

Request for Proposals (RFP): UNIT PRICED TREE PRUNING

Village of Athens, New York

I. INTRODUCTION AND PROJECT OVERVIEW

The Village of Athens, New York (hereinafter the "Village") is issuing this Request for Proposal (RFP) to select a qualified Contractor to provide professional tree pruning services. This work is funded by a 2024 Community Forestry Management Plan Implementation Grant from the NYS DEC.

The goal of this contract is to improve the health, safety, and appearance of the Village's community forest through "Crown Cleaning," "Structural Pruning," and "Elevation" of public trees. All work must be performed by or under the direct supervision of an ISA Certified Arborist to ensure compliance with modern arboricultural standards.

Please note that this project is being divided into four (4) distinct Request for Proposal sections: (1) Tree and Stump Removal, (2) Education and Tree Inventory, (3) Tree Pruning, and (4) Tree Procurement and Planting. Proposers may submit proposals for any individual section, multiple sections, or all four sections of the grant work. Each section will be evaluated independently based on the specific criteria outlined within its respective RFP.

II. ADMINISTRATIVE INSTRUCTIONS & TIMELINE

- **RFP Release Date:** April 20, 2026
- **Pre-Proposal Meeting:** Thursday, May 21, 2026, at 6:30 PM (Village Clerk's Office).
- **Submission Deadline:** Jun 1, 2026, at 12:00 PM.
- **Proposal Opening:** June 1, 2026, at 12:00 PM.

III. EVALUATION AND SELECTION CRITERIA (100-POINT SCALE)

Criteria	Weight
Specialized Expertise & Arborist Certification	30 Points
Budget and Cost Proposal	30 Points

Local Presence (Locally-based firms)	20 Points
Capacity and Schedule (Equipment and timeline)	20 Points

IV. MANDATORY QUALIFICATIONS

1. **Arborist Certification:** The on-site supervisor **must** be an **ISA Certified Arborist**.
2. **Safety Compliance:** All work must comply with **ANSI Z133** safety standards.
3. **Experience:** Proposer must demonstrate at least five (5) years of experience in municipal or utility pruning.
4. **Submittals:** Signed Non-Collusive Bidding Certification (**Exhibit A**) and NYS DOL Registration (**Exhibit C**) are mandatory.

V. SCOPE OF WORK (EXHIBIT E)

1. **Scope:** Pruning of approximately **120 to 180 trees**.
2. **Pruning Types:** * **Crown Cleaning:** Removal of dead, dying, diseased, and broken branches.
 - o **Structural Pruning:** Thinning for light/air and establishing a central leader.
 - o **Elevation:** Clearance of 8' over sidewalks and 14' over roads.
3. **Debris:** All brush and wood must be chipped and hauled away **off-site daily**.

VI. MEASUREMENT AND PAYMENT

1. **Payment Basis:** This is a **Unit Price** contract based on DBH (Diameter at Breast Height) classes.
2. **Inspection:** No payment will be made until the Village Representative or the Inventory Consultant verifies that the pruning cuts meet ANSI A300 standards (e.g., no "flush cuts" or "lion's tailing").

EXHIBIT F: SCHEDULE OF UNIT PRICES (To be completed by Proposer)

Tree Size (DBH)	Est. Quantity	Unit Price	Total Cost
1 - 6 Inches	40	\$	\$

7 - 12 Inches	50	\$	\$
13 - 18 Inches	40	\$	\$
19 - 24 Inches	30	\$	\$
25 - 30 Inches	15	\$	\$
Over 30 Inches	5	\$	\$
TOTAL PROJECT BID	180		\$

LIST OF ATTACHMENTS

- EXHIBIT A: Non-Collusive Bidding Certification
- EXHIBIT B: Statement of Competency and Equipment List
- EXHIBIT C: NYS Department of Labor Certificate of Registration
- EXHIBIT D: Insurance Requirements
- EXHIBIT E: Technical Specifications (Pruning Standards)
- EXHIBIT F: Schedule of Unit Prices (Bid Form)
- EXHIBIT I: Daily Work Report Template

EXHIBIT B: STATEMENT OF COMPETENCY AND EQUIPMENT LIST

To be completed by the Proposer

1. COMPANY & PROFESSIONAL OVERVIEW

- Legal Name of Business: _____
- Principal Place of Business (Address): _____
- Number of Years in Business: _____
- Lead On-Site Supervisor: _____
- ISA Certified Arborist Number: _____
(Mandatory for the 30-point Expertise evaluation)

2. MUNICIPAL PRUNING EXPERIENCE

Provide at least three (3) references for municipal tree pruning projects (Crown Cleaning, Elevation, or Structural Pruning) completed in the last ten (10) years.

1. Municipality: _____ Contact Name/Phone: _____
2. Municipality: _____ Contact Name/Phone: _____
3. Municipality: _____ Contact Name/Phone: _____

3. FINANCIAL STABILITY & DISCLOSURES

- Audited Financial Statement: Attached (Required for evaluation)
- Has the firm ever defaulted on a contract? No Yes (If yes, explain on a separate sheet)
- Are there any pending lawsuits against the firm? No Yes (If yes, explain on a separate sheet)

4. PRUNING EQUIPMENT LIST

List the primary equipment to be dedicated to the Village of Athens for this project. Focus on aerial lift height and chipping capacity.

