

**TOWN OF HUNTINGTON  
SELECTBOARD OFFICE**

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Huntington, MA 01050  
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Edward Renauld Roger Booth, Jr. William Hathaway III  
Jennifer Peloquin, Town Administrator

**REQUEST FOR QUOTATIONS  
TREE REMOVAL SERVICES  
FOR  
TOWN OF HUNTINGTON, MASSACHUSETTS  
JULY 1, 2023 – JUNE 30, 2024**

**DESCRIPTION:**

- The Town of Huntington seeks quotations from qualified companies to provide tree removal services.
- The Town Administrator/Chief Procurement Officer will be the awarding authority and reserves the right to award the contract up to the maximum amount of funds made available through the Town's local appropriation on an annual renewal basis or extension.

**SCOPE OF SERVICES:**

- A detailed scope of services is listed in Attachment A.

**MINIMUM QUALIFICATIONS:**

- All applicants must possess the following minimum qualifications in order to be considered. If the minimum criteria are not met, the quotation will be rejected without further review.
  - the ability to provide adequate staffing throughout the entirety of the contract;
  - the equipment to provide services;
  - thorough knowledge of tree removal work including safe and proper operation of equipment;

**INSURANCE:**

- The selected company shall provide a certificate of insurance coverage and keep it in force until the expiration date of this contract. Unless otherwise determined by the Selectboard, the following policies are required (*minimum coverage amounts listed*):
  - Comprehensive General Liability -- \$1,000,000 each occurrence bodily injury, and \$1,000,000 each occurrence property damage. *Town of Huntington* shall be included as additional insured.
  - Workers' Compensation and Employer's Liability – Statutory coverage for Massachusetts.
  - Automobile Liability -- \$1,000,000 combined single limit bodily injury and property damage each occurrence.

**CONTRACT TERM:**

- The term of this contract is from July 1, 2023 to June 30, 2024 (FY2024). The Selectboard reserves the right to extend the contract for two (2) additional one-year renewal terms.
- Quotations must remain valid through the award date of the contract for services herein sought.

**SUBMISSION OF QUOTATIONS:**

- Quotations must include the following:
  - A completed Quotation Submission Form (Attachment B)
- Quotations must be received no later than Monday, June 26, 2023 by 3:00 p.m.
  - By Mail:

Town Administrator - Town of Huntington  
P.O. Box 430  
Huntington, MA 01050
  - In Person:

Selectboard/Town Administrator Office  
Town Hall  
24 Russell Road  
Huntington, MA 01050
  - By Email:

admin@huntingtonma.us

**INQUIRIES:**

- For questions regarding this RFQ, please contact:

Jennifer Peloquin - Town Administrator  
413-512-5200 - admin@huntingtonma.us

**ADDITIONAL INFORMATION:**

- If the selected company does not sign an agreement within five (5) days of the notice of award, the Town of Huntington may give notice to such company of its intent to award work to the next most qualified company, or to conduct a new quotation process and proceed accordingly.
- The Town of Huntington may cancel this RFQ, in whole or in part, at any time whenever such an act is deemed in its best interest.
- The Town of Huntington will not be responsible for any costs incurred by a proposer in preparing and submitting a quotation in response to this RFQ.

**SELECTION CRITERIA:**

- Experience
- Satisfactory references
- Ability to provide timely and efficient service
- Proximity to Town for timely response.
- Meets minimum qualifications
- Price submission
- The Town of Huntington reserves the right to reject any and all quotations if it is deemed in the best interest of the Town.

**ATTACHMENT A**

**SCOPE OF SERVICES**

**TREE REMOVAL SERVICES  
FOR  
TOWN OF HUNTINGTON, MASSACHUSETTS  
JULY 1, 2023 – JUNE 30, 2024**

Reporting to the Highway Department and Town Administrator, the contracting company will provide the following services on an as needed basis:

- Tree removal
- Wood chipping

Quotations should be based on the hourly rate of:

- Two workers, a bucket truck, and a woodchipper
- Three workers, a bucket truck, and a woodchipper

Hourly rate must include:

- All costs associated with tree removal and wood chipping including but not limited to labor, fuel, equipment, and insurance.

**ATTACHMENT B**

**QUOTATION SUBMISSION FORM**

**TREE REMOVAL SERVICES  
FOR  
TOWN OF HUNTINGTON, MASSACHUSETTS  
JULY 1, 2023 – JUNE 30, 2024**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of Time in Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

**Work References (at least 3):**

- Company Name & Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Years of Servicing: \_\_\_\_\_
- Company Name & Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Years of Servicing: \_\_\_\_\_
- Company Name & Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Years of Servicing: \_\_\_\_\_

**Two workers, a bucket truck, and a woodchipper:**

\$ \_\_\_\_\_ per hour  
\_\_\_\_\_ hours minimum

**Three workers, a bucket truck, and a woodchipper:**

\$ \_\_\_\_\_ per hour  
\_\_\_\_\_ hours minimum

Additional Services That You Offer (these are not included in the contract and are for our reference if needed):

Service: \_\_\_\_\_ Price: \_\_\_\_\_

Service: \_\_\_\_\_ Price: \_\_\_\_\_

Submitted By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_