**Housing Authority of the City of Opelousas**

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**QSP NO. 02016(TTRSG)-01 TREE TRIMMING & REMOVAL, STUMP GRINDING SERVICES**

**JOB SPECIFICATIONS**

**INTRODUCTION**

The Housing Authority of the City of Opelousas (OHA) is issuing this Quotation for Small Purchase (QSP) to engage a contractor to provide tree cutting, tree trimming, stump grinding services, and the removal of metal clothesline poles and metal garbage can rods. The contractor must conduct all required work in a safe manner to ensure the safety of their personnel, OHA staff, and tenants. The work required under this contract is fully described in the Scope of Work section of this QSP. Businesses who employ OHA residents (Section 3 certified) are highly-encouraged to submit quotes.

**OHA’S RESERVATION OF RIGHTS**

**1.1** The OHA reserves the right to reject any or all quotes submitted, to waive any informality in this QSP process, or to terminate the QSP process at any time, if deemed by the OHA to be in its best interests.

**1.2** The OHA reserves the right not to award a service agreement pursuant to or subsequent to this QSP.

**1.3** The OHA reserves the right to terminate a service agreement awarded pursuant to or subsequent to this QSP, at any time and for any reason, or for no reason at all, or for incomplete work or defective work not remedied in a timely manner as determined by the OHA, damage to OHA property or private property, a breach of contract, or for its convenience upon 5-days written notice to the successful quoter(s).

* 1. The OHA reserves the right to determine the days, hours and locations that the successful contractor shall begin to provide, and continue to provide the services called for in this QSP, until all work has been successfully completed.

**1.5** The OHA reserves the right to retain all quotes submitted and shall not permit withdrawal for a period of 30 days subsequent to the deadline for receiving quotes without the written consent of the OHA Contracting Officer (CO)/Executive Director (ED).

**1.6** The OHA reserves the right to negotiate the cost proposed by the quoter. Due to the nature of the products contained within this QSP, actual quantities are not provided. A mandatory walk-thru has been scheduled with this notice. Quotes/costs are to remain firm for the term of the awarded contract, with no exceptions.

* 1. The OHA reserves the right to reject and not consider any quote that does not meet the minimum requirements of this QSP, including but not necessarily limited to incomplete quotes and/or quotes offering alternate or non-requested services.
	2. The OHA shall have no obligation to compensate any firm for any costs incurred in responding to this QSP.
	3. The OHA shall reserve the right to at any time during the QSP or contract process to prohibit any further participation by a contractor or reject any pricing submitted that does not conform to the requirements detailed herein. By agreeing to receive this solicitation each prospective contractor is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing of the discovery of any item listed herein or of any item that is issued thereafter by the OHA that he/she feels needs to be addressed. Failure to abide by this shall relieve the OHA, but not the prospective contractor, of any responsibility pertaining to such issue.

**SCOPE OF WORK / MINIMUM JOB SPECIFICATIONS WHICH MUST BE MET OR EXCEEDED:**

 **1.** Employ and have sufficient personnel capable of successfully completing the

 contract work, as all work must be performed with the least possible disruption to

 the OHA’s residents. Work shall be performed within street rights-of-way or property

 owned and maintained by the OHA.

 **2.** Provide all equipment necessary to complete assigned work activity. Contractor shall be responsible for safeguarding their own materials, tools, and equipment. The OHA shall not assume any responsibility for vandalism and/or theft of materials,

 tools, and/or equipment.

  **3.** The contractor shall conduct its work so as to interfere as little as possible with public

 Travel, whether vehicular or pedestrian, on such streets. Acceptable warning signs,

 cones, and/or barricades shall be used to protect residents from the work area(s).

 **4.** The project site shall be kept as clean, neat, and orderly as possible at all times.

 Stockpiling of debris beyond normal working conditions, shall not be allowed. All

 equipment, tools, and debris shall be completely removed from the work site upon

 completion of each removal. Debris and limbs shall be placed in such a manner as

 to eliminate any obstructions to vehicles and pedestrians. The penalty for limbs,

 branches, and debris left overnight, shall be **$150.00 per night.** All sites shall be

 returned to the same state they existed prior to removals. All completed work shall

 be subject to inspection by one or more representatives of the OHA.

 **5.**  Contractor shall be or designate one person who is a licensed arborist and/or a utility

 arborist to oversee tree trimming or removals that are close to power lines. A

 licensed arborist shall be on site and responsible for the supervision of all work being

 performed, and who shall serve as the point of contact for the OHA. Failure to have

 a licensed arborist on site at all times shall result in termination of the contract.

