids on right-of-way clearing for four (4) electric distribution circuits. These circuits consists mostly of city streets inside the city limits of Elberton in residential neighborhoods. Some work is along Georgia state highways in town. The City of Elberton desires to engage a private tree trimming contractor to perform distribution line clearing and tree removal typical to electric distribution lines both in rural and urban environments. **The four (4) circuits referenced herein comprises approximately 22.93 linear miles of right-of-way.**

Bid amount per circuit for project:

22.93 overhead miles

Amount: \$_____

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: _____

Company Address: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No. _____ Fax No. _____

Email Address: _____

Print Name: _____

Signature: _____

BIDDER REFERENCE FORM

The Contractor shall supply, with its bid, professional references of companies or organizations for which it has performed similar right-of-way clearing work within the last 24 months. At least three (3) references shall be included with a contact name and telephone number.

1. Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered: _____

2. Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered: _____

3. Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Elberton has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify Authorization Number

Date of Authorization

Authorized Signature

Name of Contractor

Address

City, State, Zip

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, _____.

[SEAL]

NOTARY PUBLIC

My Commission Expires: _____