

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

## **CITY OF PHILADELPHIA**

Mary E. Stitt  
Procurement Commissioner

December 22, 2015

**BID NUMBER:** S6Z61790  
**TITLE:** Tree, Truck and Stump Removal  
**DEPARTMENT:** Various  
**DATE TO OPEN:** January 18, 2016 at 10:30 AM

### **ADDENDUM # 1**

#### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**Subject Bid No. S6Z61790 is hereby postponed to January 27<sup>th</sup>, 2016 at 10:30 AM.**

**Page 12, Paragraph 1.11 is hereby revised as follows:**

#### **1.11 MANDATORY PRE-BID MEETING:**

**A MANDATORY PRE-BID MEETING** for all interested parties will be held on **Thursday, January 7, 2016 at 12:00PM** at Municipal Service Building – Room 170, 1401 JFK Boulevard, Philadelphia, PA 19102.

The purpose of this meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. All questions that materially impact upon the bid process will be answered, in writing, in a formal addendum issued by the City. Oral responses by City employees or their representatives are not binding and shall not in any way be a commitment by the City.

Attendance at this Pre-Bid Meeting is Mandatory. Only bidders who attend the Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

**"IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT THEY ARRIVE AT THE PRE-BID MEETING ON TIME. VENDORS WHO ARRIVE TWENTY MINUTES AFTER THE MEETING HAS STARTED, MAY BE DENIED ENTRY TO THE MEETING".**

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Kenn Owens  
S. Brown, Buyer

For  
Shawnaese  
Brown

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

SB/bb

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
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## **CITY OF PHILADELPHIA**

Trevor Day  
Acting Procurement Commissioner

January 21, 2016

**BID NUMBER:** S6Z61790  
**TITLE:** Tree, Trunk and Stump Removal  
**DEPARTMENT:** Various  
**DATE TO OPEN:** January 27, 2016 at 10:30 AM

### **ADDENDUM # 2**

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**Subject Bid No. S6Z61790 is hereby scheduled to open on February 22, 2016 at 10:30 AM.**

Attached are Questions & Responses resulting from Mandatory Pre-Bid Meeting of January 7<sup>th</sup>, 2016.

**Invitation & Bid Number S6Z61790**  
**Tree, Trunk and Stump Removal**  
Questions and Answers from Mandatory Pre-Bid of January 7, 2016

**Question #1**

Local Bidding Preference - Is this local businesses that are already on a list of LBE Certified Businesses? Or is it for businesses operating out of the City of Philadelphia have preference?

**Answer:**

*Bidders interested in seeking Local Business Entity (LBE) status must apply for LBE Certification in accordance with 1.8.9 of the Invitation & Bid. Bidders who are already Certified as an LBE may receive an additional 10% Preference in accordance with the Basis of Award (referenced in Paragraph 3.2.2 of the Invitation and Bid).*

## **Question #2**

Section 5 PRICING - Prices Quoted MAY NOT exceed three (3) decimal places....assuming this means each UNIT price not TOTAL Amount? So highest bid per UNIT PRICE cannot exceed \$999.99 each?

### **Answer:**

*Prices Quoted MAY NOT exceed three (3) decimal places; this refers to the bidder's rounding their prices off to the nearest dollars and cents, please refer to the following example.*

*(e.g. Bidder may submit a price of \$100.994 and not \$ 100.9995)*

## **Question #3**

Section 3.5 Notice to Proceed - Contract states beginning date of 4/1/2016....Notice to proceed states must begin work within 5 days of receiving notice to proceed...which takes precedent?

### **Answer:**

*The anticipated Contract Start date is 4/1/2016, based on the City of Philadelphia Procurement Department awarding the new Invitation & Bid and the awarded vendors providing all of their applicable information (Insurance, Performance Security, Disclosure Forms etc.) required to conform the finalized contract.*

*Thereafter, upon conformance of the awarded contract the Department of Parks and Recreation will issue a Purchase Order to the awarded vendors which will start the Notice to Proceed (Section 3.5 of the Procurement Specification 26-R-4f:15).*

## **Question #4**

Is a ISA Certified Arborist needed on the successful bidders staff? Is proof needed with the bid submission?

### **Answer:**

*Yes. To both questions. Employee names, certification numbers and copies of their certificates must be submitted with your bid.*

## **Question #5**

Is the successful contractor to have Electric Hazard trained personnel on staff? Is proof needed with the bid submission?

**Answer:**

*Yes. To both questions. Employee names, certification numbers and copies of their certificates must be submitted with your bid.*

**Question #6**

In the future can PP&R add a column to the tree removal sheet indicating if there is wires present at the removal.

