

TOWN OF RICHMOND
TOWN HALL
1529 State Road
Richmond, MA 01254
413-698-3882 Telephone

Mark A. Pruhenski, Procurement Officer
townadmin@richmondma.org

Date:	November 30, 2018
RFQ#:	19-01
Quote for:	Richmond Tree Removal
Due Date:	December 21, 2018 @ 10:00 AM

REQUEST FOR QUOTATION

1. This quotation is being solicited under the provisions of M.G.L. Chapter 30B.
2. Please quote to the Town of Richmond, on this form, for all supplies/services listed on this request for quotation.
3. All quotes must be received in-hand, or by mail at the above address. All quotes must be clearly marked – **“RFQ#19-01 2018 Richmond Tree Removal.”** Respondents are responsible for ensuring that their quote has been received by mail; the Town of Richmond is not responsible for quotes not properly received.
4. Quotes will be received in the Town Administrator’s Office in Town Hall until **10:00 A.M., Friday December 21, 2018.** Any quote received after this time will not be accepted.
5. For any items or services offered as “equal” to those specified by the Town, the Town Administrator of the Town of Richmond shall be the sole judge of “equivalence”
6. The Town of Richmond is exempt from sales tax; **DO NOT INCLUDE THIS TAX IN YOUR QUOTATION**
7. Any questions regarding this quotation should be directed to the Town Administrator at the above telephone number prior to the time and date listed for receipt of quotations.
8. All addenda must be acknowledged on the quotation form. Failure to do so may result in rejection of quotation.
9. Prevailing wage rates to be paid in accordance with the provisions of M.G.L. Chapter 149 §26-27F. Certified payrolls must be submitted with all invoices.
10. The successful quoter must provide insurance certificates per the Town of Richmond Insurance Requirements provided with the request for quotation prior to commencing work.

Scope of Services/Specifications

- a) All trees shall be removed to a maximum of 6 inches above grade and disposed of.
- b) The successful quoter shall be responsible for cleanup, removal of the trees and limbs, and shall repair and restore, using topsoil and seed, all damage to grounds, public or private, caused by removal.
- c) All work shall be completed within 45 days of award.
- d) All work shall be done to the satisfaction of the Highway Superintendent, Tree Warden, and Town Administrator.
- e) No stump removal is required of the vendor.
- f) Trees to be removed shall be marked by Town with **Orange Blazes**
- g) The Town retains the right to direct contractor and prioritize removals
- h) Quotation per tree is required.

ITEM #	DESCRIPTION	NUMBER OF TREES	UNIT PRICE	TOTAL PRICE
	Cone Hill (South to North)			
	Across from Pole #24 (Orange Blazes)	8		
	Across from Pole #256	2		
	Across from Pole #10	2		
	Across from Pole #9	2		
	Across from Pole #'s 7 & 8	6		
	Dean Hill Road (Going West up to Top)			
	Ash near Pole #14	8		
	Across from Pole #24	1		
	Standing Dead West of Pole #26	3		
	Dublin Road from Swamp to Lenox Road			
	Across from #2131	1		
	Cherry on East Side (Between 2131 and 2034)	1		
	Ash on West Side (Between 2131 and 2034)	1		
	Cherry on West Side (Between 2131 and 2034)	1		
	North of 2034 on East Side	2		
	Ash near #1905	1		
	Tree near (just South of) #1799	1		

	East Road (Going North)			
	North of Pole #46 and Reservoir Road on West Side	1		
	Across from #851	1		
	Across from Pole #30	1		
	Across from Pole # 24	1		
	Ash near Pole #15	1		
	Ash South of Pole # 9	3		
	Tree Across from #131	1		
	Ash across from #41	2		
	Ash across from Pole #2	1		
	Furnace Road (West to East)			
	Across from #21 (South Side)	1		
	Across from #87 (South Side)	1		
	Across from Pole #21	2		
	Jolindy Road			
	Ash Trees on South Side (Just off of Route 41)	8		
	Lenox Road (East of Dublin Rd. Intersection)			
	Trees at #411 (North Side)	2		
	Lenox Road (East from Cheever)			
	Ash near Pole #57	3		
	Standing dead near Pole #64	2		
	Ash near Pole #73	3		
	Standing dead near Pole #75 (Two Clusters)	4		
	East corner of Olivia's Overlook	1		
	Leaner (just before Stockbridge Line)	1		
	Standing Dead (just before Stockbridge Line)	1		
	Leaner East of Pole #19	1		
	Pinegrove Road			
	Standing Dead near #37	1		
	Rossitter Road			
	Maple near #399	1		
	Maple near #475	1		
	Dead tree across from #96	1		
	Stevens Glen Road			
	Dead/Stressed trees toward South end of Rd	6		
	Dead/Stressed trees across from #256 (South of #291)	12		