Equipment (Make/Model/Year)	Description	Reach/Capacity	Owned (O) or Leased (L)
Aerial Lift (Bucket Truck)			

Wood Chipper		
Service Truck / Chip Box		
Safety/Traffic Control Package		

5. PROPOSED TIMELINE

- Estimated Start Date: _____
- Estimated Days to Complete 180 Trees: _____

EXHIBIT C: NYS DOL CERTIFICATE OF REGISTRATION

Instructions for the Proposer

Pursuant to NYS Labor Law §220-i, all contractors and consultants performing work on a public work project must be registered with the New York State Department of Labor. This applies to the field-work portion of the Tree Inventory.

A valid copy of the "Certificate of Registration" issued by the NYS Commissioner of Labor must be attached to this page.

CONSULTANT DECLARATION:

The undersigned hereby certifies that the bidding entity is currently registered with the NYS Department of Labor and that such registration is active and in good standing. We further certify that all staff or subcontractors utilized for field data collection will be covered under this registration or hold their own in accordance with state law.

Company Name: _____

NYS DOL Registration Number: _____

Authorized Signature: _____ Date: _____

EXHIBIT D: Insurance Requirements

VILLAGE OF ATHENS

TREE WORK RFP INSURANCE REQUIREMENTS

MARCH 2026

Proof of Workers' Compensation coverage for all individuals working on the project

General Liability in the amount of \$2,500,000 per individual and \$5,000,000 aggregate

Automobile Liability in the amount of \$2,500,000 per individual and \$5,000,000 aggregate

EXHIBIT E: TECHNICAL SPECIFICATIONS

Pruning Standards and Performance Requirements

1. APPLICABLE STANDARDS

All pruning shall be performed in accordance with:

- ANSI A300 (Part 1): Tree Care Operations – Pruning.
- ANSI Z133: Safety Requirements for Arboricultural Operations.
- Best Management Practices: Tree Pruning (ISA publication).

2. PRUNING TYPES AND OBJECTIVES

The Contractor shall perform the following as directed for each assigned tree:

- Crown Cleaning: Removal of water sprouts and dead, dying, diseased, and broken branches greater than 1 inch in diameter.
- Crown Thinning: Selective removal of live branches to reduce crown density, increase light penetration, and reduce wind resistance.
- Crown Elevation (Raising): Removal of lower limbs to provide a vertical clearance of 8 feet over sidewalks and 14 feet over main roadways.
- Structural Pruning: On young or medium-aged trees, pruning to favor a single central leader and remove competing "co-dominant" stems.

3. PROHIBITED PRACTICES

The following practices are strictly prohibited and will result in immediate termination of contract and non-payment:

- Topping/Heading: The reduction of tree size using cuts that shorten limbs to a stub.
- Lion's Tailing: Removing all the inner foliage, leaving only a tuft of leaves at the end of the branch.
- Flush Cuts: Cutting into the "branch collar" or "branch bark ridge."
- Spikes: The use of climbing spikes (gaffs) is strictly prohibited on any tree not being removed.

4. DEBRIS AND CLEANUP

- All brush and woody debris must be chipped and hauled off-site at the Contractor's expense.
- The work site (street and sidewalk) must be blown or swept clean of all sawdust and small twigs before the crew leaves for the day.

- Traffic Control: The Contractor is responsible for all cones, signs, and flaggers required to maintain a safe work zone per NYS DOT standards.

EXHIBIT F: SCHEDULE OF UNIT PRICES

To be completed by the Proposer

The unit prices below include all labor, equipment, fuel, chip disposal, and insurance required to prune a tree to the standards in Exhibit E.

Tree Size (DBH)	Estimated Quantity	Unit Price (Per Tree)	Total Cost
1 - 6 Inches	40	\$	\$
7 - 12 Inches	50	\$	\$
13 - 18 Inches	40	\$	\$
19 - 24 Inches	30	\$	\$
25 - 30 Inches	15	\$	\$
Over 30 Inches	5	\$	\$
TOTAL BID AMOUNT	180 Trees		\$

CONTRACTOR ACKNOWLEDGEMENT:

I certify that I have read the technical specifications in Exhibit E and understand that any pruning found to be in violation of ANSI A300 (such as topping or flush cuts) will result in the immediate rejection of the work and forfeiture of payment for the affected trees.

Company Name: _____

Authorized Signature: _____ Date: _____

EXHIBIT I: DAILY WORK REPORT TEMPLATE

Instructions: The Contractor shall complete this report for each day work is performed and email it to the Village Representative (and the Education/Inventory Consultant, if applicable) by **9:00 AM the following business day.**

Date of Work: _____

Crew Leader Name: _____

Number of Personnel on Site: _____

1. REMOVAL & GRINDING LOG

Tree Tag #	Location (Address/Street)	DBH (Measured)	Status (Removed/Ground/Seeded)

2. SITE CONDITION & SAFETY NOTES

- **Traffic Control Used:** Cones Signs Flaggers Street Closure

- **Utility Issues:** (Note any conflicts with 811 markings or overhead lines):

- **Property Notes:** (Note any pre-existing damage or issues encountered with residents):

3. DEBRIS STATUS

- **Brush/Chips:** Removed off-site Staged for pickup (Location: _____)
- **Logs/Wood:** Removed off-site Staged for Village (Location: _____)

4. CONTRACTOR CERTIFICATION

I certify that the above information is an accurate representation of the work completed on the date specified and that all work was performed in accordance with the ANSI A300 and Z133 standards outlined in Exhibit E.

Signature: _____ Date: _____