

**TOWN OF SUNAPEE  
REQUEST FOR PROPOSAL  
2016 TREE MANAGEMENT PROGRAM**

The Town of Sunapee (Town), New Hampshire is accepting Bid Proposals for their annual tree management program.

**PROJECT LOCATIONS:** Jobs Creek Road, Garnet Hill Road, Prospect Hill Road, North Road, Perkins Pond Road, Trow Hill Road.

**PROJECT DESCRIPTION & REQUIREMENTS:** The contractor selected for this work will be responsible for furnishing the necessary equipment and labor that are qualified and capable of removing existing trees that are within the Town's rights-of-way for the above referenced roads. The project will include chipping and disposal of all associated brush, and pruning, chipping and disposal of existing tree limbs up to a height of 16-feet from the ground surface. The Town will provide a location to dispose of a trees and brush at the contractor's option.

**PROPOSAL SUBMISSION REQUIREMENTS:** The following information shall be provided with each contractor's proposal in order to be considered for the project:

1. The contractor shall provide the name of his/her company, the company's mailing address, the name of the individual that will be responsible for overseeing the completion of the project, the telephone and cell phone number of the individual that will oversee the project, and e-mail addresses for all project contacts and/or persons directly in charge of the project.
2. The contractor shall provide one all-inclusive per tree rate or daily rate (to include all associated equipment, labor, disposal, mobilization and demobilization costs) for each of the following items:
  - Per tree rate for the removal of existing dead trees greater than 6" diameter, or unable to be passed through a chipper, from the Town's rights-of-way.
  - Per tree rate for the removal of existing live trees greater than 6" diameter, or unable to be passed through a chipper, from the Town's rights-of-way.
  - Daily rate for removal of existing tree that are less than 6" diameter, and for pruning of existing tree limbs up to 16-feet from the ground surface.

**ADDITIONAL INFORMATION & PROJECT REQUIREMENTS:**

1. No pre-bid meeting will be conducted for this project. However, contractors are encouraged to visit the roads identified above in the Town of Sunapee to familiarize themselves with the project.
2. The project shall be completed between June and September 2016.
3. The contractor is required to carry a minimum of one million dollars (\$1,000,000) of insurance coverage throughout the duration of the project. The Town shall be named as additionally insured on the contractor's insurance certificate.
4. The contractor shall **sign and date** his/her proposal. By doing so, he/she acknowledges that they have the equipment and labor that is capable and qualified to provide the services for the completion of the project, and that they can complete the services within the specified time frame.

5. Proposals must be mailed or hand delivered to the Town Offices, Attn: Highway Director, 23 Edgemont Road Sunapee, NH 03782. All proposals must be **sealed** in an envelope clearly marked “**2016 TREE MANAGEMENT PROGRAM**”, and they must be received by 1:00 p.m. May 16, 2016.
6. A **public bid opening** will be conducted at 1:15PM on May 16, 2016, in the meeting room that is located down stairs in the Town Offices. At that time, all proposals will be opened and read aloud by the Town Manager and Highway Director to anyone who wishes to attend the bid opening.
7. The Town will review all bid proposals following the public bid opening, and upon determining the most responsive and responsible bidder, the Town reserves the right to select the proposal that is determined to be in its best interest.
8. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town.
9. The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in proposal responses.
10. Any questions should be directed to Scott A. Hazelton, Highway Director, in writing at: [scotth@town.sunapee.nh.us](mailto:scotth@town.sunapee.nh.us) . Questions must be received on or before May 9, 2016. Response to questions will be provided in writing to all bidders via e-mail on or before May 16, 2016.