



**KITSAP COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING OFFICE**

**TREE SERVICES ROSTER**

**INFORMAL BID (IFB):** 2016 - 124  
**RESPONSE DEADLINE:** March 21, 2016, by 2:00 p.m.

The Kitsap County Purchasing Office is soliciting bids from qualified contractors to establish a Tree Services Roster for 2016. Informal bids will be received by the Kitsap County Administrative Services Department, Purchasing Office, 614 Division Street MS-07, Port Orchard, WA 98366, before the date and time indicated above. After the review process has been completed, a bid tabulation will be made available for public inspection.

**DESCRIPTION OF WORK**

Contractors will be required to remove existing trees within County right-of-way, as directed by the County. Trees will be located in confined areas, adjacent to active County roadways, other roadway improvements, adjacent private property improvements, and overhead utility lines. The Contractor shall be familiar with, and comply with the requirements of WAC 296-54-529.

Removal of trees may require the tree to be limbed and fallen in short sections. Use of applicable rigging will be required. The use of boom trucks or small cranes may be necessary.

All trees shall be close cut to within 2 inches of the surrounding ground surface. When directed by the County, stumps shall be ground to 6" below the surrounding ground surface. The elevation of the surrounding ground surface shall be determined by an average measurement of the ground within a 10 foot radius from the center of the stump.

Adjacent trees or vegetation damaged during the tree falling operation shall be appropriately trimmed or pruned.

Costs to repair damage to existing roadway improvements or private property improvements shall be the responsibility of the Contractor.

All trees, tree sections, limbs or slash resultant from the tree falling activities shall be removed and disposed of at an off-site location. Recycling of this material is encouraged. In any event, the site shall be restored to an acceptable condition, as determined by the County.

Traffic control will be required during tree falling and clean up activities.

The Contractor is responsible for performing all work in accordance with WAC 296-54, the current Manual on Uniform Traffic Control Devices Manual, and all other applicable laws.

All work shall be performed during regular work hours. Regular hours are defined as Monday through Friday, 7:00 a.m. to 6:00 p.m. Any overtime costs incurred is the Contractor's responsibility. County recognized holidays are considered non-work days.

A site meeting will be scheduled for each work request prior to work taking place. A County representative and an authorized Contractor representative shall be present. Work scope and schedule will be agreed upon.

Prior to beginning any work, the Contractor shall submit to the County, a work plan and schedule, which includes the means, methods and timing for completion of the work, the number of, and classification of employees, and the type of equipment proposed to be utilized. The County may require adjustment of the plan and schedule, and may reject the plan for any reason.

#### *Contract Option A*

The County may have need of a certified Arborist to evaluate tree health and condition. Your company may, or may not, employ a certified Arborist. If your company does, please provide a bid quote for this service. An Arborist is required to be currently certified through the International Society of Arboriculture.

The term of this contract will expire April, 2017.

### **INSTRUCTION TO BIDDERS**

This roster will establish the order that the County will contact contractors, as services are needed. All labor costs must be equal to, or greater than the minimum Prevailing Wage at the time of bid submittal. Current prevailing wages can be found at <http://www.lni.wa.gov/tradeslicensing/prevwage>.

Kitsap County reserves the right to reject any and all bids, to waive irregularities, and may accept any bid and make such award(s) that is judged to be in the best interest of the County.

Kitsap County reserves the right to terminate this contract should it be determined to be in the best interest of the County.

Bidders must correctly prepare and submit all required bid documents to the Kitsap County Purchasing Office only. The following documents are required for a complete bid package:

**Bid Sheet**

**Contractor's Registration Certificate  
Arborist Certification**

**Certificate of Insurance**

**Addenda Acknowledgement Receipt, if any**

Every item on the Bid Sheet must be complete in all respects, including authorized signature. Bidders shall acknowledge receipt of all addenda in the spaces provided. Failure to include all items may cause for the bid to be rejected as non-responsive.

**NOTICE TO CONTRACTORS:**

All work shall be in accordance with the bid specifications, and other contract documents, as administered by the Kitsap County Department of Administrative Services Department, Purchasing Office. Contractors for this project must comply with all applicable government and local agency requirements. All successful bidders shall be a licensed contractor in the State of Washington and must submit a photocopy of their valid Washington State Contractor's Registration at the time of bid.

**PREVAILING WAGE**

As this is a "Public Works" contract, as defined by RCW 39.040.010, all contractors, shall comply with RCW Chapter 39.12. An Intent to Pay Prevailing Wages and Affidavit of Wages Paid shall be filed with the Department of Labor and Industries for each project.

**INSURANCE REQUIREMENTS**

All successful bidders shall submit a copy of their Certificate of Liability Insurance at the time of bid.

Minimum Limits of Insurance:

Contractor shall maintain limits of no less than:

1. Commercial General Liability:  
One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage. Two million dollars (\$2,000,000) aggregate.  
Coverage shall be on an "occurrence basis"

With respect to this contract, Kitsap County shall be named, by endorsement, as an additional insured on the Contractor's insurance policy. Such insurance as carried by the Contractor is primary over insurance carried by the County.

