



Issue date: 10/30/2019
TREE TRIMMING / REMOVAL
(1700 JOE LOUIS STREET TALLAHASSEE FLORIDA 32304)

The Tallahassee Housing Authority (hereinafter, “the Agency”) is a public entity that was formed in 1946 to provide federally subsidized housing and housing assistance to low-income families, within the City of Tallahassee, FL. The Agency is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy. Though brought into existence by a Resolution of the City of Tallahassee, it is a separate entity from the City.

Currently, the Agency owns and/or manages: (a) 3 developments totaling 546 units of HUD Public Housing; 93 LIHTC units; and (b) 2,100 housing choice vouchers. The Agency currently has approximately 40 employees. In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting quotes from qualified, licensed, and insured entities to provide **Tree Trimming / Removal Services** to the Agency. All quotes submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Scope of Work – Tree Trimming / Removal

The primary objective of this project is to mitigate potential hazards to people and property resulting from falling trees or tree parts that may be created by the subject trees. Also, to remove branches and limbs from around electrical wires, poles and power sources on the Springfield Apartments Site.

1. The contractor is responsible for securing any required permits for this project;
2. The contractor is responsible for providing all labor, tools supervision, transportation and equipment for this project;
3. The contractor shall remove any rotten, damaged, or dead trees that could pose a problem for electrical poles and power lines;
4. The contractor shall trim any tree limbs away from poles or power lines to a minimum distance of Five feet;
5. The contractor will remove all tree stumps and then fill or grade the area to show no depression;
6. All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly;
7. The contractor is responsible for the removal of all debris associated with this project including wood chip piles. The work site shall be left in a condition at least as clean and orderly as when the crew arrived on the site;
8. The CONTRACTOR is responsible for damages caused by his/her workers during the course of this project;
9. Contractor is responsible for repairs in a timely manner for damage to any THA property or any other property damaged (i.e. THA residents; adjacent property; etc.); and
10. All completed work will be inspected and accepted by the THA upon completion. All work that is not completed to the satisfaction of the THA will be corrected within 3 workdays.



Conditions

1. The Agency is seeking proposals from qualified; licensed entities to provide Tree Trimming and Removal services
2. THA will clearly identify the trees that are to be removed (See attached listing and Map);
3. THA will provide a representative for questions: Contact person:
Ken Jones—850-212-6604;
4. **A Mandatory Pre-Construction meeting will be held at the site at 2:00 PM on November 5, 2019** at 1700 Joe Louis St. #15 Tallahassee FL. 32304 (Manager's Office).
5. The Contractor is solely responsible to ensure that all work is satisfactorily complete and performed in conformance with this contract including, but not limited to, work quality and scheduled work completion dates. Work will be determined unsatisfactory if any parts of the Contractor's work or operations are not in conformance with the contract, including this document, at any time within the contract period.
6. The Contractor and its employees shall wear clothing identifying the Contractor's company and shall also maintain photo identification on their person at all times.
7. The Contractor and its employees are cautioned to conduct themselves in keeping with THA regulations and shall refrain from any behavior, language or activity that is unbecoming and disrespectful. The Contractor shall remove employees exhibiting unbecoming or disrespectful behavior from the project site at the request of the Project Contact Person.
8. The Contractor will make his/her own arrangement for restroom facilities.
9. The Contractor will conduct work between the hours of 8am thru 5pm Monday/Friday.
10. The Contractor shall complete this project in a period no longer than 45 days after contract signing.

General Responsibilities

1. CONTRACTOR is responsible for being familiar with the site;
2. This contract shall be awarded based on the assurance that adequate, qualified manpower will be provided to carry out the scope of work;
3. Work must begin and end in accordance with the project schedule. The schedule may be revised at the discretion of THA;
4. CONTRACTOR shall provide all necessary equipment and flagging personnel required for off-loading, handling and distribution of the CONTRACTOR's materials;
5. CONTRACTOR shall provide all services in a safe manner;
6. THA is not responsible for fire, theft, loss and/or vandalism of any CONTRACTOR's tools, equipment, materials, supplies and/or work in progress;
7. CONTRACTOR must be knowledgeable and experienced in all aspects of Tree Removal and procedures, methods, regulations, codes and municipal requirements for performing this service; and
8. CONTRACTOR must check-in to the site office upon entering property.



Insurance Requirements

The CONTRACTOR shall provide and maintain, at his expense, a minimum of \$1,000,000 general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done by the CONTRACTOR, its employees or agents, in connection with the performance of this Agreement.

Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services. Proof that the OWNER is named as addition insured is required upon successful awarding of the contract.



QUOTE

CONTRACTOR MUST SUBMIT QUOTE TO THE TALLAHASSEE HOUSING AUTHORITY MAIN OFFICE LOCATED AT 2940 GRADY ROAD TALLAHASSEE FL. 32312 **BEFORE 4:00PM ON 11/19/2019.**

QUOTE MUST BE SUBMITTED ON THIS FORM; PLACED IN A SEALED ENVELOPE WITH NO ALTERATIONS MADE TO THIS FORM; ADDRESSED TO **TAWANA THOMPSON** AND MUST BE TIME STAMPED AT THE FRONT DESK. PUT YOUR COMPANY NAME AND write TREE TRIMMING/REMOVAL ON THE ENVELOPE.

**Tree Trimming/Removal
(1700 Joe Louis St Tallahassee Florida 32304)**

CONTRACTOR MUST SUBMIT ALL INFORMATION REQUESTED BELOW:

Company Name _____

Address _____

Email address _____

Phone Number _____

Quote Amount: _____

Print Name _____

Signature _____

Date _____



Attachment A

Please bring this listing to the Pre-Construction Conference

Location of trees to be trimmed/removed at Springfield Apartments

Tree limbs shall be cut a minimum of 5' away from electrical poles and power lines

- Trim Tree limbs behind unit 1
- Trim tree limbs behind unit 4
- Trim tree limbs behind unit 5&6
- Trim tree beside unit 37
- Trim tree limbs behind unit 52
- Trim trees behind unit 55 & 56
- Trim trees Behind units 61 & 62
- Trim trees Behind units 63 ,64,65
- Trim trees in front and behind Community Center
- Trim tree limbs between unit 65 & Community Center
- Trim trees behind unit 135
- Trim limbs over building 130 -133
- Trim Trees Beside unit 128
- Trim back section from units 120 to 130
- Remove two large Oak trees behind unit 120
- Trim section between units 109 to 115
- Trim tree limbs beside unit 170
- Trim tree limbs between units 173-174
- Trim tree limbs behind unit 187
- Trim tree limbs behind unit 185
- Trim tree limbs between units 184 to 179
- Trim tree limbs beside unit 176
- Trim tree limbs behind unit 102
- Trim trees beside unit 179
- Trim tree limbs between unit 95 to 98
- Trim tree limbs between the clearing of units 70-95
- Trim trees Behind units 66 to 69
- Remove tree behind unit 75
- Trim tree limbs behind unit 19
- Trim tree limbs behind unit 18 and trim tree limbs above building

SPRINGFIELD APARTMENTS

Trees to be removed

