

Princeton Municipal
Light Department

2018 TREE-TRIMMING
(LINE CLEARANCE)

Invitation for Bid

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Princeton Municipal Light Department

**168 Worcester Road
Princeton, Massachusetts 01541**

Tel: (978) 464-2815

Fax: (978) 464-5377

www.pml.com

INVITATION FOR BID (IFB) ANNOUNCEMENT

August 7, 2018

To all interested Bidders:

The Princeton Municipal Light Department (PMLD), located at 168 Worcester Road, Princeton Massachusetts, hereby solicits bids for 2018 TREE-TRIMMING (LINE CLEARANCE). Bid Specifications are included within this Bid Package. All completed bids shall be submitted to the General Manager and shall be placed in a sealed envelope and plainly marked with the Bid Invitation Number.

Sealed bids will be received by 9:00 A.M. Eastern Standard Time on September 10, 2018 at the PMLD office, 168 Worcester Road, Princeton, Massachusetts 01541. Facsimiles and e-mails will not be accepted.

All incomplete bids will be rejected. The PMLD reserves the right to reject any or all bids.

Signed, For the Board of Commissioners

Brian E. Allen
General Manager
Princeton Municipal Light Department

INVITATION FOR BID DETAILS

DATE: August 7, 2018

FOR: 2018 TREE-TRIMMING (LINE CLEARANCE)

REMIT TO: The Princeton Municipal Light Department
ATTN: Brian E. Allen, General Manager
168 Worcester Rd
PO Box 247
Princeton MA 01541

INVITATION FOR BID (IFB) NUMBER: (IFB 18-0001)

COVER LETTER OF INTENT

This letter is to be submitted to the PMLD from the Bidder along with the completed Bid Package.

Please insert date of your response here:

Brian E Allen
General Manager
Princeton Municipal Light Department
168 Worcester Road
PO Box 247
Princeton, MA 01541

RE: IFB 18-0001 - BID PROPOSAL FOR 2018 TREE-TRIMMING (LINE CLEARANCE)

Dear Mr. Allen:

We the undersigned, doing business as (please insert your company name here) and hereinafter known as the Bidder hereby propose to furnish and deliver Tree Trimming as specified below to 168 Worcester Road, Princeton Municipal Light Department in Princeton, Massachusetts 01541. We also understand the PMLD reserves the right to reject any bid.

Sincerely,

Please insert here your:
Company Name
Company Contact
Company Address

INSTRUCTIONS TO BIDDERS

1. Bids shall be sealed and plainly marked with the IFB Number on the outer envelope furnished with the Bid Package. All bids shall be submitted by the deadline to the PMLD, 168 Worcester Road, Princeton, MA 01541.
2. All bids shall be typewritten or written in ink. The person signing the bid must initial any change or strikeout.
3. The PMLD reserves the right to reject any or all proposals, to cancel this bid document at any time, and to waive immaterial defects and minor irregularities in this request.
4. The PMLD reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which the best proposal is and to accept the proposal deemed to be in the best interest of the PMLD. The PMLD reserves the right to award the bid to any vendor or combination of vendors.
5. The issuance of this bid document does not constitute a commitment by the PMLD to enter into a contract for the completion of this project or to pay any costs incurred by any Bidder in the preparation of their response to this bid document.
6. All proposals will become the property of the PMLD and are considered proprietary information.
7. Attention is called to the requirement that the successful Bidder must comply with all Local, State, and Federal laws, regulations and policies applicable to this request. This includes all required environmental and regulatory permits.
8. Bidders should carefully examine the specifications and fully inform themselves as to all conditions and matters, which can in any way affect the work or the costs thereof. Should a Bidder find discrepancies in, or omissions from the bid document, Specifications or other documents, or should be in doubt as to their meanings, he should notify the PMLD project contacts at once and obtain clarification prior to submitting any proposal.
9. Bidder shall **provide two (2) copies** of the Sealed Bid.
10. Bids signed by an agent must be accompanied by written authorization to sign or other evidence of delegated authority to sign.
11. Bidders must provide the name, title, address, telephone number, facsimile number, and e-mail of a "Contact Person" possessing sufficient technical and/or operating knowledge of the item(s) being Bid to whom technical questions or requests for clarification may be addressed.
12. Bids shall be valid for ninety (90) days prior to acceptance. Under unusual circumstances, bids may be extended as necessary as deemed by the General Manager.

