



BOROUGH OF HAWTHORNE

OFFICE OF THE BOROUGH ADMINISTRATOR

445 LAFAYETTE AVENUE, HAWTHORNE, NEW JERSEY 07506-2551

(TEL) 973-427-1168 (FAX) 973-427-2320

REQUEST FOR PROPOSALS Arborist/Certified Tree Expert

The Borough of Hawthorne requests proposals for consulting services for evaluating the conditions of trees, planning the planting of trees, and related items.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

Sealed Proposals should be in writing as described below and submitted to Borough Administrator Eric Maurer, 445 Lafayette Avenue, Hawthorne, NJ 07506, no later than 11:00 am on Friday, November 17, 2017, at which time all proposals received will be publicly opened.

GENERAL

Payment:

Payment on monthly billing will be made within 30 days of submission of an invoice for the actual quantities of service provided accompanied by a municipal payment voucher upon completion of the work, based on the unit price bid in the proposal, which price shall include the cost of labor, all tools, equipment and materials, signage, and all else necessary therefore and incidental thereto.

Regulatory requirements:

The vendor must have and supply with the proposal a current New Jersey Business Registration Certificate issued by the New Jersey Treasury Department. See www.nj.gov/treasury/revenue/taxreg.htm.

Term of contract:

The contract(s) awarded pursuant to this RFP will be for a twelve-month period beginning approximately January 1, 2018, with a possible extension until December 31, 2019, at the Borough's discretion.

Insurance:

The Contractor shall maintain the following insurance coverage in companies acceptable to the Borough of Hawthorne, which will protect him from claims for damages which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them:

Workers Compensation -- statutory limit; an Employer's Liability Insurance limit of not less than \$1,000,000.00. The policy to include a provision that the insurer agrees to waive all rights of subrogation against the Borough of Hawthorne, its employees or agents;

Comprehensive automobile liability coverage for protection against all claims for injury to any and all persons and damage to property of others arising from the use of each automobile, truck, vehicle, or other equipment used in the performance of the within Contract. The liability limits shall not be less than the following: 1) Bodily Injury -- \$1,000,000.00 Per Person; 2) Property Damage - \$1,000,000.00 Each Occurrence; or 3) A Combined Single Limit of \$1,000,000.00.

Comprehensive General Liability (Occurrence Form) Coverage for protection against all claims arising from injuries to any or all persons (including death resulting (there from) and damage to property (including loss of use thereof) arising out of any act or omission of the Contractor, his agents and employees. The limits of liability shall not be less than \$1,000,000 each occurrence and aggregate where applicable.

All of the aforementioned policies with the exception of Workers Compensation shall name Borough as an additional insured and copies of such policies or certificates of insurance shall be delivered to the Borough as a pre-condition to commencement of the furnishing of work, labor or services hereunder.

TECHNICAL SPECIFICATIONS

QUALIFICATIONS:

The person(s) performing the work under this contract must be a Certified Tree Expert in the State of New Jersey with a minimum three (3) years of urban forestry experience similar to that as described in this RFP. ISA certification is desirable.

The contractor must provide his own transportation, and be available for emergency response as described herein.

DESCRIPTION OF WORK:

The person(s) performing the work under this contract will do so in accordance with policies established by the Hawthorne Shade Tree Commission, with specific work requests being made through the Director of Public Works and/or the Borough Administrator.

Functions:

1. Review sidewalk / tree conflicts and recommend resolution with the following priorities: maintain existing conditions, perform or advise on root cutting, or recommendation for tree removal. [approximately 24 per year anticipated]
2. Review hazardous trees, advise regarding trim vs. removal, and determine priority level. [approximately 24 per year anticipated]
3. Inspect trees to determine need for trimming, removal or other action. [approximately 10 to 20 per week]

4. Represent HSTC's policies and philosophy to homeowners, contractors, administration and DPW. Example: no or minimal root-cutting. In the event of root cutting, the CTE will advise and supervise the cutting.
5. Report findings on inspections to the DPW Director and the HSTC.
6. For the Borough's annual tree planting program, identify planting locations and appropriate species of trees, assist the Borough Administrator in developing specifications and review of proposals, and oversee the planting to ensure it has been done properly.
7. Report observed tree hazards on state and county rights-of-way in Hawthorne to the appropriate agency.
8. Advise HSTC of any situations that require HSTC's immediate involvement.
9. Provide a monthly to HSTC summarizing the previous month's work.
10. Advise DPW and/or outside contractors on proper tree care in line with HSTC's policy and philosophy.
11. Testify at court proceedings when necessary.
12. Attend HSTC meetings as requested by HSTC or administration.

