

TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUOTATION

TOWN WIDE TREE PRUNNING, REMOVAL AND EMERGENCY CLEARING SERVICES

Bid Number: 5930

DUE: MAY 15, 2012 AT 3:00 PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed quotations for TOWN WIDE TREE PRUNNING, REMOVAL and EMERGENCY CLEARING Services, from qualified firms (hereinafter referred to as contractor or bidder,) for the period JULY 1, 2012 through JUNE 30, 2013. The required services are detailed in the attached and specifications and shall be in accordance with the conditions set forth herein.

**Note:** The Town's intention is to obtain the services of at least Two (2) qualified contractors in order to provide services for any one or all of the three specific categories listed. Contractors are invited to submit a bid on any one or all services requested.

1. **PREPARATION OF QUOTATIONS**

Quotations shall be submitted by using ONLY the enclosed BID QUOTATION FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Quotations shall be submitted in a clear, concise and legible manner to permit proper evaluation. Failure to use the attached BID QUOTATION FORM may result in disqualification of a bid response.

Bidders may also submit, under separate cover with their response, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.

Please be advised that an individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your Quotation.

2. **QUOTATION SUBMISSION**

All bid responses are to be submitted in a sealed envelope addressed as follows:

Town of Trumbull - Purchasing Department  
BID: 5880            DUE: MAY 15, 2012  
Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

3. **QUOTATION TIME**

Bid responses shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all bids will be publicly opened and read aloud. A respondent may withdraw a Quotation at any time prior to the above scheduled date and time. Any Quotation received after the above scheduled date and time shall not be considered or opened.

4. **TOWN OPTIONS**

The Town of Trumbull reserves the right to reject any and all Quotations and does not bind itself to accept the lowest priced Quotation or any Quotation. The Town reserves the right to ask for new Quotations in

whole or in part, or to reject any or all Quotations, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

If a Quotation does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the Quotation otherwise it will be presumed that the Quotation is in accordance with the required specifications.

5. **INSURANCE**

At least five days before the contract is executed, the Contractor will be required to file with the Town a certificate of insurance, executed by an insurance company satisfactory to the Town and in a form acceptable to it, stating that with respect to the contract awarded, the Contractor carries insurance in accordance with the following requirements and stipulations:

- **WORKMEN'S COMPENSATION INSURANCE:** With respect to all operations performed, the Contractor must carry Workmen's Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.
- **CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:** With respect to the operations performed, the Contractor must carry regular Contractor's Public Liability Insurance providing for a total limit of five million dollars \$5,000,000 for all damages arising out of bodily injuries to or death of one or more persons in each occurrence and regular Contractor's Property Damage Liability Insurance providing for a limit of not less than five million dollars (\$5,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence and, subject to that limit per accident.
- **AUTOMOBILE INSURANCE:** The operation of all motor vehicles, including those hired or borrowed, used in connection with the contract will be covered by Automobile Liability Insurance in the amounts of (a) not less than two million dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence, and (b) not less than one million dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence.

6. **PRICING**

- a) The requirements and specifications of this request call for specific services being purchased and do not permit any substitutions.
- b) All prices quoted are to be firm for a period of one year following bid opening.
- c) Special Consideration will be given to responses with extended firm price dates.
- d) The Town is always interested in any and all cost reduction opportunities.

7. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in Quotation prices. A Town Tax Exemption Certificate shall be furnished upon request.

8. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on May 11, 2012, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all respondents will be made available in writing or by Fax as appropriate to all respondents. Inquiries of a technical nature may be directed to Mr. Dmitri Paris (203 452-5075); [dparis@trumbull-ct.gov](mailto:dparis@trumbull-ct.gov); all other questions may be directed to Mr. Robert J. Chimini, Purchasing Agent (203-452-5042) [rchimini@trumbull-ct.gov](mailto:rchimini@trumbull-ct.gov) .

Additionally, after Quotations are received, the Town reserves the right to communicate with any or all of the respondents to clarify the provisions of Quotations. The Town further reserves the right to request additional information from any respondent at any time after Quotations are opened.

9. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing by correspondence or a Not to Exceed Purchase order. All specifications, requirements, terms and conditions of this request shall become part of that Purchase Order.

