

# REQUEST FOR PROPOSALS

**Item Description:** STREET TREE BLOCK PRUNING, 2025

**Procurement/MinuteTraq #:** 48223

**Date to be opened:** 2/24/2025

**Issuing Department:** Department of Parks

## **QUESTIONS**

- Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
  - Email: [purchasing@providenceri.gov](mailto:purchasing@providenceri.gov)
    - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
  - Email: [gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov)
    - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
  - Name: Sam Daganhardt
  - Title: City Forester
  - Email Address: [Sdaganhardt@providenceri.gov](mailto:Sdaganhardt@providenceri.gov)

## **Pre-bid Conference**

There is no pre-bid conference scheduled for this item.

## INSTRUCTIONS FOR SUBMISSION

**Meeting Date: 2/24/2025**

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation and bid are related and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this solicitation. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply  
Department of the City Clerk – City Hall, Room 311  
25 Dorrance Street  
Providence, RI 02903**

**\*\*PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

*This information is NOT requested to be provided in your initial bid by design.*

**All bids submitted to the City Clerk become public record.** Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.

## **BID PACKAGE CHECKLIST**

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1<sup>st</sup> page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page (*see page 7 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 8 of this document*)
- Bid Form 4: Affidavit of City Vendor (*see pages 9 and 10 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 11-112) or on:*  
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

**\*Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested (as indicated on page 5 of this document under "Bid Terms")*

**All of the above listed documents are REQUIRED.** (With the exception of financial assurances, which are only required if specified on page 5.)

**\*\*\*Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**

## NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered, or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)

## **BID TERMS**

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
  - a)  A certified check for \$500.00 must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
  - b)  A bid bond in the amount of \_\_\_\_\_ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
  - c)  A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
  - d)  No financial assurance is necessary for this item.
2. Awards will be made within **nighty (90) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and Acts of God.

### **The following entry applies only for COMMODITY BID TERMS:**

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

### **The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:**

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, [RIGL 28-29-1, et seq.](#) If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.

**BID FORM 1: Bidders Blank**

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder’s responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

**Name of Bidder (Firm or Individual):** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Agrees to bid on (Write the “Item Description” here): \_\_\_\_\_

If the bidder’s company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island* \_\_\_\_\_

Delivery Date (if applicable): \_\_\_\_\_

Name of Surety Company (if applicable): \_\_\_\_\_

Total Amount in Writing\*: \_\_\_\_\_

Total Amount in Figures\*: \_\_\_\_\_

***\*If you are submitting a unit price bid, please insert “Unit Price Bid”***

***Use additional pages if necessary for additional bidding details.***

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

**BID FORM 2: Certification of Bidder**  
(Non-Discrimination/Hiring)

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name

**BID FORM 3: Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



## BID FORM 4: Affidavit of City Vendor

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) through d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), "Business" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: \_\_\_\_\_

Position in the "Business" \_\_\_\_\_

Name of Entity \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): \_\_\_\_\_

### Read the following paragraph and answer one of the options:

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

c. The Mayor of Providence?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence?  Yes  No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

---

Signed under the pains and penalties of perjury.

---

Position

**MBE/WBE Participation Plan**

**Please complete separate forms for each MBE/WBE subcontractor/supplier to be utilized on the solicitation.**

Bidder's Name:				
Bidder's Address:				
Point of Contact:				
Telephone:				
Email:				
Procurement #:				
Project Name:				
Which one of the following describes your business' status in terms of Minority and/or Woman Owned Business Enterprise certification with the State of Rhode Island? (Check all that apply).	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither MBE nor WBE	
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity at the time of bid. The MBE/WBE Directory can be found <a href="#">here</a>. Please visit, the <a href="#">City's MBE/WBE page</a> for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> <li><b>Nonprofit organizations are not required to complete the rest of this form.</b></li> <li><b>Construction projects unable to identify subcontractors prior to bid submission (e.g. Design Build) are required to provide updates to the MBE/WBE Outreach Office</b></li> </ul>				
Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither	
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier Per the Scope of Work provided in the RFP				
Total Contract Value (\$):		Subcontract Value (\$):		Participation Rate (%):
Anticipated Date of Performance:				
I certify under penalty of perjury that the forgoing statements are true and correct.				
<b>Prime Contractor/Vendor Signature</b>		<b>Title</b>		<b>Date</b>
<b>Subcontractor/Supplier Signature</b>		<b>Title</b>		<b>Date</b>

**\*If you did not meet the 20% MBE/WBE combined participation goal, submit a Waiver Request Form.**

**MBE/WBE Waiver Request Form**

**Fill out this form only if you did not meet the 20% MBE/WBE participation goal.  
State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.**

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at [gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov), for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future. **In case a waiver is needed, City Department Directors should not recommend a bidder for an award if this form is not included, absent or is not signed by the city of Providence MBE/WBE director.**

Prime Bidder: \_\_\_\_\_ Contact Email and Phone \_\_\_\_\_  
 Company Name, Address: \_\_\_\_\_ Trade \_\_\_\_\_  
 Project /Item Description (as seen on RFP): \_\_\_\_\_

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Name	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of \_\_\_\_\_ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

\_\_\_\_\_  
 Signature of Prime Contractor /  
 or Duly Authorized Representative

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Signature of City of Providence  
 MBE/WBE Outreach Director /  
 or Duly Authorized Representative

\_\_\_\_\_  
 Printed Name of City of Providence  
 MBE/WBE Outreach Director

\_\_\_\_\_  
 Date Signed

## **SUPPLEMENTAL INFORMATION**

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

**All bids submitted to the City Clerk become public record.** Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

**You must be able to provide:**

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance

# **BID PACKAGE SPECIFICATIONS**

## **1.0 Invitation to Bid**

### 1.1 Background

The Providence Parks Department and the Board of Contract and Supply seek qualified bidders to submit bids for Street Tree Block Pruning, 2022.

### 1.2 Project Scope

A qualified contractor shall perform block pruning on all curbside trees 5” in diameter or greater. **The first street areas to be assigned will be in Wards 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6, Ward 7, Ward 9, Ward 12, and Ward 13.** Additional areas in other neighborhoods throughout the City will be assigned as funding allows.

All pruning shall conform to the **American National Standards Institute standard for Tree Care Operations – Pruning (ANSI A300)**, to the satisfaction of the City Forester.

Pruning objectives are to 1) remove dead and broken branches (2” diameter or greater) for tree health and public safety, 2) remove low branches over sidewalks and streets that conflict with pedestrians and cars, 3) create clearance of branches from buildings, stop signs, street lights, and traffic lights, and 4) thin crossing and crowded branches to improve tree structure.

### 1.3 Project Schedule

**THE SUCCESSFUL BIDDER WILL BE GIVEN A NOTICE TO PROCEED ON OR ABOUT April 15, 2025. THE SUCCESSFUL BIDDER SHALL AGREE TO COMPLETE ALL ASSIGNED WORK BY February 28, 2026.**

## **2.0 Method of Award**

2.1 The City has a fixed sum available for the proposed work. The number of trees to be pruned is based on this available sum. The contract will be awarded based on the lowest total bid. The City reserves the right to award the contract based on the quantity that is equal to or less than the fixed sum available.

2.2 The City reserves the right to reject bids if sufficient funds are not available, if bidding irregularities occur, or if the City deems the bidder unqualified.

2.3 The City reserves the right to reject the bid of any bidder who has previously failed to perform properly, to complete on time contracts of a similar nature, or has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material, or employees.

2.4 In determining the lowest responsible bidder, the following elements will be considered in addition to those mentioned above, as well as the qualifications outlined in section 3.

- Maintains a permanent place of business.
- Has adequate equipment and facilities available to do the work properly and expeditiously.
- Has suitable financial resources to meet obligations incidental to the work.
- Has appropriate technical experience in the scope of work called for in this project.

2.5 The Contractor is allowed to subcontract up to 35% of the job with prior written approval of the City Forester. The terms and conditions of the contract apply to the subcontractor. All required notices, work orders, and directives will be directed to the Contractor.

## **3.0 Qualifications and Experience**

3.1 Experience: The contracting firm must have a minimum of three years of experience performing tree pruning work similar in scope to this contract. TCIA (Tree Care Industry Association) Accreditation is highly preferred.

3.2 Licenses and Certifications: The Contractor must employ at least one arborist *per job site* that holds a valid arborist license

issued by the State of Rhode Island Department of Environmental Management. Preference will be given to contractors that have one or more employees on staff that are currently ISA (International Society of Arboriculture) Certified Arborists. The Contractor must provide copies of licenses and certifications for staff performing tree pruning prior to award.

