

**FOUR RIVERS SANITATION AUTHORITY
ADDENDUM NO. 1
TO REQUEST FOR PROPOSALS #22-208
TREE REMOVAL SERVICE**

April 28, 2022

AD1-1 Notice

This Addendum No. 1, dated April 28, 2022, to the Request for Proposals: Tree Removal Service, supersedes all contrary and conflicting information in the above-mentioned instructions, specifications, and contract documents which are hereby supplemented or revised in certain particulars as follows:

AD1-2 General Information

The Authority submits Addendum No. 1 to make clarifications, answer questions, revise detailed specifications, and provide a revised proposal form.

AD1-3 Clarifications

1. Prevailing wage is required: All work involving the installation or removal of landscape materials in conjunction with or as part of work which is otherwise covered under the Prevailing Wage Act is also work covered by the Prevailing Wage Act. For example: landscape work in conjunction with covered work involving any road, boulevard, street, highway, bridge project, sewer or underground project See:
<https://www2.illinois.gov/idol/FAQs/Pages/Landscaping.aspx>
2. The IDHR # is required with the exception of contractors with fewer than 15 employees. If the contractor has fewer than 15 employees and does not have an IDHR #, N/A must be entered in the IDHR # line on the Fair Employment Practices Affidavit of Compliance (p. 32), along with the reason it does not apply.
3. Section III Detailed Specifications, 3.3 Minimum Requirements, B. Detailed Specifications, 7. Stump Removal, b. (p. 15): \$150/day fee will be assessed absent satisfactory communication with FRSA.

AD1-4 Questions & Answers

Question 1: Should contractor send certified payroll to FRSA?

Answer 1: No, certified payroll is to be submitted by the contractor to the IDOL certified payroll portal. See Section II, 2.10, 1. Prevailing Wage (p. 8) in the RFP for the link to the IDOL website.

Question 2: Is most of the work usually from the front of a house to the sidewalk?

Answer 2: Most work is in the right-of-way. For work on private property, FRSA will secure permission from the owner.

Question 3: Will FRSA hold payment of \$1,000 if an area is not cleaned up in the winter?

Answer 3: If an area is cleaned up in a timely manner as determined by the Authority, no payment will be withheld.

Question 4: In an emergency, does the FRSA pay for travel time to and from the job site?

Answer 4: If contractor is providing a same-day response to an emergency, FRSA will pay for one-way travel time up to one hour for emergencies.

Question 5: Is the contract for both maintenance work and emergency work?

Answer 5: Yes, the contract will be awarded to one company for maintenance and emergency work. EXCEPTION: If in an extreme emergency the awarded contractor is not reachable or available, FRSA will contact another tree removal contractor.

Question 6: Should separate prices be given for maintenance work not covered by the Prevailing Wage Act and project work that IS covered?

Answer 6: Yes, a revised proposal form is included in this addendum with spaces to provide separate prices.

Question 7: Will contractor be responsible for moving landscaping within a work area?

Answer 7: FRSA will move it, or contractor should move it to private property pending conversation between FRSA and owner.

AD1-5 Revisions to Detailed Specifications

1. Section III Detailed Specifications, 3.3 Minimum Requirements, B. Detailed Specifications, 8. Debris Removal, d. (p. 16): Strike "An amount of \$1,000 will be held from the last invoice to ensure cleanup and will be paid after the cleanup is completed", and replace with: "An amount of \$500 will be held from the last invoice to ensure cleanup and will be paid after the cleanup is completed".
2. Add to Section III Detailed Specifications, 3.3 Minimum Requirements, B. Detailed Specifications, 11. Emergency Work, a. (p. 16): Contractor shall provide three (3), 24-hour emergency service telephone numbers. If in an extreme emergency the awarded contractor is not reachable or available, FRSA will contact another tree removal contractor.

AD1-6 Revised Proposal Form

Attached to this addendum number 1 is a revised proposal form with spaces in the **Tree/Stump Removal Non-emergency, scheduled response time** table for proposers to provide separate prices for 1) maintenance work and 2) project work covered by the Prevailing Wage Act. Also included in the **Tree/Stump Removal Emergency Work Equipment and Labor Rate** table is a space for the proposer's one-way travel time rate

(one hour max.) for same-day emergency responses. Please use the revised proposal form.

