1. **SCOPE OF WORK**

Contractors shall participate in a vendor pool to provide tree removal, trimming and related services as needed at various locations within Lake County. Pricing shall include all items, such as but not limited to: Maintenance of Traffic (MOT), equipment, tools, materials, labor, and disposal to complete the tasks.

This is an indefinite quantity contract with no guarantee of a volume of services that may be required.

1. **CONTRACTOR’S RESPONSIBILITIES**

Contractor shall:

* 1. Designate a project manager that shall speak English and have available communication devices with internet access to ensure proper communication and documentation during operations.
	2. Complete the work within ten (10) business days from receipt of the Project Order Form unless otherwise approved by the County.
	3. Give twenty-four hours (24) in advance notice of crews being on-site at each project location.
	4. Be responsible of all underground utilities located before the commencement of work.
	5. Take necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to persons or property.
	6. Obtain a Right of Entry Statement completed and signed by the Property Owner of Record when having to enter private property to complete the work.
	7. Leave the worksite in a clean and safe manner at the end of each workday.
	8. Submit an invoice via email to the County upon completion of each project.
		1. Invoice shall be in accordance with the contract rates and agreed upon project order form.
1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Award to one or more contractor.
	2. Reserve the right to add or remove services in conjunction with the County’s needs.
	3. Issue a Project Order form that will be emailed to Contractor with the lowest price for the project.
	4. Inspect each project upon completion and notify Contractor of any deficiencies.
1. **EMERGENCY WORK**
	1. During a public emergency event, including but not limited to hurricane or disaster emergencies, the County shall be “first priority” for tree services.
	2. When the County determines there is an emergency, the County shall verbally give the authority to start the work and a Project Order Form will be issued at the earliest convenience.
	3. Emergency work shall commence within four (4) hours of receiving notification from the County and be completed within twenty-four (24) hours.
	4. Contractor shall notify the County upon completion of the emergency work.
2. **BRUSH CLEARING**
	1. All underbrush, including but not limited; to low growing shrubs, bushes, wild grasses, vines, and weeds, shall be removed within the determined work area.
	2. Immature trees less than six (6) inches in diameter must be completely removed.
3. **MEASUREMENTS AND SPECIAL CONDITIONS**
	1. Measurements shall be taken, when possible, at “diameter breast height” (DBH) or approximately four and one-half (4 ½) feet above the ground.
	2. A multi-trunked tree that is branching from the main trunk or the root system below DBH, each trunk is to be considered a separate tree and the stump shall be measured at the point that the split occurs.
	3. Hazardous conditions are defined as trees within or over the top of overhead electrical lines or over buildings and shall be noted on the project order form of the site conditions.
	4. Any discrepancy regarding the size of the tree or if it qualifies as a hazardous condition, shall be clarified between Contractor and County prior to the commencement of work.
	5. Contractor shall rake the area, removing and properly disposing of tree sections, limbs greater than one-quarter (¼) inch in circumference, bark, leaves, and other related debris.
	6. The County reserves the right to request that the debris be left on the site for use.
4. **TREE REMOVAL**
	1. The removal of trees shall be accomplished by removing and safely lowering to the ground, suitable sized sections of limbs and trunks, starting at the top and working progressively downward to the ground.
	2. Cuts shall be completed in a manner that will prevent free, rapid, and uncontrolled descent of the portion being removed.
	3. The main trunk shall be cut off at or near the ground surface at the direction of the County.
	4. The following size classification shall be used to assess a cost for the work.
		1. Trees with a DBH of 0” to 6”
		2. Trees with a DBH of 7” to 12”
		3. Trees with a DBH of 13” to 20”
		4. Trees with a DBH of 21” to 27”
		5. Trees with a DBH of 28” to 35”
		6. Trees with a DBH of 36” to 44”
		7. Trees with a DBH of 45” to 54”
		8. Trees with a DBH of 55” to 60”
		9. Trees with a DBH of 61” or greater
	5. Cost for this service shall be priced separately for each size category.
	6. Any discrepancy concerning measurements or work scope will be resolved and confirmed by the County prior to commencement of work.
	7. Contractor shall not be entitled to any additional compensation for extra work performed without confirmation from the County.
5. **STUMP GRINDING**

Stump and major roots appearing at or above the surface of the ground must be removed by means of chipping equipment designed specifically for this purpose.

