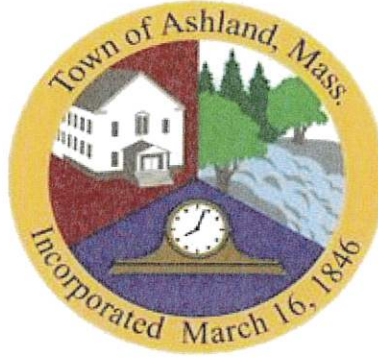


**TOWN of ASHLAND, MASSACHUSETTS**  
Invitation for Bids  
Urban Tree Inventory and Management Plan



**IFB #: CC:26-001**

**Invitation for Bids (IFB) released:**  
May 28, 2026

**Deadline for Questions: June 9, 2026 4:00 PM**

**Bids Due:**  
**June 25, 2026**

Town of Ashland  
101 Main Street  
Ashland, MA 01721  
P 508-881-0100  
F 508-881-0112

[breyolds@ashlandmass.com](mailto:breyolds@ashlandmass.com)

**Project Name:**  
**Urban Tree Inventory and Management Plan**

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

**Legal Notice**

The Town of Ashland is seeking SEALED BIDS in accordance with MGL c. 30 B from competent firms for complete an inventory of trees within street Right of Ways (ROWs), create unique identifiers for each tree for easier tracking, provide a risk assessment for certain size trees, and an overall Urban Tree Management Plan

Copies of the Invitation for Bid (IFB) package will be available beginning May 28, 2026 from the Town's website <https://www.ashlandmass.com/Bids.aspx> and will be available until the submission deadline.

Sealed bids must be submitted no later than **11:00 AM on Thursday June 25, 2026** to The Town of Ashland, Select Board/Town Manager Office, 101 Main Street Ashland, Massachusetts 01721. **LATE BIDS WILL NOT BE CONSIDERED.**

For further information, Beth Reynolds at [breynolds@ashlandmass.com](mailto:breynolds@ashlandmass.com).

**TOWN of ASHLAND, MASSACHUSETTS**  
Invitation for Bids  
Urban Tree Inventory and Management Plan

**Important Dates**

<b>IFB Release Date</b>	<b>May 28, 2026</b>
<b>Deadline for Written Questions</b> <a href="mailto:breyolds@ashlandmass.com"><u>breyolds@ashlandmass.com</u></a>	<b>June 9, 2026 4:00 PM</b>
<b>Pre-Bid Conference</b>	N/A
<b>*Bids Due*</b>	<b>June 25, 2026 at 11:00 AM</b>
<b>Contract Start Date</b>	<b>To be agreed upon with lowest responsible bidder</b>

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**TOWN of ASHLAND, MASSACHUSETTS**  
 Invitation for Bids  
 Urban Tree Inventory and Management Plan

**Procurement in Brief**

Primary Procurement Contact	Beth Reynolds, Assistant Town Manager Email: <a href="mailto:breynolds@ashlandmass.com">breynolds@ashlandmass.com</a>
Bid Package Available	Information and details of bidding requirements may be obtained at the online at the Town's website: <a href="https://www.ashlandmass.com/Bids.aspx">https://www.ashlandmass.com/Bids.aspx</a>
Estimated Project Amount	\$90,000
Pre-Bid Conference	N/A
Deadline for Written Questions	<b>June 9, 2026 at 4:00 PM</b> By Email: <a href="mailto:breynolds@ashlandmass.com">breynolds@ashlandmass.com</a> By Mail: Beth Reynolds, Assistant Town Manager, 101 Main Street, Ashland, MA 01721. Questions are to be clearly labeled as:  <b>QUESTIONS: Urban Tree Inventory and Management Plan</b>
Addenda	If any changes are made to this bid, an addendum will be issued. Addenda will be emailed and posted to the Town's webpage to all bidders on record as having received the bid package. It is the responsibility of the bidder to acknowledge all Addenda.
When are bids due	No later than 11:00 AM on June 25, 2026
Where bids will be submitted and opened	<b>Ashland Town Hall Select Board/Town Manager Office 101 Main Street Ashland, MA 01721</b>
Contract Award	To be agreed upon with lowest responsible bidder

