CITY OF BERWYN DEPARTMENT OF PUBLIC WORKS REQUEST FOR PROPOSAL (RFP)

CITY WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES

DUE: APRIL 29, 2015 AT 3:00 PM GENERAL INSTRUCTIONS

The City of Berwyn, Illinois (hereinafter referred to as City), through the Office of the City Clerk, will accept sealed Proposals for **CITYWIDE TREE PRUNING, REMOVAL and EMERGENCY CLEARING** Services, from qualified firms (hereinafter referred to as contractor, responder or proposer). The contract period is from **May 13, 2015 through April 30, 2017 with an option to extend on a yearly basis**. The required services are detailed in the attached and specifications and shall be in accordance with the conditions set forth herein.

Note: The City's intention is to obtain the services from Two (2) qualified contractors in order to provide services for any one or all of the three specific categories listed. Contactors are invited to submit a Proposal on any one or all services requested.

1. **PREPARATION OF PROPOSALS**
   a. **Proposals shall be submitted by using ONLY the enclosed PROPOSAL FORM that accompanies this request. Failure to use the attached PROPOSAL FORM(s) as contained herein may result in disqualification of a Proposal.**
   b. Submit one (1) ORIGINAL and two (2) EXACT COPIES of the proposal.
   c. Proposals shall be written in ink and submitted in a clear, concise and legible manner to permit proper evaluation.
   d. Responders may also submit, under separate cover with their response, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.
   e. Please be advised that an individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your Proposal.
   f. No proposal will be considered if the respondent has any outstanding debts with the City of Berwyn.

2. **PROPOSAL SUBMISSION**
   All Proposal responses are to be submitted in a sealed envelope addressed as follows:
   City of Berwyn – City Clerk
   DUE: Wednesday, April 29, 2015 by 3:00 p.m.
   OPENED AND READ ALOUD - Wednesday, April 29, 2015 at 3:00 p.m. in the second floor Conference Room
   City of Berwyn
   6700 West 26th Street
   Berwyn, IL 60402

3. **PROPOSAL TIME**
   a. Proposals shall be received at the Office of the City Clerk, City Hall, prior to the advertised hour of opening, at which time all Proposals will be publicly opened and read aloud.
   b. A Responder may withdraw a Proposal at any time prior to the above scheduled date and time.
   c. **Any Proposal received after the above scheduled date and time shall not be considered or opened.**

4. **CITY OPTIONS**
   a. The City of Berwyn reserves the right to reject any and all Proposals and does not bind itself to accept the lowest priced Proposal or any Proposal. This right rests solely with the City.
   b. The City reserves the right to ask for new Proposals in whole or in part, or to reject any or all Proposals, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the City . This right rests solely with the City.
   c. If a Proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the Proposal otherwise it will be presumed that the Proposal is in accordance with the required specifications.

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

5. **INSURANCE**

At least five (5) days prior to work performed relating to this request the selected Contractor(s) shall provided the required certificate of insurance, executed by an insurance company satisfactory to the City and in a form acceptable to it, stating that the Contractor carries insurance in accordance with the following requirements and stipulations and lists the City as additional insured. The City may verify this Insurance requirement during the term of performance.

Insurance requirements are as follows:

- **WORKMEN'S COMPENSATION INSURANCE**: With respect to all operations performed, the Contractor must carry Workmen's Compensation Insurance in accordance with the requirements of the laws of the State of Illinois.
- **CONTRACTOR'S LIABILITY AND PROPERTY DAMAGE INSURANCE**: With respect to the operations performed, the Contractor must carry regular Contractor's Public Liability Insurance providing for a total limit of five million dollars $5,000,000 for all damages arising out of bodily injuries to or death of one or more persons in each occurrence and regular Contractor's Property Damage Liability Insurance providing for a limit of not less than five million dollars ($5,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence and, subject to that limit per accident.
- **AUTOMOBILE INSURANCE**: The operation of all motor vehicles, including those hired or borrowed, used in connection with the contract will be covered by Automobile Liability Insurance in the amounts of (a) not less than one million dollars ($1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence, and (b) not less than one million dollars ($1,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence.

