



LA CROSSE COUNTY

SEPTEMBER 5, 2019

LA CROSSE COUNTY
ASH TREE REMOVAL
AND STUMP GRINDING

REQUEST FOR BIDS

FACILITIES DEPARTMENT
LA CROSSE COUNTY
212 6th STREET NORTH, ROOM 1800; LA CROSSE WI 54601

Request For Bids – Ash Tree Removal and Stump Grinding

General Information

Objective

The purpose of this Request for Bid (RFB) is to select a contractor for tree removal and stump grinding of Ash trees infected by the Emerald Ash Borer in the County Park system. Work will consist of tree cutting, stump grinding and clean-up at Goose Island, Veterans Memorial and Neshonoc Swarthout Parks.

Incurred Costs

La Crosse County is not responsible for any costs incurred by the Responder in the preparation of the bid, participation in the Contractors' meeting, or for any other cost to the Responder associated with responding to the RFB.

RFB Schedule

The following is a list of the important dates for activities related to the RFB process. La Crosse County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFB released		Tuesday, September 5, 2019
Submission of bids	3:00 p.m.	Monday, September 30, 2019
Public Works & Infrastructure Committee Approval**	4:00 p.m.	Monday, October 7, 2019
Anticipated contract start date		November 1, 2019

**Please note that this is the scheduled date as of the release of this RFB. It is the contractor's responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.lacrossecounty.org> via clicking on the header "Meeting Minutes/Agendas".

RFB Release

This RFB is posted on the La Crosse County web site. La Crosse County reserves the right to amend this RFB at any time. In the event it becomes necessary to amend, alter or delete any part of the RFB, changes to the RFB will be posted on the web site. It is the contractor's responsibility to be aware of amendments that are posted on the web site.

The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

Contractors are encouraged to check the web site frequently for changes to the RFB or schedule. Printed copies of the RFB will be provided upon request. Send your request to: La Crosse County Facilities Department; 212 6th Street North, room 1800; La Crosse, WI 54601.

Contractors' Meeting

Not applicable

Submission of Questions

Questions shall be submitted to: James M. Speropulos. Phone: 608-785-9770
Email: jsperopulos@lacrossecounty.org

Submission of Bids

Sealed bids must be delivered to: **James M. Speropulos**
La Crosse County Administrative Center
212 6th Street North, Room 1800
La Crosse, WI 54601

Sealed bids must be delivered no later than 3 pm, Monday, September 30, 2019.
Bids received after the above date and time will be returned unopened.

All Bids must be submitted in complete original form. An authorized individual using an unduplicated original signature is required to sign the bid form. No faxed or emailed bids will be accepted. Bids must be sealed and marked **“La Crosse County Ash Tree Removal/Stump Grinding”**.

Opening of Bids

The bids will be publicly opened at 3:05 p.m., September 30, 2019 in: Facilities Dept., Room 1800, 212 6th Street North, La Crosse, WI 54601. At that time, the names of contractors who properly submitted bids will be announced. Announcement of the names of the contractors who submitted bids is not a guarantee that the bids otherwise comply with the specifications of this RFB.

Ownership of Bids

All bids submitted on time become the property of La Crosse County upon submission, and the bids will not be returned to the Contractors. By submitting a bid, the Responder agrees that La Crosse County may copy the bid for purposes of facilitating the evaluation.

Other Information

Contractors may submit any other information that is not described in this bid that would be beneficial to La Crosse County. If in the contractor’s opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the bid.

Amendments to the RFB

In the event it becomes necessary to amend, alter or delete any part of the RFB, changes to the RFB will be posted on the website. The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

Final Selection

The final contractor selection shall be made by the Public Works & Infrastructure Committee at their regular monthly meeting held on October 7, 2019.

Terms and Conditions:

- a. La Crosse County reserves the right to accept or reject any or all bids or portions thereof without stated cause.
- b. La Crosse County reserves the right to re-issue any requests for bids.

