

**REQUEST FOR SERVICE**  
**FOR**  
**DISTRICT TREE REMOVAL SERVICE**



**Response Deadline**

**November 28, 2016**  
**12:00 PM Central Standard Time (CST)**

**To:**  
**Nora Dinsmore**  
**Brushy Creek MUD**  
**16318 Great Oaks Drive**  
**Round Rock, TX 78681**

**[n.dinsmore@bcmud.org](mailto:n.dinsmore@bcmud.org)**

# BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

## REQUEST FOR SERVICES FOR TREE REMOVAL PROJECT

### 1. INTRODUCTION

Brushy Creek Municipal Utility District (the "District") is accepting pricing proposals from qualified vendors to provide tree removal services at various sites located within the District's parks, greenbelts and other properties.

### 2. SCOPE OF SERVICES

#### 2.1. General

The District's Board of Directors has approved for Staff to seek pricing proposals from qualified vendors to provide tree removal services at various sites located within the District. The contractor is to provide all labor, equipment and process machinery required for the proper tree removal services as listed in accordance with the attached specifications.

**Vendors who intend to provide pricing for this project MUST attend a mandatory walk-through of the various sites to be serviced with the District's Parks and Facilities Maintenance Coordinator, Rachel Hagan, 512-255-7871, ext. 405, or [r.hagan@bcmud.org](mailto:r.hagan@bcmud.org) on Thursday November 3, 2016 at 10am.**

#### Conditions Qualifying Vendors

Each proposer shall submit with their proposal, supporting data regarding the qualifications of the contractor in order to determine whether the contractor is qualified and responsible:

- i. Satisfactory evidence that the contractor, or in the case of a joint venture, the principal partner, has been in existence as a going concern in tree trimming, removal and haul off for three years or longer.
- ii. Evidence that the contractor is licensed or permitted to do business in the State of Texas, County of Williamson.
- iii. Conformance with ANSI A300 standards for tree care operations and ANSI Z133 Safety Standards.

#### Observance of Laws

The contractor at all times shall observe and comply with all Federal, State, County and Local laws, bylaws, ordinances and regulations, including traffic laws in any manner affecting the conduct of the work.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2255.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

#### Insurance Information

The selected contractor shall at all times during the term of the Agreement maintain in full force and effect the insurance types and amounts set forth in the signed Agreement. The selected contractor shall furnish evidence satisfactory to the District to the effect that such insurance has been procured and is in force, and the certificates shall name the District as an additional insured.

## Instructions to Proposer

This procurement is intended to result in the selection of a contractor that is most advantageous to the District, and that will result in the best and most economical tree removal services for the various sites located within the District. Vendor must describe in detail how he will meet the requirements of this service request and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Section 3.1 below. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the services request instructions, responding to the service requirements, and on providing a complete and clear description of the offer.

The District is not liable for any costs incurred by Vendors before entering into a formal agreement. Costs of developing the proposals and any other such expenses incurred by the Vendor in responding to the service request are entirely the responsibility of the Vendor and shall not be reimbursed in any manner by the District.

1. Acceptance Period: Unless otherwise specified herein, proposals are firm for a period of 90-days.
2. Authorized Signatures: Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. The name, address and telephone number of the firm represented must also be specified.
3. Award of Proposal: Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth within. The criteria are not listed in any order of preferences. The District will evaluate all proposals received in accordance with the Evaluation Criteria listed in Section 3.6. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.
4. Cancellation of Solicitation: The District may cancel this solicitation at any time.
5. Compliance with Laws: All proposals shall comply with current federal, state, and other laws relative thereto.
6. Documents to be returned with the Proposal: Failure to completely execute and submit required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed in *Section 3.1 Items to be Provided with Proposal Submittals.*

## 2.2 Specifications (Exhibit A)

Attached are the specifications regarding the tree removal services desired by the District.

**Vendors who intend to provide pricing for this project MUST attend a walk-through of the various sites to be serviced with Rachel Hagan, 512-255-7871, ext. 405, or [r.hagan@bcmud.org](mailto:r.hagan@bcmud.org) on Thursday, November 3, 2016 at 10am.**

Vendors shall be responsible for providing the equipment and installation that meets or exceeds all of the requirements as set forth in the specifications.

