

EVENT NO. 12398 – DAFFIN PARK TREE PRESERVATION

Only electronically submitted bids through the supplier portal will be allowed. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

Bidders Checklist

Document
Bid Proposal Form, Including Acknowledgement of Any Addenda
Exception Sheet
Contractor Affidavit and Agreement (Employee Eligibility Verification)
Affidavit Verifying Status for City of Savannah Benefit Application
Non-Discrimination Statement
Attachments
Certifications/Licenses
Insurance
Business Tax Certificate



DAFFIN PARK TREE PRESERVATION

EVENT NO. 12398

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of this event is to receive proposals from qualified contractors for tree preservation and remediation work on 9 trees in Daffin Park

THIS EVENT IS ONLY OPEN TO LOCAL SAVANNAH BUSINESSES THAT HAVE A CURRENT BUSINESS TAX CERTIFICATE THAT WAS ISSUED ATLEAST TWELVE (12) MONTHS PRIOR TO THE ISSUANCE OF THE SOLICITATION. RESPONSES MUST INCLUDE A COPY OF YOUR BUSINESS TAX CERTIFICATE. FAILURE TO SUBMIT YOUR TAX CERTIFICATE MAY RESULT IN YOUR BID BEING DISQUALIFIED. RESPONSES RECEIVED FROM NON-LOCAL VENDORS WILL NOT BE OPENED OR READ ALOUD.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

4.1 Terms

This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after. This agreement may be renewed to facilitate additional seasonal maintenance as desired by the City. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.

4.2 Min Qualifications to be Met

- 4.2.1 The successful proposer must continue to meet all of the specified qualifications throughout the term of the contract. Failure to meet any of the specified qualifications at any time will result in immediate disqualification.
- 4.2.2 The awarded proposer must have performed professional tree care as their primary livelihood for the past five (5) years and provide documentation of that experience in Attachment 1. Attachment 1 must be submitted with proposal to be considered further.
- 4.2.3 The awarded proposer must provide three (3) references indicating past performance. Sec Attachment 2. Attachment 2 must be submitted with proposal to be considered further.
- 4.2.4 Proposers must maintain insurance satisfactory to the City of Savannah's standard form policy or policies of insurance as specified in Section 4.5.
- 4.2.5 If awarded work under this contract, proposer must perform satisfactory work according to these specifications to remain qualified. Unsatisfactory work performance will result in disqualification.
- 4.2.6 Proposers must possess adequate equipment, tools, and personnel to satisfactorily perform any work which they bid on within the specified time frame. All equipment must be in compliance with these specifications and all applicable federal, state, and local rules and regulations. No day labor or

temporary part-time workers/employees shall be used in the performance of this contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The successful proposer shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in the completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the worksite at the request of the City. Subcontracting is allowed as long as all requirements of this contract can be met by said subcontractor and notification prior to commencing work is given to the City.

4.3 Detailed Specifications

- 4.3.1 The successful proposer shall provide all labor, supervision, materials, tools, equipment, services, utilities, insurance, transportation, consumables, and expertise necessary to perform tree preservation work including soil decompaction.

The goal of the proposed work is to mitigate damage to 9 live oaks caused by construction activity which includes recent root loss and soil compaction. The location is within Daffin Park, southwest of Historic Grayson Stadium. The City of Savannah will bollard off an area underneath the trees to limit future disturbance and allow for proper mitigation, creating a tree save area. The City will also remove excessive gravel and other material that has been recently added within the new tree save area. The requested work includes the entire tree save area, which totals approximately 19,000 square feet. The trees being worked on are part of a historic park in Savannah, are highly valued and require special care and expertise.

