

**City of Union City Requests Proposals From Firms Interested in
Providing Arborist Services For the City of Union City
July 1, 2016 through June 30, 2017**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals ("RFP") from firms that wish to provide arborist services for a contract period beginning on July 1, 2016 and ending June 30, 2017. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful firm must have significant experience in providing municipalities with arborist services. The successful firm will provide the City of Union City with arborist services relating to, but not necessarily limited to:

1. An arborist will review and approve or deny applications for removal of trees in accordance with the City of Union City ordinance on preservation of trees.
2. Aid the City in determining what type of trees and where trees should be planted on City property.
3. Help the City to determine what trees are dangerous and should be removed. Determine if trees have a disease and what steps can be taken to cure the disease.
4. Provide guidance to property owners as needed concerning the care and maintenance of trees or the planting of new trees.
5. Any other tree related issues.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

Professional Information and Qualifications

An arborist should have the following qualifications and knowledge:

1. A certified tree expert, who has met the eligibility requirements of N.J.A.C. 7:3-1 et seq. and successfully passed the certification examination.
2. Skilled in tree identification including common and botanical names.

3. Tree physiology including the function and parts of trees and their interrelationships.

4. Proper tree planting procedures and theories.

5. Soil characteristics, including how factors such as fertilizer, lime, soil components, pH and soil organisms affect the health of trees.

6. General tree maintenance, including insect and disease identification and both chemical and non-chemical control.

7. Structured repairs, such as cabling, bracing, bark tracing, root aeration, drainage and grade changes and construction damage.

8. Proper pruning methods and theories.

Copies of these standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and firm's offices and corresponding telephone and fax numbers;
3. Description of firm's experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. At least four (4) references, three (3) of which must have knowledge of your work as an arborist in a municipality;
5. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
6. Cost details for the services to be rendered;
7. Statement of corporate ownership (c.52:25-24.2); and
8. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing arborist services in urban environments substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the services; and
5. Cost competitiveness in light of all of the above factors.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on May 25, 2016. The RFP must be received no later than 11:00 a. m. on May 25, 2016 by:

Dominic Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" paper.

STATEMENT CONCERNING ETHICS COMPLAINTS

I, _____, of full age and to the best of my knowledge and belief,
as of the date of this Certification, hereby certify as follows:

1. I am the _____ in connection with the firm, entity, partnership,
sole proprietorship which entity is submitting this proposal to the City of Union City.

2. I am aware of no prior or pending ethics complaints against myself or any
firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware
that if any of the foregoing statements made by me are willfully false, I am subject to
punishment.

Dated: _____

By: _____

Print Name: _____