



Town of _____
Micanopy
_____ Florida

AGENDA ITEM

TO: Mayor and Town Commission

FROM: Sara Samario, Town Administrator

DATE: August 11, 2026

SUBJECT: Approval of Master Services Agreement – The Wood Doctor Tree Service

Background

At its June 2026 regular meeting, the Town Commission approved the award of the Informal Request for Qualifications (RFQ) for tree trimming, canopy maintenance, tree removal, and debris removal services to The Wood Doctor Tree Service.

The attached Master Services Agreement formalizes that award by establishing the contractual terms and conditions under which The Wood Doctor Tree Service will provide services to the Town on an as-needed basis. The agreement is non-exclusive and does not guarantee any minimum amount of work or compensation. Instead, it establishes the legal framework for future work, with individual projects authorized through written work orders or approved written estimates issued by the Town Administrator or authorized designee.

The agreement includes standard municipal provisions addressing insurance, indemnification, warranty, public records compliance, E-Verify requirements, OSHA and ANSI arboricultural standards, and other legal protections. The initial term is three years, with the option for up to four one-year renewals by mutual agreement, subject to annual budget appropriations.

Approval of the Master Services Agreement will provide the Town with a qualified contractor available to perform routine tree maintenance, hazardous tree removal, emergency storm response, debris removal, and related arboricultural services in a timely and efficient manner while ensuring appropriate contractual safeguards are in place.

706 NE Chokolka Blvd.
PO Box 137, Micanopy, FL 32667-0137
(352) 466-3121 Town Hall (352) 466-4912 Fax
townhall@micanopytown.com

Fiscal Impact

There is no direct fiscal impact associated with approval of the Master Services Agreement. The agreement establishes the contractual framework for future services but does not obligate the Town to expend funds. Costs will be incurred only when individual work orders or written estimates are authorized and will be paid from the applicable departmental budget.

Staff Recommendation

Staff recommends approval of the Master Services Agreement between the Town of Micanopy and The Wood Doctor Tree Service for tree trimming, canopy maintenance, tree removal, debris removal, and related arboricultural services, and authorizes the Mayor to execute the agreement.



MASTER SERVICES AGREEMENT

Tree Trimming, Canopy Maintenance, Tree Removal, and Debris Removal Services

This is the beginning of the Master Services Agreement between the Town of Micanopy, Florida ("Town") and The Wood Doctor Tree Service ("Contractor"). This draft is intended as the Town's standard agreement and incorporates the Town's RFQ and Contractor's qualifications by reference.

ARTICLE I – RECITALS

WHEREAS, the Town issued an Informal Request for Qualifications for Tree Trimming, Maintenance, and Removal Services; WHEREAS, Contractor timely submitted qualifications; WHEREAS, the Town desires to establish a non-exclusive master services agreement for future work orders.

ARTICLE II – PURPOSE

This Agreement establishes the legal framework under which the Contractor may perform tree services on an as-needed basis. Nothing herein guarantees any minimum amount of work.

ARTICLE III – SCOPE OF SERVICES

Services may include tree trimming, structural pruning, canopy maintenance, hazardous tree removal, stump grinding, debris hauling, emergency storm response, right-of-way vegetation management, and related arboricultural services. Contractor shall provide all labor, supervision, equipment, traffic control, permits, and disposal necessary to complete assigned work.

ARTICLE IV – CONTRACT DOCUMENTS

In order of precedence: (1) this Agreement; (2) approved Work Orders; (3) the Town's RFQ; (4) Contractor's RFQ response; ; (5) insurance certificates.

ARTICLE V – WORK AUTHORIZATION

No work shall begin without written authorization from the Town Administrator or authorized designee. Individual Commissioners, advisory board members, volunteers, or citizens have no authority to direct Contractor or modify the scope of work.

ARTICLE VI – COMPENSATION

Compensation shall be established by each Work Order or approved written estimate. Payment shall be made in accordance with applicable Florida law after satisfactory completion of the authorized work.

ARTICLE VII – TERM

Initial term of one (3) years with up to four (4) one-year renewals by mutual written agreement, subject to annual appropriation.

ARTICLE VIII – INSURANCE

Maintain Commercial General Liability (\$1,000,000/\$2,000,000), Automobile Liability (\$1,000,000 CSL), Workers' Compensation as required by law, and name the Town as an Additional Insured on the General Liability policy.

ARTICLE IX – E-VERIFY

Contractor shall comply with Section 448.095, Florida Statutes, throughout the term of this Agreement.

ARTICLE X – CONTRACTOR RESPONSIBILITIES

Comply with OSHA, ANSI A300, ANSI Z133, applicable FDOT Maintenance of Traffic requirements, Sunshine 811 requirements, and all applicable federal, state, and local laws.

ARTICLE XI – PROTECTION OF PUBLIC TREES

Contractor shall use accepted arboricultural practices, avoid topping or unnecessary canopy reduction, protect root zones where feasible, and shall not remove Town trees without written authorization except where immediate action is required to eliminate an imminent threat to life or property. Contractor shall immediately notify the Town of hazardous conditions outside the approved scope.

ARTICLE XII – WARRANTY

Contractor warrants work shall be performed in a professional and workmanlike manner and shall correct defective work identified within one year.

ARTICLE XIII – DAMAGE TO PROPERTY

Contractor shall promptly repair or reimburse the Town for damage caused by Contractor's negligence.

ARTICLE XIV – INDEMNIFICATION

Contractor shall indemnify, defend, and hold harmless the Town to the fullest extent permitted by Florida law. Nothing herein waives sovereign immunity.

ARTICLE XV – PUBLIC RECORDS

Contractor shall comply with Section 119.0701, Florida Statutes, when acting on behalf of the Town.

ARTICLE XVI – DEFAULT

The Town shall provide written notice of default and a ten (10) day opportunity to cure unless an immediate threat to public health, safety, or welfare exists.

ARTICLE XVII – TERMINATION

The Town may terminate without cause upon thirty (30) days' written notice or immediately for cause.

ARTICLE XVIII – FORCE MAJEURE

Neither party shall be liable for delays caused by events beyond its reasonable control.

ARTICLE XIX – ANNUAL APPROPRIATIONS

The Town's obligations are subject to annual appropriation by the Town Commission.

ARTICLE XX – GOVERNING LAW AND VENUE

Florida law governs this Agreement. Venue shall lie exclusively in Alachua County, Florida.

ARTICLE XXI – ENTIRE AGREEMENT

This Agreement, together with its exhibits, constitutes the entire agreement.

ARTICLE XXII – EXHIBITS

Exhibit A – RFQ; Exhibit B – Contractor Qualifications; Exhibit C – Insurance Requirements and Certificates; Exhibit D – Standard Work Order Form.

SIGNATURES

TOWN OF MICANOPY

THE WOOD DOCTOR TREE SERVICE

By: _____

By: _____

Title: Mayor

Title: _____

Date: _____

Date: _____



Town of _____
Micanopy
_____ Florida

Town of Micanopy, Florida
Informal Request for Qualifications (RFQ)
Tree Trimming, Maintenance, and Removal Services

The Town of Micanopy is seeking qualified contractors to provide tree trimming, canopy maintenance, debris removal, and tree removal services on an as-needed basis.

Scope of Services

Services may include:

- Tree trimming and pruning
- Canopy maintenance in rights-of-way and public spaces
- Removal of hazardous or fallen trees
- Emergency storm response
- Debris hauling and disposal
- Stump grinding (optional)

Minimum Qualifications

- Experience with similar municipal or commercial work
- Proper licensing (State of Florida)
- General liability and workers' compensation insurance
- Ability to respond to routine and emergency requests

Submission Requirements

Please submit:

- Company overview and experience
- List of equipment
- At least three (3) references
- Proof of insurance
- Typical response times
- Optional: hourly rates or fee schedule

Submission Deadline

June 1, 2026 by 5:00 PM

Submission Method

Email to: SSamario@micanopytown.com

Subject Line: *RFQ – Tree Services*

706 NE Chokolka Blvd.
PO Box 137, Micanopy, FL 32667-0137
(352) 466-3121 Town Hall (352) 466-4912 Fax
townhall@micanopytown.com

Additional Information

The Town may select one or multiple contractors. Work will be assigned on an as-needed basis. The Town reserves the right to reject any or all submissions.

Contact

Sara Samario

SSamario@micanopytown.com

Response to Informal Request for Qualifications (RFQ)

Tree Trimming, Maintenance, and Removal Services

Town of Micanopy, Florida

Submitted By:

The Wood Doctor Tree Service

Corey Ferguson

P.O. BOX 129

Phone: (352) 816-0826

Email: wooddoctortree@yahoo.com

Company Overview and Experience

The Wood Doctor Tree Service is a professional tree service company providing tree trimming, pruning, canopy maintenance, hazardous tree removal, storm cleanup, debris hauling, and related arboricultural services throughout North Central Florida.

Our company is committed to safe, efficient, and professional tree care services for residential, commercial, and municipal clients. We have experience handling routine maintenance, hazardous removals, storm response, and right-of-way canopy management while maintaining a strong focus on safety, property protection, and customer satisfaction.

We are fully insured and equipped to perform both scheduled and emergency services. Our crew members are experienced in operating specialized tree equipment and following industry safety standards.

Services provided include:

- Tree trimming and pruning
 - Canopy maintenance
 - Hazardous tree removal
 - Storm cleanup and emergency response
 - Debris hauling and disposal
 - Stump grinding
 - Right-of-way clearing
 - Residential and commercial tree services
 - MOT CERTIFIED
-

Equipment List

Our company maintains professional-grade equipment necessary to perform municipal and commercial tree services, including:

- Bucket truck
- Spider Lift (on tracks and goes through a 36in walk gate with little ground damage)
- Grapple truck
- Chainsaws and pole saws
- Stump grinder
- (3) Skid steers/(1) mini skid steer
- Dump trailer
- Climbing and rigging equipment
- Safety equipment and traffic control devices
- 210 John Deer Excavator
- Cat loader 928
- 621 case loader
- Forestry Mulcher

Additional equipment can be made available as needed depending on project scope and emergency response requirements.

References

Reference 1

Company/Client Name: Town Of Micanopy
Contact Person: Sara Samario
Phone Number: 352-466-3121
Services Provided: Town administrator

Reference 2

Company/Client Name: Hood Properties

**Contact Person: Kim Hood **
Phone Number: 352-895-0971
Services Provided: property tree maintenance

Reference 3

Company/Client Name: W Group Property Management
Contact Person: Ashley Fletcher

Phone Number: **352-224-6400**

Services Provided: Property tree maintenance

Proof of Insurance

King Risk Partners, LLC

- General Liability Insurance Policy Number 626B017895
- Workers' Compensation Insurance Policy Number 196-59383
- Automobile Liability Policy Number 981379536

Bridgefield Insurance Casualty Company

Workers' Compensation Insurance Policy Number 196-59383

Certificates of insurance can be provided upon request.

Typical Response Times

Routine service requests are typically responded to within 24–72 hours depending on workload and project scope.

Emergency storm response and hazardous tree situations are prioritized and responded to as quickly as possible, including after-hours and weekend emergency services when necessary.

Optional Fee Schedule/Hourly Rates

The following rates are provided as general pricing guidelines and may vary depending on project complexity, equipment required, accessibility, and emergency conditions.

- Day Rate 8 hour working day with crew and equipment \$5000
- Debris hauling and disposal: \$300 for 1 load of 40 yards of debris

Written estimates will be provided for individual projects upon site inspection.

Additional Information

The Wood Doctor Tree Service appreciates the opportunity to submit qualifications to the Town of Micanopy. We take pride in providing dependable, professional, and fairly priced tree services while maintaining a strong commitment to safety and quality workmanship.

If additional information is needed, please contact:

Corey Ferguson
The Wood Doctor Tree Service
Phone: (352) 816-0826

Email: wooddoctortree@yahoo.com

The Wood Doctor Tree Service

352-816-0826