<b>Upon Award of Contract</b>	
Insurance	Refer to Contract Terms
<b>The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.</b>	

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan

## SECTION 1: GENERAL BID INFORMATION

### 1.1 Introduction

The Town of Ashland (hereinafter referred to as the “Town”, acting through its Town Manager, invites highly qualified bidders to submit sealed bids to complete an inventory of trees within street Right of Ways (ROWs), create unique identifiers for each tree for easier tracking, provide a risk assessment for certain size trees, and an overall Urban Tree Management Plan. The intent of this project is to create more clear guidelines for the long-term management of street trees, to improve the quality of said trees, better identify priority hazard trees for removal, and a plan for replacement of removed trees.

All bids are subject to the provisions of M.G.L. Chapter 30 B. The Town will award the contract to the lowest responsible and eligible bidder as set forth in section 1.26. The Town reserves to itself the right to accept or reject any and all bids, or to allow or deny variations from these specifications. Such actions will be deemed to be in the best interest of the Town. Unless sooner rejected or accepted, all bid proposals must be firm and continue in effect for a minimum of ninety (90) calendar days from the date of bid opening.

### 1.2 IFB Plan Holder - Registration

All bidders are required to register as a “Plan Holder” by going to the following webpage: <https://ashlandmass.com/Bids.aspx>

Instructions on how to register as a plan holder:

1. Select: *IFB – Urban Tree Inventory and Management Plan*

This will take you to the Plan Holder’s registration form.

2. Fill out the form and click “submit”.

In order for a bid to be accepted by the Town, contractor’s submitting proposals are required to register as a PLAN HOLDER.

Registering as a Plan Holder is also necessary in order for prospective bidders to be notified of any announcements, addenda/changes to the bid document and for the purpose of receiving other important information such as answers to questions.

### 1.3 Contract Term

The initial term of this agreement shall begin at an agreed upon start date. The Town of Ashland is providing some flexibility in the start date in an effort to receive the most competitive bids

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

**1.4 Pre-Bid Conference and Requests for Interpretation**

There will not be a pre-bid conference.

Bidders shall promptly raise the issue of any ambiguity, inconsistency or error, which they may discover upon examination of the bid documents, the work site or any other conditions which apply to the work. Inquiries concerning any part of this Bid shall be directed to the individual(s) listed under the Procurement in Brief. Bidders should note that oral communications are not binding on the Town and only written responses by the Town shall be considered.

All requests/questions must be submitted in writing to Beth Reynolds, [breynolds@ashlandmass.com](mailto:breynolds@ashlandmass.com). Questions may be delivered by hand, fax or email as reference under the Procurement in Brief by the deadline (emailed questions are preferred). Questions that may be asked during any pre-bid conference should also be sent in writing in order to receive an official response.

Requests properly presented that in opinion of the Town require interpretation, correction, or change in the Bid Documents will result in an issuance of an Addendum to the Bid Documents. Such Addendum shall subsequently become part of the contract. The town will forward responses to all persons who are on record as receiving the bid package. Questions received after the due date will not be responded to unless the Town determines it is necessary. Bidders, please allow enough time for hand delivery or facsimile transmissions.

**1.5 Information about Changes to the Bid (Addenda)**

In the event that changes/additions are made to this bid, an addendum will be issued via email to every person (entity) on record as receiving the bid package. The addenda will also be posted to the website at least 48 hours before the due date. It is the responsibility of the prospective bidders to check the website.

