

**ADDENDUM No.2  
for  
INVITATION FOR BID (IFB)**

**TREE TRIMMING AND REMOVAL SERVICES**

**TOWN OF LONGMEADOW  
MASSACHUSETTS**

**February 6, 2013**

This document serves as Addendum No.2 for the Invitation for Bid (IFB) for Tree Trimming and Removal Services. This Addendum forms part of the IFB and modifies the original document. **Acknowledge the receipt of all addenda numbers issued on the BID SUBMISSION FORM.** Failure to do so may subject the bidder to disqualification.

**The following changes and/or additions are to be made to the original Invitation for Bid dated January 22, 2013:**

**1) Change in Bid Deadline:**

Delete all reference to the bid deadline of Tuesday, February 5, 2013. In its place insert the **bid deadline date of Monday, February 11, 2013 at 11:00am**

**2) Revised Bid Submission Forms:**

Do not utilize the Bid Submission Forms supplied in original bid documents. Utilize the revised Bid Submission Forms supplied in Addendum No.2. By utilizing the Bid Submission Forms supplied in Addendum No.2 you will be acknowledging the receipt of Addendum No. 1 and 2. Failure to not use the Bid Submission Forms supplied with Addendum No.2 may result in a bid rejection. The revised Bid Submission Forms are supplied on the following pages.

**Changes to the revised Bid Submission Forms include:**

- a) Crane Equipment: The bidder must document available crane equipment and document bid pricing based on an hourly. It is anticipated that the tree work requiring a crane is scheduled so the crane can be used for a full day and it is estimated for approximately 4 days per year maximum. The crane equipment requested for use must have a minimum of 40 ton capacity and a minimum of a 120 foot reach.
- b) Stump Grinding: Unit of Measure modification for stump grinding compensation and method of calculation:  
The unit of measure on the Bid Submission Form has been changed to 'Per each linear inch of the tree stump'. Per the bid specifications included in the original IFB document on Page 11, it states: "The payment for each removed stump shall be the product of the unit price bid for each inch of the shortest diameter multiplied by the shortest diameter." This is the formula that will be used for compensation on stump removal services.
- c) Revised bid pricing forms and equipment verification list.

**3) Question & Response:**

Question: Our company is interested in normal scheduled work involving close to a full days work because of the location and commuting distance. Can you commit to scheduling the work to fill the work day?

Response: No, the service needs may be full day or part day.

Question: Our company may not be able to be available for emergency needs. Is it possible that you will accept our bid for just scheduled and planned tree services?

Response: No, bidders that submit bids must be available to have a timely response for service for both scheduled tree services and emergency tree services.

Question: Who handles the line tree clearance, is it the utility company?

Response: Yes, that is handled through WMECO.

Question: My company has 75 foot aerial lift as stated on the bid form (Pg 52, Line C), but we do not have the bucket truck with 50-59 ft lift (Pg 52, Line A) and we do not have the bucket truck with 60 ft lift (Pg 52, Line B). Will you accept our bid based on the equipment we are able to utilize?

Response: Yes we will consider your bid assuming that the equipment that you have access to has the ability to reach a minimum of 75'. It is expected that the Town will be billed based on the equipment needs that is required to complete the tasks during the shift. For example, if the work completed requiring a lift during a shift is only for trees under 59ft, it is expected that that Town be billed at the hourly rate for the equipment that is required to complete the job which would be the bid pricing submitted for a bucket truck with a 50-59ft lift. **For Bid Award Category 1- Tree Trimming, bidders are required to submit bid pricing for all equipment A through G.**

I have a 60ft bucket truck but I do not have access to a 75ft truck. Will you consider my bid?

Response: No, your bid will be rejected if you do not have regular and immediately access to a 75ft lift truck

**4) Minimum Requirements of Bidders:**

The following are minimum requirements of the bidding contractor. Bids received from contractors that do not meet the minimum requirements will be rejected.

- The successful Contractor must have regular access to a Massachusetts Certified Arborist for tree services.
- The successful Contractor must have access to an aerial lift that has a minimum lift of 75ft.

**5) Bid List:**

The bid list as of February 5, 2013 includes:

Busy Bee Nursery, Jefferson, MA; Top Knotch Tree, Agawam, MA, Asplundh, East Windsor, CT; Northern Tree Service, Palmer, MA; New England Tree Experts, Inc., Shrewsbury, MA; Lewis Tree Service, Inc., West Henrietta, NY; McLellan Tree Service, CT; Favreau Forestry, Sterling, MA; Blanchard Landscaping, Agawam, MA;

**BID SUBMISSION FORM**

**INVITATION FOR BID  
TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**COMPANY NAME:** \_\_\_\_\_

**Provide the following information regarding the proposer's experience, facilities, available equipment, and references demonstrating completion of similar work. Provide documentation on the following information requested:**

---

**REFERENCES:** Bidder has performed the following similar work. On separate letterhead, provide location, date, type of work, size or cost, and reference contact information including: organization name, contact name and phone number of. At minimum 2 references must be supplied. Bidders that are not able to confirm adequate equipment availability or demonstrate volume capabilities in past tree trimming and removal experience may be rejected at the Town's discretion.

