

NOTICE TO BIDDERS
MORRIS COUNTY COOPERATIVE PRICING COUNCIL (6MOCCP)

NOTICE IS HEREBY GIVEN that separate sealed bids will be received by the Purchasing Agent, Township of Randolph, on behalf of the Morris County Cooperative Pricing Council (MCCPC), in the Municipal Courtroom, 502 Millbrook Avenue, Randolph, NJ, on **Wednesday, October 4, 2023, at 10:00 a.m.** (prevailing time) and at that time will be publicly opened and read for:

WINTER CONTRACTS:

- #1 Motor Gasoline
- #5 Paving Materials
- #6 Road Resurfacing
- #7 Drainage Pipe
- #8 Anti-Freeze
- #9 Crushed Stone & Sand
- #11 Motor Oils & Miscellaneous Lubricants
- #12 Ultra Low Sulfur Diesel Fuel – Dyed
- #14 Catch Basins & Manhole Castings
- #17 Water Treatment Chemicals
- #18 Tree Removal, Trimming & Stump Grinding Services
- #19 Concrete Blocks & Granite Curb Blocks
- #20-A Sporting Goods
- #21 Oil & Stone Treatment

and,

NOTICE IS HEREBY GIVEN that separate sealed bids will be received by the Purchasing Agent, Township of Randolph, on behalf of the Morris County Cooperative Pricing Council (MCCPC), in the Municipal Courtroom, 502 Millbrook Avenue, Randolph, NJ, on **Thursday, October 5, 2023, at 10:00 a.m.** (prevailing time) and at that time will be publicly opened and read for:

WINTER CONTRACTS:

- #22 DPW Uniforms/Work Shoes/Boots
- #23 Police Uniforms & Equipment
- #24 Bagged Cement & Poured Concrete
- #26 Beam Guide Rail & Safety Ends (Installed)
- #27 Traffic Paint
- #28 Traffic Sign Materials
- #33 Clay and Infield Mix for Athletic Fields
- #36 Traffic Striping on Roadways
- #38 Preventive Maintenance/Repair of Communications Equipment
- #39 Furnishing Trophies & Plaques

- #41 Purchase of Communications Equipment
- #49 Disposal/Recycling of Municipal Road Wastes
- #53 Fencing Materials & Installation

Technical bid specifications **ONLY** are available for review on the MCCPC website (www.mccpc.org). If after a review of the technical bid specifications bidders are interested in the entire bid package, it may be **picked up** for no cost from the Township Purchasing Office, Township of Randolph, 502 Millbrook Avenue, Randolph, NJ 07869 after leaving necessary contact information **OR** by sending an email to jlambert@randolphnj.org with all of the following **REQUIRED** information: (1) Contract #(s), (2) Company Name, (3) Complete Company Address, (4) Company Phone #, (5) Company Fax #, (6) Contact Person Name, (7) email address. Upon receipt of **ALL** required information, the full bid package will be **emailed**. Only those bidders picking up packages or contacting the MCCPC directly and providing the necessary information will be provided with any addenda that are issued in accordance with N.J.S.A. 40A:11-23c. Failure to acknowledge receipt of any addenda that may be issued may result in the rejection of the bid.

Bids shall be submitted in a sealed envelope bearing the name and address of the bidder and plainly marked to indicate the subject of the bid and addressed to the Purchasing Agent, Purchasing Office, Township of Randolph, 502 Millbrook Avenue, Randolph, NJ 07869. **Any envelope that is received that is not properly marked causing it to be opened prior to the bid will be invalidated.** Bids may be received before the hour designated in this office if they are mailed or hand-delivered in person. The Township will not be responsible for any bid that is sent by mail or other form of carrier which is lost or which arrives after the bid deadline date and time.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Jenny Lambert
MCCPC Coordinator, Township of Randolph

INVITATION TO BID

Date: August 25, 2023

NOTICE is hereby given that separate sealed bids will be received by the Purchasing Agent, Township of Randolph, on behalf of the Morris County Cooperative Pricing Council (MCCPC), in the Municipal Courtroom, 502 Millbrook Avenue, Randolph, New Jersey, on **Wednesday, October 4, 2023, at 10:00 a.m.** (prevailing time) and at that time will be publicly opened and read for:

Contract #18
Tree Removal, Trimming & Stump Grinding Services

Bids shall be submitted in a sealed envelope bearing the name and address of the bidder and plainly marked to indicate the subject of the bid, and addressed to the Purchasing Agent, Township of Randolph, 502 Millbrook Avenue, Randolph, New Jersey 07869. **Any envelope that is received that is not properly marked causing it to be opened prior to the bid will be invalidated.** Bids may be received before the hour designated in this office if they are mailed or hand delivered in person. The Township of Randolph will not be responsible for any bid that is sent by mail or other form of carrier which is lost or which arrives after the bid date and time specified above.