10. **TERM OF AWARD AND OPTION TO RENEW**

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period.

The Town may renew the term of a contract awarded for this requirement for an additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

11. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with the requirements associated with this request shall not be permitted without the prior express written consent of the Town of Trumbull.

12. **HOLD HARMLESS CLAUSE**

Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

13. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. The bidder will certify that all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this contract will conform to Federal and State of Connecticut OSHA standards. Arboriculture operations must be performed to comply with all American National Standards Institute ANSI 300 guidelines and the procedures and techniques of the International Society of Arboriculture ISA

14. **PERFORMANCE AND TERMINATION – TIME IS OF THE ESSENCE**

The type of service requested is essential for the day-to-day operation of Town facilities and Time is of the Essence. The Contractor shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any contract award.

15. **PERMITS**

Contractors shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

16. **PAYMENT AND INVOICING**

Payment

- a. Pruning- payment based on hourly crew rate
- b. Tree Removals- payment based on hourly crew rate
- c. Emergency – payment based on an hourly crew rate

Invoices shall be submitted monthly for the actual work completed during the preceding monthly period. Payment terms are net (30) thirty days. The Contractor shall submit with each invoice a monthly record of all tree work completed during the preceding month.

The contractor shall submit an ORIGINAL and one (1) copy of the invoice for payment to:  
Public Works Department  
366 Church Hill Road  
Trumbull, CT 06611

17. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

18. **NON-COLLUSION**

In submitting a Quotation, the vendor declares that the Quotation is made without any connection with any persons making another Quotation or the same contract; that the Quotation is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said Quotation or in the supplies or work to which it relates, or in any portion of the profits thereof

20. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

**TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUOTATION**

**TOWN WIDE TREE PRUNNING, REMOVAL AND EMERGENCY CLEARING SERVICES**

**Bid Number: 5930**

**DUE: MAY 15, 2012 AT 3:00 PM**

**SPECIFICATIONS AND REQUIREMENTS**

**GENERAL REQUIREMENTS**

- a) The Purchasing Department reserves the right to determine the qualifications of each bidder and award the contract for the lowest qualified Quotation and/or to reject all Quotations. All Quotations shall be valid and are the property of the Town after opening.
- b) Contractor must be a tree expert licensed as an "arborist" by the State of Connecticut (Conn. General Statutes Sec. 23-61a) The license number must be included in your reply.
- c) Contractor must provide copies for all employees of their Electrical Hazards Awareness Certification
- d) All work will be initiated by the Trumbull Public Works Department. The proposed work will be jointly inspected by a representative of the Contractor, a Trumbull Public Works Department designee, and the Trumbull Tree Warden.
- e) From the inspection, a purchase order shall be issued. Upon completion of the agreed to project, a final inspection will be made by the Trumbull Public Works Department and/or the Tree Warden, and upon their approval, a Contractor invoice will be processed for payment.
- f) The work to be performed in this Quotation is on Town owned roads and properties. It will be the Contractor's responsibility to maintain traffic control on all roads, at all times, as far as possible, especially school buses and emergency vehicles. Should it become necessary to close off completely, any section of these roads, sidewalks, and driveways, the Contractor must first obtain the written approval of the Director of Public Works specifying the exact period of time and location of each closing. This provision will be waived under the circumstances where a fallen tree is obstructing traffic completely.
- g) Traffic Control personnel, where required, shall be provided by The Department of Public Works personnel. The Contractor must use traffic control signage and appropriately garbed flagmen in accordance with the most up to date *Manual on Uniform Traffic Control Devices* (U.S. Department of Transportation, Federal Highway Administration).
- h) All pricing shall be effective for the period commencing with the award of this contract for a period of twelve (12) months.
- i) The contract may be extended by mutual agreement in writing by the Town and the Contractor for periods of twelve (12) months (or portions thereof), but shall not to exceed twenty-four (24) additional months.
- j) Contractor is not allowed to subcontract or assign this contract without written consent of the Purchasing Agent.
- k) Contractor will provide a supervisor at least twice a day to check with the Public Works designee to ascertain how the work is progressing (this is a non-billable item).
- l) Contractor must be on call 24 hours a day, 7 days a week.
- m) The Contractor's vehicle shall be equipped with a cellular phone for communications with the Town.
- n) The Contractor shall provide the Town with a reliable method for 24-hour emergency contact.
- o) Response time (after contacted by Town) for Emergency operations):