Requirement: Supply of references. Have 2 or more references been supplied with the bid? Yes\_\_\_\_\_, No\_\_\_\_\_

Has the Contractor ever failed to complete any work awarded to it? If so, state when, where, and why?

---

---

---

State any additional related business experience:

---

---

---

---

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Company*

**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**Verification of Available Equipment Minimum Requirement:** Bidders must have at minimum access to reach 75 feet for the aerial lift, trailer chipper drum and disc, log disposal truck, stump grinder and crane bucket truck, all of which meet the minimum requirements of the equipment as stated below. Does the bidding contractor have access of equipment to fulfill the Minimum Requirement for available equipment?

**YES: \_\_\_\_\_, NO: \_\_\_\_\_**

<b>VERIFICATION OF AVAILABLE EQUIPMENT</b>	<b>DESCRIPTION (Year-Make-Model)</b>
Bucket Truck, 2-wheel drive with 50-59 ft lift & minimum 10 cy dumping chip body	____ Ft & ____ CY Body: Make & Model, Year:
Bucket Truck, 2-wheel drive, Minimum 60ft and min 10 cy dumping chip body	____ Ft & ____ CY Body: Make & Model, Year:
Min 75 foot aerial lift	____ Ft & ____ CY Body: Make & Model, Year:
Trailer Chipper, Minimum 12" drum	Make, Model , Year:
Trailer Chipper, Minimum 12" disc	Make, Model , Year:
Minimum 36 cubic yard log disposal truck with minimum 20' loading boom	____CY ____Ft Boom
Stump Grinder	Make, Model , Year:
Crane	____ton ____ reach Make, Model, Year:

**Does the bidding contractor have a Massachusetts Certified Arborist?**

**YES \_\_\_\_\_, NO \_\_\_\_\_**

**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**BID AWARD CATEGORY 1, TREE TRIMMING:**

<b>EQUIPMENT</b>	<b>DESCRIPTION (Year-Make-Model)</b>	<b>ESTIMATED HOURS</b>	<b>UNIT PRICE</b>	<b>TOTAL (Unit Price X Estimated Hours)</b>
<b>A.</b> Bucket Truck, 2-wheel drive with 50-59 ft lift & minimum 10 cy dumping chip body	____Ft & ____CY Body: Make & Model, Year:	15	\$____ per hour for equipment	\$_____
<b>B.</b> Bucket Truck, 2-wheel drive, Minimum 60ft and min 10 cy dumping chip body	____Ft & ____CY Body: Make & Model, Year:	200	\$____ per hour for equipment	\$_____
<b>C.</b> Min 75 ft aerial lift	____Ft & ____CY Body: Make & Model, Year:	35	\$____ per hour for equipment	\$_____
<b>D.</b> Trailer Chipper, Minimum 12" drum	Make, Model, Year:	210	\$____ per hour for equipment	\$_____
<b>E.</b> Trailer Chipper, Minimum 12" disc	Make, Model, Year:	40	\$____ per hour for equipment	\$_____
<b>F.</b> Minimum 36 cubic yard log disposal truck with minimum 20' loading boom	____CY ____Ft Boom	25	\$____ per hour for equipment	\$_____
<b>G.</b> Crane, Minimum 40 ton capacity and a minimum of 120 foot reach	____ton ____reach Make, Model, Year:	4	\$____ per day (8 hours) for equipment	\$_____
			<b>EQUIPMENT SUBTOTAL ITEMS A THROUGH G INCLUSIVE=</b>	\$_____

**MANDATORY:** The bidder must provide non-conditional unit pricing for bid items 'A' through 'G, no exception'.

**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**BID AWARD CATEGORY 1, TREE TRIMMING (Continued):**

<b>LABOR BILLING RATES</b>	<b>OSHA CERTIFIED EMPLOYEES? ANSI QUALIFIED EQUIPMENT? (Circle 'Yes' or 'No')</b>	<b>ESTIMATED HOURS</b>	<b>RATE PER HOUR*</b>	<b>TOTAL (Estimated Hours X Rate per Hour)</b>
<b>H. Climber/Trimmer as herein defined</b>	<b>ANSI?: YES or NO OSHA?: YES or NO</b>	250	\$_____ per hour for labor	\$_____
<b>I. Log Loader Operator as herein defined</b>	<b>ANSI?: YES or NO OSHA?: YES or NO</b>	25	\$_____ per hour for labor	\$_____
<b>J. Ground Person as herein defined</b>	<b>ANSI?: YES or NO OSHA?: YES or NO</b>	250	\$_____ per hour for labor	\$_____
<b>LABOR SUBTOTAL, ITEMS H-J:</b>				\$_____

<b>SUBTOTAL, ITEMS A-J:</b>	\$_____
-----------------------------	---------

**Rate per Hour\*:** Labor rates (H through J) bid pricing requires that the use of chainsaw equipment is inclusive in the labor rate.

