

INVITATION TO BID

STUMP GRINDING SERVICES CITY OF GREENVILLE NORTH CAROLINA



Find yourself in good company

Pre-Bid Meeting: **Friday, January 15, 2016 @ 10:00 AM**
Public Works Conference Room
1500 Beatty Street, Greenville, NC

Bid Due Date: **Tuesday, January 26, 2016 @ 2:00 PM**
Public Works Administrative Building
1500 Beatty Street, Greenville, NC

Contact Persons:

Questions regarding the bid package:

Mrs. Angelene E. Brinkley
Purchasing Manager
Telephone: 252-329-4462
Fax: 252-329-4464
Email: abrinkley@greenvillenc.gov

Questions regarding the specifications:

Mr. Mike Watson
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mwatson@greenvillenc.gov

**CITY OF GREENVILLE
ADVERTISEMENT FOR PROPOSALS
“Stump Grinding Services”**

The City of Greenville, NC is requesting proposals for “STUMP GRINDING SERVICES” as an on-call basis. The scope of work shall include, but is not limited to the grinding of stumps, debris removal, back-fill with soil and planting grass seed.

Sealed proposals will be received by the City of Greenville until Tuesday, January 26, 2016 @ 2:00 pm at the Public Works Administration Building located at 1500 Beatty Street, Greenville, NC 27834 for “Stump Grinding Services”. Bids will not be opened and read aloud at this time. Bids will be evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

A Pre-bid Conference will be held at the Public Works Conference Room on Friday, January 15, 2015 @ 10:00 am. The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 201 West Fifth Street, Greenville, NC 27835, during regular business hours, and available to prospective bidders. Inquires should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4462. Minority/Women owned business are encouraged to submit proposals.

Angelene Brinkley, Purchasing Manager
City of Greenville
P O Box 7207
Greenville, NC 27835-7207

INSTRUCTIONS TO CONTRACTORS

Proposal to Provide Stump Grinding Services Greenville N.C.

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. If the Contractor is unable to provide a proposal for any reason, please send an email with explanation to mwatson@greenvillenc.gov.**
- 6. Questions regarding any procedure for submission of a proposal for Stump Grinding Services shall be directed by email to Mike Watson, Building Facilities Coordinator, at mwatson@greenvillenc.gov.**
- 7. By submitting a proposal for the Contractor to provide Stump Grinding Services, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.**
- 8. Contractor must comply with all OSHA, state and local ordinances and requirements associated with the work within this contract.**
- 9. Contractor shall plan for and mobilize all equipment necessary to remove stump(s) as directed by City staff within the time frame set in specifications.**
- 10. It shall be the responsibility of the contractor to visit and inspect the stump(s) and surrounding areas prior to starting the work.**
- 11. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.**

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
STUMP GRINDING SERVICES**

1.0 SCOPE:

The scope of work shall include, but is not limited to the labor and equipment for stump grinding, debris removal, back-fill with soil and planting grass seed. The contract will be as an “on-call basis”.

1.1 Stump Grinding:

- Coordinate with the Building and Grounds Superintendent with the City of Greenville Public Works Department or his designee prior to starting any work
- Any stumps (including those 6” or greater in diameter) will be ground out to the root flare and to a depth of 8” below grade in accordance with accepted industry standards
- Thoroughly clean up debris and haul off site and properly dispose of
- Back-fill area, including any ruts or damage to the surrounding area with top soil
- Rake clean and level the soil so not to hold water and plant grass seed as directed

1.2 Workmanship / Equipment:

- All work shall be performed by skilled, experienced and fully qualified personnel
- The Contractor shall provide all necessary elements and complete all work in a professional manner
- The Contractor shall provide all equipment, tools, and vehicles necessary for the completion of services required under the contract
- At a minimum, a piece of equipment shall be capable of grinding any size stump (including those 6” or greater in diameter) out to the root flare or at a greater area as determined by the Building & Grounds Supervisor of his designee to a depth of 8” below grade
- The Contractor shall accept inspection by the Building and Grounds Superintendent, of his designee, and shall correct any rejected services at no expense to the City of Greenville

1.3 General Conditions:

- **The services shall commence within five (5) working days after notification and continue with regularity until completion**
- **The Contractor is responsible for exercising all necessary care to avoid damage to property and surrounding areas**
- **The Contractor's attention is called to the possible existence of concealed water, sewer, storm drain, gas, electric and/or telecommunications lines beneath the work areas, which may be affected by heavy equipment use, excavation, or any other operations**
- **Should damages occur to any utility lines and/or equipment during performances of services required under this contract, the Contractor shall immediately contact the Building and Grounds Superintendent, his designee and the appropriate utility department and shall be responsible for all damage claims resulting in**
- **The Contractor shall not subcontract any portion of the work under the contract unless approved, in writing, by the Building and Grounds Superintendent, or his designee**
- **The Contractor must take caution to protect all concrete, landscaping, fencing, etc. while the work is being completed. If any area is damaged, it shall be the responsibility of the Contractor to repair or replace the damage.**