13. Based on direct experience with the equipment and/or work scope contained in this IFB, the Bidder shall provide a qualification and an experience summary statement in the Bid Proposal and furnish the name, title, address and phone number of three (3) business references (preferable utility references).
14. All required certifications should be made a part of the Bid Package.
15. The PMLD is exempt from sales tax.
16. The Awarding authority is the General Manager.
17. The General Manager of the PMLD reserves the right to reject any and all bids, to waive informalities and minor irregularities in bids received, and also to accept any bid in total or in part but not necessarily the lowest bid, if it is deemed to be in the best interest of the PMLD to do so.
18. The PMLD reserves the right to postpone the award of the Bid Package. This will be conveyed to all Bidders in a timely fashion.
19. These Specifications are intended to be complete, but the Bidder shall consider himself bound by good engineering practices if omissions in the Specifications are encountered.
20. All Bidders shall specify their main business location and any satellite offices as well as the office/shop hours for each location.
21. All communications and correspondence shall be

addressed to: Princeton Municipal Light Department

Attn: Brian E. Allen
General Manager
168 Worcester Road
PO Box 247
Princeton, MA 01541

Phone: (978)464-2815

GLOSSARY OF TERMS

The meanings of the following terms used in this specification are as follows:

WORD	DEFINITION
Bidder	Vendors of merchandise receiving this specification with an invitation to tender a bid or proposal.
Seller	Successful Bidder.
Vendor	Same as Seller.
Contractor	Same as Seller and Vendor. Is a Successful Bidder.
Owner	The Princeton Municipal Light Department (PMLD).
Purchaser	Same as Owner.
Department	Same as Owner.

PROJECT CONTACTS

General Manager	Technical Project Contacts
Brian E. Allen	Chris Courville
General Manager	Line Foreman
Princeton Municipal Light Department	Princeton Municipal Light Department
168 Worcester Road	168 Worcester Road
Princeton, MA 01541	Princeton, MA 01541
Phone: 978-464-2815	Phone: 978-464-2815
Fax: 978-464-5377	Fax: 978-464-5377

TERMS AND CONDITIONS

ARTICLE 1 -AGREEMENT

An Agreement is a written, binding Purchase Order or Contract between the Owner and the Seller. No Agreement shall be binding unless it is in writing and signed by an authorized representative of the Owner.

- a. The successful Bidder (herein Seller) must enter into a contract with the PMLD upon being awarded the contract.
- b. After contract signing, the PMLD will issue a Notice to Proceed.
- c. This bid document and the Seller's response shall become part of the contract covering this project.

ARTICLE 2- ENTIRE AGREEMENT

This Agreement shall constitute the entire understanding between the Owner and the Seller, and no modifications, release, waiver or termination of this Agreement or any of its terms and conditions, shall be binding on the Owner unless agreed to in writing by the Owner. By acknowledging receipt of this Agreement or by shipping the merchandise, the Seller agrees to all the terms and conditions of this Agreement. Any additional or different terms proposed by the Seller are hereby objected to and rejected by the Owner.

ARTICLE 3- PERFORMANCE/DELIVERY DATE

A written work schedule including a final delivery date for the trimming shall be provided and if the Seller misses the delivery date without just cause, a 10% reduction in price shall be applied to the final bill. The PMLD reserves the right to inspect the performance on site and to review operations at any time.

ARTICLE 4- COMPLIANCE WITH LAW

Any provision required by law to be included herein shall be deemed included as a part of this Agreement whether or not specifically referenced. The Seller shall comply with all applicable Federal, State and Local laws, rules and regulations. The Seller also agrees to indemnify and hold the Owner harmless from any and all damages and liabilities assessed against the Owner as a result of the Seller's noncompliance therewith.