* 1. **Stump grinding with no sod**
		1. The stump and roots shall be ground to a depth of six (6) inches below the surface of the soil.
		2. The resulting wood chips must be tamped for compression.
		3. A mound of wood chips shall be left at three (3) inches above the surrounding grade.
	2. **Stump grinding with sod**
		1. The stump and associated roots shall be ground to a minimum of eight (8) inches below surface of the surrounding grade.
		2. The wood chips resulting from the grinding shall be removed.
		3. The resulting hole shall be filled with suitable topsoil and be adequately compacted to prevent settling.
		4. If settling does occur, it shall be the responsibility of Contractor to refill and compact the area again.
		5. Sod of the same type that matches the surrounding area shall be installed on all disturbed areas.
		6. The edge of the new sod must be “toed in” so that it is level and even with the mat of the existing turf.
		7. No overlapping of the sod shall be allowed.
1. **STUMP REMOVAL**

The stump and the associated roots must be removed by a means other than blasting or pushing out with a bulldozer.

* 1. **Removal with no sod**
		1. The resulting hole shall be filled with suitable topsoil and adequately compacted to prevent settling.
		2. If settling does occur, it will be the responsibility of Contractor to refill and compact again.
		3. The finished product shall match the existing surrounding grade.
	2. **Removal with sod**
		1. The resulting hole shall be filled with suitable topsoil adequately compacted to prevent settling.
		2. If settling does occur, it shall be the responsibility of Contractor to refill and compact again.
		3. Sod of the same type that matches the surrounding area shall be installed on all disturbed areas.

**9.2.3.1.** The edge of the new sod must be “toed in” so that it is level and even with the mat of the existing turf.

**9.2.3.2.** No overlapping of the sod shall be allowed.

1. **TREE TRIMMING**
	1. Work shall be in accordance with the International Arborist Association (ISA) Pruning Standards.
	2. Tree pruning shall only be done by employees trained and skilled in this class of work.
	3. Classes of tree trimming shall include the removal of dead, dying or diseased, interfering, objectionable, obstructing, and weak branches, as well as selective thinning to lessen wind resistance.
	4. The removal of branches will include those on the main trunks, as well as those inside the leaf area.
	5. The trim contour will be held continuous throughout the work limits to give a uniform appearance.
	6. All tree trimming classifications shall include trimming for clearance elevation to be a minimum of eighteen (18) feet above roadways and seven (7) feet above sidewalks.
	7. All cuts shall be made just outside the branch collar whenever possible.
	8. Contractor shall avoid leaving long stubs even if this means going beyond the clearance trimming measurements.
	9. Contractor shall provide an even taper when cutting between the different clearance heights from sidewalks to roadways.
	10. Any damage caused to a tree by Contractor shall be repaired at no cost and to the satisfaction of the County.
	11. If the tree dies due to the actions of Contractor, Contractor shall promptly remove the dead tree at no cost to the County, replace the tree with one of equal diameter and growth, or compensate the County for the loss of the tree in an amount determined to be fair market value of the damaged tree.
	12. **Tree Trimming Classifications:**
		1. **Class I:** Fine trimming shall consist of a minimum one-half (1/2) inch in diameter branch and may remain with the leaf area to its full length when it is not practical to remove it.
		2. **Class II**: Medium trimming shall consist of a minimum of one (1) inch in diameter branch and may remain with the leaf area to its full length when it is not practical to remove it.
		3. **Class III**: Coarse trimming shall consist of a minimum of a branch two (2) inches in diameter and may remain with the leaf area to its full length when it is not practical to remove it.

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