

Village of Ferrelview

205 NW Heady Ave Ferrelview, MO 64163 Phone: (816) 464-5010 Fax (816) 464-2383

Tree Maintenance 2024 Request for Bids (“RFB”)

ISSUE DATE: March 15, 2024

DUE DATE: April 19, 2024 at 3 PM (“Submission Deadline”)

INSTRUCTIONS: Please submit two (2) paper copies of the full bid. Bids can be submitted in person, via mail, email or courier. Please write “**Tree Maintenance 2024**” clearly on the outside of the envelope or in the email subject line. Submittals received by fax or after the Submission Deadline will be rejected.

SUBMIT TO: VILLAGE OF FERRELVUE CITY HALL
205 NW HEADY AVE
FERRELVUE, MO 64163
or
vof.cityclerk@gmail.com

CONTACT INFO: Any questions concerning this RFB must be submitted by email to vof.cityclerk@gmail.com no later than **3:00 PM** on **April 19, 2024**. Questions will be answered collectively in one or more Letter(s) of Clarification to be made available at www.villageofferrelview.com/bids. Questions received may be edited or combined with similar questions for clarity or length at the discretion of the Village of Ferrelview Water Department.

OVERVIEW AND SCOPE

The Village of Ferrelview (VOF) requests responsive proposals from experienced and insured tree maintenance/landscaping companies to perform upkeep in various locations within our municipality.

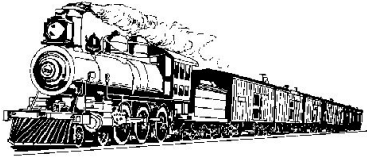
Please submit itemized bids for all exhibits.

PROPOSAL: Although the VOF prefers substance over form, to be considered responsive, Bidders are asked to review the following criteria/information requests and respond, in order, to the best of their ability.

a. **Pricing:** Bidders must provide comprehensive pricing for their services, including the machinery/equipment and all labor fees.

Selected Bidders are required to follow the Missouri Prevailing Wage Laws.

b. **Insurance:** Bidders must provide evidence of Commercial Liability and Workman’s Compensation Insurance and will be required to list the VOF as the certificate holder if selected.



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All information provided by Bidders should be organized, clear and concise. Although there are no page limits, Bidders are asked to avoid excessive graphics, title pages, or other extraneous information in their proposal other than requested by the VOF.

The VOF shall waive all licensing fees required under Ordinance 354 Section 5 for the entire duration of the contract for the Bidder who is selected. Sub-contractors shall also be exempt from said licensing fee requirements but will have to furnish evidence of Commercial Liability and Workman's Compensation Insurance and the VOF will be required to be listed as a certificate holder.

EVALUATION: The Village of Ferrelview Board of Trustees will review all RFB's at the Regular Board of Trustees Session scheduled to be held on May 14, 2023 at 5:00 PM.

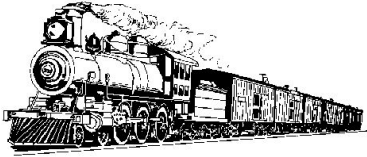
The VOF intends to award the project to the Bidder offering the best value to the VOF, as measured by the VOF utilizing the foregoing evaluation criteria, including the right to award the contract by criteria other than the lowest price proposed. The VOF reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select one or more bids in the manner and to the extent that they are deemed to serve the best interests of the VOF. This RFB does not commit the VOF to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a bid in response to this RFB. The VOF reserves the right to request proposal clarifications/additional information from some or all Bidders.

LETTERS OF CLARIFICATION

Responses to all questions timely submitted by potential Bidders, as well as any revisions incorporated into this RFB by the VOF, will be confirmed collectively, rather than individually, in a letter made available online at <http://www.villageofferrelview.com/bids> (each, a "Letter of Clarification"). When issued, Letters of Clarification become part of this RFB and automatically supersede any previous terms, conditions, specifications, or provisions in conflict therewith. By submitting their bid, Bidders shall be deemed to have reviewed all Letters of Clarification and to have considered all responses, as well as any revisions, and incorporated them into their submittal. Verbal responses by any VOF officer, director or employee cannot alter the terms, conditions, specifications, or provisions as stated herein. It is the responsibility of Bidders to monitor the foregoing link and ensure they receive any such Letters of Clarification and incorporate them in their proposal.