**Answer:**

*PPR will evaluate this request, but we cannot guarantee that this change can be made. The contractor is advised to visit all tree removal locations in advance, to document the existence of wires.*

**Question #7**

During uprooted stump removal is the contractor responsible to fill the remaining hole / depression no matter the size? Can we add a cost line item for approved fill?

**Answer:**

*Yes the hole / depression must be filled in to grade with existing conditions, no matter the size. An additional line item will not be added. Include back filling of the hole as part of your bid price for an uprooted stump removal.*

**Question #8**

Are all the trees to be removed between curb and sidewalk? If not, what are examples / situations of other trees to be removed?

**Answer:**

*For PPR purposes, other examples of trees to be removed may be within parks or recreation centers. Other city departments may utilize this contract; trees may be located on or within their property. For example, Libraries, Police Stations, Fire Stations, or on vacant lots. Back yard trees or trees on private property are not included in this bid. (See Section 3.1 of Spec. 26-R-4f:15).*

**Question #9**

During the last contract some of the removal sites were deleted after we were onsite to remove the tree due to unforeseen problems, is there a way to get compensated for our lost time and expenses? In the past we did not get any compensation.

***Answer:***

*There is no compensation available in this bid. PPR does its best to reduce these instances by re-inspecting all tree removal locations before giving the list to the contractor.*

**Question #10**

Is the emergency removal contract / section of the bid considered one of the two awards you can receive?

***Answer:***

*No. For clarification purposes the emergency section award would be in addition to the two District awards that a vendor can receive under this Invitation & Bid.*

**Question #11**

Is the contractor able to work weekends?

***Answer:***

*The contractor will be required to get approval from PPR 48 hours in advance of work on Saturdays or Sundays and will be required to reimburse PPR for hours worked by the PPR representative. (See Section 3.8 of Spec. 26-R-4f:15).*

**Question #12**

Is a traffic attenuator needed for lane closure removals on Penndot State Highways such as the Roosevelt Blvd? Recently PennDot wanted to shut our operation down do to this fact. Stating state laws from PA Publication 213.

***Answer:***

*If required by PennDot and State Laws, then yes.*

**Question #13**

The number of trees listed in the bid section for each district does not match the number of trees in the Attachment B, "Schedule of Trees". Do we use the number of trees listed in the bid or the Attachment when coming up with the total for each district?

***Answer:***

*Bidders shall submit Pricing in accordance with the Quantities listed in Section 5: Pricing of the Invitation & Bid.*

**Question #14**

How do you want us to arrive at the price using only the diameter of the trunk?

*Answer:*

*Bidders shall refer to Page 17, Paragraph 2.2.2, Attachment A (Procurement Specification 26-R-4f:15) and Section 5, Pricing of the Invitation & Bid.*

**Question #15**

Crew requirements: Can one of the grounds workers also be the stump machine operator?

*Answer:*

*Yes but the wage has to be adjusted accordingly.*

**Question #16**

Wage rate schedule: Is the Fringe benefit \$5.35 and hourly rate to be added to the basic rate?

*Answer:*

*The \$5.35 can be paid by providing benefits that add up to \$5.35 an hour or can be added to the wage.*

**BID MODIFICATIONS / ADDITIONS:**

**The following Paragraphs are hereby incorporated into Invitation & Bid No. S6Z61790:**

**Page 15, Paragraph 2.3**

If the Contractor removes a tree or trunk and is unable to remove the stump of that tree or trunk, PPR reserves the right to give the Contractor a replacement stump location. This decision will be based on a site by site evaluation and circumstance as they arise.

**Page 17, Paragraph 2.6.1.1**

If the Contractor submits a location as complete, and it is found not to be complete, PPR will notify the Contractor in writing. From the date of the notice, the Contractor will have fifteen (15) working days to return to the location and complete the work. Failure to complete the work within fifteen (15) days will result in a fine of \$200.00 per occurrence per day until the work is complete.

**Procurement Department Specification 26-R-4f:15, Section 3.2**

If the Contractor submits a location as complete, and it is found not to be complete, PPR will notify the Contractor in writing. From the date of the notice, the Contractor will have fifteen (15) working days to return to the location and complete the work. Failure to complete the work within fifteen (15) days will result in a fine of \$200.00 per occurrence per day until the work is complete.

**Procurement Department Specification 26-R-4f:15, Section 3.2**

If the Contractor removes a tree or trunk and is unable to remove the stump of that tree or trunk, PPR reserves the right to give the Contractor a replacement stump location. This decision will be based on a site by site evaluation and circumstance as they arise.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



S. Brown, Buyer

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

SB/ bb