**1.6 Instructions - Bid Submission**

**1.6.1 Bid Package**

Interested Bidders shall submit the following to the attention of the Assistant Town Manager (Beth Reynolds) on or before the deadline for bid submittals:

**Submittal #1:** one **sealed** envelope containing **an original set** of the General Bid Documents and Forms completed appropriately as stated herein;

**1.5.2 Deadline for Bid Submittals: 11:00 AM on June 25, 2026**

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

1.5.3 The completed bid package shall be submitted to the following address:

**Town of Ashland  
Town Hall  
Select Board/Town Manager's Office  
101 Main Street  
Ashland, MA 01721  
Attn: Beth Reynolds**

**1.7 Bid Submittal #1 – GENERAL BID DOCUMENTS**

**1.6.1 Required Submittals (Submittal #1)**

Bidders shall fully complete and execute the Forms for the General Bid included herein. Bids that are incomplete, conditional, or obscure, or which contain additions not called for, may be rejected.

1.6.2 The following is a list of the certifications, statements, documents, IFB attachments and forms that are required to be completed and included in **Submittal #1 – GENERAL BID DOCUMENTS**:

- Invitation to Bid Document including all Addenda;  
Bid Sheet
  - Certificate of Good Faith / Non-Collusion;
  - Certificate of State Tax Compliance (*see Section 4.13*);
  - Certification of Signatures (Clerk's Certificate)
- For Corporation: President's Signature or Clerk's Certificate date no more than 2 years ago;
- For LLC: Manager signature or signed vote of the LLC;
- Contractor's Reference Form (minimum 3 references required);
- Statement of Compliance (see Section 1.14 herein);
- Certificate of Good Standing for Corporation or Certificate of Legal Existence for LLC both from Secretary of State;
- OSHA Certification (Section 1.14)
- (At time of Award) Insurance Certificate

1.6.3 Each Bid shall be packaged in a way that clearly and boldly identifies the general bid envelope, containing all the required submittals completed and executed, with the following label:

- Name of the project: **Urban Tree Inventory and Management Plan**
- Name of the Awarding Authority: **Town of Ashland**;
- Bidder's name, business address, and business telephone number;
- **GENERAL BID Enclosed**

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan

1.8.1 **Completion of Bid Form:** Use only the Forms for GENERAL BID furnished in the Bid Documents or subsequent addenda unless otherwise stated in this Invitation to Bid. Additional forms will not be accepted.

1.8.2 **Alteration Not Permitted:** Do not alter the bid form. Do not include any recapitulation of the work to be done. Do not provide any information not requested. Do not strikeout, line out, white out, or erase any information.

1.8.3 **Amounts:** Express amounts in both words and number where space for both is provided. In cases of conflict, written amounts shall control over numbers.

1.8.4 **Blanks:** Complete all spaces provided. Do not leave any blanks. Print "N/A" in any space not needed for used.

**1.9 Late Bids:** NO bid received after the date and time for receipt of bids (listed in the "Procurement in Brief" above) will be considered by the Town, regardless of the cause of delay.

**1.10 Bid Withdrawal:** Any bid may be withdrawn by telephone, mail, or delivered written request, or by electronic mail prior to the date and time for receipt of the bids listed above in the section titled "Procurement in Brief". Withdrawn bids may be resubmitted until the date and the time for receipt of bids.

1.10.1 Telephone Request: Bid withdrawal by telephone shall be confirmed in writing prior to the date and time for receipt of bids.

1.10.2 Mailed Written Request: Bid withdrawal by mail shall be in writing and shall be received by the Town on or before the date and time for receipt of bids.

1.10.3 Emailed Request: Bid withdrawal by electronic mail shall be received by the Town ([breyolds@ashlandmass.com](mailto:breyolds@ashlandmass.com)) prior to the date and time for receipt of bids.

1.10.4 Modifications: No written, oral, telephone or electronic mail modifications to bids will be considered after a bid is received.

### **1.11 Duration of Bid Prices**

All bids are to remain valid for 60 days after the opening of the bids unless extended by both the lower bidder and the Town.