CONFLICTS OF INTEREST

Bidders are advised that they have an affirmative obligation to disclose any affiliation or business relationship with a VOF employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). All Bidders are required to submit the non-collusion affidavit form may find it online at <http://www.villageofferrelview.com/bids>. By submitting a bid, Bidder's represent to the VOF that they have complied with the requirements set forth within.



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RFB PACKETS

A complete copy of this RFB, including exhibits, necessary forms and other relevant information is available on-line at www.villageofferrelview.com/bids. This RFB provides the information necessary to prepare and submit a proposal for consideration by the VOF.

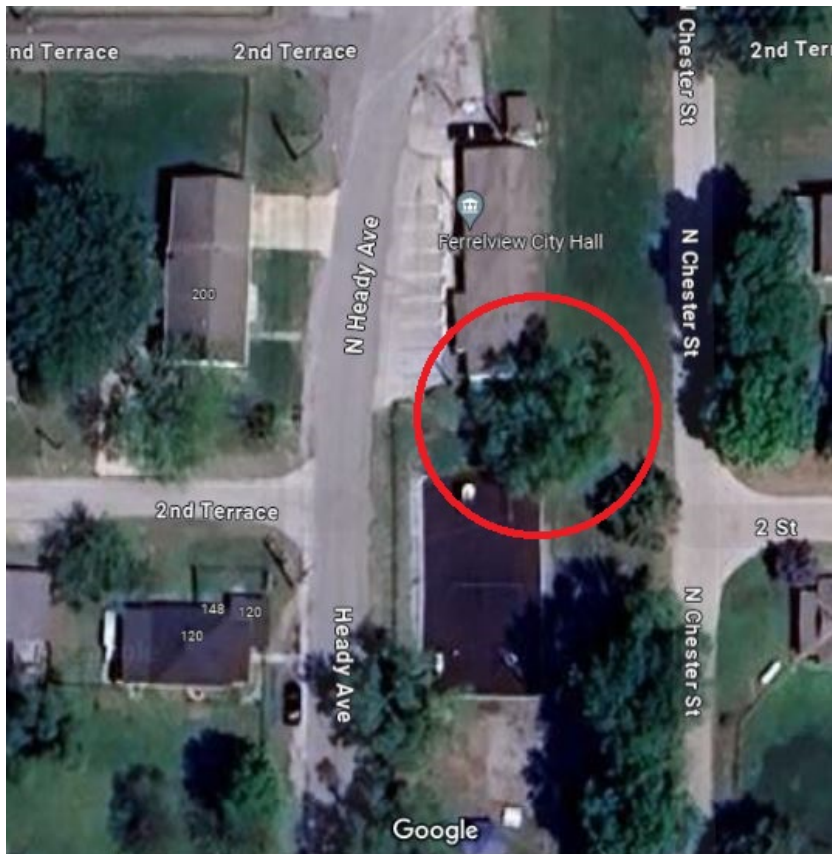
WITHDRAWAL; ERROR

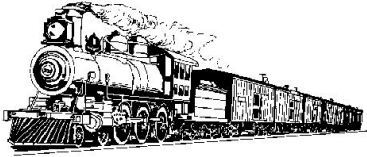
Proposals may be withdrawn due to errors or for any other reason by a written request received by vof.cityclerk@gmail.com prior to the Submission Deadline.

Please submit itemized bids for all exhibits.

EXHIBIT A:

Remove broken braches and trim tree. If tree is unhealthy or poses a safety risk and your company believes it needs to be removed please submit a detailed explanation with your bid.





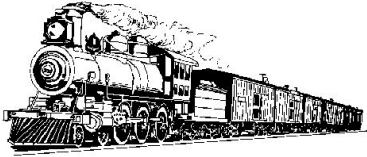
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EXHIBIT B:

Remove broken branches and trim all three trees. If any tree is unhealthy or poses a safety risk and your company believes it needs to be removed please submit a detailed explanation with your bid.