ARTICLE 5 -APPLICABLE LAW

The laws of the Commonwealth of Massachusetts shall govern the rights and obligations arising from this Agreement.

ARTICLE 6 -TAXES

The Owner is an organization exempt from the payment of State and Local taxes of tangible property and services and will not reimburse the Seller for such taxes incurred by the Seller associated with this Agreement.

ARTICLE 7 -ASSIGNMENT

This Agreement is placed on condition that the Seller shall not assign it or any payment due or to become due hereunder, without the Owner's prior written consent. Any such assignment(s) without the Owner's prior written consent shall be void. Should the Owner agree to an assignment, the Seller shall remain fully responsible for the acts and omissions of the Seller's assignee and the Seller shall indemnify and hold the Owner harmless from any and all loss and expense arising out of the assignment.

ARTICLE 8- CONFIDENTIALITY

Any of the Owner's drawings, discussions, meetings, specifications or technical information, etc. used by the Seller hereunder, shall remain the property of the Owner and shall be held in confidence by the Seller and shall not be reproduced or disclosed to others without the written permission of the Owner.

ARTICLE 9- WAIVER

In the event the Owner fails to insist on strict performance of any of the terms and conditions or fails to exercise any of its rights and privileges hereunder, such failure shall not constitute a waiver of such terms, conditions, rights or privileges.

ARTICLE 10 -COMPLETION

This Agreement will not be considered complete until all technical specifications; final review, and /or acceptance of the Owner have been satisfied and accepted. All work must be completed by **December 31, 2018**.

ARTICLE 11 - MODIFICATIONS

The Owner may modify all terms and conditions in writing. Such modifications shall be mutually agreed upon and shall not nullify the original intent or any of the existing terms of this Agreement.

TECHNICAL SPECIFICATIONS

PURPOSE

The sole purpose of this Invitation for Bid (IFB) is for 2018 TREE-TRIMMING (LINE CLEARANCE), which meets or exceeds the technical specifications described herein, and offers the best value to the Princeton Municipal Light Department.

REQUESTED BID ITEM (S):

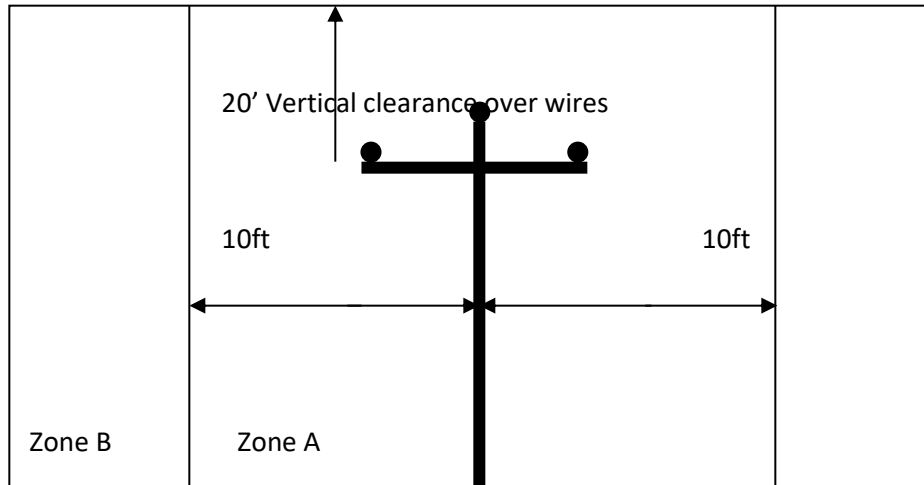
2018 TREE-TRIMMING (LINE CLEARANCE)