All bids must be submitted on the Bid Proposal Form and must conform to the specifications, terms and conditions for a fair and open contract, all of which are contained therein.

Bidders must review the bid specifications for any applicable bonding requirements.

Bidders must have any and all required approvals, qualifications, certifications, and/or licenses necessary to perform the services or provide the products as contained in the bid specifications.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Other requirements as well as these described above are fully detailed in the bid documents.

By Order of the Township Council,

Jenny Lambert
MCCPC Coordinator
Township of Randolph

BID SPECIFICATIONS

CONTRACT #18: Tree Removal, Trimming & Stump Grinding Services

Contract Period: One Year - January 1, 2024 - December 31, 2024

Contract Period: Two Years - January 1, 2024 – December 31, 2025

THE FOLLOWING ARE MINIMUM SPECIFICATIONS WHICH MUST BE MET OR EXCEEDED.

Due to the nature of the products contained within this contract, estimated quantities are not provided. **THIS IS NOT A REQUIREMENTS CONTRACT.**

Prices are to remain firm for the term of the contract with no exceptions. The successful vendor cannot establish a minimum order requirement. However, the MCCPC may, in certain instances, establish minimum order requirements which will be noted on the Bid Proposal Form.

Bidder to specify response time after receipt of an order, which in no case shall exceed seven (7) calendar days. Delivery time is not factored into the calculation to determine the successful vendor.

Emergency situations will be treated on an expedited basis. For tree removal emergencies bidders are to provide a **percentage markup** on their regular bid price for emergency situations (which will not be used in the determination of the award). The awarded vendor who fails to respond to an emergency when called will be charged the difference between their awarded cost and any overage the member had to pay as a result of the vendor's non-response.

All bidders must be licensed by and in compliance with the State of New Jersey Tree Expert and Tree Care Operator Licensing Act (N.J.S.A. 45:15C-11 et seq.) and its related rules (N.J.A.C. 7:3A et seq.). Bidders must provide their assigned NJTC number in their bid proposal on the Bid Proposal Form. Additionally, bidders **MUST** provide on the Bid Proposal Form the name of at least one licensee (employee) for the principal office AND all branch offices, if applicable. A single licensee cannot be assigned to more than one business location. If the registered business engages in tree expert services, the licensee must be a licensed tree expert. If the business only engages in tree care operator services, the licensee may be a licensed tree expert or a licensed tree care operator.

The MCCPC consists of three (3) districts: #1, #2, and #3 (see attached district breakdowns).

DESCRIPTION OF WORK:

1. Tree removal and/or trimming services will be performed within street rights-of-way or lands owned and maintained by member MCCPC agencies. The Township Engineer, Public Works Director, Shade Tree Superintendent or other such qualified individual shall designate the work to be performed by the contractor for that MCCPC member agency.
2. Tree removal shall consist of the complete removal of all portions of designated trees including grinding of the stump to a depth of 6" below existing ground surface.
3. Tree trimming shall consist of the removal of all undesirable or interfering limbs for the safety of persons, vehicular traffic and surrounding property, as well as to maintain the health, proportion and appearance of the trees.

Services provided in accordance with these specifications shall specifically exclude tree removal, tree trimming and stump grinding services performed in preparation for construction work which would be subject to the Prevailing Wage Act.

Bidders must bid on all items within the category for which they are submitting a bid. However, if ALL bidders do not bid on the same item, that particular item will be removed from the list and the remaining items will be used to determine the lowest responsive and responsible bidder. **If at least one bidder bids on all items, that bidder will get the contract if they are responsive and responsible.**

Bidders are not required to bid on all categories or all districts.

A bid of “time and materials” is not considered a valid bid and will be rejected.

CATEGORY A: TREE REMOVAL

1. Trees designated for removal shall be removed in accordance with standard accepted practices for same, using the proper equipment. The contractor shall exercise all reasonable care to insure that no damage occurs to adjacent vegetation, structures or property. If necessary, trees shall be removed in sections to prevent any such damage. Any damage to structures, utility wires, property or adjacent trees shall be repaired by the contractor at his sole cost.
2. It shall be the responsibility of the contractor to notify any utility companies whose overhead or underground wires or utilities may be disturbed during the tree removal. By law, it is the responsibility of the successful contractor to call 811 or 800-272-1000, State of New Jersey One Call, before the actual tree removal services begin at the MCCPC member’s location.
3. All portions of the trees shall be removed from the site and disposed of by the contractor, unless otherwise directed by the MCCPC member agency.

