

**THE BOROUGH OF BARRINGTON REQUEST FOR PROPOSALS FROM
FIRMS/INDIVIDUALS INTERESTED IN PROVIDING TREE TRIMMING AND REMOVAL
SERVICES FOR THE PERIOD JULY 1, 2025, THROUGH DECEMBER 31, 2026**

Introduction

The Borough of Barrington is seeking Requests for Proposals (“RFP’s”) from firms/individuals that wish to provide Tree Trimming and Removal Services for a contract period beginning on July 1, 2025, and ending on December 31, 2026.

All necessary documents can be downloaded from the official Barrington website, www.barringtonboro.com. Copies of the submission requirements and selection criteria are also on file and available from the Office of the Borough Clerk by email request to tshannon@barringtonboro.com.

All candidates are required to submit proof of business registration and proof of insurance with their proposal. Proposals are due no later than 4pm on June 19, 2025.

SPECIFICATIONS FOR TREE TRIMMING AND REMOVAL

CONTRACT PERIOD--The term of this contract is for (18) eighteen months beginning July 1, 2025, through December 31, 2026.

TREE REMOVAL:

Tree removal shall consist of the complete removal of all portions of the designated trees, with the exception of the stump, which shall be ground with a stump cutter to the depth of 6” below the existing ground surface. They shall then be backfilled with topsoil and seeded. The Contractor shall exercise all reasonable care to ensure that no property 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. It shall be the responsibility of the Contractor to notify any utility company whose overhead wires may be disturbed during the tree removal. The diameter of the trees to be removed shall be measured by caliper at a height of 4-1/2 feet above the ground.

TREE TRIMMING:

Tree trimming shall consist of dead, dying, diseased, interfering, objectionable and weak branches on the main trunk and limbs inside the leaf area of the tree. All cuts shall be made sufficiently close to the parent stem so as to promote rapid healing under normal conditions. All limbs over 1” in diameter shall be pre-cut to prevent splitting. No stubs shall be left.

WORK CREWS:

A work crew shall be made up of a minimum of three (3) men consisting of a foreman/crew leader, climber, and grounds man. 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. The work crew shall be completely knowledgeable in the techniques and use of equipment for safe and efficient tree removal and tree trimming.

ADDITIONAL QUALIFICATIONS:

The successful bidder shall have a Certified Tree Expert on staff and shall be completely knowledgeable in the techniques and use of the equipment being used.

WORK SCHEDULE:

Normal working hours shall be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of Municipal holidays. Each worker shall have a half-hour lunch break. Tree trimming work which extends beyond the stated working hours, if approved by the Municipality, will be paid at 1 ½ times the submitted unit price in the proposal.

WORK NOTIFICATION:

Tree removal and tree trimming work shall commence within four (4) calendar days after receiving notification. In the case of emergencies, due to storm damage or accidents, tree removal and trimming work shall commence within four (4) hours after receiving notification.

SAFETY/TRAFFIC CONTROL:

When working on municipal streets, proper roadway signage shall be used at all times. If additional traffic control measures are needed, (additional signage, flagmen, detouring of traffic by the Police, etc.), it shall be at the expense of the Contractor.

DISPOSAL OF MATERIALS AND DEBRIS:

The disposal of materials and debris accumulated by the tree removal and stump

PLEASE LIST ANY EXCEPTIONS TO THESE SPECIFICATIONS ON A SEPARATE PIECE OF PAPER, TO BE SUBMITTED WITH THE BID.

PLEASE SUBMIT A COPY OF YOUR COMPANY'S CONTRACT WITH THE PROPOSAL.

PROPOSAL FORM

We have carefully examined the specifications for TREE TRIMMING AND REMOVAL for the Borough of Barrington and agree to furnish this service for the following price:

ITEM #1: TREE REMOVAL: TREE SIZES – Diameter (inches)

UNIT PRICE PER TREE A. Up to 12" _____

B. Over 12" up to 18" _____

C. Over 18" up to 24" _____

D. Over 24" up to 30" _____

E. Over 30" up to 36" _____

F. Over 36" _____

ITEM #2: TREE TRIMMING:

Full crew as defined in the specifications: _____ per hour.

ITEM #3: EMERGENCY TREE TRIMMING:

Full crew as defined in the specifications: _____ per hour.

Respectfully submitted:

(SIGNATURE)

(NAME OF BIDDER)

(STREET ADDRESS)

(CITY/STATE/ZIP)

(PHONE #)

(FAX #)

(EMERGENCY CONTACT NUMBER)

(EMAIL ADDRESS)

(DATE)

Professional Information and Qualifications

Each interested individual/firm shall also submit the following information:

1. Name of individual/firm:
2. Address of principal place of business and all partners or firm's offices and corresponding telephone and fax numbers.
3. Examples of your record of success with other public entities;
4. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staffing);
5. Cost details (including listing of all charges);
6. Business Registration Certificate
7. Certificate of Insurance including liability and workers compensation coverage
8. Non-Collusion Affidavit (form provided);
9. Affirmative Action Compliance Notice (form provided);
10. Signed Hold Harmless Agreement
11. Any other information which the interested firm deems relevant.

Selection Criteria

The Borough reserves the right to award a contract or contracts to the vendor(s) as determined to be in the best interests of the Borough based upon the selection criteria. The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
3. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation;
4. The cost and expense that will be necessary to familiarize the attorney with the legal issues arising in the prosecution of municipal offenses; and
5. Cost competitiveness in light of all of the above factors.
6. Experience and references;
7. Other factors, if demonstrated to be in the best interest of the Borough.

Submission Requirements

RFP must be delivered no later than Thursday, June 19, 2025, at 4:00pm to:

Terry Shannon, Borough Clerk
Barrington Municipal Building
229 Trenton Avenue
Barrington, NJ 08007

Please submit one (1) original unbound copy of the RFP and one (1) electronic copy in the format of a thumb drive.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____:

I certify that I am _____ of the firm of _____, the Respondent submitting the Qualification Statement in response to this Request for Proposals, and that I executed said Qualification Statement with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with the within Request for Proposals; and that all statements contained in the Respondent's Qualification Statement and in this affidavit are true and correct, and made with full knowledge that the Borough of Barrington will rely/relies upon the truth of the statements contained in said Qualification Statement and in the statements contained in this affidavit in awarding the contract(s) for the services sought in this Request for Proposals.

I further warrant that no person or selling agency has been employed to solicit or secure a contract for the services sought in this Request for Proposals upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of the Respondent or as July be permitted by law.

(Signature of respondent)

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY _____ OF 20____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF _____

MY COMMISSION EXPIRES: _____

(THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL)

HOLD HARMLESS AGREEMENT

*To the fullest extent permitted by law, _____,
agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Barrington,
its elected and appointed officials, its agents, employees and volunteers, and others
working on behalf of the Borough of Barrington against any and all claims, demands, suits,
or loss, including all costs connected therewith, and for any damages which may be
asserted, claimed or recovered against or from the Borough of Barrington, its elected and
appointed officials, its agents, employees, volunteers or others working on behalf of the
Borough of Barrington, by reason of personal injury, including bodily injury or death and/or
property damage, including loss of use thereof, which arises out of or is in any way
connected or associated with this contract.*

By:

For the Contractor

For the Borough of Barrington

Notary

Notary