

QSP TP22-8022;
Large Tree Removal Services
ATTACHMENT A: SCOPE OF WORK



1.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S):

Touchstone Property Services (TPS) hereby solicits and requests quotes from qualified contractors (Offeror) to provide Large Tree Trimming and/or Removal Services. This request for quotation is not an offer to buy and should not be assumed as such.

TPS is seeking quotes from a pool of qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary for providing large tree trimming and/or removal services on an as-needed basis. Stump grinding services and sod replacement (when requested) are also part of this scope. TPS reserves the right to create a “pool” of Contractors. The actual number of pool participants chosen will depend on the number of qualified quotes received.

TPS reserves the right to add or delete properties as needed.

2.0 GENERAL REQUIREMENTS:

2.0.1 Contractor(s) shall perform large tree trimming and removal services on an as-needed basis at the TPS property with no exceptions.

2.0.1.1 The contractor must be willing to service the properties during normal business hours which are 8:00 AM – 4:30 PM, Monday-Friday.

2.0.2 Contractor(s) shall provide services in accordance with reasonable industry standards and all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer’s instructions, and shall obtain any licenses or permits required under this QSP to do the specified work (if any). Estimates shall include permit charges as a separate line item (if any).

2.0.3 Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this QSP or any resulting contract. Contractor(s) shall follow industry safety standards, and use only industry approved safety equipment in accordance with the manufacturer’s specifications in the performance of all duties.

2.0.3.1 Industry standards include:

2.0.3.1.1 ANSI A300 or most current revision of “Trees, Shrubs and Other and Woody Plant Management—Standard Practices (Pruning)”

2.0.3.1.2 ANSI Z133.1 or most current revision of “Pruning, Trimming, Repairing, Maintaining and Removing Trees, and Cutting Brush-Safety Requirements.”

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2.0.4 Tree Removal Specifications.

- 2.0.4.1** The Contractor shall have copies of permits at the job site.
- 2.0.4.2** The basis of the fees to be paid hereunder will be the tree's diameter at breast height which is the circumference of the tree (outside bark) measured in inches at four and one-half feet (4-1/2 feet) up from the ground ("diameter breast height") divided by 3.14. Directional bias will be minimized by measuring diameter breast height from the tree face lying to the North.
- 2.0.4.3** Should the Contractor disagree with TPS's diameter breast height measurements, all work shall stop immediately and the Contractor shall contact TPS for verification. TPS's decision regarding the measurement shall be final.
- 2.0.4.4** In locations where ordinary felling operations might cause damage to property, the trees shall be suitably dismembered and felled using recognized forestry rigging practices as stated in the most current revision of ANSI (encompassing OSHA work-site safety regulation), ensuring that any severed portion of the tree is under control at all times.
- 2.0.4.5** Under no circumstances shall the Contractor perform work near high voltage transmission or distribution lines. If the Contractor is performing work within 15 feet of high-voltage transmission or distribution lines, all work shall cease and the Contractor must notify TPS immediately.
 - 2.0.4.5.1** The Contractor shall not resume work without written authorization from TPS. After all limbs have been removed which might contact high voltage utility lines or cause damage to other trees or property, trees shall be felled directly away from power or communications lines, structures, vehicular or pedestrian rights-of-way, or horticultural plantings. If a tree is outside the 15-foot zone and must be felled toward a power or telephone line, it shall be topped low enough to clear all conductors, poles, guys, and similar installations.
- 2.0.4.6** If there is danger that the trees being felled could fall in the wrong direction or damage property, guide ropes shall be used. All limbs shall be removed from trees to a height and width sufficient to allow the tree to fall clear of any wires and other objects in the vicinity. The Contractor shall use recognized forestry rigging practices as stated in the most current revision of ANSI (encompassing OSHA work-site safety regulation).
- 2.0.4.7** Due to the danger of trees falling in an unexpected direction, even though the cut is made on the proper side, the Contractor shall take precaution in roping trees, most especially those which are diseased, rotten or rotting, split, or in appearance to be

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visibly weak. The Contractor shall use recognized forestry rigging practices as stated in the most current revision of ANSI (encompassing OSHA work-site safety regulation). Under no circumstances shall pike poles be used in the performance of work under this Contract.

- 2.0.4.8** Ropes shall be used to lower all limbs of sufficient size to cause damage to other trees or surrounding public or private property.
- 2.0.4.9** Before any trees are felled, workmen, other than those operating the felling equipment or giving directions to the workmen involved, shall move and remain clear of the danger zone. Any and all workers who are within the danger zone shall adhere to the safety guidelines as required by the most current revision of ANSI standards, OSHA, and any other governing policy, ordinance, standard, or law. The danger zone is that sector of the felling-area in which the tree(s) could fall. The size of the danger zone shall be determined by the Contractor upon consideration of all pertinent factors relative to the tree removal operation. Ample warning shall always be given prior to the tree falling and all workmen must stand clear in case the tree springs from the stump while falling. Prior to felling any trees, the Contractor shall clear away all brush, debris, or equipment that is not required/ needed for felling of the tree.
- 2.0.4.10** Under no circumstances shall a partially cut tree or debris be left standing during rest breaks, lunch breaks, or overnight. All debris created must be removed from the jobsite. If the Contractor must leave debris overnight, the Contractor shall contact TPS for authorization. Under no circumstances shall the Contractor leave debris overnight without prior approval of TPS. At no time will Contractor discard debris into any TPS refuse container.
- 2.0.4.11** When removing a tree that is split, or a tree with twin trunks, chains or cables with adequate strength shall be placed tightly around the tree before commencing the back cut. At least one chain or cable shall be placed above, and as close as practical, to the back cut to prevent separation of the trunk.
- 2.0.4.12** Except as otherwise provided in this Contract, the stumps of all removed trees will be lowered to a point no more than two inches (2") above grade. If the stump will not be ground, Contractor shall treat it with a TPS-approved growth inhibitor to prevent re-sprouting.
- 2.0.4.13** When swelling, bumps, depressions, or branches occur at diameter breast-height, diameter breast-height measurements shall be taken just above or below the irregularity at a point where it ceases to affect normal stem form. If a tree forks immediately above diameter breast-height, it is measured below

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the swell resulting from the double stem. Stems that fork below diameter breast-height shall be considered two separate trees.

- 2.0.4.14** Diameter breast-height for all species with large buttresses or elevated root matting shall be measured just above the pronounced swelling at a point where it ceases to affect normal stem form.
- 2.0.4.15** The Contractor shall take special precautions with tree(s) that have item(s) in and around them prior to performing services. Any additional costs will not be allowed as a separate line-item on the invoice and will not be paid. All costs shall be included on the Contractor's fee submission form.

2.0.5 Tree Trimming Specifications.

- 2.0.5.1** Required Pruning Method- Remove a branch without leaving a stub or cutting too flush to the tree. Make the first cut part way through the branch. Then prune the branch off. Finally, remove the stub without harming the trunk of the tree.
- 2.0.5.2** Trim all trees so the natural form and shape of the tree is maintained. Under no circumstance(s) shall the total pruning exceed 20% of the tree's crown.
- 2.0.5.3** Trim all dead, dying, diseased, decayed, or decaying, and obviously weak branches and stubs which are two inches (2") in diameter or greater.
- 2.0.5.4** Trim to reduce or eliminate crossing, and/or rubbing branches greater than two inches (2") in diameter.
- 2.0.5.5** Trim all lower branches to obtain a minimum six-foot (6') clearance from a structure.
- 2.0.5.6** Trim all branches that may interfere with illumination of a streetlight so that the light may specifically shine onto the street.
- 2.0.5.7** No person working in trees shall use shoes with spikes, spurs, or climbing irons, or any other footwear which will injure the tree.
- 2.0.5.8** Tie off all branches where damage could be caused by gouging of a sodded area and/or damage to public walks and other private property.
- 2.0.5.9** Final tree pruning cuts shall be made outside of the Branch Bark Ridge and outside of the Branch Collar. Flush cuts shall not be made.
- 2.0.5.10** Tree limbs shall be removed and controlled in such a manner as to cause no damage or injury to people, animals, property, other parts of the tree, or other plants
- 2.0.5.11** The Contractor shall reference ANSI A300 standards, or the most current revision, for any pruning practices not mentioned.