1.4 Safety:

- **The Contractor must comply with all OSHA, state and local ordinances and requirements associated with the work within this contract.**
- **The Contractor and/or approved Subcontractors shall immediately report all accidents, injuries, or health hazards to the Building and Grounds Superintendent, or his designee in writing**
- **The Contractor shall not allow the use of intoxicating beverages or non-prescription controlled substance drugs upon or about the work site**
- **The Contractor shall be solely responsible for pedestrian and vehicular safety and control within the work area and shall provide the necessary warning devices, barricades, and ground personnel required to insure the safety, protection, and warning of persons and vehicular traffic within the area**

1.5 References:

- **Provide references and contact information on the Reference Information sheet included in the bid package.**
- **Failure to provide this information may result in disqualification of bid.**

2.0 GENERAL:

- 2.1 All Stump Grinding shall be completed in a professional manner and shall conform to these specifications.**
- 2.2 Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall be corrected immediately.**
- 2.3 Contractor shall be aware of the impending weather conditions and shall be ready to perform the work as outlined once contacted to do so.**

3.0 PAYMENT AND BID:

- 3.1 Each bidder shall provide a flat rate for stump grinding by the diameter. Flat rates shall be firm and effective for the contract period specified. The unit price amount shall be included on the Request for Bid sheet.**
- 3.2 The contract period will be awarded on the basis of a successfully qualified bidder for a three (3) year contract period with an option for two additional years renewed annually at the discretion of the City.**
- 3.3 Payment will be made by the City to the contractor within thirty (30) days of receipt of an approved invoice. All invoices shall have the purchase order number written on them when submitted for payment.**
- 3.4 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 3.5 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 3.6 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.**
- 3.7 Minority and/or Women Business Enterprise (M/WBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

3.8 Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

3.9 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

3.10 If needed, a new vendor application and associated documents as required upon acceptance of mowing contract.

4.0 WORKERS COMPENSATION AND INSURANCE:

The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

4.1 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner.

The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance must be maintained during the duration of the contract.

5.0 OTHER INSURANCE:

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

6.0 CANCELLATION:

- 6.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.**

The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

**Mike Watson, Building Facilities Coordinator
City of Greenville
1500 Beatty Street
Greenville, N.C. 27834
Email: mwatson@greenvillenc.gov**

7.0 DAMAGE TO CONTRACTORS PROPERTY:

- 7.1 Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.**
- 7.2 The successful bidder agrees to indemnify or hold harmless City from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.**

It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tool or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages to tombstones, markers, building improvements fences, or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

8.0 ADDENDUM:

- 8.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.**
- 8.2 Amendment: The contract may be amended from time to time through written agreement by both parties.**

9.0 LOCAL PREFERENCE AND SERVICE POLICIES:

- 9.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see www.greenvillenc.gov/financialservices/purchasingdivision on the City of Greenville's webpage.**

10.0 REFERENCE INFORMATION

All bidders must provide a list of three (3) client references of similar Stump Grinding removal projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information below with the bid sheet.

1. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

2. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

3. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

11.0 CONTRACTOR INFORMATION

Please provide the information below with the bid sheet.

**CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Email: _____

Tax ID# _____

Corporation or Partnership: _____

Number of Years in Business: _____

List all tools and/or equipment you feel appropriate to perform the specified duties:

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above mentioned specifications. **CONTRACT WILL BE AWARDED TO THE CONTRACTOR WITH THE LOWEST AVERAGE OF THE LINE ITEMS.**

STUMP GRINDING		
EACH BIDDER SHALL PROVIDE THEIR FLAT RATE STUMP GRINDING BY THE DIAMETER. FLAT RATES FOR STUMPS WILL BE FIRM AND EFFECTIVE FOR THE CONTRACT PERIOD SPECIFIED HEREIN.		
Line	Description	Unit Price
1	STUMP GRINDING INCLUDING STUMP GRINDER MACHINE AND DUMP TRUCK WITH OPERATOR – 6” – 12” DIAMETER	\$ _____
2	STUMP GRINDING INCLUDING STUMP GRINDER MACHINE AND DUMP TRUCK WITH OPERATOR – 12” – 24” DIAMETER	\$ _____
3	STUMP GRINDING INCLUDING STUMP GRINDER MACHINE AND DUMP TRUCK WITH OPERATOR – 24” – 50” DIAMETER	\$ _____
4	STUMP GRINDING INCLUDING STUMP GRINDER MACHINE AND DUMP TRUCK WITH OPERATOR – 50” LARGER	\$ _____
5	<i>ADD UNIT PRICES FROM LINES 1 - 4</i>	\$ _____
6	AVERAGE LINE ITEM - TOTAL ON LINE 5 DIVIDED BY 4	\$ _____

Company Name: _____ Date: _____