6. **PRICING**

a) The requirements and specifications of this request call for specific services being purchased and do not permit any substitutions.
b) All prices quoted are to be firm for a period of 2 years and held firm for period of performance defined in the notification of award.
c) Special Consideration may be given to responses with extended firm price dates.
d) The City is always interested in any and all cost reduction opportunities.

7. **TAXES**

All purchases made by the City, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in Proposal prices. A City Tax Exemption Certificate shall be furnished upon request.

8. **INQUIRIES**

a. All inquiries regarding this request shall be answered up to the close of business on April 23, 2015, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all respondents will be made available in writing or by E-mail as appropriate to all responders.
b. Inquiries of a technical nature may be directed to Mr. Robert Schiller at 708-749-6510; rschiller@ci.berwyn.il.us
c. After Proposals are received, the City reserves the right to communicate with any or all of the responders to clarify the provisions of Proposals. The City further reserves the right to request additional information from any respondent at any time after Proposals are opened.

9. **AWARD AND AUTHORITY**

The City Clerk will issue notification of award and acceptance of a proposal(s) in writing by correspondence prior to proceeding with the performance of work associated with this request. All specifications, requirements, terms and conditions of this request shall become part of that notification and shall serve as the required work performance assigned and initiated solely by the City and its designated representative. Failure to comply with the requirements and specifications contained herein may result in immediate termination of the selected contractor.

10. **TERM OF AWARD AND OPTION TO RENEW**

a. The City requires firmed fixed prices for a period of two (2) years or the agreed to period of engagement following Proposal opening and nothing elsewhere in this Proposal shall abrogate this firm period.

b. The City may renew the term of a contract awarded for this requirement for an additional twelve (12) months, at the price stated in the Proposal Response Form by giving the contractor at least thirty (30) days written notice.

11. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with the requirements associated with this request shall not be permitted without the prior express written consent of the City of Berwyn.

12. HOLD HARMLESS CLAUSE

The successful responder(s) agrees to indemnify, hold harmless and defend the City from and against any and all liability for loss, damage or expense which the City may suffer or for which the City may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the City , whether or not due in whole or in part of any act, omission or negligence of the City or any of his representatives or employees.

13. WORK REGULATIONS AND STANDARDS

a. All work activities performed in association with this request must be performed and completed for the City in accordance with current Federal, State and Local regulations and labor laws.
b. The responder shall certify that all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended.
c. The successful responder will further certify that all items furnished under this contract will conform to Federal and State of Illinois OSHA standards. Arboriculture operations must be performed to comply with all American National Standards Institute ANSI 300 guidelines and the procedures and techniques of the International Society of Arboriculture ISA.

14. PERFORMANCE AND TERMINATION – TIME IS OF THE ESSENCE

The type of service requested is essential for the day-to-day operation of City facilities and Time is of the Essence. The selected firm shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the City shall be under no obligation to make payment and may terminate any contract award.

15. PAYMENT AND INVOICING

Payment

a. Pruning- payment based on detailed invoice provided by contractor
b. Tree Removals- payment based on detailed invoice provided by contractor
c. Emergency – payment based on detailed invoice provided by contractor

Detailed invoices shall be submitted monthly for the actual work completed during the preceding monthly period.

a. The City shall issue payment to the selected firm for work assigned solely for the rates submitted by that firm for the amounts specified in its response.
b. Payment terms are net (45) days.
c. The Contractor shall submit with each invoice a monthly detailed record of all tree work completed during the preceding month.
d. The contractor shall submit an ORIGINAL and one (1) copy of the invoice for payment to:

City of Berwyn
Public Works Department
One Public Works Drive
Berwyn, IL 60402

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

16. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the City) be secured from any officer or employee of the City , or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made , in the office of the agency making such purchase and in a public place in the Berwyn City Hall.