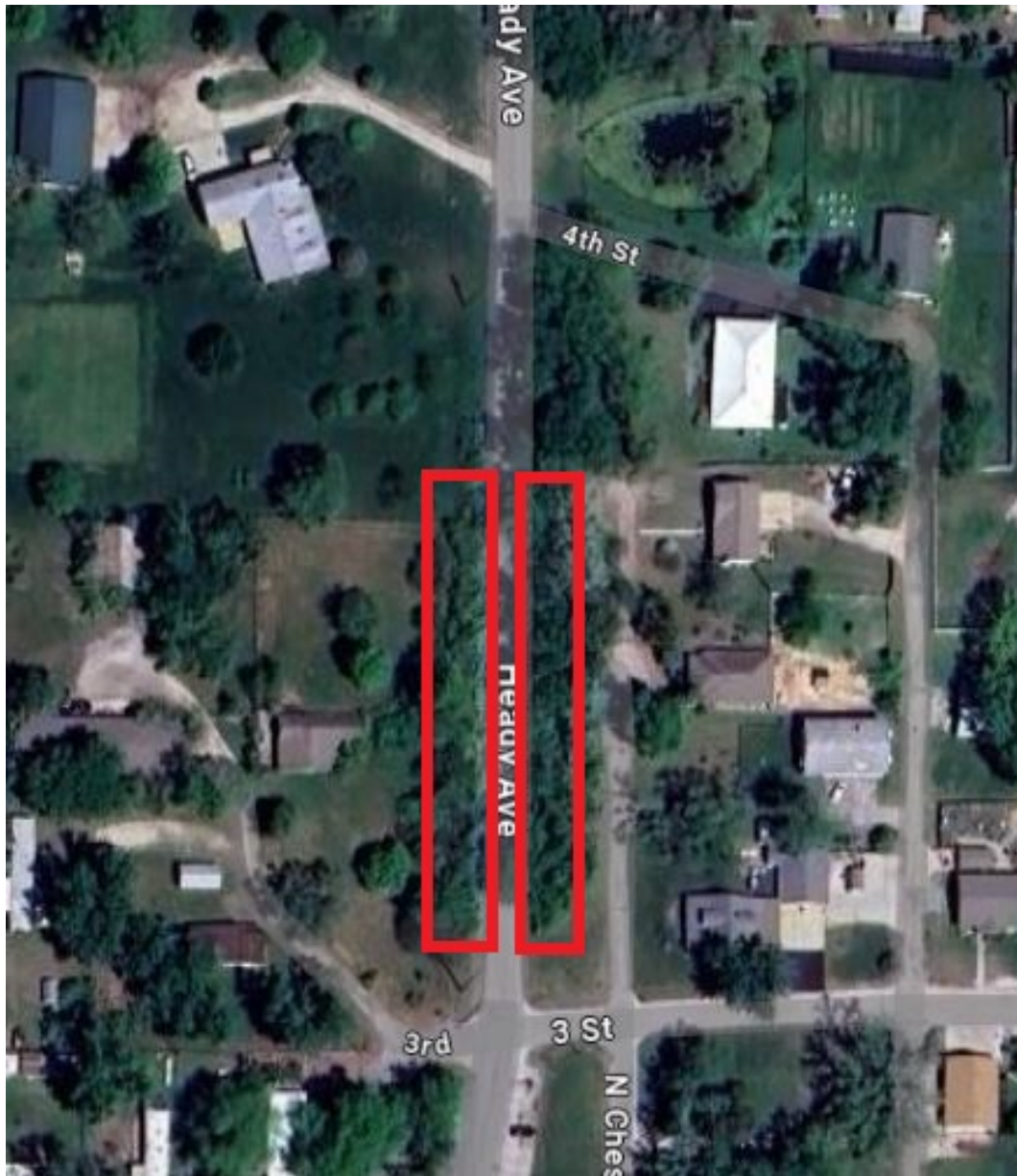


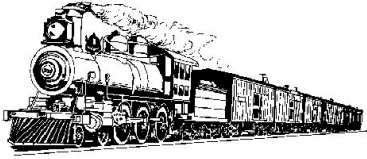
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EXHIBIT C:

Trim back overgrown vegetation on both sides of Heady Avenue. Trim back vegetation on the southeast corner approximately 4 feet to increase the line of sight of the intersection.





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EXHIBIT D:

Trim trees and remove lower branches. Clear vegetation and tree waste from easement line.