 **6. Tree removal** shall consists of the complete removal of all portions of designated trees, including grinding of the stump to a depth of 6 inches below the existing ground surface; Trees shall be removed in sections, as to minimize damage to structures, utility wires, and adjacent properties. It shall be the responsibility of the awarded contractor to notify any utility companies whose overhead or underground wires or utilities may be disturbed during the tree, hazards, or stump removals. Contractor shall refrain from the practice of “free falling” trees.

**Tree trimming** shall consists of the removal of all undesirable or interfering limbs for the safety of residents, employees, and surrounding property, as well as to maintain the health, proportion, and appearance of the trees. Tree limbs that are hovering over housing roofs shall be removed; limbs shall be raised to hover eight (8) feet above sidewalks; limbs shall be raised to hover fifteen (15) feet above streets, limbs shall be cleared around street lights to an eight (8) foot radius. All cuts shall be made sufficiently close to the parent stem, so as to promote rapid healing under normal conditions; no stubs shall be left. On trees known to be diseased tools used on those trees shall be disinfected with alcohol before being used on a healthy tree. All pruning/trimming shall follow National Arborist Association Class II Pruning Standards for trees.

**Stump Grinding** shall be ground with a stump grinder. Visible surface roots associated with and are within 4 feet of the stump shall be ground/removed, as to prevent a trip hazard. The area shall be back-filled with topsoil and seeded. . It is the responsibility of the awarded contractor to call **LA One Call (811**), prior to performing actual services of stump grinding on OHA property. Stumps shall be ground to a minimum of six (6) inches below the existing ground elevation, and back-fill the area with quality top-soil and seed.

**Examination of Site** Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of work, the obstacles, which may be encountered, and all other relevant matters concerning the work to be performed and the type of removals and trimming required under this contract. A **mandatory** walk-thru is scheduled for January 27, 2016, from 9:30 am thru 1:30 pm. Interested bidders shall report to the OHA main office by 9:00 am on January 27, 2016. Failure by interested firms to attend this mandatory walk-thru, shall disqualify said firms from submitting bids for this project.

##### Quote Submission: Each contractor shall submit his/her job quotation, prior to the posted deadline of Friday, February 5th, 2016 at 2:00 p.m. Whereas this is a an informal solicitation process, the OHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the ED, it is in the best interests of the OHA to do so. Quotes may only be submitted, via sealed envelope, in person to the OHA’s main office located at 906 E. Laurent St. Opelousas, LA 70570. Quote may also be mailed certified to the OHA’s main office to the listed address, prior to the deadline.

##### Post Award Meeting A post award meeting shall be held with the awarded contractor, after a Notice to Proceed has been issued, in order to receive further instructions, and to review project specifications in further detail.

**Award Criteria:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the ED, award shall be made to the responsive and responsible firm that submits the lowest or most reasonable quote, as determined by the OHA to be within project budget.

**Unauthorized Sub-Contracting Prohibited:** The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the contract) without the prior written consent of the ED. Any purported assignment of interest or delegation of duty, without the prior written consent of the ED shall be void and may result in the cancellation of the contract with the OHA, or may result in the full or partial forfeiture of funds paid to the successful contractor as a result of the proposed service agreement; either as determined by the ED.

 **Licensing, Bonding, and Insurance Requirements:** Prior to award (but not as a part of the

 QSP submission) the *successful contractor* will be required to provide: (See the insurance

 requirements page and also the section below).

 Any quoter submitting a quote understands, acknowledges, and verifies that immediately upon

 notice from the OHA, that such quoter has been awarded the contract; the awarded bidder

 shall have and provide proof, if not already in possession, of a business occupational license

 with the City of Opelousas.

**In Addition**: An original certificate evidencing the firms’ current (worker’s compensation) insurance carrier and coverage amount;

An original certificate evidencing General Liability coverage, naming the OHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the OHA as an additional insured under said policy (minimum of $100,000 each occurrence, general aggregate minimum limit of $200,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000), with a deductible of not greater than $1,000;

An original certificate showing the contractor’s professional liability and/or "errors and omissions" coverage (minimum of $100,000 each occurrence, general aggregate minimum limit of $200,000), with a deductible of not greater than $1,000;

An original certificate showing the contractor’s automobile insurance coverage in a combined single limit of $100,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $25,000/$50,000 and medical pay of $5,000.

A copy of the firm’s occupational license with the City of Opelousas, and if applicable and available, a copy of the contractor’s license issued by the State of Louisiana licensing authority allowing the contractor to provide the services detailed herein.

A copy of the firm’s arborist license, and/or a copy of the firm’s utility arborist license.

**Basis of Payment** The contractor shall be paid either in full when work is completed in all sites/areas, or for work completed per development. All work shall be completed no later than Tuesday, May 31, 2016, unless firm is granted an extension due to unforeseen delays.

**Non-Collusuion** All bids **must be** accompanied by a signed Statement of Non-Collusion, which is attached to this specification.

**Contract Service Standards:** All work performed pursuant to this QSP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