	Swamp Road (From WS Line North to Lenox Rd)			
	Maples (South of #2722/2700)	3		
	Cherry (South of #2722/2700)	1		
	Pine (South of #2722/2700)	1		
	Pine (North of #2722/2700)	1		
	Swamp Road (Lenox Rd to Sleepy Hollow)			
	Between Pole #77 and #78 (East Side of Road)	5		
	Tree at #1379 (East Side of Road)	1		
	Tree at #1371 (East Side of Road)	1		
	Across from Pole #72 (East Side of Road)	1		
	Between Pole #70 and #71 (East Side of Road)	1		
	Between Pole #69 and #70 (East Side of Road)	3		
	Just South of Sleepy Hollow Intersection (East Side of Road)	1		
	West Road (From Rt. 295 South to Route 41)			
	Ash (East side of Rt. 295 intersection)	1		
	Ash (West side of Rt. 295 intersection)	1		
	Birch (East side of entrance)	1		
	Ash (West side of entrance)	1		
	Beech across from #105	1		
	Leaners near #229	2		
	Maple near #280	1		
	Maple across from #604	1		
	Leaning split trunk Ash near #800	1		
	Cherry near Pole #34	1		
	Trees across from Pole #52	2		

Having fully examined, read, and in understanding of the specifications for this work and being familiar with all of the conditions surrounding the requested work, including any addenda for which receipt of is acknowledged below, the undersigned proposes to remove trees, as specified in this request for quotation, for the price stated below:

TOTAL PRICE: \$ _____

TOTAL PRICE WRITTEN IN WORDS:

Name of Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Name and Title of Person Submitting Quotation:

Signature: _____

This quote includes addenda numbered: _____

Town of Richmond Insurance Requirements

1. Contractor's Public Liability and Property Damage Insurance.

Contractor's liability insurance shall be purchased and maintained by the Contractor to protect him from claims for damages because of bodily injury, including death, and from claims for damages, other than to the work itself, to property which may arise out of or result from the Contractor's operation under this agreement, whether such operations be by himself or by any or anyone directly or indirectly employed by any of them. The insurance shall name the Town of Richmond as an additional insured and shall be written for not less than \$500,000 each person, \$1,000,000 each occurrence for bodily injury, and \$500,000 each occurrence, \$1,000,000 aggregate for property damage, or such amount as required by law, whichever is greater, and shall include contractual liability applicable to the Contractor's obligations. Coverage must include the following: Premises/ Operations, Elevators and Hoists, Independent Contractors, Contractual Liability Assumed Under this Contract, Products/completed operations, Broad Form Property Coverage, and Personal Injury.

2. Workmen's Compensation Insurance.

Workmen's Compensation Insurance must be provided at the Contractor's expense in accordance with the provisions of M.G.L. Chapter 149, § 34A. The Contractor shall, before commencing performance of this Contract, provide by insurance for the payment of compensation and the furnishing of other benefits under M.G.L. Chapter 152, § 25C, as amended, to all persons to be employed under the Contract, and the Contractor shall continue such insurance in full force and effect during the term of this Contract. Proof of compliance with the aforesaid stipulations shall be furnished to the City's Purchasing Agent when requested and by submitting two copies of a properly endorsed insurance certificate issued by a company authorized to write Workmen's Compensation Insurance policies in the Commonwealth of Massachusetts. Any cancellation of such insurance whether by the insurer or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and the Town Administrator at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice.

3. Vehicle Liability Insurance.

The Contractor shall take out and maintain at his own expense during the life of this Contract vehicle liability insurance. The insurance shall name the Town of Richmond as an additional insured and shall be written for not less than \$500,000 each person, \$1,000,000 each occurrence for bodily injury, and \$500,000 each occurrence, \$1,000,000 aggregate for property damage, or such amount as required by law, whichever is greater, and shall include contractual liability applicable to the

Contractor's obligations. Coverage must include the following: Owned Vehicles, Leased Vehicles, Hired Vehicles, Non-Owned Vehicles

4. Certificates of Insurance.

The Contractor shall deposit with the Town Certificates of Insurance for the coverage required by this Article XI, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope or amount of any such policy or policies. Compliance by the Contractor with the insurance requirement, however, shall not relieve the Contractor from liability under the indemnity provisions.

5. Indemnification

The vendor agrees to indemnify the Town of Richmond, its successors, agents, servants, employees, or assigns against any and all claims for loss, liability, or damage arising out of or in connection with the work done or to be performed and in connection with or arising out of the acts or negligent omissions of the Vendor's employees, whether negligent or intentional, foreseeable or unforeseeable, within or without the scope of his employment, while said employees are upon, entering, or leaving the premises upon which this agreement is being performed.



TOWN OF RICHMOND

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal 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 quote or proposal

Name of person submitting quote or proposal