

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSALS

Tree Cutting & Removal Services

for the following park areas:

1. Firemen's Park, Park Pavilion, 500 Park Avenue
2. Firemen's Park, Park Road, 500 Park Avenue
3. Firemen's Park, Park Upper Parking Lot, 500 Park Avenue

Submittal Deadline:
December 11, 2017, 4:00 P.M.

Prepared By:

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Parks Coordinator
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025

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REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all of the following:

a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed. Proof of Insurance needs to be provided with the following conditions:

- Worker's Compensation: \$500,000 Each Accident
- Comprehensive General Liability: \$2,000,000
- Comprehensive Automobile Liability: \$1,000,000
- Umbrella Excess Liability: \$2,000,000

b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.

c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.

Monday, December 4, 2017 at 11 am

Tour start, Waterloo Firemen's Park, Park Pavilion, 500 Park Avenue

SCOPE OF SERVICES

The Service Provider will provide Tree Cutting & Removal at the locations listed on the title page. The Service Provider will be responsible for the purchase of all supplies and equipment needed. Project must be completed no later than **March 31st, 2018**.

1. PARK PAVILION AREA, 500 PARK AVENUE

Services shall include:

- Cutting and Removal of trees in front of Park Pavilion
- Clearing of all brush and branches from area
- Trees to be cut off at or within 36 inches of ground level and create a flat and level surface
- Some Traffic Control might be needed

2. PARK ROAD, 500 PARK AVENUE

Services shall include:

- Cutting and Removal of trees in front of Park Pavilion
- Clearing of all brush and branches from area
- Trees to be cut off at or within 1 inch of ground level
- Optional stump grinding
- Some Traffic Control might be needed

3. PARK UPPER PARKING LOT, 500 PARK AVENUE

Services shall include:

- Cutting and Removal of trees in front of Park Pavilion
- Clearing of all brush and branches from area
- Trees to be cut off at or within 1 inch of ground level
- Optional stump grinding

- Some Traffic Control might be needed

Location Contact for all work: Parks Coordinator Gabe Haberkorn, 920-478-3025

PROPOSAL PRICING

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	# of Trees	Bid Amount w/o Stump Grinding	Bid Amount w/Stump Grinding
1	Park Pavilion	3		
2	Park Road	3		
3	Parking Lot	8		

SUBMITTAL SIGNATURE

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

Signature

Print Name

Title

Telephone #

Company Name

Company Address

City State Zip

Email

DISCLAIMERS

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City's sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents. In addition, the City reserves the right to refuse any and all bids.

CONTACT & SUBMITTAL INFORMATION

Contact Mo Hansen at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Park Coordinator's Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.