

BID NOTICE

Orangewood Park / Victory Park Apartments RFP # 2018 - 05

Tree Cutting/Trimming and Removal

Nelson & Associates, Inc. is soliciting bids from qualified companies to furnish labor, materials, equipment and service required to perform tree cutting/trimming and removal services for Orangewood Park and Victory Park Apartments owned by the Indian River County Housing Authority.

Minority, Women and Sec 3 owned businesses are encouraged to participate.

Bid packets are available at the Victory Park Apartments Office and on the web-sites indicated below. Contractors are responsible for checking the websites for any comments or addendums.

No bids will be accepted after 2:30 pm, (EST) on October 15, 2018

Bidders may obtain a copy of the bid packet at the websites below under the Bid/Jobs Tab or by contacting the Office:

<http://www.nelsonasc.com/victorypark/home.asp>

<http://www.nelsonasc.com/orangewoodpark/home.asp>

<http://www.indianrivercountyha.com/indianriver/home.asp>

All proposals and all inquiries are directed to:

Cassandra Green, COS

Victory Park Apartments and
Orangewood Park Apartments
3980 King Place
Vero Beach, FL 32967
Direct: 772-567-6182
Fax: 772-567-6129
cassandra.green@nelsonasc.com

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Bids will be accepted at the Indian River County Housing Authority office, 3890 King Place, Vero Beach, FL.

No bids will be accepted after 2:30 pm, (EST) on October 15, 2018

Bid Item: Tree cutting/trimming and removal services for Orangewood and Victory Park Apartments.

Tree Cutting/Trimming and Removal

1. PURPOSE

The intent of this Request for Estimate (RFE) is to establish contractual price agreements with Contractors for tree trimming and removal on an as-needed basis. The work under this RFE shall cover the one-year period from January 1, 2019-December 31, 2019.

2. SCOPE OF WORK

a. The Contractor shall furnish adequate labor crew, equipment, tools to safely and efficiently complete assigned tree trimming, and removal projects as directed by the Maintenance Staff.

b. The Contractor must designate an individual who will be responsible for the crew's activities to accomplish the assigned work.

c. The Contractor shall perform all work in accordance with the latest government safety regulations, including but not limited to, all Department of Labor and Workforce performance & Federal OSHA regulations and suggested practices. All work shall be performed in accordance with ANSI Z 133.1 "Pruning, trimming, Repairing, Maintaining and Removing Trees and Cutting Brush Safety Requirements" with special emphasis given to the requirements that only qualified line-clearing trimmers be assigned to work where a potential electrical hazard exists.

d. The Contractor shall clean all debris from tree trimming, tree removal, ground clearing each day before work crew leaves the site, unless permission is given by the Executive Director to do otherwise. All areas are to be left in a condition equal to, or better than, that which existed prior to commencement of work.

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Terms and Conditions

1. The work shall be performed by a licensed contractor in accordance with all applicable Local, State, and Federal codes and regulations. Failure to provide all requested information may result in the proposal disqualification.
2. The contractor must submit number of years in services, a minimum three (3) references for work performed within the last seven (7) years with like scope. **DO NOT INCLUDE ANY WORK DONE FOR IRCHA.**
3. Contractor shall be licensed under the provisions of the Florida Statutes, to do business in the State of Florida or of the state of their home office. All firms/individuals must submit proof (i.e. copies) of all necessary state; county and local licenses/permits as may be required by law to operate the requisite business.
4. The Contractor shall perform, or have performed, all work specified and conform to all regulations in accordance with the latest governing rules and regulations. Any sub-contractors used must be supervised, paid, and monitored by the licensed contractor awarded this contract.
5. The contractor shall maintain their own inventory of required tools and equipment to perform all requested duties.
6. Safety
 - Contractor shall only use equipment in compliance with all current applicable safety rules and regulations
 - Contractor shall be responsible for maintaining all equipment in a safe working condition at all times
 - Contractor shall be responsible for warning people in the immediate area where work is commencing and the danger of remaining in the work area.

7. INDEMNIFICATION

To the full extent authorized by law, Contractor agrees to indemnify, hold harmless and defend IRCHA, its commissioners, employees, and agents, from and against any and all liabilities, losses, damages, claims, suites, penalties, forfeitures, actions, decrees, judgments, attorneys' fees, court costs, and other costs and expenses incident thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorneys' fees) which IRCHA, its officers, commissioners, employees, or agents may suffer, or which may be sought against, recovered from, or obtainable against IRCHA, its commissioners, employees, or agents, as a result of, by reason of, arising out of, on account of, or in consequence of any act or failure to act on the part of Contractor, its subcontractors or agents, or anyone directly or indirectly employed by any such subcontractor or agent, in the fulfillment or performance of terms, conditions, or covenants that are contained in this Agreement, and which said actor or failure to act is contrary to or is not authorized by this agreement or is otherwise negligent, wanton, willful, or contrary to any applicable law, regulation, or recognized standard of practice or performance. The covenants and obligations set forth in the preceding sentence shall exist and remain in full effect notwithstanding the fact that the occurrence which gave rise to such claim, damage, loss, liability, suit, action, judgment, or expense was caused in part by the negligence or other

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wrongful act of any party indemnified hereunder. Nothing contained herein shall waive any rights, privileges, immunities, or limitation of liability to which IRCHA is entitled under Florida law.

8. Inspection and Acceptance

When the job is completed, an inspection shall be made by the IRCHA to determine acceptability. If deficiencies exist, the IRCHA will notify the Contractor. Deficient work shall be corrected as soon as possible of being notified and re-inspected before proceeding.

