1. **SCOPE OF SERVICES**

Provide for professional arborist services through an International Society of Arboriculture (ISA) Certified arborist, as needed. All services shall meet current ISA standards to perform tree inspections, provide training on ISA industry pruning standards, provide for expert witness testimony, and additional related services as needed.

The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. Orders may be funded in whole or in part with federal funds and is subject to federal requirements including but not limited to those set forth in 2 C.F.R. Part 200, Appendix II. Work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR’S RESPONSIBILITES**

Contractor shall:

* 1. Provide an ISA Certified Arborist for consultation as needed.
	2. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
	3. Provide a neat and clean in appearance dress code for Contractor’s employees that consists of a shirt with company name, pants, and work shoes/boots.
	4. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
	5. Providing subcontractors and day laborers to complete the assigned tasks shall not be accepted.
1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award one or more vendors.
	2. Reserve the right add or remove services in conjunction with the County’s needs.
	3. Reserve the right to inspect and approve all material, supplies, workmanship, and equipment for contract performance.
	4. Reserve the right to dismiss Contractor’s staff for disorderly conduct or unsatisfactory performance in accordance with contract specifications.
1. **DELIVERY REQUIREMENTS AND ACCEPTANCE**

**3.1.** Tree Inspections

3.1.1. Conduct inspections of trees within County rights of way to identify potential hazards, structural defects, disease, or pest infestations.

3.1.2. Provide written reports with findings, including digital photographs and location information as appropriate.

3.1.3. Recommend corrective actions such as pruning, removal, or treatments for diseased or hazardous trees.

3.1.4. Maintain accurate records of all site visits and services performed.

3.1.5. Submit all inspection forms, assessment reports, recommendations, and training materials in a timely manner as required by the County.

**3.2.** Tree Maintenance and Pruning Recommendations

3.2.1. Evaluate tree health and structure to determine pruning needs according to ISA standards.

3.2.2. Develop and document pruning and maintenance plans for County staff or designated contractors.

**3.3.** Training Services

3.3.1. Deliver training to County staff on ISA pruning standards, best management practices, inspection techniques, and updates on industry standards.

3.3.2. Prepare training materials, presentations, or demonstrations as needed.

**3.4.** Expert Witness Consultation

3.4.1. Serve as an expert witness in legal matters when requested by the County.

3.4.2. Prepare expert reports and provide testimony relating to arboricultural standards, practices, and conditions.

**4. EMERGENCY SUPPORT AND STORM DAMAGE ASSESSMENT**

In the event of a declared emergency by the Federal Government, the State, or any Local Municipality (including but not limited to hurricanes, natural disasters, public health emergencies, and other major weather events), the Contractor shall provide full cooperation and timely assistance in satisfying all applicable federal, state, or local reimbursement requirements. The contractor shall prioritize all requests for goods and services required on a first priority basis and at the established contractual pricing.

4.1. Contractor shall provide a twenty-four (24) hour emergency contact phone number capable of receiving calls, texts, and emails. The contractor shall respond to such communications, either verbally or digitally, within one (1) hour of receipt of notification.

4.2. Upon notification of the required services, Contractor shall maintain operational readiness and remain on “standby” status for immediate response as soon as conditions are deemed safe for deployment.

4.3. The contractor shall comply with the following federal documentation requirements:

4.3.1. Submit clear before and after photographs of all work areas. Photographs must contain intact and unaltered meta-data, including date and timestamp.

4.3.2. Document the precise start and completion times corresponding to the meta-data in the before and after photographs.

4.3.2. Document a comprehensive list of all equipment used on-site, identifying the type and quantity of equipment used.

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