This work is to be performed by a contractor that derives a majority of its annual income from arboricultural work and whose employees are highly trained and skilled in all phases of tree maintenance work. The successful proposer shall be responsible for:

- A. Cultivating the soil within the entire tree save area using an air tool such as an Air Spade or equivalent to a depth of 6-8". In some areas it may not be possible to achieve the desired depth, but that must be communicated with the project manager.
- B. Adding a minimum of 3" of natural compost during the cultivation process. This compost must be fully incorporated into the existing soil.
- C. Performing soil sampling to determine any nutrient deficiencies or required pH adjustments.
- D. Applying a prescription soil fertilizer application based on the soil sample results. There should be a total of 2 applications: One at the time of cultivation and one in the spring of 2027.
- E. Applying mulch to a depth of 3-4" immediately following cultivation. Mulch must be a natural wood mulch and must be approved by the project manager. Pine straw or pine bark nuggets will not be allowed.
- F. Watering the area immediately upon cultivation.
- G. Providing 6 additional water applications throughout the summer and fall of 2026. It is estimated that 2,000 gallons of water will be required per application.
- H. Reserving work space in the area to avoid any damage to property, vehicles, or pedestrians.
- I. Keeping worksites safe at all times;
- J. Any work incidental to above.

4.3.2 Standards

- A. All equipment to be used and all work to be performed must be in full compliance with the Occupational Safety and Health Administration (OSHA).
- B. All equipment to be used and all work to be performed must be in full compliance with the American National Safety Institute (ANSI), specifically, ANSI Z-133 (American Standard of Tree Worker Safety) and ANSI A300 (Standard Practices for Trees, Shrubs, and Other Woody Plant Maintenance).
- C. All traffic control must be in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).

4.3.3 Work Locations

The live oak trees to be worked on are within Daffin Park, directly southwest of Grayson stadium. They are in an open area that has traditionally been open to vehicles and used for parking, adjacent to an existing asphalt road. There is a total of 9 trees within this project, all in the same general area. The specific area to be worked on will be bollarded off from vehicles prior to work commencement.

4.3.4 Work Procedures

- A. **Starting and Completion Requirements.** The initial work shall begin under the contract within 15 days of the date of notice to proceed. All assigned work must be completed within 30 days of beginning the work unless specified otherwise with the exception of watering, which will be scheduled throughout 2026. The contractor shall not be entitled to any claims against the City or damages for hindrances or delays, from any cause whatsoever, in the progress of the work or any portion thereof. The time for completion of the work may be extended upon written request from the contractor to the City, provided the request is based on delays or suspensions that are not of the contractor (such delays shall include, but not be limited to acts or neglects of the City or others, performing additional work, or to fires, floods, abnormal weather conditions, epidemics, or other acts of nature) or the request is based upon a significant change in the scope of work which has been approved by the City. Additional time allowed shall be the equivalent number of working days or lost hours, or in proportion to the amount of extra work compared to the amount of the original contract. Request for extensions in completion dates shall be made within 20 days of occurrence. The contractor shall, at the time of submitting a request for extension, also submit supporting documentation justifying the request. Time lost due to delays caused by subcontractors, an inadequate work force, or failure of the contractor to properly supply or place orders for equipment or materials will not be justification for extensions of time. While the initial work must be completed in the time allocated above, it is the intention that the contract remain in force for a period of one (1) year in order to facilitate additional seasonal maintenance as desired by the City, assuming that the scope and payment for additional services can be agreed upon by the parties.
- B. **Working Hours.** The contractor will schedule work between the hours of 8:00am and 5:00pm Monday through Friday, excluding government holidays, unless otherwise authorized by the City. Contractor must coordinate work days through the City of Savannah to ensure there are no conflicts with events in the park that would conflict with the work being performed.
- C. **Traffic Control.** The contractor shall be solely responsible for pedestrian and vehicular safety and control within the worksite and shall provide the necessary warning devices, barricades, flag person(s), signs, and/or warning devices during the performance of the contract to protect motorists and pedestrians. All placements of cones, signs, and barricades must conform to the MUTCD. Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection.
- D. **Supervision.** The contractor shall consult with the City concerning details of scheduling of all work. The contractor shall designate a competent person in charge of this work at all times to whom the City may issue directives and who shall accept and act upon such directives. Failure of the supervisor to act on said directives shall be sufficient cause to give notice that the contractor is in default of contract unless such directives would create potential personal injury or safety hazards.
- E. **Inspection of Work** All work must be completed to the satisfaction of the City and any questions as to proper procedures or quality of workmanship shall be resolved by same. No invoices will be paid until the work is completed as specified.
- F. **Damage to Property.** Any damage to property as the result of the contractor's operations shall be the responsibility of the contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the City, the City reserves the right to repair or

replace that which was damaged, or assess the contractor such costs as may be reasonable and related to damage caused by the contractor, and deduct such costs from any payment due the contractor. The contractor shall inform the City of any damage caused by the contractor's operation on the day such damage occurs.