p) **Four (4) hour response time:**

- In the event of severe weather, the Contractor must make a crew available for emergency tree work. A crew will be defined as: one bucket truck, one chip truck, one chipper, one crew chief, one climber, and at least one ground person. All equipment must be in good working condition. Contact by the Public Works Department will be based on local weather forecasts. Severe weather shall include but not limited to, hurricanes, snow and ice storms, thunder-storms or tornadoes. Any emergency work shall be billed on the hourly rate noted for the entire crew. Damages for not responding by above time limits will include any additional costs incurred by the Town.
- Normal Work: One (1) day

q) **Work Periods:**

- The Town is aware of the seasonal nature of normal tree services' work, i.e. that the bulk of their work is performed in the non-winter seasons. In order to take advantage of the winter lull, Quotations should be prepared knowing that the Town expects that 85-90% of the work will be done in the Contractor's "off-season". Work anticipated for the other seasons (10-15% of the time) would be necessitated by an eminent danger to the public, i.e. where a tree must come down, and/or pruning must occur quickly.
- This yearly pattern has been effectively used by the Town and its contractors and has proven to be a financial advantage to both the Town and the Respondents.

r) **Prequalification:** The Town reserves the right to inspect all equipment of the lowest bidder(s) prior to making awarding the required services.

**1. TREE PRUNING SPECIFICATIONS:**

- a) All work will be billed at an hourly rate for this service.
- b) Trees must be trimmed to create a well-maintained ornamental appearance whenever possible and will adhere to all American National Standards Institute (ANSI) A300 Standards and practices.
- c) Maximum tree trimming-crown reduction, pruning top and sides to lighten and balance, removing deadwood and crossed branches, and raising to legal height. This pruning is to provide for public safety and the general health of the trees. However, at no time should reduction exceed  $\frac{1}{4}$  of the overall size of any tree unless specified by the Tree Warden, Superintendent of Parks or DPW designee. The finished trees shall have a symmetrical and aesthetic form with the weight evenly distributed
- d) In order to shorten the length of limbs, use the thin to lateral methods. Methods of pruning which may be called Topping, Heading Back, or Lions Tailing shall NOT be used.
- e) To lighten end weight where such overburden appears likely to cause breakage of limbs four inches (4") or more in diameter, the only pruning method to be used is drop crotch. Remove cross limbs and epicormic growth (suckers) as required. Pruners will be used to complete final trimming processes. Any exceptions will be at the discretion of Tree Warden or Superintendent of Parks. All trimming will be done in a manner which will not injure or scar the tree.
- f) Final pruning cuts shall be made without leaving a stub. They shall be made in a manner to favor the earliest covering of the wound by callus growth. This requires that the wound be as small as possible and the cut be reasonably flush outside the branch bark ridge area and that the cambium tissues at the edge of the cut be alive and healthy. Extreme flush cuts that produce large wounds and weaken the tree at the cut shall not be made
- g) Trees are to be pruned at various locations around Town. This work consists of safety pruning all dead wood and low branches on trees, removing major dead wood, diseased wood, stubs, and any weak leaders that may be considered dangerous. Wood removed by the pruning will be cut into two (2) foot lengths and neatly stacked at the side of the road clear of the traveled way by at least four (4) feet. Limbs to three (3) inch diameter and all brush and/or material must be removed from the work site. If directed, Contractor is to chip all pruned branches and leaders.