### **1.12 Insurance Requirement**

Insurance Certificates indicating coverage for general liability, property damage, and workers' compensation, and must include the Town of Ashland as additionally insured shall be required **at time of award**. The selected bidder shall take out and maintain during the life of this contract Workers' Compensation Insurance for all employees employed on the site of this project, in a manner and to the extent provided all employees employed on the site of this project, in a

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan

manner and to the extent provided by Chapter 152 of the General Laws, and shall provide the town with written evidence showing compliance with this statute at the time of award.

The selected Bidder shall indemnify and save the Town harmless from and against all claims, suits, damages, and outlays resulting from or by reason or by reason of loss, damage or injury of or to any person or property, wherever located which shall be caused by any action or operation under this agreement.

#### **1.13 Statement of Compliance**

The Contractor shall submit a Statement of Compliance stating that persons employed by the award recipient are paid in accordance with the provisions of Sections 26 and 27 H of Chapter 149 of the General Laws (i.e. "The Prevailing wage Law"). The selected Bidder will not be permitted to either assign or underlet the contract, nor assign either legally or equitably and monies there under, or its claim thereto without the previously written consent of the Town.

#### **1.14 Labor Wages – Prevailing Wage Compliance**

In conformity with the provisions of Labor Laws of the Commonwealth of Massachusetts, including but not limited to M.G.L. c. 149, §27, prevailing wages for a day's work paid to craftsmen, teamsters, mechanics, and laborers shall be not less than those established by a schedule of prevailing wages prepared by the Massachusetts Department of Labor, which is included in the Bid Documents. The Town assumes no responsibility for the accuracy of the rates set forth in this schedule and no claims for additional compensation will be considered because of any inaccuracy in the rates set forth.

In accordance with State mandates, the Town requires certified payrolls BEFORE payments are made for work performed. If the contract is renewed at the Town's option, then the listing of CLASSIFICATIONS AND MINIMUM WAGE RATES will be UPDATED each year.

#### **1.15 Tax Exemption**

1.15.1 Taxes: The Town of Ashland is exempt from payment of Massachusetts Sales Tax and United States Taxes.

1.15.2 The Town of Ashland Sales Tax Exemption Number will be provided to the successful General Bidder upon the Bidder's request.

1.15.3 The Town of Ashland Sales Tax Exemption Number will be provided to the successful General Bidder upon the Bidder's request.

**1.16 Work Schedule / Daily Operations** – the Town has the right to modify hours of operation.

1.16.1 Hours of Operation: 8:00 AM to 4:00 PM

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

1.16.2 The Town has the right to modify the hours of operation at no expense to the Town.

1.16.3 Construction work is prohibited on Sundays and Holidays unless otherwise approved by the Select Board or his/her designee.

**1.17 Bidding Requirements**

1.17.1 Document Examination: Each Bidder shall thoroughly examine and become familiar with these Bid Documents. Failure to make such thorough examination will not relieve the Bidder from any obligation under the Bidder's bid as submitted, nor shall it serve as the basis for change orders or equitable adjustments.

1.17.2 Applicable Laws: Bids are subject to all applicable provisions of law including, without limitation, M.G.L.c. 30 B. In case of a conflict between the Bid Documents and applicable statutes, the provisions of law shall govern.

1.17.3 Questions and Request for Clarification and Interpretation: Bidders shall submit written questions and requests for clarification and interpretation no later than **4:00 P.M. on June 9, 2026** via electronic mail to the Assistant Town Manager ([breynolds@ashlandmass.com](mailto:breynolds@ashlandmass.com)).

1.17.4 Errors and Omissions: Bidders shall promptly notify the Owner of errors or omissions which they may discover upon examination of the Bid Documents.

1.17.5 Owner's Response: The Owner's response (the Town) to any questions, requests for clarification and interpretation, and/or notifications of errors or omissions will be in the form of written addenda, which shall become part of the Bid documents. Clarifications and interpretation offered by the Owner in any form other than formal written addenda shall be invalid.