PROJECT CONTACTS

General Manager	Technical Project Contacts
Brian E. Allen	Chris Courville
General Manager	Line Foreman
Princeton Municipal Light Department	Princeton Municipal Light Department
168 Worcester Road	168 Worcester Road
Princeton, MA 01541	Princeton, MA 01541
Phone: 978-464-2815	Phone: 978-464-2815
Fax: 978-464-5377	Fax: 978-464-5377

2018 TREE-TRIMMING (LINE CLEARANCE) BID SPECIFICATIONS:

- Minimum Number of Tree-Trimming Workers: 2
- Number of Wood-Chippers: 1
- Number of Tree-Trimming Trucks: 1
- Minimum Tree-Trimming Truck Working Height 65'
- Must Submit Certificate of Insurance **with PMLD named as additionally insured.**
- Must Submit Signed Copy of "Certification of Good Faith" Form (per M.G.L. Chapter 30B, Section 10)
- Must submit all documentation of current safety, certification, and other necessary training for electric line-clearance trimming.
- Please provide hourly rates for 24-hour emergency work (First right of refusal) for duration of services (2018). A separate contract will be issued for this line item.
- Please provide hourly rates for tree removals that are over 8 inches in diameter.
- **Must pay Chapter 149 Section 26D prevailing wage per M.G.L.**
- Please provide line clearance trimming for the following roads in the Town of Princeton at a Cost per Road schedule: (See accompanying map for location detail)



Horizontal Clearance Area

A 20-foot area (**Zone A**) that is measured 10 feet out from each side of the pole line.

Zone A

Vegetation Management

- Any tree 8 inches and under in diameter (Measured 5' up the trunk), that is growing within 10 feet on either side of the pole line (zone A), shall be removed during the vegetation management cycle.
- Trees not subject to removal shall be trimmed in such a manner to achieve a five-year "no contact" period with the PMLD electric system.
- Trees shall be trimmed to establish a vertical clearance of 20 feet over the PMLD electric system to account for ice, snow and wind load.

High Risk Tree Removals

- High risk trees that are over 8 inches in diameter, as identified by PMLD to be endangering the PMLD electric system, shall be reported to the Princeton Tree Warden for approval to remove.

Zone B

Vegetation Management

- Trees growing in **Zone B** but encroaching into **Zone A**, shall be trimmed back to the trunk or a major limb.
- Any trees 8 inches and under in diameter, as identified by PMLD to be high risk, shall be removed.

High Risk Tree Removals

- High risk trees that are over 8 inches in diameter, as identified by PMLD to be endangering the PMLD electric system, shall be reported to the Princeton Tree Warden for approval to remove

PRE-BID TECHNICAL DISCUSSIONS

Pre-Bid discussions are available by phone and may be set up with the PMLD to discuss any questions any Bidder may have up to three (3) days prior to Bid Opening.

UNIT RATE PRICE SCHEDULE

This letter is to be submitted to the PMLD from the Bidder along with the completed Bid Package. Please insert date of your response here.

Brian E. Allen
 General Manager
 Princeton Municipal Light Department
 168 Worcester Road
 PO Box 247
 Princeton, MA 01541

RE: IFB 18-0001
 BID PROPOSAL FOR 2018 TREE TRIMMING (LINE CLEARANCE)

Dear Mr. Allen:

We the undersigned, doing business as (please insert your company name here) and hereinafter known as the Bidder hereby propose to perform in accordance with IFB 18-0001 to furnish Tree Trimming (Line Clearance) as specified below to 168 Worcester Road, Princeton Municipal Light Department in Princeton, Massachusetts.