- h) The contractor must be able to evaluate tree conditions and hazards and will be responsible to inform the Town of any invasive insect species and pests i.e. Asian Long Horned Beetle or Emerald Ash Borer encountered during any pruning or takedown operation.
- i) When dead wood trimming, all dead branches one (1") inch in diameter or greater at the trunk must be removed.
- j) All trees with branches over a roadway shall be pruned to provide fifteen (15') feet of clearance at the curb.
- k) The pruning crew will include a qualified English-speaking, experienced tree man ("crew chief") who will operate the bucket truck, and may have the ability (and the proper equipment) to climb the trees in order to accomplish the work. The crew is also to include a "climber" and a "grounds man". The pruning operation must utilize a bucket truck with a minimum working height of 60' (sixty feet) from the bottom of the basket to the ground. The equipment must be in good operating condition with adequate suitable equipment to perform the necessary operations. Equipment required may include a limb/brush chipper, a whole tree chipper capable of chipping logs up to 14 inches in diameter, and chip trucks. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. While on an hourly rate no sharpening will be performed during the hours of operation. Vendor must provide sufficient extra sharpened blades. At times when the equipment is non-operable no payment will be made by the Town.
- l) It is required that hourly crew work time be verified by the Town Tree Warden and/or a representative of the Public Works Department. The Contractor must insure that these persons are notified that the work is occurring.
- m) The Town shall not pay for unverified or unapproved crew times.

## 2. TREE REMOVAL SPECIFICATIONS

- a) This work will be billed at an hourly rate.
- b) Due to the various considerations that must be taken into account with a tree removal / take down, including variations in overall canopy volume, potential secondary involvement with other trees or methods of removal due to proximity of structures etc; tree removal (take down) will billed at an hourly rate and will be on a case by case basis
- c) The Contractor shall furnish all materials, equipment, tools, supplies, labor and transportation including fuel and power to perform all of the work necessary for the removal of trees designated during the life of the contract. All work sites will be left cleared of all wood, brush, chips and debris and must be removed at the Contractor's expense.
- d) Stumps must be flush cut to the ground.
- e) All grass and pavement areas are to be blown clean of all debris with a leaf blower.
- f) The Town or home owner may request at their discretion wood removed during a takedown to remain on site. In such an event wood ranging from Four (4") inch to eighteen (18") inch diameter will be cut in two (2') foot length pieces will be neatly stacked at the side of the road clear of the traveled way by at least four (4) feet.
- g) As much as is feasible, tree removal work will be scheduled for an eight (8) hour day between the hour of 7:30 a.m. and 4:00 p.m.
- h) The tree removal crew must include a qualified English-speaking experienced tree man who will operate the bucket truck, and may have the ability (and the proper equipment) to climb trees to effectively complete the work. The removal operation must utilize a bucket truck with a minimum working height of 60' from the bottom of the basket at a distance of 8' from the ground. The equipment must be in good operating condition with adequate suitable equipment to perform the necessary operations. All equipment must be in good working order when reporting for work, with sharpened blades on all saws. Vendor will provide sufficient extra sharpened blades.
- i) In tree removal work, a minimum of three (3) men, consisting of a crew chief/climber, second climber, and grounds men, is expected to perform the necessary work.

### 3. EMERGENCY CLEARING SERVICES

- a) This work will be billed at an hourly rate
- b) The Contractor will be responsible for the clearing of any tree or tree debris that present road obstructions as well as all identified aerial hazards over Town roadways during and immediately following an inclement or adverse weather events as part of "Make Safe" operations
- c) All materials will be cut and put off the curb line in order to re-gain safe passage on public roadways as soon as possible.
- d) The Town may require the Contractor to provide additional crews when deemed necessary to preserve public safety.

TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUOTATION

TOWN WIDE TREE PRUNNING, REMOVAL AND EMERGENCY CLEARING SERVICES

Bid Number: 5930

DUE: MAY 15, 2012 AT 3:00 PM

BID QUOTATION FORM

Company Name: \_\_\_\_\_

THE UNDERSIGNED AFFIRMS AND DECLARES that this quotation is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate quotations are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The quotation rates are as follows:

TREE REMOVAL WORK

**COMPLETE EACH LINE ITEM IN THIS PROPOSAL FOR AS REQUESTED. FAILURE TO PROVIDE PRICING FOR EACH LINE ITEM MAY DISQUALIFY A BID PROPOSAL:**

Pruning Per Hour Rate \$ \_\_\_\_\_  
(Includes a crew chief, climber and grounds man)