**1.18 Addenda**

1.18.1 Written Addenda: All addenda shall be issued in writing and become part of the Bid Documents. All addenda will be issued via electronic mail to every Bidder on record with the Owner as having obtained bid documents.

1.18.2 Addenda Must Be Acknowledged: Bidders shall acknowledge addenda by number in the space provided on the Form for General Bid. Failure of a Bidder to acknowledge addenda in the space provided may cause rejection of the bid or lead to a protest. Failure of a Bidder to receive any addenda shall not relieve the Bidder from any obligation under the Bidder's bid as submitted, nor shall it serve as the basis for change orders for equitable adjustments.

**1.19 Alternates**

1.19.1 Alternates by General Bidders: Each Bidder shall bid on all alternates listed and shall list for each alternate only one amount which shall be the total amount in dollars and cents to be added to the base bid amount for the alternate. If an alternate does not change the bid amount,

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

print "No Change" or "0.00" in the amount space provided for that alternate. Do not leave any alternate proposal space blank. **THIS SECTION DOES NOT APPLY TO THIS BID**

**1.19.2 Selection of Alternates:** Alternates shall be accepted in sequential order. The Awarding Authority reserves the right to accept or reject the Bidder's price for alternates. **THIS SECTION DOES NOT APPLY TO THIS BID**

**1.20 Contract Rule of Award** - One Contract will be awarded within 15 days after opening of bids to the lowest responsible and eligible Bidder in accordance with all applicable provisions of law including, without limitation, M.G.L. c. 30 B. No bid shall be considered accepted until the Awarding Authority has issued a written Notice of Award sent by mail or delivered to the address given by the Bidder on the Form for General Bid.

**1.20.1 Failure to Execute Contract Documents and/or Furnish Payment Bond:** If the General Bidder selected as General Contractor fails to perform their agreement to execute contract documents and/or to furnish a payment bond, as noted in 1.11, within fourteen (14) days following written Notice of Award by the Awarding Authority, the Awarding Authority may, at its option, determine that the Bidder has abandoned the contract, and thereupon this bid, and the acceptance thereof shall be null and void, and the Bidder's bid deposit shall become the property of the Town of Ashland as liquidated damage, and the Contract shall be awarded to the next lowest responsible and eligible Bidder in accordance with all applicable provisions of law including, without limitation, M.G.L. c. 30 B.

**1.20.2 Bids may be Rejected:** The Town reserves the right to waive informalities in the general bid; to reject any and all bids; and to revise the Bid Documents and rebid, if it is in the best interest of the Town to do so.

**1.20.3 Definition of "Lowest Responsible and Eligible Bidder":** The "lowest responsible and eligible Bidder" shall mean the General Bidder whose bid is the lowest of those General Bidders who demonstrably possess the skill, ability, and integrity necessary for faithful performance of the work, and who certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

**1.20.4** In the event that there is a tie bid between two (2) responsible and eligible bidders, the award of the contract will be determined by a coin tossed. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. The coin toss shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the location of the bid submission during regular business hours.

**1.20.5 Pre-Construction Conference:** A conference shall be scheduled by and between the Town and the General Bidder selected as General Contractor following the Contract award and prior to the start of construction. **THIS SECTION DOES NOT APPLY TO THIS BID**

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

**1.21 Material Disposal**

The Coordinator, at no additional cost to the Town, shall dispose of all material that has been removed from the location. **THIS SECTION DOES NOT APPLY TO THIS BID**

**1.25 Quantities**

Unless otherwise stated, the quantities set forth herein are ESTIMATE ONLY. Any quantities indicated on the Bid Price Form or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The Vendor shall have no claim for additional compensation, or refuse to do the work called for or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the bid. **THIS SECTION DOES NOT APPLY TO THIS BID**

**1.26 Invoices & Reporting**

Upon verification that the work has been completed, invoices must be sent to Town of Ashland, Town Hall 101 Main Street, Ashland, MA. 01721. Invoices shall not be processed for payment until the above information is provided in a format acceptable to the Assistant Town Manager or their designee.

**1.27 Payment**

Payment shall be made on the amount of work performed based upon the unit prices placed on the bid forms. Payment shall be made upon submission of an invoice and acceptance of the work by the Assistant Town Manager, or her designated agent. The payment of these amounts shall be considered full and complete payment for all labor, material and equipment necessary, including traffic control, to perform the specified work.

The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed.

Invoices for additional services must include the date and times of the work, the type of the services performed; the number of hours or units to be charged, and the name of the person who authorized the work.

The Town agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within thirty (30) days of receipt of an invoice detailing the work completed and acceptance from the Town of the work completed.

**TOWN of ASHLAND, MASSACHUSETTS**  
Invitation for Bids  
Urban Tree Inventory and Management Plan

**SECTION 2: SCOPE OF WORK and TECHNICAL SPECIFICATIONS**

2.1 General

**Project Location:**

Street ROWs in Ashland, MA. Size variable (see attached table- all ROWs based on center line).

**Project Goals:**

1. Inventory all street trees and assign them a unique identifier for long-term tracking.
2. Provide Tree risk assessments to better inform the Town on the location of hazard trees and create a priority list to address them.
3. Provide guidance to the Town on how frequently to re-inspect trees, pruning schedule rotation, guidelines for when to remove trees, general care guidance based on the species present in ROWs, etc.
4. Identify recommended tree species for replanting based on site conditions (e.g., shorter species near powerlines, no self-pruning species, no invasive roots near sidewalks/utilities etc.)
5. Identify areas that are currently lacking trees as potential planting locations.
6. Provide short-term and long-term management/ implementation recommendations with estimated costs.

**Project Scope of Work**

The successful bidder will provide:

1. An inventory of all ROW trees on streets except that in heavily forested areas, only trees above 10-inch DBH will be inventoried, with the inventory to include at minimum:
  - a. A unique identification for each tree
  - b. The binomial name for each tree
  - c. Cultivar/variety if applicable
  - d. Location description
  - e. Identification of any defects
  - f. Diameter (DBH) in decimal inches rounded to the nearest tenth
  - g. Height (determined by clinometer or other appropriate means) in feet
  - h. Conflicts (e.g., roots in sidewalks, branches in powerlines, etc.)
  - i. General health rating (poor, fair, good, excellent, dead)
  - j. Species specific concerns (E.g., self-pruning, invasive roots, invasive species, root suckering, etc.)

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan

2. A Level 1 Visual Risk Assessment by a Tree Risk Assessment Qualified arborist or equivalent for each inventoried tree over 15-inches DBH
3. Georeferencing for each inventoried tree that can be input into ESRI GIS products for mapping and continued reporting purposes.
4. An overall Urban Forestry Management Plan that includes all of the above in addition to:
  - a. An overview of the impacts of Urban Forestry
  - b. Recommendations for Tree Maintenance, short-term and long-term
  - c. Pruning, Planting, and Tree Removal recommendations
    - i. Inspection schedule and rotation
    - ii. Annual pruning rotation/ schedule
    - iii. Recommended planting schedule
  - d. Map of locations where ROWs are sparse and could support new plantings.
  - e. Identification of any existing or likely to occur pests requiring treatment/ vaccination of trees (such as for Dutch Elm Disease) based on prevalent ROW tree species.
  - f. Primary maintenance needs
  - g. Proposed action plan to implement the above
  - h. Estimated budget
  - i. Funding opportunities
  - j. List of native tree species and specific cultivars/ varieties appropriate for tree replacements in ROWs that includes:
    - i. Climate resilient species (particularly for drought, flooding near rivers, scorch resistance).
    - ii. Salt, compaction, and urban environment tolerance
    - iii. Height appropriate near powerlines
    - iv. Crown spread appropriate on major roads and truck routes
    - v. Diverse in overall composition on list
    - vi. May include dwarf trees or trees that are sometimes considered shrubs

**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

**I. MEASUREMENT AND PAYMENT**

**PART 1 - DESCRIPTION**

**1.01 GENERAL:**

A. The following subsections describe the measurement of and payment for the work to be done under the items listed in the GENERAL BID FORM.