CATEGORY B: TREE TRIMMING

Tree trimming consists of the removal of dead, dying, diseased, interfering, objectionable and weak branches of the main trunk and limbs inside the leaf area of the tree.

Tree trimming work shall be performed under the following general guidelines:

1. **Cuts:** All cuts shall be made sufficiently close to the parent stem so as to promote rapid healing under normal conditions. All limbs over one inch (1”) in diameter shall be pre-cut to prevent splitting. No stubs shall be left. No hooks or climbing spurs shall be used.
2. **Diseased Trees:** On trees known to be diseased, the tools used on those trees shall be disinfected with alcohol before being used on another tree.
3. **Tree Clearance:** All tree limbs shall be raised fifteen feet (15’) above streets and ten feet (10’) above sidewalks and lawn areas. Where limbs of trees are touching or resting on any building, they shall be removed. Limbs or branches blocking the illumination of street lights shall be removed. These clearance provisions do not apply to young or newly planted trees.

Requirements for Both Categories A & B:

Work Crews

A work crew shall be made up of a minimum of three (3) people consisting of a foreman/crew leader, climber, and groundman. Each crew shall have its own truck with an aerial lift bucket as well as all saws and other incidental tools and signage required to complete the work.

Work Schedule & Notification by MCCPC Member Agency

Normal working hours shall be from 8:00 a.m. to 4:30 p.m. with a half-hour lunch break Monday through Friday with the exception of municipal holidays. Tree removals or tree trimming work shall commence within seven (7) calendar days after receiving notification.

Safety/Traffic Control

When working on municipal streets, proper roadway signage shall be in use at all times. If, in the opinion of the engineer, the tree work being performed represents a potential danger to passing traffic, the contractor shall, at his expense, institute traffic control measures as directed by the engineer or municipal police department. Traffic control measures may include, but not be limited to, additional signage, flagmen or the temporary detouring of traffic. Traffic control devices shall be in good condition and shall conform to the "Manual on Uniform Traffic Control Devices" (MUTCD), latest edition.

Additional Qualifications

The successful vendor shall have on staff a registered Certified Tree Expert (CTE), and shall be completely knowledgeable in the techniques and use of equipment for safe and efficient tree removal and tree trimming. The successful vendor shall be the sole contractor to perform this work. **No sub-contracting of this work will be permitted.**

Quality & Payment

Tree work performed by the contractor for payment will be billed directly to the MCCPC member agency where the work was performed.

The quantity for **TREE REMOVAL** for which payment will be made will be the quantity of trees actually removed, including stump grinding, as designated by the MCCPC member agency, in accordance with the provisions of this proposal.

The quantity of hours for **TREE TRIMMING** for which payment will be made will be the quantity of hours a full crew, as defined elsewhere herein, is actually working at the designated work site in accordance with the provisions of this proposal.

For hourly rate contracts, the vendor will only be paid for hours worked. Lunch hours will not be paid regardless of how the vendor pays his employees. Hours will be rounded up to the nearest ¼ hour (ex., crew works 8:00 a.m. – 11:10 a.m.; vendor will be paid for 3 ¼ hours).

Payment will be made for the quantity of work performed as above determined at the unit price bid in the proposal, which price shall include the cost of labor, insurance, all tools, equipment and materials, signage, and all else necessary therefore and incidental thereto.

CATEGORY C: STUMP GRINDING SERVICES

1. Stumps shall be ground with a stump grinder.
2. The diameter (width) of the stump shall be measured at the widest part at "ground" level. If there are visible surface roots, do not include the length of these roots in this measurement. If the stump has humped up the ground, extend the diameter to include grinding the hump to grade level.

The area shall be back filled with topsoil and seeded by vendor as part of the bid price.

3. By law, it is the responsibility of the successful contractor to call 811 or 800-272-1000, State of New Jersey One Call, before the actual services of stump grinding begin at the MCCPC member's location.

Bidders shall take the current and possible future supply chain cost impacts and inflation into account when putting their bid pricing proposal together. The MCCPC will not entertain requests for price increases during the awarded contract term.

Award of Contract:

Award of contract will be made per the below:

For Category A – to the lowest responsive, responsible bidder based upon the lowest total aggregate cost per category per district (3 awards).

For Category B – to the lowest responsive, responsible bidder based upon the lowest total hourly rate per category per district (3 awards).

For Category C – to the lowest responsive, responsible bidder based upon the lowest total aggregate cost per category per district (3 awards).

A vendor may receive an award for one or more categories per district.

An award will be made at the discretion of the MCCPC for a one- or two-year contract. Bidders are not required to bid on the two-year contract.

NOTE: NO BONDING REQUIREMENTS FOR THIS CONTRACT.