

INVITATION TO BID

**The Village of Waverly
for TREE MAINTENANCE SERVICES
Until 4:30 p.m. on September 27, 2022
PRC# 2022010178**

Sealed bids will be received at the office of the Village Clerk, 32 Ithaca Street, Waverly, NY 14892. Bids will be opened publically at the Board of Trustees Meeting that evening. Any questions should be directed to the Clerk at 607-565-8106.

Scope of Work

1. Service all trees in the manner presented on list.
2. Contractor will notify the Village Clerk, prior to starting work, and submit a schedule.
3. Contractor will be responsible for traffic control, and the safety of the job site.
4. Traffic control on Chemung Street, Cayuta Avenue, and Broad Street **MUST** be coordinated in advance with our DPW and Police Department. Please contact the Clerk at 607-565-8106.
5. If a street closure is needed, please contact the clerk.
6. Branches less than 2" diameter may be chipped on site. All other tree parts shall be removed and disposed of by the contractor.
7. Contractor will conduct activities to avoid any impact or damage to sidewalks, streets, lawns, and personal property.
8. Site restoration is required to impacted or damaged areas caused by contractor. Site will be cleaned of branches, clippings, and debris.
9. Stumps will be ground below ground surface. Chippings may be raked into hole.
10. The contractor shall be responsible and hold the Village harmless for any damage to private or village property including sidewalks.

Schedule

All work shall be completed within 60-days of award. If any extra time is needed, it must be approved by the Village of Waverly in advance. Provide estimated written schedule with your quote.

Insurance/Licensing

Contractor must be licensed or obtain a Contractor's License from the Village of Waverly before work may begin. Insurance coverage must be in compliance with our licensing.

Prevailing Wages

Work shall be conducted in accordance with Prevailing Wage Requirements. Please contact the Village of Waverly Clerk by email at mwood@villageofwaverly.com for a copy of the most recent wage schedule. Paper copies are available at the Clerk's office at a cost of \$.20 per page. Questions regarding wages/classifications should be directed to NYS Department of Labor (Binghamton) at 607-721-8005.

Payment

Contractor will notify the Clerk when work is completed. The Village of Waverly will then inspect all locations to confirm the work is complete, site is in order, and there is no damage. **Contractor must submit a certified payroll to the Clerk prior to payment.** Payment will be approved by the Board of Trustees at their following meeting.

You may provide your **SEALED BID** (Labeled "Tree Bid") in person at the Clerk's Office, or by Mail.

This certification MUST be attached to your bid, otherwise, it cannot be considered.

NON-COLLUSION CERTIFICATE

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project to any other bidder, competitor, or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal.
4. The person signing this bid or proposal certifies that (s)he has fully informed themselves regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on their behalf.
5. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal on behalf of the corporate bidder.

Name of Bidder

Signature

Title

Furthermore, if you are a corporation, the following resolution must be completed:

RESOLVED, that _____ (name of signator) be authorized to sign and submit the bid or proposal of this corporation for the following project _____, and to include in such bid or proposal the certificate as to non-collusion required by Section 103D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury;

AND, the following certificate must be completed and signed by your secretary:
The foregoing is a true and correct copy of the resolution adopted by _____ Corporation at a meeting of its Board of Directors held on the _____ day of _____, _____.

Impress
Seal of Corporation

Signature

Village of Waverly Tree Removal

Bids Due by 4:30 on : September 27, 2022

PRC# 2022010178

Location	Action	Quantity	Instructions/Description	Cost of Service
113 Park Place	Remove	1	Sycamore, shedding bark	
425 Park Avenue	Remove	1		
105 Park Place	Remove	1	Large Maple	
493 Waverly St	Remove	1	Red Maple	
505 Waverly St	Remove	1	Japanese Maple	
512 Waverly St	Remove	1	Maple	
478 Fulton St	Remove	1		
437 Clark St	Trim	1	Trim branches over house and wires leading to house	
547 Clark St	Trim	1	Trim branches away from house, and top of tree. Please call owner before work: Kent Tappen 607-565-2585	
449 Fulton St	Trim	1	Trim away from wires (are not electrical wires)	
200 Howard St	Trim	1	Trim away from house	
431 Clark St	Trim	1	Trim over driveways	

Village of Waverly Tree Maintenance Bid

Bid Opening: 9/27/22

Company Name _____

Company Address _____

Contact Phone Number _____

Contact Email Address _____

Name of Contact Person _____

Amount of Bid: _____

*Please include the tree list showing individual costs

I have a current Contractor License in the Village of Waverly:	Yes	No or Pending
I have received the Prevailing Wage Schedule:	Yes	No
I have submitted a Non-Collusion Certification:	Yes	No
I have received, and understand the Scope of Work:	Yes	No
I understand that I must submit a certified payroll and invoice to the Clerk for payment.	Yes	No

Signature: _____

Print Name: _____

Date: _____