17. NON-COLLUSION

In submitting a Proposal, the responder declares that its Proposal is made without any connection with any persons making another Proposal or the same contract; that the Proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City is directly or indirectly interested in said Proposal or in the supplies or work to which it relates, or in any portion of the profits thereof

18. ADENDUMS

It is the responsibility of a responder to verify prior to final submittal of a Proposal if any addenda to this request have been issued. Any addenda to this request shall be posted on the City of Berwyn website www.berwyn-il.gov

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

CITY OF BERWYN DEPARTMENT OF PUBLIC WORKS REQUEST FOR PROPOSAL (RFP)

CITY WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES

DUE: APRIL 29, 2015 AT 3:00 PM SPECIFICATIONS AND REQUIREMENTS

GENERAL REQUIREMENTS

a) The City Purchasing Authority reserves the right to determine the qualifications of each responder and award the contract for the lowest qualified Proposal and/or to reject all Proposals. All Proposals shall be valid and are the property of the City after opening.

b) The selected responder must be a tree expert licensed as an "arborist" by the State of Illinois and registered with the City of Berwyn. **This license number must be current and shall be included with the response documents.**

c) All work shall be initiated by the Director of Public Works or designated employee of the Berwyn Public Works Department. The proposed work will be jointly inspected by a representative of the firm, a Berwyn Public Works Department designee, and/or the Berwyn Director of Public Works.

d) From the inspection, a verbal authorization to proceed or purchase order shall be issued. Upon completion of the agreed to project, a final inspection will be made by the Berwyn Public Works Department and upon their approval, a Contractor invoice will be processed for payment.

e) All work to be performed relating to this request is on City owned roads and properties. It will be the firm's responsibility to maintain traffic control on all roads, at all times, as far as possible, especially school buses and emergency vehicles. Should it become necessary to close off completely, any section of these roads, sidewalks, and driveways, the firm must first obtain the written approval of the Director of Public Works specifying the exact period of time and location of each closing. This provision will be waived under the circumstances where a fallen tree is obstructing traffic completely.

f) Traffic Control personnel, where required, shall be provided by The Department of Public Works personnel. The firm must use traffic control signage and appropriately garbed flagmen in accordance with the most up to date *Manual on Uniform Traffic Control Devices* (U.S. Department of Transportation, Federal Highway Administration).

g) All pricing relating to this request must remain in effect and firm fixed for the period commencing with the notification of award and for a period of twenty-four (24) months.

h) The period of engagement may be extended by mutual agreement in writing by the City and the firm for and additional twelve (12) months (or portions thereof), but shall not to exceed twenty-four (24) additional months.

i) Responders are encouraged and would need to provide forward pricing for subsequent years in order to extend the service relationship with the City beyond the twenty-four (24) month duration of this RFP.

j) The selected firm is not allowed to subcontract or assign this contract without written consent of the Public Works Director.

k) The selected firm shall will have its supervisor check with the Public Works designee to ascertain how the work is progressing at least twice daily (this is a non-billable item).

l) The selected firm must be on call 24 hours a day, 7 days a week, year round for Emergency Operations.

m) The selected firm's vehicle shall be equipped with a cellular phone for communications with the City.

n) The selected firm shall provide the City with a reliable method for 24-hour emergency contact.

o) Response Time: **Two (2) hour response time** after contacted by City for Emergency Operations
- In the event of severe weather, the Contractor must make a crew available for emergency tree work. A crew will be defined as: one bucket truck, one chip truck, one chipper, one crew chief, one climber, and at least one ground person. All equipment must be in good working condition. Contact by the Public Works Department will be based on local weather forecasts. Severe weather shall include but not limited to, hurricanes, snow and ice storms, thunder-storms or tornadoes. Any emergency work shall be billed on the hourly rate noted for the entire crew. Damages for not responding by above time limits will include any additional costs incurred by the City.
- Normal Work: One (1) day

p) **Prequalification**: The City reserves the right to inspect all equipment of the firms it is considering prior to making the award.