- G. **Discontinuance of Work** The City shall have the authority to suspend the work, wholly or in part, by written order for such a period as the City may deem necessary due to unsuitable weather, due to conditions unfavorable to work, or due to failure on the part of the contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice determined by the City to be hazardous shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice.
- H. **Personnel and Equipment.** The contractor shall supply all material, equipment, and personnel necessary for the performance of this contract. All equipment must be in compliance with bid specifications and all applicable federal, state, and local rules and regulations. All proposers must have in their possession, or available to them by formal agreement at the time of bidding, all equipment, devices, tools, materials, and supplies necessary to perform the work specified herein. Proposers shall derive all, or a majority, of their income from arboriculture work. No day labor or temporary part-time workers/employees shall be used in the performance of this contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the worksite at the request of the City.
- I. **Work Crew Supervision.** The contractor shall provide qualified supervision of crew at all times while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the City.
- J. **Permission to Work on Private Property.** It should not be necessary for the contractor to enter private property to safely perform work on trees in Daffin Park. In the event that this occurs, it is the contractor's responsibility to secure permission from any property owner(s) before entering their property.
- K. **Utility Agencies.** The contractor must notify the appropriate utility agencies any time assistance is needed to work safely around overhead or underground installations. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operations.
- L. **Clean Up.** Work site shall be left in a clean manner at the end of each day, equal to or cleaner than pre-work conditions. No debris should be left outside of the work area. If the contractor would like to request a separate holding area for material storage, this must be coordinated ahead of time with the City. Storage area site must also be maintained similar to the work site.

4.4 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by

the City (a post office box or temporary office shall not be considered a place of business), and

- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

4.5 Insurance Requirements

4.5.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury- \$1,000,000
- General Aggregate - \$2,000,000
- Products - Completed Ops. Aggregate -

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.5.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.5.3 Workers' Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

-Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.5.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/ excess liability policy which must follow over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

5.0 General Conditions

5.1 The bid response shall include all documents required in the bidder's checklist.

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All questions must be submitted in the portal on the Summary Page – Q and A Forum and all addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event # 12398

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
305 Fahm Street
Savannah, Georgia 31401

Event No. 12398 – Daffin Park Tree Preservation

ATTN: Purchasing Director

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE
AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) **YES:** _____ **NO:** _____

FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ **FED TAX ID #:** _____



CITY OF SAVANNAH
Non-Discrimination Statement

(This document requires submission with all bids/proposals.)

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, women, and individuals belonging to other socially and economically disadvantaged groups;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature Company Representative

Company Representative Title

Name of Company Representative, PLEASE PRINT

Date

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled “Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program,” to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instructions for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

Attachment 1

Company History

Bidders must submit documentation that the company has performed professional tree care as their primary livelihood for the past 5 years. Examples include professional certifications, membership in professional organizations, previous related contracts or work orders. Other relevant documentation will be accepted and considered as well.

Attachment 1 must be submitted with a bid to be further considered.

Attachment 2

References

Bidders must submit at least three (3) references indicating past performance for work related to the bid specifications. Work must be similar in scope and scale.

Attachment 2 must be submitted with a bid to be further considered.

1. Name of Company/Municipality:	_____
Address:	_____
Contact:	_____
Phone:	_____
Description of work provided:	_____

Dates service provided:	_____

2. Name of Company/Municipality:	_____
Address:	_____
Contact:	_____
Phone:	_____
Description of work provided:	_____

Dates service provided:	_____

3. Name of Company/Municipality:	_____
Address:	_____
Contact:	_____
Phone:	_____
Description of work provided:	_____

Dates service provided:	_____

4. Name of Company/Municipality:	_____
Address:	_____
Contact:	_____
Phone:	_____
Description of work provided:	_____

Dates service provided:	_____

5. Name of Company/Municipality:

Address:

Contact:

Phone:

Description of work provided:

Dates service provided:
