

**ETNA CEMETERY DISTRICT**

**REQUEST FOR BIDS (RFB)**

**TREE AND LIMB REMOVAL**

**IN THE ETNA CEMETERY**

Bid Start Date: June 6, 2019  
Bid End Date: June 12, 2019

Bid Contact: Jeanie Dickinson  
(530)598-9790 (530)467-3596  
[evaj@sisqtel.net](mailto:evaj@sisqtel.net)

Bid Due Date/Time: **Wednesday, June 12, 2019, @ 2:00 P.M.**

The Etna Cemetery District (**District**) is requesting a qualified bidder for Tree and Limb Removal at the Etna Cemetery, located on Sawyers Bar Road, Etna, California.

**SCOPE OF WORK: See Attached Exhibit "A".**

**Instructions for Proposers:**

General: The proposal should display clearly and accurately the capability, knowledge, experience and capacity of the proposer to meet the requirements of this RFP. Proposals shall be brief and concise, and provide a quote of services.

Submit two (2) original copies of your proposal by Wednesday, June 12, 2019, by 2:00 P.M.

**Requirements:**

Contractor must be licensed, bonded and have proper insurance for this work. **No exceptions!**

Contractor must have prior experience and provide past six (6) months documentation of such work.

Contractor must provide name and contact information of two (2) customers you have performed similar work for.

A walk through of the Etna Cemetery is a requirement of this RFP and can be arranged upon request.

All proposals shall be enclosed in a single sealed envelope plainly marked with the words **“Sealed Proposal Responding to Tree and Limb Removal for the Etna Cemetery District”**.

The District assumes no obligation in the solicitation of this Proposal and all costs of responding to this solicitation shall be borne by the interested parties. The District reserves the right to request additional information from the Bidder in writing.

All proposals shall be received no later than 2:00 P.M., on Wednesday, June 12, 2019, addressed to the Etna Cemetery District, c/o Pat’s Bookkeeping located at 311 Collier Way, Suite 2, Etna, California 96027.

Late proposals shall not be accepted. The District assumes no responsibility for “late proposals”, and it is the sole responsibility of the responder to ensure that the proposal is received by the deadline. No postmarks, faxes or emails will be accepted.

**Selection Process and Criteria:**

An evaluation committee composed of two (2) District Trustees and the Cemetery Manager will review and screen all proposals. The committee will select one proposal. The final contract will be authorized and executed by the Etna Cemetery District Board of Trustees.

Questions Concerning Proposal Requirements:

All questions and/or inquiries regarding this RFP will be answered by:

Jeanie Dickinson, Trustee  
(530)467-3596  
(530)598-9790

## EXHIBIT "A"

### Scope of Work:

This project will include only the removal of sixteen (16) dead/dying trees, and it will include the limbing of thirty-seven (37) trees.

Contractor must provide their own equipment necessary to complete and fulfill this project.

The project will require the removal process to be done in a manner as to not damage or destroy a headstone or gravesite in the area of tree removal or limbing.

The project must be performed with safety as the main issue at all times. Safety of the contractor, safety of employees of contractor, and safety of Cemetery personnel performing their duties during time of removal/limbing.

Work area must be cordoned off by a reasonable distance during removal/limbing to insure the safety of the Public, should they be in the Cemetery at the time the work is being performed.

Should an accident of any kind occur, injury to person or damage to any part of a gravesite, the contractor must report this event to the Trustee listed or the Cemetery Manager immediately.

### NOTE:

Contractor will not be responsible for any cleanup of the wood and debris created by this project.

All cleanup of wood and debris from the removal/limbing process will be performed by the Deadwood Conservation Camp work crews. **This will include:**

- The cutting, loading onto trailers, and stacking of the wood from the removal/limbing.
- Raking of the area to clear all debris.
- Removing debris from headstones and gravesites