- c. Upon the selection of a finalist contractor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this contractor. If the County, for any reason, is unable to reach a final agreement with this contractor, the County reserves the right to reject such contractor and negotiate a final agreement with the contractor who has the next most viable proposal or bid. The County may also elect to reject all bids and re-issue a request for bid.
- d. Clarification of bids: La Crosse County reserves the right to obtain clarification of any point in a contractor's bid or obtain additional information. Please provide an email address or contact/phone number for this.
- e. La Crosse County is not bound to accept the bid with the lowest cost, but may accept the bid that demonstrates the best ability to meet the needs of La Crosse County.
- f. The County reserves the right to waive any formalities, defects, or irregularities in any bid, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
- g. The County reserves the right to disqualify any bid, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the contractor.
- h. The contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the contractor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
- i. Insurance:
 - a. Contractor agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, contractor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows:
 - 1. Workers' Compensation: minimum amount statutory
 - 2. Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage

Bid Evaluation

La Crosse County Facilities will review all bids and will make a recommendation to the Public Works & Infrastructure Committee based upon the following criteria:

Category	Evaluation Points
Contractor Qualifications	40
Cost	60
Total	100

- A. La Crosse County reserves the right to award this contract not necessarily to the contractor with the lowest cost, but to the contractor that demonstrates the best ability to fulfill requirements of the RFB and needs of La Crosse County.
- B. The County reserves the right to waive any formalities, defects, or irregularities in any bid, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- C. The County reserves the right to disqualify any bid, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the contractor.

Introduction

In an effort to maintain the quality and health of the tree population, La Crosse County is seeking contractors to provide bids for the tree removal and stump grinding of the designated ash trees in three La Crosse County Parks. The three County Parks are:

Goose Island Park & Campground	W6488 CTH GI, Stoddard, WI 54658
Veterans Memorial Park & Campground	N4668 CTH VP, West Salem, WI 54669
Neshonoc Swarthout Park	W3373 STH 16, West Salem, WI 54669

Scope of Work

A. Service Requirements

The work to be completed under these specifications includes the furnishing of all supervision, labor, materials, tools, equipment, and machinery necessary to complete the contract in accordance with these specifications. Cleanup and removal of all material resulting from such work shall be included in the prices quoted. Contractor shall exercise all necessary caution to insure the safety and protection of vehicular and pedestrian traffic, as well as all public and private property.

The work will consist of tree cutting/removal, stump grinding/removal and clean-up at various locations in three County parks. Trees tagged for removal will be designated by a white “X” marked on the trunk about 4’ from the ground. Trees vary in sizes and diameters from 4” to 26”. No trees shall be removed unless it is marked with said symbol. Bid shall be split by location and include a price for all work (lump sum bid) as well as a per tree amount. The per tree amount will be split between tree cut/removal/clean-up and stump grinding/clean-up. Contractor should field verify the number of trees at each location and indicate the number of trees included in the lump sum bid.

Goose Island Park & Campground	220 +/- trees
Veterans Memorial Park & Campground	140 +/- trees
Neshonoc Swarthout Park	55 +/- trees

The Contractor shall take the necessary measures to adequately cover and protect all public and private property, in and around the area of the work to be done. All debris resulting from tree removal activities shall be cleaned up and removed prior to each weekend. The cleanup operation includes the removal of any and all waste generated by the tree felling, cutting and

stump grinding. The Contractor will coordinate log staging with the Facilities Director for removal at a later date. The work area shall be left in as good or better condition than before the work commenced.

B. Cutting, Clean-up and Disposal of Trees

Cutting and clean-up shall consist of the felling, trimming and cutting of trees into sections and the satisfactory disposal of same. All trees and brush shall be legally disposed off-site and in compliance with applicable local, state, and federal regulations pertaining to Emerald Ash Borer (EAB).

C. Stump Requirements

- A. The Contractor shall have all stump locations surveyed for underground utilities prior to stump grinding.
- B. The tree stumps shall be ground to a depth of 6-8 inches below grade and to the extent of the circumference of the flared trunk at grade.
- C. Debris created by the grinding shall be removed by the Contractor.
- D. La Crosse County will fill the holes created by the stump grinding.
- E. Contractor will be responsible for the repair of any ruts or other damage that might be caused during the execution of this contract.

D. Communications

It shall be the Contractor's responsibility to communicate all important project issues and questions with the Facilities Director. Specifically, the Contractor shall:

- A. Provide the Facilities Director with a detailed schedule of work prior to the "Commencement Date".
- B. Notify the Facilities Director of any work stoppage for any reason, including weather, material delays, etc.