1. TREE PRUNING SPECIFICATIONS:

a) All work will be billed at an hourly rate for this service.

b) Trees must be trimmed to create a well-maintained ornamental appearance whenever possible and must adhere to all American National Standards Institute (ANSI) A300 Standards and practices.

c) Maximum tree trimming-crown reduction, pruning top and sides to lighten and balance, removing deadwood and crossed branches, and raising to legal height. This pruning is to provide for public safety and the general health of the trees. However, at no time should reduction exceed ¼ of the overall size of any tree unless specified by the Public Works Director. The finished trees shall have a symmetrical and aesthetic form with the weight evenly distributed

d) In order to shorten the length of limbs, use the thin to lateral methods. Methods of pruning which may be called Topping, Heading Back, or Lions Tailing shall NOT be used without written permission from the Public Works Director.

e) To lighten end weight where such overburden appears likely to cause breakage of limbs four inches (4") or more in diameter, the only pruning method to be used is drop crotch. Remove cross limbs and epicormic growth (suckers) as required. Pruners will be used to complete final trimming processes. Any exceptions will be at the discretion of the Public Works Director. All trimming will be done in a manner which will not injure or scar the tree.

f) Final pruning cuts shall be made without leaving a stub. They shall be made in a manner to favor the earliest covering of the wound by callus growth. This requires that the wound be as small as possible and the cut be reasonably flush outside the branch bark ridge area and that the cambium tissues at the edge of the cut be alive and health. Extreme flush cuts that produce large wounds and weaken the tree at the cut shall not be made

g) Trees are to be pruned at various locations around City. This work consists of safety pruning all dead wood and low branches on trees, removing major dead wood, diseased wood, stubs, and any weak leaders that may be considered dangerous. Contractor is to chip <u>all</u> pruned branches and leaders under 12" in diameter.

h) The contractor must be able to evaluate tree conditions and hazards and will be responsible to inform the City of any invasive insect species and pests i.e. Asian Long Horned Beetle, Winter Moth or Emerald Ash Borer encountered during any pruning or takedown operation.

i) When dead wood trimming, all dead branches one (1") inch in diameter or greater at the trunk must be removed.

j) All trees with branches over a roadway shall be pruned to provide a minimum of sixteen (16') feet of clearance at the curb.

k) The pruning crew will include a qualified English-speaking, experienced tree man ("crew chief") who will operate the bucket truck, and may have the ability (and the proper equipment) to climb the trees in order to accomplish the work. The crew is also to include a "climber" and a "grounds man". The pruning operation must utilize a bucket truck with a minimum working height of 60' (sixty feet) from the bottom of the basket to the ground. The equipment must be in good

operating condition with adequate suitable equipment to perform the necessary operations. Equipment required may include a limb/brush chipper, a whole tree chipper capable of chipping logs up to 14 inches in diameter, and chip trucks. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. While on an hourly rate no sharpening will be performed during the hours of operation. Vendor must provide sufficient extra sharpened blades. At times when the equipment is non-operable no payment will be made by the City.

l) It is required that hourly crew work time be verified by the City Public Works Director. The Contractor must ensure that these persons are notified that the work is occurring.

m) The City shall not pay for unverified or unapproved crew times.

2. TREE REMOVAL SPECIFICATIONS

a) This work will be billed at the contractual rate.

b) Due to the various considerations that must be taken into account with a tree removal / take down, including variations in overall canopy volume, potential secondary involvement with other trees or methods of removal due to proximity of structures etc; tree removal (take down) will billed at an hourly rate and will be on a case by case basis.

c) The Contractor shall furnish all materials, equipment, tools, supplies, labor and transportation including fuel and power to perform all of the work necessary for the removal of trees designated during the life of the contract. All work sites will be left cleared of all wood, brush, chips and debris and must be removed at the Contractor's expense.

d) Stumps must be ground to a minimum of 8" below the ground.

e) All grass and pavement areas are to be blown clean of all debris with a leaf blower.

f) The City or home owner may request at their discretion wood removed during a takedown to remain on site. In such an event wood ranging from Four (4") inch to eighteen (18") inch diameter will be cut in two (2') foot length pieces will be neatly stacked at the side of the road clear of the traveled way by at least four (4) feet.

