

NOTICE FOR REQUEST FOR PROPOSAL

City of Britt

Request for Proposals for Tree Removal and Tree Trimming

The City of Britt, Iowa is soliciting proposals from qualified individuals for tree removal and tree trimming.

Bids are due no later than 6:00PM on Tuesday, June 20, 2017 at City Hall at the address below and should be marked TREE BIDS.

City of Britt
170 Main Ave S
PO Box 303
Britt, IA 50423

A copy of the RFP with tree locations can be secured from City Hall or on the City's website at

www.brittiowa.com

Bids must be sent through U.S. Mail, Express Mail or hand-delivered. Bids are not accepted through e-mail or fax. Proposals received after the schedule due date and time will not be accepted.

The City is not liable for any cost incurred by the bidder in connection with the preparation of the submission of a proposal.

The City reserves the right to accept any proposal and to reject any and all proposals, should it be deemed for the best interest of the City to do so.

Bids will be presented at the Council Meeting on Tuesday, June 20, 2017 in Council Chambers of City Hall at 7:00PM.

Additional information or clarification can be secured by contacting the City Administrator/Clerk

Shell Anderson
brittclerk.sanderson@gmail.com
641-843-4433

REQUEST FOR PROPOSALS/QUALIFICATIONS

Introduction:

The City of Britt, Iowa is soliciting proposals from qualified individuals or concerns to provide the removal of approximately fifteen (15) trees located at various locations through the City and the trimming of City trees. A complete list of trees to be removed can be obtained at City Hall. **Bids should be itemized per tree removal and separate bid for tree trimming.** The City reserves the right to engage one or more contractors to undertake certain tree removal and trimming services on a project-by-project basis.

The successful submission or submissions to provide such services on a contract basis to the City of Britt, will be approved by the Britt City Council, and will be memorialized with a written Agreement, detailing the complete terms and conditions of the undertaking.

The City of Britt reserves the right to accept the proposal(s) deemed most favorable to it and/or to reject any and all proposals with no notification to those submitting proposals/qualifications. The proposal, if accepted, shall be required to provide insurance of the type and amounts as approved by the City of Britt and shall be required to execute a written Agreement, all subject to the approval and direction of the Britt City Council.

The general scope of duties and responsibilities of the required assistance and services includes, but is not necessarily limited to, providing:

- Cutting down tree and prompt removal of logs, limbs, and debris
- Grinding and removal of stump
- Street cleaning if necessary
- Calling in necessary locates
- Repair any damage caused to yards, sidewalks, or streets if necessary

The successful applicant(s) will be required to undertake the duties and responsibilities in a professional and good-and-workman-like manner, with general direction by the City.

Proposal Requirements:

Proposals shall address each of the items identified below, including but not necessarily limited to:

- Qualifications
- Relevant Experience
- Accomplishments in the field
- Education, training, certifications
- Insurance (including disability and workman's compensation)
- Details of proposed fee requirements and structure
- Brief statement as to the reasons why the vendor is best qualified to be awarded the proposed contract.

Proposal Submission:

One (1) original of the proposal shall be received by the City of Britt no later than Tuesday, April 4, 2017 at 6:00PM. All proposals must be received by mail or hand delivered in a closed envelope. Any proposals received by e-mail or fax will be rejected. All proposals shall be submitted to:

By Mail:

City of Britt
Attn: City Clerk
PO Box 303
Britt, IA 50423

Delivered:

City Hall
170 Main Ave S
Britt, IA 50423

Selection Process:

Proposals meeting the requirements outlined in this RFP shall be given due consideration and shall be reviewed by City Council on Tuesday, June 20, 2017 during regular session in Council Chambers of City Hall at 7:00PM. The selection of a vendor shall be based on the Britt City Council's evaluation of the entire proposal submitted.

All information requested in the Proposal Form must be completed in order for the proposal to be given consideration for award. Prospective vendors must complete all information. Attach additional sheets as necessary. The City of Britt reserves the right to reject any or all proposals.

The City of Britt, at its sole discretion, may request: additional information on any or all proposals, oral presentations by one or all vendors, or may elect to disqualify all proposals and reissue the RFP.

To facilitate the Agreement, please supply full information concerning legal status:

Firm/Individual Name: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

CHECK ONE: Corporation _____ Partnership _____ Individual _____ Other _____

(Incorporated under the Laws of the State of _____)

NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT:

Name: _____

Title: _____

Address: _____

Federal I.D. Number: _____