B. All satisfactorily completed work performed as described in these contract documents will be paid for under items listed in the GENERAL BID FORM. All other activities required in connection with performance of the work, including all work required whether described in the contract documents or mandated by applicable codes, permits and laws, will not be separately paid for unless specifically provided for in the form of general bid, but will be considered incidental to performance of the overall project.

C. The payment items listed below and in the GENERAL BID FORM are intended to provide full payment for the work described in Section 2 – Scope of Work. Any work called for or implied in the documents but not listed as a payment item shall be considered incidental to the overall project.

All labor, material, equipment, tools, transportation, disposal of debris, and all other incidental costs to perform all the operations to properly and safely complete

**II. SUBMITTALS**

**1.04 CARE AND PROTECTION OF PROPERTY**

A. The Contractor shall be responsible for the preservation of all public and private property, and shall use every precaution necessary to prevent damage thereto. If any direct or indirect damage is done to public or private property by or on account of any act, omission, neglect, or misconduct in the execution of the work on the part of the Contractor, such property shall be promptly restored by the Contractor, at his expense, to a condition similar or equal to that existing before the damage was done, to the satisfaction of the Engineer.

**1.05 PROTECTION AND RELOCATION OF EXISTING STRUCTURES AND UTILITIES**

A. The Contractor shall assume full responsibility for the protection of all structures and utilities that are not scheduled for removal. The Contractor shall carefully support and protect all such structures and utilities from injury of any kind. The Contractor shall repair any damage resulting from his/her operations at his/her expense.

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan

B. The Contractor shall coordinate all work involving utilities and shall verify the existing conditions of the areas in which the work is to be performed. In addition, the Contractor's attention is directed to the fact that there are existing aboveground utilities near the work area. The Contractor shall identify all aboveground services prior to commencement of the work, and exercise all necessary precautions to ensure worker and public safety, protection of the utilities not being demolished and compliance with the required utility standards and procedures.

C. Fire hydrants at neighboring properties shall at all times be left clear of obstructions and readily accessible to fire apparatus, and no material or other obstructions shall be placed within ten (10) feet of a fire hydrant.

D. All property damaged by the Contractor's operations, outside the Limits of Work shall be restored to a condition at least equal to that in which it was found immediately before work was begun. Suitable materials and methods shall be used for such restoration.

### REJECTED MATERIALS AND DEFECTIVE WORK

A. Materials furnished by the Contractor and condemned by the Town as unsuitable or not in conformity with the specifications shall forthwith be removed from the work by the Contractor, and shall not be made use of elsewhere in the work.

B. Any errors, defects or omissions in the execution of the work or in the materials furnished by the Contractor, even though they may have been passed or overlooked or have appeared after the completion of the work, discovered at any time before the final payment is made hereunder, shall be forthwith rectified and made good by and at the expense of the Contractor and in a manner satisfactory to the Engineer.

C. The Contractor shall reimburse the Owner for any expense, losses or damages incurred in consequence of any defect, error, omission or act of the Contractor or his employees, as determined by the Engineer, occurring previous to the final payment.

### SANITARY REGULATIONS

Sanitary conveniences for the use of all persons employed on the work, properly screened from public observation, shall be provided in sufficient numbers in such manner and at such locations as may be approved. The contents shall be removed and disposed of in a satisfactory manner as the occasion requires. The Contractor shall rigorously prohibit the committing of nuisances within, on or about the work. Any employees found violating these provisions shall be discharged and not again employed on the work without the written consent of the Town. The sanitary conveniences specified above shall be the obligation and responsibility of the Contractor.