g) The City will accept at no cost to the Contractor, wood chips generated from tree work performed on City owned right of ways and properties only.

h) As much as is feasible, tree removal work will be scheduled for an eight (8) hour day between the hour of 7:00 a.m. and 5:00 p.m.

i) The tree removal crew must include a qualified English-speaking experienced tree person who will operate the crane and bucket truck, and may have the ability (and the proper equipment) to climb trees to effectively complete the work. The removal operation must utilize a bucket truck with a minimum working height of 60' from the bottom of the basket at a distance of 8' from the ground. The equipment must be in good operating condition with adequate suitable equipment to perform the necessary operations. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. Vendor will provide sufficient extra sharpened blades.

j) In tree removal work, a minimum of four (4) men, consisting of a crane operator, crew chief/climber, second climber, and grounds men, is expected to perform the necessary work.

3. EMERGENCY CLEARING SERVICES

a) The Contractor will be responsible for the clearing of any tree or tree debris that present road obstructions as well as all identified aerial hazards over City roadways during and immediately following an inclement or adverse weather events as part of "Make Safe" operations

b) All materials will be cut and put off the curb line in order to re-gain safe passage on public roadways as soon as possible.

c) The City may require the Contractor to provide additional crews when deemed necessary to preserve public safety.

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

CITY OF BERWYN DEPARTMENT OF PUBLIC WORKS REQUEST FOR PROPOSAL (RFP) CITY WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES

DUE: APRIL 29, 2015 AT 3:00 PM PROPOSAL FORM

Company Name: _____

THE UNDERSIGNED AFFIRMS AND DECLARES that this Proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Proposals are presented in a similar format to those requested and are attached herein. It is understood that the City reserves the right to reject any or all proposals or waive any formalities in this request. The Proposal rates are as follows:

TREE REMOVAL WORK

COMPLETE EACH LINE ITEM IN THIS PROPOSAL FOR AS REQUESTED. FAILURE TO PROVIDE PRICING FOR EACH LINE ITEM MAY DISQUALIFY A PROPOSAL:

Scheduled Tree Removal

All tree debris less than twelve (12) inches in diameter will be chipped and disposed of properly by the contractor. Contractor shall have the discression to cut logs larger than twelve (12) inches in diameter in lengthes of six (6) feet or greater and stack them safely off of the road for Public Works staff to pick up OR to haul away for legal and proper use by the contractor. Any tree removal necessitated by the presence of the Emerald Ash Borer (EAB) shall be clearly noted on all documentation and disposed of properly. Stumps must be ground a minimum of 8 inches below the surface and all "hills" caused by the tree must be ground to less than two inches higher than the surrounding turf. All stump debris shall be hauled away and dirt shall be placed where the stump was located.

Tree diameter (at chest height)		**Removal cost**		**Stump removal cost**
< 15 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**
16 - 21 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**
22 - 28 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**
29 - 33 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**
34 - 42 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**
> 42 inches	**$**	**per tree (or) inch**	**$**	**per stump (or) inch**

Scheduled Tree Pruning

Tree pruning shall consist of removing all dead limbs, crossing limbs and limbs lower than 18 feet on a mature tree. In addition, limbs that are extended over or in close proxemity to buildings, chimneys and roofs shall be removed or pruned so that the tree will not come in contact with the building for a minimum of five years.

Tree diameter (at chest height)		**Complete pruning (trimming) cost**	
< 15 inches	**$**		**per tree (or) inch**
16 - 21 inches	**$**		**per tree (or) inch**
22 - 28 inches	**$**		**per tree (or) inch**
29 - 33 inches	**$**		**per tree (or) inch**
34 - 42 inches	**$**		**per tree (or) inch**
> 42 inches	**$**		**per tree (or) inch**

Emergency Tree Removal Emergency tree removal crew shall include a crane, bucket truck, chipper and truck combination and a minimum of four (4) persons. All tree debris less than twelve (12) inches in diameter will be chipped and disposed of properly by the contractor. Contractor shall have the discression to cut logs larger than twelve (12) inches in diameter in lengthes of six (6) feet or greater and stack them safely off of the road for Public Works staff to pick up OR to haul away for legal and proper use by the contractor. Any tree removal necessitated by the presence of the Emerald Ash Borer (EAB) shall be clearly noted on all documentation and disposed of properly.