STREET	# OF DAYS TO TRIM	PRICE PER DAY	TOTAL PRICE
Ball Hill Road			
Calamint Hill Road South			
Dowd's Lane			
Jefferson Road			
Lover's Lane			
Worcester Road			

Please Insert Your Signature
 Your Full Name
 Company Name
 Address
 Address
 Email Address / Phone Number / Fax Number

Certificate of Good Faith

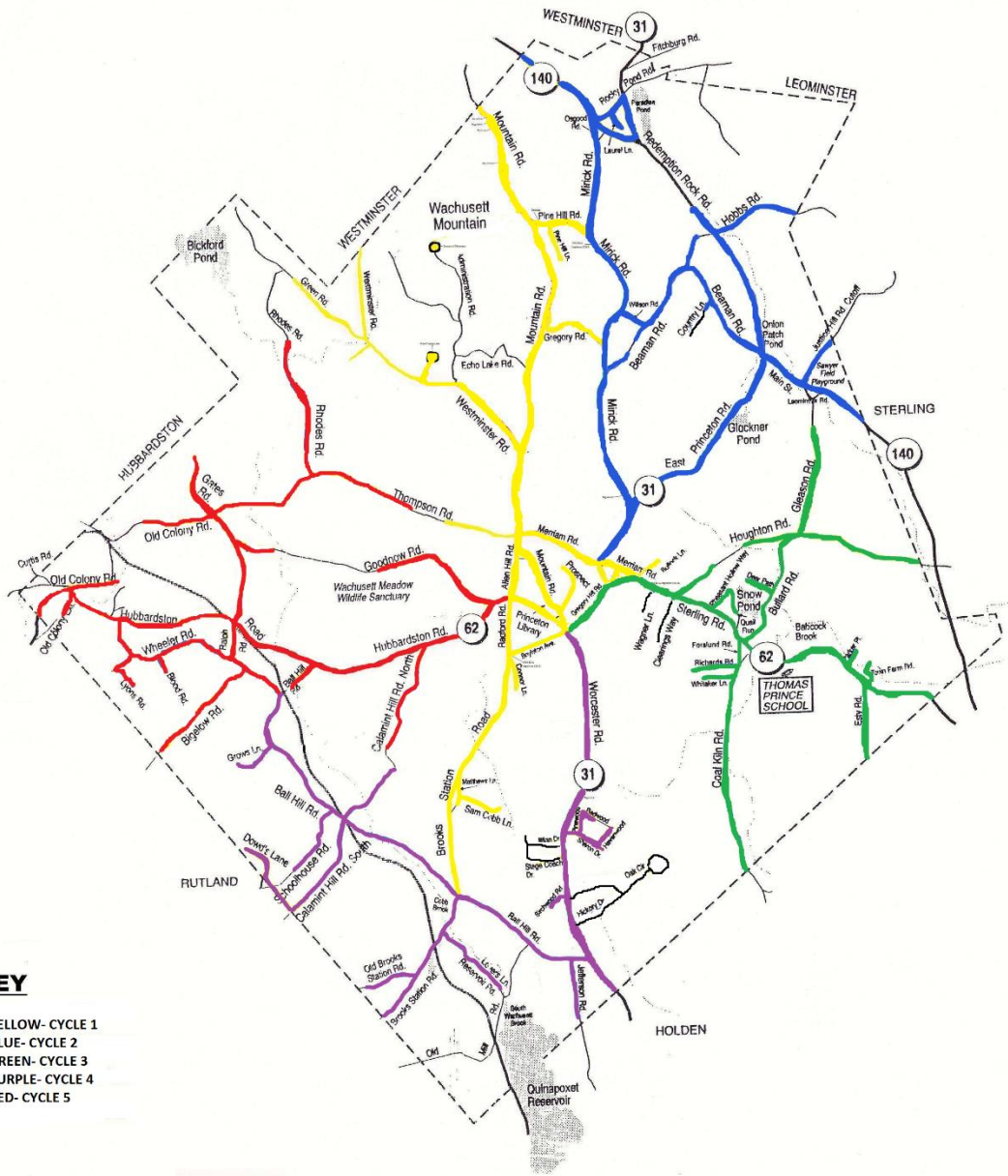
(Per M.G.L. Chapter 30 B, Section 10)

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of business)

PRINCETON MUNICIPAL LIGHT DEPARTMENT TREE TRIMMING PLAN



KEY

- YELLOW- CYCLE 1
- BLUE- CYCLE 2
- GREEN- CYCLE 3
- PURPLE- CYCLE 4
- RED- CYCLE 5