Emergency Clearing Per Hour Rate \$ \_\_\_\_\_  
(Includes a crew chief/ bucket man and ground man)

Tree Removal Per Hour Rate \$ \_\_\_\_\_  
(Minimum crew must include a crew chief, climber and ground man)

Takedown, Wood Left on Site \$ \_\_\_\_\_/hr Takedown, Wood Removed \$ \_\_\_\_\_/hr

Additional Required Pricing Information: These rates will be used to add to or subtract from "crew rates" where man power is otherwise inconsistent with these specifications

Crew Chief/ Bucket Operator \$ \_\_\_\_\_/HR

Climber \$ \_\_\_\_\_/HR

- Grounds men \$ \_\_\_\_\_/HR

**BID QUOTATION FORM (Continued)**

Company Name: \_\_\_\_\_

**EQUIPMENT**

Aerial Lift- 70 ft w/ working distance with a 10 cubic yard box or greater and a chipper     \$ \_\_\_\_\_/day  
\$ \_\_\_\_\_/half day

Aerial Lift-60 ft w/ working distance with a 10 cubic yard box or greater and a chipper     \$ \_\_\_\_\_/day  
\$ \_\_\_\_\_/half day

Chip Truck & Chipper are Included in above crew price

Additional Pricing:

Whole tree chipper-14" log capacity	\$ _____/day	\$ _____/half day
Sump Grinder	\$ _____/day	\$ _____/half day
Crane	\$ _____/day	\$ _____/half day
80' + Spider Lift	\$ _____/day	\$ _____/half day

**The above rates apply to emergency and regular work.**

THE UNDERSIGNED AFFIRMS AND DECLARES that this QUOTATION and all pricing contained herein is executed by said respondent with full knowledge and compliance, and complete understanding and acceptance of the Specifications, Requirements, Terms and Conditions contained herein. Any exceptions are noted on the attached.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Cell

\_\_\_\_\_  
24 Hr Contact Number

TOWN OF TRUMBULL  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUOTATION

TOWN WIDE TREE PRUNNING, REMOVAL AND EMERGENCY CLEARING SERVICES

Bid Number: 5930

DUE: MAY 15, 2012 AT 3:00 PM

QUALIFICATIONS

The information requested below must be supplied with this Quotation. It will be held in strict confidence. Please answer all the questions. Attach a financial statement or other supportive documentation as desired.

1. Number of Years in Business \_\_\_\_\_
2. Number of Tree Personnel Employed (full time) \_\_\_\_\_ (part time) \_\_\_\_\_
3. For this project, would this be done entirely by contractor \_\_\_\_\_
4. Has your firm ever been *unable* to complete any work awarded? If so, date, when, where, and why: \_\_\_\_\_
5. Attach a list of major projects your organization has in process, giving the name of the project, owner, contract amount, percent complete, and scheduled completion date – ATTACH TO BID RESPONSE FORM
6. List major projects your organization has completed, giving the name of project, owner, contract amount, and completion date \_\_\_\_\_  
\_\_\_\_\_
7. List number of aerial lifts and reach of each lift \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List number of men available: \_\_\_\_\_
9. List any previous municipal experiences (See References Attached)  
\_\_\_\_\_
10. List number and size (capacity-diameter of log) of chippers \_\_\_\_\_  
\_\_\_\_\_
11. List number & capacity of chip tucks \_\_\_\_\_  
\_\_\_\_\_
12. List type of communication equipment your office & crews use:
  - a) A. Answering Service Yes \_\_\_\_\_ No \_\_\_\_\_
  - b) B. Beeper Service Yes \_\_\_\_\_ No \_\_\_\_\_
  - c) C. Radio Control Yes \_\_\_\_\_ No \_\_\_\_\_
  - d) D. Cellular Phones Yes \_\_\_\_\_ No \_\_\_\_\_
  - e) E. Other List \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

TOWN OF TRUMBULL  
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QUALIFICATIONS (Continued)

CONTRACTOR INFORMATION SUMMARY

*Complete/Describe In Detail – Attach Additional Sheets If Required*

Name of Company: \_\_\_\_\_

REFERENCES

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least five (5) clients in the past five (5) years. PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

**CLIENT 1:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_