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2.0.6 Stump Grinding Specification

- 2.0.6.1** Stump-grinding shall be on an as-needed basis and only as directed by TPS. The Contractor shall not grind any stump without prior written approval from TPS.
- 2.0.6.2** The Contractor shall use stump-grinding machinery which has a cutterhead designed to grind stumps approximately six (6) inches below ground level.
 - 2.0.6.2.1** The cutter-head shall have solid fixed-teeth, equipped with carbide insert cutters. Swinging teeth will not be acceptable. The machine must have a guard to protect flying debris, and cannot be used within five (5) feet of pedestrians, vehicles, road traffic, and/or property.
- 2.0.6.3** All loose material, including chips and/or soil, or any mixture created by the grinding process, shall be removed by the Contractor before leaving the work-site at the end of each work-day.
- 2.0.6.4** Upon completion of stump-grinding activities, the terrain is to be left in a condition which allows lawn mowers to pass over and safely cut over the area(s).
- 2.0.6.5** The Contractor shall be responsible for locating all underground utilities, which can include, but are not limited to, electrical, water, gas, cable, irrigation, etc. In the event a utility is interrupted, the City must be contacted verbally no later than two (2) hours of incident and followed up in writing no more than 24 hours. TPS must be contacted immediately.
- 2.0.6.6** The Contractor shall also grind and remove roots up to one (1) inch away from pavement within the right-of-way or drainage utility easements.
- 2.0.6.7** The Contractor shall be responsible for the repair of any damage(s), which occur during the stump-grinding operation, to structure(s) of the sidewalk, curb, underground utilities, and turf or surrounding vegetation at its own cost.
- 2.0.6.8** The Contractor shall be responsible for the prompt repair of any damage(s) caused to structure(s) sidewalk, curb, underground utilities, and turf or surrounding vegetation that occur during the stump-grinding operation, and at Contractor's cost.

2.0.7 Topsoil and Sodding Procedures after Stump Grinding (if requested)

- 2.0.7.1** TPS may require that tree planting spaces remain available for replanting without sod or turf installation as determined by TPS. Replanting of sod will be on an as-needed basis, and only as directed by TPS. The Contractor shall not lay sod without prior written approval from TPS.

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- 2.0.7.2** Once the stump has been ground, topsoil shall be placed within the area of excavation. The topsoil shall be fertile, friable, natural and a sandy loam.
- 2.0.7.3** Topsoil shall be free of subsoil, clay lumps, rocks, weeds, non-soil materials, and other litter or contamination. Topsoil shall not contain roots, stumps, or stone
- 2.0.7.4** Once topsoil has been placed, the Contractor shall restore existing lawn areas disturbed by stump grinding by the installation of new sod. Sod is defined as blocks, squares, and strips of turf grass, and adhering soil used for vegetative planting. Sod shall be placed edge to edge for complete coverage. Lawn is defined as ground cover with fine textured grass kept neatly mowed.
- 2.0.7.5** The Contractor shall sod only when weather and soil conditions are deemed suitable by TPS for proper placement.
- 2.0.7.6** Sod shall be recommended by vendor and/or of the following specifications:
 - 2.0.7.6.1** Contents: 95 percent live, growing permanent turfgrass suitable to climate in which it is to be placed; good texture, free from roots, stones and foreign materials.
- 2.0.7.7** Turfgrass shall have a moist, healthy, virile root system of dense, thickly matted roots throughout the adhering soil of the sod for a minimum thickness of 1 inch (25 millimeters). The thickness measure does not include grass.
- 2.0.7.8** The sod shall be cut in rectangular pieces with its shortest side not less than 12 inches (300 mm), uniformly 2 inches thick with clean-cut edges.
- 2.0.7.9** Sod shall be supplied in a healthy condition as evidenced by the grass being a normal green color.
- 2.0.7.10** Sod material shall be kept moist from the time it is dug until it is planted. The City shall reject dehydrated sod.

2.0.8 Utilities

- 2.0.8.1** The Contractor shall be responsible at its own cost for any and all work, expense, or special precautions caused or required by the existence or proximity of utilities encountered in performing the work. All workers working in the vicinity of utility lines will be fully briefed and instructed in safe working procedures appropriate to the voltage of the electrical apparatus on or near the work site. The Contractor's site supervisor(s) in charge of any group or groups shall be fully aware of the safety procedures to be followed in case of an accident involving utility lines.
- 2.0.8.2** Under no circumstances shall the Contractor perform work near high voltage transmission or distribution lines. If the Contractor is performing work near high-voltage transmission or

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distribution lines, all work shall cease and the Contractor must notify TPS immediately. The Contractor shall not resume work without written authorization from TPS.