2. Comprehensive Vehicle Liability Insurance:  
One million dollars (\$1,000,000) combined single limit per accident for bodily Injury or property damage. The coverage shall include the following:
  - a. Owned vehicles
  - b. Hired vehicles
  - c. Non-owned vehicles
3. Workers' Compensation and Employer's Liability: Workers' Compensation Coverage required by the State of Washington.
4. Notice of Cancellation: In the event of non-renewal, cancellation, or material change in coverage a thirty, (30) day is written notice shall be furnished to the County prior to the date of cancellation, non-renewal or change.

The Kitsap County Purchasing Office reserves the right to reject any or all bids for good cause, to waive any irregularities in any bid, and to delete certain items listed in the bid as set forth herein.

Bids shall be submitted in a separate envelope and sealed. The Informal Bid Number, the title (as indicated above), and the date and time of the bid opening shall be shown on the outside of the envelope. Please provide the name and address of the bidder in the space provided.

Mail bid documents to:           ATTN: Colby Wattling, Buyer  
  Purchasing Office, MS-07  
  614 Division Street  
  Port Orchard, WA 98366

Or hand-deliver Monday-Friday (excluding holidays) 8:00 AM to 5:00 PM to the Purchasing Office, Kitsap County Administration Building , Fourth Floor, Room 413, 619 Division Street, Port Orchard, Washington.

**Bids received after 2:00 p.m. MARCH 21, 2016, will not be considered.**

Bid packages may be obtained from <http://www.kitsapgov.com/purchasing/bids.htm> or by contacting the Kitsap County Purchasing Office by phone or email at 360-337-7036. For questions regarding the bidding/contracting process, please contact the below listed person during business hours cited above:

Colby Wattling 360-337-7036 or [cwattling@co.kitsap.wa.us](mailto:cwattling@co.kitsap.wa.us)

The award process will be subject to any preferences provided by law pertaining to Washington projects and vendors and taking into consideration the quality of the services rendered. This award process will also provide that all bids may be rejected whenever there is reason to believe that the lowest bid is not the best possible price obtainable. At this point the Purchasing Office may call for new bids.

**Purchase Order Conditions**

The conditions of the Purchase Order associated with this contract shall be amended as follows:

1. Contract. The County of Kitsap ("County") purchases the services herein, and the person(s) named herein ("Contractor") performs the services described herein. This form, when properly signed and bearing a Purchase Order number, along with the conditions described in the Tree Services Roster Informal Bid Document, shall govern the terms of the agreement between County and Contractor, and which will be recognized by County as authority for charging the performance of services to its account. These forms supersede all previous or contemporaneous communications and negotiations and constitute the entire agreement. Without the prior written consent of the County Purchasing Agent, Contractor shall not make any changes, alterations or variations in the terms of this Purchase Order. No terms stated by Contractor in accepting or acknowledging this order shall be binding upon County unless accepted in writing by County. Contractor may not assign this order without County's prior consent. No waiver by County of a breach of any provision of this order shall constitute a waiver of any other breach of such provision or of any other provisions. Time is of the essence for this order. The laws of the State of Washington shall govern this Agreement, and any proceeding for the enforcement of this Contract shall be in Kitsap County.

Cooperative Purchasing, as defined in the Revised Code of Washington, Chapter 39.34, Inter-local Cooperation Act, enables other governmental agencies to purchase goods and services on this solicitation or contract.

**ADDENDUM RECEIPT**

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

Addendum Number	Date of Receipt of Addendum	Signed Acknowledgement
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

**IFB 2016 - 124**  
**TREE SERVICES ROSTER FOR 2016**

Kitsap County expects to expend \$30,000 to \$50,000 on tree services through the term of this contract, but does not guarantee a minimum or maximum amount. The undersigned bidder proposes to furnish the Kitsap County Administrative Services Department, Purchasing Division, with hourly rates for a Tree Services Roster for 2016, as follows:

<u>Work Classification **</u>	<u>Hourly Rates</u>
SUPERVISOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMERS – IN CHARGE/OPERATOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMER – EQUIPMENT OPERATOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMER – GROUND PERSON	\$ _____
FALLER / BUCKER CHAIN SAW OPERATOR	\$ _____
CHIPPER FEEDER / GENERAL LABORER	\$ _____
CHIPPER / GRINDER OPERATOR	\$ _____
BUCKET TRUCK / CRANE OPERATOR	\$ _____
CHIPPER / BRUSH HOG, INCL HAUL TRUCK	\$ _____
STUMP GRINDER, INCL HAUL TRUCK	\$ _____
AERIAL LIFT / BUCKET TRUCK	\$ _____
CRANE	\$ _____
TRAFFIC CONTROL FLAGGER	\$ _____
Option A	
CERTIFIED ARBORIST	\$ _____

\*\* Based on prevailing wage work classifications,  
<http://www.lni.wa.gov/tradeslicensing/prevwage>.

Any small tools and equipment required to complete the work, not listed above, shall be provided by the Contractor, at the Contractor's expense.

Hourly rates shall include general company overhead, bonding, insurance, profit and any other costs necessary to complete the work.

All signs, cones and barricades required to support traffic control operations shall be included in the hourly rate for Traffic Control Flagger.

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

**NAME AND TITLE** \_\_\_\_\_

**COMPANY ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_