

SIKESTON BOARD OF MUNICIPAL UTILITIES
REQUEST FOR PROPOSAL (RFP)

Date Issued: November 13, 2024
BID: TREE TRIMMING-RIGHT-OF-AWAY CLEARING

General:

The Sikeston Board of Municipal Utilities (BMU) is soliciting proposals for tree trimming and right-of-way clearing along all our existing primary electrical lines. The total mileage of primary service in our system is 170 miles. A bid package can be obtained at the Office of the Purchasing Manager at 107 East Malone, Sikeston, Missouri 63801 or <http://www.sikestonbmu.org/> under the Bid Notices tab. The sealed bids will be subject to the terms and conditions listed below and any special conditions set forth therein. The sealed bids will be received at the Office of the Purchasing Manager, 107 East Malone, Sikeston, Missouri 63801, until **2:00pm CDT Wednesday, December 4, 2024**. At this time, all bids will be opened and read aloud. Bids should have the vendor's name, and the bid name located on the outside of the sealed envelope.

Terms & Conditions:

1. Bidder must use the attached Bid Return Sheet for submission of bids.
Return sheet must be signed by the vendor. Retain One (1) copy of the bid form for your files. Bidder must use the attached specifications in preparing the bid. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions, and requirements of this request for proposal.
2. Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the BMU enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the BMU may cancel the agreement or contract without incurring liability, penalty or damages.
3. Any explanation desired by the bidder regarding the meaning or interpretation of the specifications listed in the Request for Proposal must be submitted to Tre Holley. All inquiries must be submitted electronically via email at adennis@sbfmu.net and within the time limitations specified in the request for proposal. All questions are subject to be shared with all bidders if BMU feels the answer will help in clarification for all parties.
4. The BMU is exempt from all federal and state excise and sales and use taxes.
5. The BMU reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the BMU. The BMU reserves the right to reject any proposal if the vendor is delinquent in the payment of any fees owed to the BMU. In the event a vendor is delinquent in any payment to the BMU, the BMU may offset the delinquent amount due against sums owed by the vendor.
6. The BMU may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the BMU with all such information and data as may be required for that purpose. The BMU reserves the right to reject any bid if the vendor fails to satisfactorily convince the BMU that he is properly qualified to fulfil the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.

7. When determining the successful vendor, the BMU reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.

Bidders are advised the BMU has a local vendor preference purchasing policy in the following amounts:

\$ 0.01 - \$ 10,000	5%
\$10,001 - \$100,000	2%
\$100,001+	1%

8. The BMU reserves the right, in its sole discretion, to accept the lowest and/or best bid.
9. The BMU is subject to prevailing wages. This service will **NOT** require prevailing wages. All contractors must follow the following guidelines if awarded the project:

Contractor will pay not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under this contract to all workers performing work under this contract (Section 290.250, RSMo).

Contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor (Section 290.250, RSMo).

Contractor and all subcontractors to the contract must require all on site employees to complete the ten-hour construction safety training program required under Section 292.675 RSMo unless they have previously completed the program and have documentation of having done so.

Contractor will forfeit a penalty to the contracting public body of \$2500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training (Section 292.675, RSMo).

10. The successful bidder shall furnish all Certificates of Insurance, with the Board of Municipal Utilities (BMU) listed as the certificate holder, to the Purchasing Manager prior to the award of this contract. Liability coverage afforded under the policy will not be canceled unless at least 15 days prior written notice has been given to the BMU. The limits of coverage shall not be less than \$1,000,000 for bodily injury and/or property damage per occurrence, with \$1,000,000 aggregate. Successful bidder performing service/installation must also show proof of Workman's compensation insurance with at least \$500,000 in coverage.

Any contractor unable to provide certificates of insurance as specified above will not be awarded the contract for the work specified herein.

11. The successful bidder will need to schedule all the work performed during the work week to match the BMU's retail electrical department's work schedule. The electrical department works a 40-hour work week.

BID: TREE TRIMMING SPECIFICATIONS

I. Summary

BMU is requesting day-to-day tree trimming services for our electrical circuits. BMU is requesting to have a 2-person crew to work up to 40 hours a week.

II. Work Required

1. Contractor must be able to perform trimming services in all areas: backyards, alleys, roadways, etc.
2. Contractor must work with BMU customers to get permission for access to trees.
3. Chemical treatments when necessary and applicable.
4. The work to be performed under this contract includes furnishing all materials, labor, equipment, and supervision to provide the cutting, trimming, hauling, and disposing of all debris at BMU's provided location.
5. The contractor will provide time & equipment cost sheet for bidding purposes.
6. Contractor will provide all necessary equipment to perform all tree trimming. (Backyard machine, Kwik trim machine, chippers, trailers, chipper trucks, and trucks to haul equipment.

BID RETURN SHEET

BID: TREE TRIMMING

Contractor Required Documents:

Attachment 1:

Labor: Please provide an employee wage rate sheet for employees that will be required for the 2-person crew.

Attachment 2:

Equipment: Please provide an equipment rate sheet for all required equipment.

Attachment 3:

Please provide an estimated weekly cost for equipment and 2-person crew.

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____

Bidder's signature **MUST** appear on this form. The signature of the bidder indicated he/she understands and will comply with the terms and conditions set forth within the Request for Proposal.

