

**TOWN OF EAST MONTPELIER  
REQUEST FOR BIDS and BID FORM  
TO REMOVE POTENTIAL HAZARD ROADSIDE TREES**

**Issued: November 22, 2024**

**REQUEST FOR BIDS**

**Project(s) Description:** **1) Project 1:** To remove potential hazard trees along the roadsides of Horn of the Moon Road; **OR 2) Project 2:** Remove potential hazard trees along the roadsides of Jacobs and Perkins roads and Sanders Circle; **OR Both 1 & 2** in the town of East Montpelier (see tables below). The trees are predominantly healthy white ash that are expected to succumb to Emerald Ash Borer if not removed. In total, there are 379 ash trees and other hazard trees that have been marked for removal.

**Deadline for Bid Submission:** 11:00 a.m. Friday, December 13, 2024. Please see below for bid submission information. Please utilize the accompanying bid form.

**Bid Opening:** 11:00 a.m. Friday, December 13, 2024 at the East Montpelier town office.

**Tax Exempt Status:** The Town of East Montpelier is exempt from State of Vermont sales tax.

**Bid Selection**

- The Selectboard will consider the selection of a contractor at its meeting on Monday, December 16, 2024.
- The Town reserves the right to select any bid for any reason, and to reject any or all bids wholly or in part, to waive any informalities or immaterial irregularities therein, to accept any proposal even though it may not be the lowest cost, to call for rebids, and to make an award which in its sole and absolute judgement will best serve the Town's interest.
- The Town may award contracts for either project or award a contract for the two projects combined as a single project. **Bidders may elect to bid one project, each of the two projects individually, and/or both projects together.**

**Schedule:** All work under this contract is to be completed by Friday, May 30, 2025.

**Payment Schedule:** To be paid upon the completion of work and written acceptance of the Town.

**Insurance:** Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of East Montpelier as an additional insured. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement and a Liability Hold-Harmless Agreement will need to be signed.

## **Bid and Project Specifications**

The first project is for removal and disposal of 223 trees within Town rights of way on Horn of the Moon Road between the County Road and VT Route 12. The second project is for removal and disposal of 156 trees within Town rights of way on Jacobs and Perkins roads and Sanders Circle. Depending on bids, both projects may be combined into a single project.

- To facilitate accurate estimation of costs, the trees to be cut have been marked with blue paint.
- The following table shows the number of trees by diameter class that are to be removed. A small number of trees have multiple stems, in which case the tree is counted as a single tree and categorized by the diameter of the largest stem. **The Town believes these counts to be reasonably accurate; however, bidders are responsible for verifying the counts for bidding purposes.**

### **PROJECT 1**

Location	DBH in inches				Total
	0 to <5	6 to <11	12 to <23	>=24	
Horn of the Moon Road	22	95	95	11	223
<b>TOTAL</b>	22	95	95	11	223

### **PROJECT 2**

Location	DBH in inches				Total
	0 to <5	6 to <11	12 to <23	>=24	
Sanders Circle	4	9	17	0	30
Jacobs Rd.	30	41	21	1	93
Perkins Rd.	4	14	14	1	33
<b>TOTAL</b>	38	64	52	2	156

- Contractor shall be responsible for traffic control, the plan for which shall be developed in coordination with East Montpelier Road Foreman Guthrie Perry.
- The Town of East Montpelier will be responsible for contacting landowners and advising them of the cutting.
- Native trees and shrubs in the cutting area must be protected from damage to the extent feasible. The Town will rely primarily on natural regeneration to replace ash trees. To that end, native trees and shrubs within the cutting area will be preserved through directional felling and careful positioning of harvesting equipment. The Town recognizes that some loss of non-target trees is unavoidable, but this loss should be minimized.
- Tree tops are to be chipped or cut for firewood where of suitable diameter. “Tree tops” are defined by the point on the tree trunk where live stems emerge to form the tree crown.
- Stumps must be cut to less than 6 inches from the ground as a safety measure to minimize damage in case of vehicle collision.

- The contractor must ensure that no debris is left on site where it might block ditches or in any way impede road crews from regular maintenance practices such as ditch clearing or grading of gravel roads.
- Logs left on site for the landowner shall be stacked or placed in an orderly manner outside of the town highway right of way where practicable.
- Any logs temporarily left on site as part of this contract must not impede passage of motorists, pedestrians, or bikes and must be staged outside of the finished road surface and not in any road ditch or stream.
- The Town shall make available to the contractor a list of nearby landowners or businesses willing to accept chipped materials in cases where the material is not to be disposed of or stockpiled on site. Alternately, the Town may designate a nearby location for stockpiling the material for Town use or for citizens to pick up.
- With respect to access to private lands, the contractor shall adhere to Town/Landowner agreements. Any areas outside of the right of way on private land damaged during work shall be repaired to the satisfaction of the Town and landowner.
- Should the landowner elect not to keep logs under the Town/Landowner agreement, the selected contractor may remove wood for its own use or to sell. In most cases, it is likely that a landowner in the neighborhood can be found to accept the materials should the contractor not want them. Materials removed from the project area are subject to the Department of Forests, Parks, and Recreation Recommendations to Slow the Spread of EAB:  
<https://vtinvasives.org/sites/default/files/images/SLS/SlowSpreadWoodVT%20FINAL.pdf>

**BID FORM**

**Please provide the following information:**

Name of Contractor: \_\_\_\_\_

Contractor's mailing address: \_\_\_\_\_

Contractor's phone number: \_\_\_\_\_

Contractor's e-mail address: \_\_\_\_\_

Quote for **Project 1:** \$ \_\_\_\_\_

**Project 2:** \$ \_\_\_\_\_

**Projects 1&2 together:** \$ \_\_\_\_\_

**Note: The Town will assume, where Bidders enter bids for projects 1 and 2 individually, but do not enter a bid for the two projects together, that those bidders do not wish to receive a contract for both.**

Relevant equipment for project: \_\_\_\_\_

Please provide the name and phone number for three references (unless bidder used by Town previously):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Signature of Contractor**

By signing this Bid Form, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bid Submission:** Bids are to be sealed and marked "REMOVAL OF ROADSIDE TREES IN EAST MONTPELIER" and mailed to: East Montpelier Selectboard, Attn: Town Administrator, PO Box 157, East Montpelier, VT 05651 or delivered by hand to the Town Administrator, East Montpelier Town Office, 40 Kelton Road, East Montpelier Village. Alternatively, bids may be emailed to Town Administrator Jennifer Devine at [manager@eastmontpeliervt.org](mailto:manager@eastmontpeliervt.org).

**Town Contact:** Questions may be directed to Jennifer Devine, Town Administrator at (802) 223-3313 x 204 or [manager@eastmontpeliervt.org](mailto:manager@eastmontpeliervt.org).