

**INVITATION TO BID  
BY  
THE TOWN OF OLD ORCHARD BEACH  
FOR  
Tree Removal Services for Municipal Facilities**

The Town of Old Orchard Beach will receive sealed bids for tree removal services for Town facilities on an “as needed” basis.

- Specifications/Requirements may be obtained from and any inquiries directed to:  
Bill Robertson PE, Director of Public Works, (207) 934-2250
  
- Proposals will be received at:  
Town of Old Orchard Beach Town Hall  
1 Portland Ave.  
Old Orchard Beach, ME 04064  
Attn: Louise Reid  
Phone: (207) 934-5714 ext: 226
  
- Proposals are due Monday, January 23, 2012, no later than 1:00p.m. They will be publicly opened in the Town Hall Conference Room on Monday, January 23, 2012, at 1:30p.m.
  
- The Town reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.

## **TREE REMOVAL SERVICES FOR THE TOWN OF OLD ORCHARD BEACH**

### **A. Introduction**

The Town of Old Orchard Beach is requesting bids from vendors to provide tree removal services for municipal facilities for a one-year period, expiring December 31, 2012, with an option by the Town to extend one additional year, until December 31, 2013.

### **B. Scope of Work**

The proposal shall be based on time and materials. Scope of work will include, but not limited to; coordination with Department of Public Works. When emergencies are reported a response is required in 24 hours or less.

### **C. Requirements**

The Town of Old Orchard Beach prefers proposals to be concise and easy to understand. Do not include unnecessary or extraneous information. Please format the proposal with the following sections. Include all information requested.

### **Section I – Corporate Profile**

This section should include a brief overview and history of your company. Include information about knowledge and experience in the tree removal industry. Provide the number of similar accounts that your company has, with specific information. Provide proof of general liability insurance in the amount of \$1,000,000.00.

Also, include a list of at least three customer references with similar needs. Include company name, address, phone number, and point of contact.

An arborist license is required.

### **Section II – Pricing**

Pricing must be submitted in a sealed envelope. An estimate will need to be approved prior to any work, by the Director of Public Works. The estimate must include time and expected materials to be used. The Town will not pay for travel time, mileage, or a first-hour service call fee. Prior to any work, a purchase order will need to be approved by the Town Manager.

**Pricing to include:**

Trees 20' minus (include all equipment, ie., bucket truck, chipper, etc., in the hourly rate)

Arbortist \_\_\_\_\_/hr

Lead Climber \_\_\_\_\_/hr

Labor \_\_\_\_\_/hr

Trees 20' plus (include all equipment, ie., bucket truck, chipper, etc., in the hourly rate)

Arbortist \_\_\_\_\_/hr

Lead Climber \_\_\_\_\_/hr

Climber \_\_\_\_\_/hr

Laborers \_\_\_\_\_/hr

Note: The selected company will be working closely with DPW crews in removing wood/logs.