General Specifications

- A. Insurance:** Contractors must provide proof via an insurance certificate or other written documentation of the following levels of insurance. These levels of insurance must remain in effect during the entire term of the contract. 1) Workers' Compensation at the minimum statutory amount and Comprehensive General Liability Insurance in the amount of \$1,000,000.00 per occurrence and in aggregate for bodily injury and property damage.
- B. Termination:** Either party may terminate the contract, for any reason by providing notice of said termination to the other party, in writing, 60 days prior to the proposed termination date.
- C. Miscellaneous:** If in the contractor's opinion the County has overlooked anything material or relevant, it is asked these item(s) be brought to our attention and be included in the bid.
- D. Contract:** The successful Bidder will be required to enter into a standard form services contract, subject to modifications with La Crosse County and to submit all necessary insurance certificates within ten (10) business days of receiving notice that it has been awarded the contract (hereinafter referred to as the "Contract"). The contract(s) will be

modified to incorporate the terms of this RFB and any pertinent documents included with the selected Contractors accepted and approved bid. La Crosse County reserves the right to terminate the relationship with the successful Bidder if the required documents are not submitted to and approved by La Crosse County within ten (10) business days of receiving notice of the award of the contract. The Bidder shall also include a copy of their standard contract terms and conditions for review of La Crosse County with the RFB or they will not be considered or utilized in the contract process.

Work Completion Dates:

Goose Island Park & Campground	November 1, 2019 – December 31, 2019
Veterans Memorial Park & Campground	November 1, 2019 – March 31, 2020
Neshonoc Swarthout Park	November 1, 2019 – March 31, 2020

Should the Contractor neglect, refuse, or fail to complete the work under the contract in accordance with the La Crosse County’s requirements, the Contractor may be liable for consequential damages resulting directly from their negligent acts.

Summary of Requirements Necessary to Respond to this RFB

- A. Proof of Worker’s compensation and Employers General Liability Insurance.
- B. Completed Bid Summary Sheet that includes the bid lump sum bid for removing and stump grinding trees in each park location as well as a per tree price for removing and stump grinding in each park location.
NOTE: Contractor may submit a bid for one, two or all three locations. Contractor may submit more than one bid.
- C. History of three (3) projects of equal or greater scale that have been performed in the past three years. Include name and phone number of a contact person.
- D. Proof that Contractor employs a certified arborist.

LA CROSSE COUNTY
ASH TREE REMOVAL AND STUMP GRINDING BID FORM

TO: Facilities Dept. – La Crosse County
212 6th Street North, room 1800
La Crosse, WI 54601

Bids close at 3:00 p.m., Monday, September 30, 2019
Bids will be opened at 3:05 p.m. on the same date and location.

(A Corporation)
(A Partnership)
(An Individual)

_____ of

_____ (Street)

_____ (City)

_____ (State)

_____ (Zip)

hereby agrees to provide services per specifications detailed in the Request for Bids. **Field verify and indicate # of trees your lump sum bid includes.**

GOOSE ISLAND – work completion dates of 11/1 to 12/31/2019

Lump Sum-tree cutting, stump grinding and clean-up # of trees _____ \$ _____

Per Tree Price for cutting and clean-up \$ _____

Per Stump grinding and clean-up \$ _____

VETERANS MEMORIAL – work completion dates of 11/1/2019 to 3/31/2020

Lump Sum-tree cutting, stump grinding and clean-up # of trees _____ \$ _____

Per Tree Price for cutting and clean-up \$ _____

Per Stump grinding and clean-up \$ _____

NESHONOC SWARTHOUT – work completion dates of 11/1/2019 to 3/31/2020

Lump Sum-tree cutting, stump grinding and clean-up # of trees _____ \$ _____

Per Tree Price for cutting and clean-up \$ _____

Per Stump grinding and clean-up \$ _____

I understand that La Crosse County reserves the right to accept or reject any or all bids or portions thereof without stated cause. I also understand that La Crosse County may allocate said bids in any way most advantageous to La Crosse County.

Authorized Signature: _____

Printed Name: _____

Phone #: _____

Email: _____

Date: _____

Contact for questions in regard to this bid:
James M. Speropulos - 608-785-9770

Attach: Proof of Insurance____ Three Work References____ Proof of Certified Arborist____
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