Note: The quantities for types of work given above are in no way to be interpreted as guaranteeing a maximum or minimum work load under this contract.

Other Requirements

1. The contractor will work a schedule developed in conjunction with the DPW, and with in-town hours at least one day per week, except as may otherwise be approved.
2. The contractor is expected to be able to respond to emergency situations (e.g., potentially hazardous tree situations where his assessment is needed) within 6 hours.
3. Sidewalk inspections (where a tree conflict exists) and high priority hazardous trees and sidewalk issues must be addressed within a one-week time frame.
4. Routine work must be addressed within two weeks of receiving the work order.
5. CTE certification must be maintained through the term of the contract.

Other points:

1. The HSTC and DPW will collaborate in defining the work to be done.
2. DPW may provide the use of the air compressor for the air spade if manpower allows.
3. Neither the contractor nor any of the contractor's employees are to be considered employees of the Borough.

4. The Borough and the Shade Tree Commission reserve the right to make decisions without authorizing work under this contract, or to seek alternative expertise.

CONTENTS OF PROPOSAL

A signed proposal form (attached) including:

- Name and address of company, and contact information for company representative.
- Name, CTE registration number and resume for every CTE on staff who will provide services under this contract.
- Proposed prices. The Borough will consider proposals priced in any of the following fashions: a) fixed monthly amount; or b) hourly rates.

Signed Iran Investment Disclosure Form.

No fewer than three (3) references, with organization name, contact name, address and telephone number, for whom similar work has been performed in the past twelve (12) months.

Itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken.

Copy of current NJ Business Registration Certificate.

ADDENDUM TO THIS RFP

Any addendum to this RFP will be posted on the Municipal website at www.hawthornenj.org/bids.cfm by 4 pm on Monday, November 13, 2017. Respondents are solely responsible for checking for an addendum. No other notification will be provided by the Borough.

BASIS OF AWARD

The Borough expects to award this contract to the entity providing the proposal that best meets the needs of the Borough when considering price, qualifications, and demonstrated effectiveness in providing similar services for other entities. The Shade Tree Commission may elect to perform interviews of one or more proposers before recommending a contract award. The Borough reserves the right to make this a non-exclusive contract.

~ PROPOSAL PRICE SUMMARY ~
BOROUGH OF HAWTHORNE – CERTIFIED TREE EXPERT SERVICES

We, the undersigned company, agree to furnish to the Borough of Hawthorne, County of Passaic, New Jersey, the following items in accordance with the attached Request for Proposal.

In addition, the undersigned has read the technical specifications which are attached and made a part hereof, and agrees to furnish such service at the price(s), as shown below, in the manner as indicated in the technical specifications. It is understood that the award of the bid will be based upon the lowest price bid, after analysis for compliance of the bids submitted.

PROVIDE IN SPACE BELOW RATES ON MONTHLY OR HOURLY BASIS::

Proposed Monthly Rate: \$ _____ per month

OR

Proposed Hourly Rate \$ _____ per hour

Name & Registration number of CTE(s) on staff: _____

Authorized Signature of Bidder: _____

Name of Signatory: _____

Title: _____

Name of Bidder: _____

Address: _____

Telephone #: _____

Fax #: _____

Federal EIN: _____

Date: _____

Include with proposal: a) references; b) copy of NJ Business Registration Certificate; c) Iran Investment Disclosure Form and d) itemization of any terms, conditions, limitations or exceptions to the above-stated requirements under which the work will be undertaken.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation Date	
Bidder/Offeror Contact Name	Contact Phone Number	

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

Title:

Date:

