



IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR BID/PROPOSAL (RFP): Certified Arborist Contract Services

*** Candidates can apply for this position through __date__, __month__, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced, certified, and highly rated company to perform basic tree care, maintenance, removal, and diagnostics for all trees located on city-owned lands and public rights-of-way.

JOB SUMMARY:

An annually reviewed and renewed contract as the certified city arborist service company for the City of Woodcreek. This would entail but is not limited to the following types of work: tree removal, tree trimming, brush collection and disposal, ROW clearance, diagnostic work, submission of items for the tree inventory file updates, and creation of a tree care and/or maintenance plan for the City of Woodcreek.

REPORTING RELATIONSHIPS:

Reports to the City Administrator
Supervises on-site project management and provides crew

MAIN JOB TASKS and RESPONSIBILITIES:

- Submit scope-of-work and budget proposals as requested to the City Administrator
- Manage on-site work and crews for all projects
- Ensures all city ordinances are followed throughout the duration of the project
- Coordinates communication on project timelines and expenditures with City Administrator
- Must be willing to submit receipts and await payment
- Must be willing to take on projects unexpectedly in the event of an emergency
- May consult with the Tree Board upon their discretion
- May consult on tree trimming and removal permit requests on the City's behalf with private residential and commercial properties
- May NOT solicit work from private property owners while in direct service to the City of Woodcreek on a permit request consultation
- If qualified, may provide Oak Wilt diagnosis and treatment

REQUIRED QUALIFICATIONS and CERTIFICATIONS:

- Accredited either through the International Society of Arboriculture (ISA) or through the Tree Care Industry Association (TCIA) and certification must be current and verifiable.
- The applicant must possess current Business Liability and Personal Injury Insurance

PREFERRED QUALIFICATIONS and CERTIFICATIONS:

- Oak Wilt Identification and Management qualified with the appropriate permits to apply treatment solutions

PROPOSAL FORMAT:

- A copy of certificate of Business Liability and Personal Injury Insurance
- A copy of all required and preferred certifications, qualifications, and/or licenses
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

SELECTION PROCESS:

The selection of the Certified City Arborist Contract will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco

Jeff.Rasco@woodcreektx.gov

Please copy: City.Secretary@woodcreektx.gov and CodeAdmin@woodcreektx.gov

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.