### 3. PROCEDURAL INSTRUCTIONS

#### 3.1. Items to be Provided with Pricing Submittals:

All pricing submittals must include the following items:

1. Pricing- Vendor shall specify the pricing for the removal of trees (see exhibit A), located within the District, to include the materials and equipment and labor according to attached specifications with materials and labor broken down.
2. Safety Protocols – Vendor shall follow the ANSI Z133 Safety Standards and indicate what general safety protocols are followed by Vendor.
3. Work Plan/Timeline- Vendor shall submit a project work plan and timeline outlining the project plans and the timeline of each step; including target completion date. Vendor must provide the project Supervisor’s contact information.
4. Tree Removal Area Map – **(Exhibit B)**.
5. Questionnaire and Information Form – **(Exhibit C)**.
6. Experience- Vendor must identify at least two examples of similar work to that which is requested that the vendor is currently performing or has performed within the past 24 months.
7. Insurance- Vendor shall specify the types and amounts of insurance that it holds.
8. References- Vendor must identify three references, including the name, title, and daytime telephone number of the references.
9. Conflict of Interest Statement –Vendor shall submit their responses to the Conflict of Interest Statement in Section 5.0.

#### 3.3 Questions

Questions regarding the tree removal services sought by the District **must be in writing via e-mail** to [n.dinsmore@bcmud.org](mailto:n.dinsmore@bcmud.org) no later than **12:00 PM (CST) November 10, 2016**. The subject line shall read: ***“Questions for District Tree Removal Services.”*** Questions will be compiled and all questions and answers will be sent to all vendors by 5:00 p.m. on **November 14, 2016**.

#### 3.4. Timeline –

**Request for Services package distributed to Vendors:**

October 12, 2016

**Mandatory Site Visit to Various Locations to be serviced:**

November 3, 2016 at 10am

**Contact Rachel Hagen, 512-255-7871m ext 405; or**

[r.hagen@bcmud.org](mailto:r.hagen@bcmud.org)

**Questions due from Vendors:**

November 10, 2016

**Responses due from Bidders:**

November 28, 2016

**Staff Recommendation to Board of Directors**

Thursday, December 08, 2015

\*Estimated Implementation & Completion Date:

January – February 2017

### **3.5. Vendor Pricing Proposals**

Pricing Proposals must conform to the requirements set forth herein. Pricing Proposals and required information must be submitted to the attention of:

Nora Dinsmore  
Administrative Services Specialist  
Brushy Creek Municipal Utility District  
16318 Great Oaks Drive  
Round Rock, TX 78681

by **12:00 PM (CST) on November 28, 2016**. Any pricing proposals received after the above date and time will not be considered.

All costs associated with the preparation and submissions of proposals are the sole responsibility of the Bidder. All proposals shall be signed and dated by an official authorized to bind the Bidder in legal matters. All submitted pricing proposals become the property of the District.

### **3.6. Selection Process**

All proposals will be evaluated by District staff. Staff recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the proposal date deadline.

The criteria that will be used to make the selection include the following, not necessarily in the order listed:

- (a) Cost for Services;
- (b) Work plan/Timeline;
- (c) Safety Protocols; and
- (d) Qualifications/Experience.

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience for this proposal.

### **3.7 Rejection of Proposals**

The District reserves the right to reject any or all proposals, or any part of a proposal.

### **3.8 Confidential Information.**

The District is subject to the Texas Public Information Act. Any information submitted to the District by a Bidder shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Bidder if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Bidder shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

### **4.0 Agreement - (Exhibit D)**

Attached to this request is the form of the agreement to be entered into regarding the District Tree Removal Service. The agreement is a part of this request. Upon selection of a Bidder by the Board of Directors, the Bidder must execute the agreement. Failure to do so may constitute cause for the District to enter into an agreement with another Bidder.

## 5.0 CONFLICT OF INTEREST

The Board of Directors of Brushy Creek Municipal Utility District (the “District”), in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the Bidder or its affiliates.

2016

Board of Directors

Brushy Creek Municipal Utility District

- Russ Shermer, Board President
- Shean Dalton, Board Vice President
- Kim Filiatrault, Secretary
- Rebecca Tullos, Treasurer
- Donna B. Parker, Assistant Secretary/Treasurer

### District Staff

- Mike Petter, General Manager
- David Gaines, Chief Administrative Officer
- Rachel Hagan, Parks and Facilities Maintenance Coordinator
- Nora Dinsmore, Administrative Specialist Services