Proposer shall initial the bottom of this Addendum No. 1, and include it with their sealed proposal.

_____ Proposer's Initials

V

**REVISED PROPOSAL FORM
REQUEST FOR PROPOSALS #22-208
TREE REMOVAL SERVICE**

To: BOARD OF TRUSTEES
FOUR RIVERS
SANITATION AUTHORITY
3501 KISHWAUKEE ST
ROCKFORD, IL 61109

From: _____
(Individual, Partnership or Corporation)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **Tree Removal Service** in compliance with the attached Notice, General Specifications, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

A. That they have examined and are familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

B. That they have carefully examined the scope of the required service, and that, from their own investigation, have satisfied themselves as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the materials or services or their performance.

C. That this proposal is made without any understanding, agreement or connection with any other person, partnership, or corporation making a proposal for the same purposes, and is in all respects fair and without collusion or fraud; and that they are not barred from proposing as a result of a bid-rigging or bid-rotating conviction.

D. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

E. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the Authority's **Tree Removal Service**, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,

2. document compliance as required,
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
4. prepare and make available all required information and documentation, and
5. hold harmless and indemnify the Authority and the Authority's representatives as defined in Section 3.7 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

F. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this proposal, I (we) understand that the Authority may reject part or all of any and all proposals. I (we) agree that I (we) shall not withdraw this proposal for a period of 60 calendar-days following the scheduled proposal due date. I (we) have carefully examined the nature of the service and materials. The cost of all the materials, equipment, and service necessary to complete this contract is given in this proposal.

The selected proposer shall enter into a Contract with the Authority to complete the Project in a form substantially similar to the Contract attached hereto. The Contract shall be executed by the Contractor/Vendor and returned, together with the Insurance Documents and Performance Bond (if applicable) within ten (10) calendar days after it has been mailed to the Contractor. Two copies of the contract shall be executed by the Contractor. One fully executed copy will be returned to the Contractor. See Section VIII for a sample copy of the agreement.

**PROPOSAL PRICES FOR TREE REMOVAL SERVICE
AS SPECIFIED IN THIS REQUEST FOR PROPOSALS**

Failure to complete this form will result in disqualification of Vendor's bid or proposal.

(Express all numerical quotations in figures)

Tree/Stump Removal Non-emergency, scheduled response time					
Diameter at Breast Height (DBH) or 4 Feet from Ground	*Approximate Number of Trees	Maintenance Unit Price June 1, 2022 - April 30, 2023	Total Price June 1, 2022 - April 30, 2023	Prevailing Wage Unit Price June 1, 2022 - April 30, 2023	Total Price June 1, 2022 - April 30, 2023
6" – 10"	10	\$	\$	\$	\$
10.1" – 17"	10	\$	\$	\$	\$
17.1" – 21"	10	\$	\$	\$	\$
21.1" – 27"	10	\$	\$	\$	\$
27.1" – 32"	10	\$	\$	\$	\$
	TOTAL:	\$	\$	\$	\$
32.1"+ trees, and jobs beyond reasonable scope as determined by FRSA to be billed time & materials.					
Maintenance Labor Hourly Rate	Prevailing Wage Labor Hourly Rate	Equipment Hourly Rate			
\$/Hr.	\$/Hr.	\$/Hr.			

*Quantities are approximate for comparison purposes only.

Tree/Stump Removal Emergency Work Equipment and Labor Rate (same-day or no later than 7 a.m. the next day) Use blank lines for additional equipment	Cost per Hour
	June 1, 2022 – April 30, 2023
Labor	\$
Aerial Bucket Truck	\$
Log Loader/Clam	\$
Chipper Unit	\$
Rubber Tire End Loader	\$
Crane	\$
Stump Grinder	\$
Chainsaw/Ground-man	\$
One-way travel time (one hour max.) for same-day emergency responses	\$
	\$
	\$

By signing this proposal, I/we, the proposers, agree to the terms of the proposal, proposal requirements, addenda, and contract.

DATE: _____

PROPOSER: _____ BY: _____
 (print name of firm) (authorized rep's signature)

_____ (print street address) _____ (print rep's name)

_____ (print city, state, zip) _____ (print rep's title)

_____ (area code and phone number) _____ (email address)

Note: The Four Rivers Sanitation Authority, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The proposer shall exclude those taxes from their proposal.