Tree diameter (at chest height)		**Removal cost**
< 15 inches	**$**	**per tree (or) inch**
16 - 21 inches	**$**	**per tree (or) inch**
22 - 28 inches	**$**	**per tree (or) inch**
29 - 33 inches	**$**	**per tree (or) inch**
34 - 42 inches	**$**	**per tree (or) inch**
> 42 inches	**$**	**per tree (or) inch**

Emergency Tree Pruning

Emergency tree pruning shall consist of removing all dead limbs,damaged limbs, hanging limbs and limbs lower than 18 feet on a mature tree. In addition, limbs that are extended over or in close proxemity to buildings, chimneys and roofs shall be removed or pruned so that the tree will not come in contact with the building for a minimum of five years.

Tree diameter (at chest height)		Complete pruning (trimming) cost
< 15 inches	**$**	**per tree (or) inch**
16 - 21 inches	**$**	**per tree (or) inch**
22 - 28 inches	**$**	**per tree (or) inch**
29 - 33 inches	**$**	**per tree (or) inch**
34 - 42 inches	**$**	**per tree (or) inch**
> 42 inches	**$**	**per tree (or) inch**

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

The above rates apply to emergency and regular work.

THE UNDERSIGNED AFFIRMS AND DECLARES that this PROPOSAL and all pricing contained herein is executed by said respondent with full knowledge and compliance, and complete understanding and acceptance of the Specifications, Requirements, Terms and Conditions contained herein. *Any exceptions are noted on the attached*.

Company Name	By (Signature)
Address	Print Name
Company Name	Title
Date	Telephone/Fax
Cell	24 Hr Contact Number

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

CITY OF BERWYN
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL (RFP) CITY WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES

DUE: APRIL 29, 2015 AT 3:00 PM QUALIFICATIONS AND COMPANY INFORMATION

The information requested below must be supplied with this Proposal. It will be held in strict confidence. Please answer all the questions. Attach a financial statement or other supportive documentation as desired.

1. Number of Years in Business _____
2. Number of Tree Personnel Employed (full time) _____(part time) _____
3. For this project, would this be done entirely by contractor _____
4. Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why:_____

   _____
5. Attach a list of major projects your organization has in process, giving the name of the project, owner, contract amount, percent complete, and scheduled completion date – ATTACH TO PROPOSAL RESPONSE FORM
6. List major projects your organization has completed, giving the name of project, owner, contract amount, and completion date _____
7. List number of cranes and lift height of each
8. List number of aerial lifts and reach of each lift

   _____
9. List number of men available

   _____
10. List any previous municipal experiences (See References Attached)

    _____
11. List number and size (capacity-diameter) of log of chippers_____
12. List number & capacity of chip trucks_____
13. List type of communication equipment your office & crews use:

a)	A. Answering Service	Yes_____	No_____
b)	B. Beeper Service	Yes_____	No_____
c)	C. Radio Control	Yes_____	No_____
d)	D. Cellular Phones	Yes_____	No_____
e)	E. Other	List _____	

_____ _____
Company Name By (Signature)

City of Berwyn
6700 West 26th Street
Berwyn, IL 60402

CITY OF BERWYN
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL

CITY WIDE TREE PRUNING, REMOVAL AND EMERGENCY CLEARING SERVICES:

DUE: APRIL 29, 2015 AT 3:00 PM

Name of Company: _____

REFERENCES
(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years. **PLEASE NOTE IT IS THE CITY 'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s): _____

CLIENT 2:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s): _____

CLIENT 3:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s): _____

CLIENT 4:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s): _____

CLIENT 5:
Organization Name:_____
Contact Name: _____Phone: _____
Service Dates:_____
Project(s): _____