**OSHA certified employees? \*\*:** Circle 'Yes' or 'No'. Osha certification is mandatory for workers.

An award can not be made if certified employees are not available for all labor categories.

**MANDATORY:** Bidder must provide non-conditional hourly unit pricing for bid categories 'A' through 'J'.

Contract compensation will be based on actual quantities.

**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**BID AWARD CATEGORY 1, TREE TRIMMING (Continued):**

**OVERTIME ADJUSTMENT TO LABOR RATES:** Overtime work must be authorized by the Superintendent of Public Works or his representative and will normally be as specified below. The overtime hourly billing rate will be determined by multiplying the straight time billed rate by the indicated labor overtime multiplying factor.

- a. Hours worked before and after the normal workday, or worked in addition to the total hours of a normal work week and or workday.

\_\_\_\_\_ **Multiplying Factor**

Normal work day- Time start: \_\_\_\_\_, Time end: \_\_\_\_\_

Normal work week- Total hours: \_\_\_\_\_

Normal workday – Total hours: \_\_\_\_\_

- b. Hours worked on Saturdays and Contractor Holidays approved by the Town of Longmeadow.

\_\_\_\_\_ **Multiplying Factor**

List Contractor Holidays per year:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**MANDATORY:** Have you supplied the two over time multiplying factors as requested as above, its mandatory? (If the multiplying factor is not supplied the bid may be rejected.)

**YES** \_\_\_\_\_, **NO**, \_\_\_\_\_



**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**BID AWARD CATEGORY 2, TREE REMOVAL:**

<b>TREE REMOVAL AND STUMP GRINDING:</b> Unit price includes all equipment, personnel, and all operating, repair and maintenance expenses as well as furnishing of all material, performance of all labor, supervision, expertise, machinery, tool apparatus, fuel, lubricants, removal of resulting debris & excess.	<b>EST QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b> (Unit Price X Estimated Hours)
<b>K.</b> Tree removal (diameter under 15") includes removal of tree, disposal of all wood, limbs, branches, etc. And application of herbicide as herein specified.	15	\$ _____ per each tree	\$ _____
<b>L.</b> Tree removal (diameter 15-20 inches) . Includes removal of tree, disposal fo all wood, limbs, branches, etc. And application of herbicide as herein specified.	100	\$ _____ per each tree	\$ _____
<b>M.</b> Tree Removal (diameter 21-24 inches). Includes removal of tree, disposal fo all wood, limbs, branches, etc. and application of herbicide as herein specified.	75	\$ _____ per each tree	\$ _____
<b>N.</b> Tree Removal (diameter 25-30 inches) Including removal of tree, disposal of wood, limbs, branches, etc and application of herbicide as herein specified.	70	\$ _____ per each tree	\$ _____
<b>O.</b> Tree Removal (diameter 31-36 inches) Including removal of tree, disposal of wood, limbs, branches, etc and application of herbicide as herein specified.	25	\$ _____ per each tree	\$ _____
<b>P.</b> Tree Removal (diameter over 36 inches) Including removal of tree, disposal of wood, limbs, branches, etc and application of herbicide as herein specified.	10	\$ _____ per each tree	\$ _____
<b>Q.</b> Stump grinding: "The payment for each removed stump shall be the product of the unit price bid for each inch of the shortest diameter multiplied by the shortest diameter."	2460	\$ _____ Unit price per Inch	\$ _____
<b><u>BID AWARD CATEGORY 2:</u></b> <b>TOTAL AMOUNT OF BID ITEMS K THROUGH Q:</b>			\$ _____ <b>TOTAL</b>

**MANDATORY:** The bidder must provide non-conditional unit pricing for bid items K through Q, no exception.

**BID SUBMISSION FORM**

**IFB: TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**ANSI?: YES or NO**

**OSHA Certified Employees?, ANSI qualified Equipment?:**      **OSHA?: YES or NO**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Town of Longmeadow in the form included in the Bidding Documents: **IFB: Tree Trimming and Removal Services**, to perform all work as specified or indicated in the bidding documents.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**BIDDER INFORMATION:**

*This Bid will be considered subject to appropriations. The right is reserved to reject any and all bids.*

Company Name:
Address:
Town, State / Zip:
Telephone: Fax: Email:
Signature: _____
Print Name and Title:
Date:
Federal ID

**BID SUBMISSION FORM**

**INVITATION FOR BID  
TREE TRIMMING AND REMOVAL SERVICES  
TOWN OF LONGMEADOW, MASSACHUSETTS**

**ACKNOWLEDGEMENT OF ADDENDA:**

The Bidder acknowledges the receipt of the following addenda (if any):

1, 2, \_\_\_\_\_, \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION: REQUIRED FORM:**

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
*Signature of person submitting contract/bid*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Business*

**CERTIFICATE OF TAX COMPLIANCE:**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
*Social Security Number or  
Federal Identification Number*

\_\_\_\_\_  
*Signature of Individual or  
Corporate Name*

\_\_\_\_\_  
*Corporate Officer  
(if applicable)*

(End- Addendum No.2)