2.0.9 Equipment

- 2.0.9.1** All safety equipment required by OSHA, Federal, state, or local guidelines shall be in place and in proper operating condition at all times. OSHA must approve all safety equipment for the purpose for which it is being used. OSHA-approved hard hats and any other OSHA required equipment or clothing must be worn at all times at the work-site.
- 2.0.9.2** No ladders will be allowed at the work site.
- 2.0.9.3** All equipment used by the Contractor to perform services under this Contract shall be maintained and in good operating condition at all times. All gasoline cans or any other equipment/container used to hold fuel shall be OSHA approved.
- 2.0.9.4** Safety ropes, tools, severed limbs, equipment, and aerial lifts shall be handled in such a way as to ensure they do not come into contact with any utility lines.
- 2.0.9.5** The Contractor shall inspect any climbing ropes in use at the site, from end to end, before the start of each day's work, to ensure that there is no weakening, fraying, stressing, or other damage that constitutes a danger to the climber or workers. Similarly, all other safety equipment will be checked daily to ensure that it is in safe working condition. Any equipment defect shall be rectified immediately.
- 2.0.9.6** All aerial lifts will be insulated, maintained, and tested to ensure the safety of an employee in the bucket or at any other controls should the lift come into contact with any energized utility line on the work site.

2.0.10 Pest Control

- 2.0.10.1** The Contractor shall notify TPS verbally by phone, and follow up in writing, of a bee or wasp problem prior to the Contractor performing the services as required by the Purchase Order. TPS will then proceed with arranging safe removal of any bee or wasp hive. Under no circumstances shall the Contractor attempt to remove or dispose of an active bee or wasp hive. Once the hive has been removed, TPS will advise the Contractor in writing that the work may resume within 24 hours of notification being sent. Confirmation may be via email, fax, or telephone. The Contractor then has five (5) working days to begin services as described in the work order

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- 2.0.11** Contractor(s) shall commence and end all services on the same workday unless approved by TPS in advance. Contractor(s) shall make all effort to reduce to a minimum any inconvenience to the employees, residents, and other visitors to the TPS campus.
- 2.0.12** Contractor(s) must provide, at Contractor's own expense, all equipment, labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this QSP and any resulting contract.
- 2.0.13** TPS reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the product be deficient and/or not in accordance with TPS's Gold Standards.
- 2.0.14** Contractor(s) shall conduct all non-emergency work during normal working hours unless deemed by TPS to be disruptive to the normal operations of the organization or an emergency.
- 2.0.15** Contractor(s) shall only utilize licensed, trained and experienced employees to perform the work required on TPS properties. Contractor and its employees are required to have the relevant licenses (if any) required by both the State of Ohio and for the City of Cincinnati.
- 2.0.16** Contractor(s) shall provide uniforms identifying Contractor for all employees working on TPS's properties. No employees will be allowed on TPS's properties out of uniform. Contractor(s) must submit a picture of the uniform if requested by TPS.
- 2.0.17** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for **emergency calls** shall be within one (1) hour after notification by TPS, which may include nights, weekends, and holidays. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property.
- 2.0.18** Contractor(s) shall clearly mark all work areas that might reasonably be expected to endanger the health and safety of staff, residents, visitors, or any other persons. Contractor(s) will provide such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.
- 2.0.19** Contractor(s) shall inform TPS Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

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2.0.20 Contractors are required to contact the Property Manager within 12-24 hours of performing the service for final inspection. Failure to notify the Property Manager as required may result in delay of payments and/or termination. Contractor must have Property Manager sign-off accepting the work before leaving the property. Contractor should take a before-job and after-job photograph their work.

3.0 Performance Standards

- 3.1** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by TPS, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the TPS contact to explain to avoid the penalty
- 3.2** Failure to complete repairs properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly complete the repairs or reducing the fees by the cost to have another contractor complete the repairs properly.
- 3.3** Failure to complete services within the agreed-upon timeframe will result in a penalty of \$25 per day in which the service is not completed unless a contingency exists in which case you must call your TPS contact and explain.
- 3.4** In the event of a schedule conflict, vendors will service TPS first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 3.5** Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 3.6** Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%

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>30	30%
>60	50%
>90	75%
>120	100% (No payment)

3.7 TPS may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by TPS in the award of future work under this contract and award of future contracts.

4.0 CMHA’s Motto and Gold Performance Standards

In 2012, CMHA implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

- Respect* *Timely* *Exceptional* *Initiative*
- Excellent* *Quality* *Accurate* *Integrity*
- Value* *Creativity* *Accountability* *Professionalism*

TPS has adopted these standards. It is the TPS’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

5.0 COVID-19 Requirements for Work

Vendors entering TPS offices or housing must wear PPE (if requested by the TPS staff or a resident, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. Contractor is to practice social distancing while on site.