- 3.3 References: The Contractor may be asked to provide references from previous clients prior to award, proving that the company has performed work of comparable size and scope.
- 3.4 Equipment: All bidders must have in their possession or available to them by formal agreement at the time of bidding: trucks, chippers, hand tools, aerial and other equipment, and supplies necessary to perform the work outlined in these specifications. The City of Providence may inspect equipment or agreements prior to the awarding of the contract.
- 4.0 Project Coordination, Contractor Cooperation, and Safety**
- 4.1 Responsibility: The contractor is responsible for all personnel involved in the work, including employees, subcontractors and suppliers of materials and equipment and/or labor. The Owner and/or the Owner's representative (i.e. City Forester) shall recognize only the selected contractor as party to this contract.
- 4.2 Scheduling and Work Progress: The Contractor and subcontractors shall cooperate to expedite the work. The selected Contractor shall be responsible for the progress of the work and shall schedule, and follow up, the work of all trades so as to avoid delays of any kind. A weekly list of completed tree work shall be provided to the City Forester at the end of each week.
- 4.3 Working Hours: All work shall be performed during the five day, forty hour week, from Monday to Friday inclusive, between the hours of 7:00 am and 4:00 pm, except for legal holidays or unless otherwise directed by the City Forester. In the event that work is performed on a Saturday, Sunday, or Holiday, the City shall not be required to pay additional costs associated with payroll for overtime. No work shall be performed on streets adjacent to schools prior to 9:00 am or after 2:00 pm, when school is in session.
- 4.4 Traffic Control: The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, and ground personnel to give safety, protection, and warnings to persons and vehicular traffic within the work area. Blocking of streets shall not be permitted unless prior arrangements have been made with the City of Providence Traffic Engineer and is coordinated with other city departments. Traffic control is the responsibility of the contractor and shall be accomplished in conference with local, state and federal highway safety codes. As directed by the City Forester, some busy streets may require police detail, payable under the contract "contingency" item.
- 4.5 Communication: The Contractor shall maintain daily communication with the City Forester during the course of the contract. At the time of the pre-construction meeting the Contractor shall furnish twenty-four (24) hour telephone and cellular numbers of a responsible employee or members of his/her firm who can be reached in connection with the work performed under this contract.
- 4.6 Safety: All work must conform to the latest revision of the **American National Standards Institute standard for Arboricultural Operations – Safety Requirements (ANSI Z133.1)**.
- 4.7 Damages: Damage committed by the Contractor to any person or property, public or private, are the total responsibility of the Contractor and shall be repaired or compensated for by the Contractor to the satisfaction of both the injured party and the City of Providence.
- 4.8 External Situations: The Contractor shall appropriately address external influences which could interfere with pruning trees, including rats, hornets, wasps, yellow jackets, or other animals and insects. The Contractor shall remove from trees all signs, boards, debris, staking materials, or other foreign objects at no additional cost to the City.
- 4.9 Program Signage: The Contractor shall have 2 signs secured to each large truck used during the performance of work. The sign size (4' x 6' or 2' x 3') will be determined at the preconstruction meeting. All signs will have legible 2" - 3" black lettering on white background, shall incorporate the City logo (the orange 'P'), and read as follows:

**BLOCK PRUNING PROGRAM  
BY CONTRACT FOR THE CITY OF PROVIDENCE  
DEPT. OF PARKS & RECREATION  
HELEN WALKER RALEIGH TREE CARE TRUST FUND**

**OF THE RHODE ISLAND FOUNDATION**

**THE HONORABLE BRETT P. SMILEY, MAYOR  
WENDY NILSSON, SUPERINTENDENT OF PARKS**

4.10 Inspections: The City Forester (or representative) inspects work at his discretion. Immediate corrections to any work not done to industry specifications will be communicated to the Contractor and shall be performed by the Contractor at no additional expense. Weekly inspections will be conducted throughout the contract period based on the submitted weekly work list, to maintain timely feedback and accurate records for payments.

**5.0 Payments**

5.1 Partial payment invoices may be submitted monthly, and may only include trees/sites that have been inspected and approved by the City Forester (or representative).

5.2 The quantity paid for all items shall be a **unit price** for **each tree**, except for the contingency item. The **unit price** bid shall include all labor and items of cost to perform and complete the tasks as specified below, including required paper-work, travel, signage, overhead, profit, and all incidental work in accordance with the specifications to the satisfaction of the City Forester.

**6.0 Work Items**

**Item #1 Prune Trees 5” to Under 12” Diameter**

**Item #2 Prune Trees 12” to Under 20” Diameter**

**Item #3 Prune Trees 20” to Under 28” Diameter**

**Item #4 Prune Trees 28” to Under 36” Diameter**

**Item #5 Prune Trees 36” Diameter or Larger**

Work: Under these items, the Contractor shall perform block pruning on all curbside trees 5” in diameter or larger in assigned neighborhoods. Diameter shall be measured at 4.5 feet above the ground, diameter at breast height (dbh). All pruning shall conform to the **American National Standards Institute standard for Tree Care Operations – Pruning (ANSI A300)**, to the satisfaction of the City Forester.

