

Kay G. Love
City Administrator

Jere Wood
Mayor

ADDENDUM 1

City of Roswell Purchasing Division

Request for Proposal #15-342-E

NOVEMBER 24, 2015
To All Prospective Offerors:

In reference to the ITB listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for

1. Could you tell me who is currently providing these services for the City?

This is our first solicitation for tree cutting services by the City. The City currently uses multiple vendors for tree cutting services.

2. What are the current rates that the City is paying the current contractor?

The current rates are based on quotes for the work to be done.

3. Do you have an approximate dollar amount that was spent last year for tree Cutting Services?

In 2015 the City of Roswell has spent approximately \$220,000 for tree cutting services

4. It states on page 10 (section 1.4.4) there needs to be a hard unbound copy and electronic copy (in the same order), shall the electronic copy be sent to purchasing@roswellgov.com

As stated on the cover page electronic submissions via e-mail or fax will not be accepted.

5. In section 3.1.3 in the Contractor Responsibilities, it states “vendor shall staff a qualified ISA arborist if the jobsite requires it”. What is the criterion for that determination? Secondly, will those hours onsite be monetarily compensated for in the contract?

As stated in section 3.8, any type of pruning activity requires an ISA certified arborist to be on site. The hours that the arborist is onsite should be reflected in your pricing.

6. In section 3.7.2 its states “the stump grindings are to remain on site, when specified by the City”. Are the grinding to be otherwise hauled away? Is the quoted hourly price to reflect hauling away the grinding?

Yes, the grinding should be hauled away. Typically the charge for hauling away debris is encompassed in the hourly rate for the grinding.

7. Will the City of Roswell’s contract representative be specifying the ANSI specifications with issuance of work orders? ie: Crown Cleaning, Crown Thinning, Crown Reduction.

The City Arborist would make that determination of the pruning technique(s) that are required for the tree.

8. Please confirm that under emergency work that immediate action is defined as “within 12 hours of receiving the notice”.

Yes, as stated in section 3.1.4 an emergency work response is required within 12 hours of being notified.

9. Would work ever be performed after 5:00 p.m. and if yes under what circumstances?

Yes, in emergency situations. Also work that is completed on Saturday’s can be done till 7:00 p.m.

10. How do we determine price without knowing where the tree is located? Pricing will differ if we can use equipment to remove the tree vs. it needing to be hand carried out.

It’s the rare exception when removing a tree would require personnel to take away the tree by hand. This will be treated as a case by case basis with the awarded vendor.

11. For the debris removal - will we need to drag the limbs to where the chipper is located, or will we be able to bring the equipment to where the debris is?

Bring the equipment to where the debris is located. The staff would then make piles for chipping.

12. For the pruning we have a lift that we can use. This saves time and more pruning can be done with the time allowed. Or do you want us to price the trimming as if it were being done by climbing the individual trees, which takes longer?

Provide pricing as if climbing the tree is the only way to complete the pruning objectives. If your company has access to a lift to facilitate pruning, provide an additional line for pricing at a minimum of 4 hours.

13. Pg. 27 Line # 8, shouldn’t there be a minimum for crane rental? (that’s been my experience). In other words- \$250 an hour with a 6 hour min. Same thing with line item number 17.

In regards to line item #8 & #17, provide pricing for the crane rental for a minimum of 4 hours.

14. Lines number 19, 20, and 22 should say something more like (per man hour). Let me know your thoughts?

The COR will proceed with wanting an hourly charge for line items 19, 20, & 22.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the ITB to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned ITB.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** ____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____