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Required Permits: Unless otherwise stated in the proposal documents, all local, State or Federal permits which may be required to provide the services ensuing from award of this proposal, whether or not they are known to either the IRCHA or the proposers at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful proposer and any costs submitted by the proposer shall reflect all costs required by the successful proposer to procure and provide such necessary permits.

Taxes: All persons doing business with the IRCHA are hereby made aware that the IRCHA is exempt from paying Florida State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.

Government Standards: It is the responsibility of the prospective proposer to ensure that all items and services proposed conform to all local, State and Federal laws concerning safety (OSHA and NOSHA) and environmental control (EPA and Indian River County Pollution Regulations) and any other enacted ordinance, code, law or regulation. The successful proposer shall be responsible for all costs incurred for compliance with any such possible ordinance, code, law or regulation. No time extensions shall be granted, or financial consideration given to the successful proposer for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.

Work on IRCHA Property: If the successful proposer's work under the contract involves operations by the successful proposer on IRCHA premises, the successful proposer shall take all necessary precautions to prevent the occurrence of any injury to persons or property during the progress of such work and, except to the extent that any such injury is caused solely and directly by the IRCHA's negligence, shall indemnify the IRCHA, and their officers, agents, servants and employees against all loss which may result in any way from any act or omission of the successful proposer, its agents, employees, or subcontractors.

Cancellation of Award: The IRCHA reserves the right to, without any liability, cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.

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Orangewood Park Apartments

REQUEST FOR PROPOSAL BID/PRICE SHEET

Each proposer shall submit his/her quote on this form only, which shall be completed and returned to the IRCHA as detailed herein.

Scopes of Work	Unit Price	Labor Cost	Line Total	
84 Palm Trees	\$	\$	\$	\$
81 Oak Trees	\$	\$	\$	\$
Cut back (invasive pines, pepper trees	\$	\$	\$	\$
Cut back hardwood limbs over fence around entire perimeter of property	\$	\$	\$	\$
Haul debris to landfill	\$	\$	\$	\$
		Total Amount:		\$

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the IRCHA pertaining to this issue.

COMPLETED BY:

Signature	Printed Name
Company Name	Address (Street; City; State; Zip)
Phone#	Date

Victory Park Apartments

REQUEST FOR PROPOSAL BID/PRICE SHEET

Each proposer shall submit his/her quote on this form only, which shall be completed and returned to the IRCHA as detailed herein.

Scopes of Work	Unit Price	Labor Cost	Line Total	
108 Palm Trees	\$	\$	\$	\$
61 Oak Trees	\$	\$	\$	\$
Cut back (invasive pines, pepper trees	\$	\$	\$	\$
Cut back hardwood limbs over fence around entire perimeter of property	\$	\$	\$	\$
Haul debris to landfill	\$	\$	\$	\$
		Total Amount:		\$

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the IRCHA pertaining to this issue.

COMPLETED BY:

Signature	Printed Name
Company Name	Address (Street; City; State; Zip)
Phone#	Date

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REFERENCES

The Contractor must list at least three (3) references, listing the company name, address, telephone number and contact person, for whom the Contractor has supplied landscaping services similar to those provided in the specifications, for a period no less than six (6) months.

Company name: _____

Address: _____

Phone #/Fax#: _____

Contact Person: _____

Date of Service (from-to): _____

Company name: _____

Address: _____

Phone #/Fax#: _____

Contact Person: _____

Date of Service (from-to): _____

Company name: _____

Address: _____

Phone #/Fax#: _____

Contact Person: _____

Date of Service (from-to): _____

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Nelson & Associates, Inc. Vendor
Set-Up Information



Thank you for your interest in becoming a vendor for our community. In order for us to proceed with contracting with you for services, you will need to be certified through Compliance Depot. Compliance Depot is a 3rd party provider responsible for administering the **Nelson & Associates, Inc.** Vendor Compliance Program.

Compliance Depot will gather insurance documents, a W-9, vendor agreement, and any other applicable information needed to designate you as an approved vendor on our company vendor list. You may obtain a sample insurance certificate that you may share with your insurance provider, a blank W-9, and our vendor agreement directly from ComplianceDepot.

You can contact Compliance Depot at (888) 493-6938. You can also visit their website at www.compliancedepot.com. Please be advised that there is an annual fee associated with the enrollment process. They have customer representatives available Monday through Friday from 7:30am to 6:30pm Central time to assist you or your insurance agent with any questions.

All documents may be submitted to Compliance Depot via e-mail at documents@compliancedepot.com or via fax at (877) 665-8910. Please include a cover sheet with the name of your company and reference that the documents are for **Nelson & Associates, Inc.** compliance.

We look forward to working with you in the future!

Nelson & Associates, Inc.
Risk Management Department



Dear Vendor,

We Need Your Support, Nelson and Associates, Inc has partnered with Compliance Depot, a RealPage Vendor Credentialing Service. Compliance Depot specializes in managing vendor credentialing requirements, reviewing documents such as insurance certificates, licenses and W9's. The entire Nelson and Associates, Inc portfolio will be rolled out over the next couple of months into the Vendor Credentialing platform and we are hoping you can help us reach even greater levels of compliance. You will be receiving a notification from Compliance Depot advising when to start your enrollment process.

We appreciate your partnership and look forward to our continued relationship. We are confident that you will see the many advantages of this solution.

Benefits of Vendor Credentialing

- ❖ Additional marketing exposure in vendor network, viewed by all CD clients.
- ❖ Centralized point-of-contact to submit your documents for approval.
- ❖ 24/7 Checkpoint – Status and Document Storage
- ❖ Assistance with staying on track with your insurance and licensing all year.
- ❖ Regional and national programs are available to provide annual savings for vendor companies that serve multiple Compliance Depot clients.
- ❖ “Level playing field” for all vendors within your same industry

Nelson and Associates, Inc
Risk Management Department