Assignments: Maps of assigned streets with associated tree inventory lists will be provided to the Contractor at the preconstruction meeting. All city-owned trees 5” or larger shall be pruned on a street, including trees on the side of buildings with other street addresses, unless otherwise instructed by the City Forester (see Exceptions).

Objectives: Pruning shall accomplish four main objectives; 1) removal of dead and broken branches to increase public safety, 2) removal of low branches over sidewalks and streets that conflict with pedestrians and cars, 3) clearance of branches from buildings, stop signs, street lights, and traffic lights, and 4) thinning of crossing and crowded branches to improve tree structure.

Method: The Contractor shall perform the following:

1. *Crown cleaning*: remove branches 2” diameter or greater that are dead, diseased, broken, or stubs. Also, water sprouts and suckers shall be thinned or removed, depending on tree health and structure and the need for new foliage growth.
2. *Crown raising*: remove branches to maintain an 8-foot clearance over sidewalks, and 15-foot or more over streets. Lesser clearance goals may be warranted for particular trees due to size and species, and to maintain the structure and balance of the crown, at the discretion of the City Forester. Live crown ratio should not be reduced to less than 50%.
3. *Clearance pruning*: trim branches for a 10-foot clearance of buildings, cutting back to lateral branches, unless in the judgment of the Contractor such pruning will harm the structure and balance of the tree. Trimming of branches that obstruct stop signs, traffic lights and cameras, and street lights shall be performed.
4. *Selective Thinning*: prune crossing, crowded, and poorly attached branches to create an even distribution of



branches along individual branches and throughout the crown. No more than 25 percent of the crown should be removed.

Exceptions: At the discretion of the City Forester or representative, and based on a pre-inspection list, selected trees will not be part of the contract:

1. Dead trees or trees in serious decline.
2. Trees that were recently pruned.
3. Trees that would suffer detrimental consequences from pruning due to crown loss or compromised structure.
4. All elm trees, in order to reduce the susceptibility to Dutch Elm Disease, unless specifically directed by the City Forester.

Additionally, the Contractor may be directed to prune trees smaller than 5” diameter when needed, to be paid for under Item #1.

Clean-up: The Contractor shall remove all debris from work sites generated during the course of the day no later than the completion of the day’s work. The Contractor may not use City property to dispose of wood chips or debris.

**7.0 Addenda and Interpretations**

7.1 Requests for specific interpretations of the meaning of these documents must be made in writing, addressed to Alexander J. Elton, City Forester, Providence Parks Department, 1000 Elmwood Ave, Providence, RI 02905, or by email to Alexander J. Elton at [aelton@providenceri.gov](mailto:aelton@providenceri.gov). Such requests must be received at least five (5) days prior to the date fixed for the opening of bids.

Any and all such interpretations and any supplemental instructions resulting from such requests will be in the form of written addenda to the bid documents. If such addenda are issued, it will be emailed to all prospective bidders (at the respective addresses furnished for such purposes) no later than three (3) days prior to the date fixed for the opening of the bids.

Failure of any bidder to receive such addenda or interpretation shall not relieve such bidder from and obligation under his/her bid as submitted. All addenda so issued shall become part of the formal contract and shall be noted on the form of bid in the space provided.

**7.2 ACKNOWLEDGEMENTS /ADDENDA**

**STREET TREE BLOCK PRUNING, 2025**

The Bidder hereby states that he/she has become thoroughly familiar with the site, local conditions affecting the performance and costs of the work, and within the contract documents, including the bid documents and those forms required to be executed and submitted with this proposal as well as the method of contract award, the terms of the proposed contract, wage rates and employment requirements and reports, the conditions of this contract relating to performance, the technical specifications and drawings, and any addenda thereto as prepared by the City Forester in conjunction with the Owner as follows:

**Addendum No.**

**Signature of Bidder**

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_

**STREET TREE BLOCK PRUNING, 2025**

**Bid Blank - Unit Prices**

<b>Item</b>	<b>ITEM</b>	<b>UNIT</b>	<b>Est. QTY</b>	<b>UNIT COST</b>	<b>TOTAL</b>
1	Prune Trees 5" to Under 12" Diameter	EA	400		
2	Prune Trees 12" to Under 20" Diameter	EA	375		
3	Prune Trees 20" to Under 28" Diameter	EA	280		
4	Prune Trees 28" to Under 36" Diameter	EA	75		
5	Prune Trees 36" Diameter or Larger	EA	35		
	Owner's Contingency			\$1,000.00	\$1,000.00

**Total Bid**

\_\_\_\_\_