# TOWN of ASHLAND, MASSACHUSETTS

## Invitation for Bids

### Urban Tree Inventory and Management Plan SAFETY AND HEALTH REGULATIONS

This project is subject to the Safety and Health regulations of the U.S. Department of Labor set forth in 29 CFR, Part 1926, and to the Massachusetts Department of Labor and Industries, Division of Industrial Safety "Rules and Regulations for the Prevention of Accidents in Construction Operations (454 CMR 10.0 et. seq.)." Contractors shall be familiar with the requirements of these regulations.

#### SITE INVESTIGATION

The Contractor acknowledges that he has satisfied himself as to the conditions existing at the site of the work, the type of equipment required to perform this work, the quality and quantity of the materials furnished insofar as this information is reasonably ascertainable from an inspection of the site, as well as from information presented by the drawings and specifications made a part of this contract. Any failure of the Contractor to acquaint himself with available information will not relieve him from the responsibility for estimating properly the difficulty or cost of successfully performing the work. The Owner assumes no responsibility for any conclusion or interpretation made by the Contractor on the basis of the information made available by the Owner.

#### HAZARDOUS WASTE

Should the Contractor, while performing work under this contract, uncover suspected hazardous materials, as defined in Massachusetts Hazardous Waste Regulations 310 CMR 30.00, not specified or shown on the Contract Documents, he shall immediately notify the Engineer.

#### CLEAN-UP AND DISPOSAL OF EXCESS MATERIAL

A. During the course of the work, the Contractor shall keep the site of his operations in as clean and neat a condition as is possible. The Owner reserve the right to direct site cleanup if deemed necessary. Contractor shall dispose of all debris and residue resulting from the demolition and construction work and, at the conclusion of the work in each area, shall remove and haul away any excess materials, and any other refuse and debris remaining from the demolition and construction operations in each area and shall leave the entire site of the work in a neat and orderly condition. The Contractor shall not remove material or demolition debris from the Site without the approval of the Owner.

The Contractor is required to provide adequate dumpsters for the duration of the project. Transportation of said dumpster(s) and disposal of debris are included in the Lump Sum Price.

**TOWN of ASHLAND, MASSACHUSETTS**  
Invitation for Bids  
Urban Tree Inventory and Management Plan

**CONTRACTOR'S REFERENCE FORM**

Make as many copies of this form as necessary, a minimum of 3 references are required.

Customer 1: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Period of Service (MM/YYYY): \_\_\_\_\_ through \_\_\_\_\_.

Is this a Municipal or other Governmental Entity?  Yes  No

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Customer 2: \_\_\_\_\_

Primary Contract: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Period of Service (MM/YYYY): \_\_\_\_\_ through \_\_\_\_\_.

Is this a Municipal or other Governmental Entity?  Yes  No

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Customer 3: \_\_\_\_\_

Primary Contract: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Period of Service (MM/YYYY): \_\_\_\_\_ through \_\_\_\_\_.

Is this a Municipal or other Governmental Entity?  Yes  No

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**TOWN of ASHLAND, MASSACHUSETTS**

Invitation for Bids

Urban Tree Inventory and Management Plan

**General Bid Form**

Having fully examined, read, and in understanding of the specifications for this job and being familiar with all of the conditions surrounding the proposed work, including any addenda for which receipt of is acknowledged below, the undersigned proposes to complete all work as specified in this invitation to bid for the price stated below:

This bid includes addenda numbered: \_\_\_\_\_

Note: Company name and agent's initials are required on Each Bid Price Form.

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

Agent's Initials: \_\_\_\_\_

Description	Bid Price
<b>Base bid:</b> An inventory of all ROW trees on streets as described in the bid documents.	\$ _____

**Total Bid Price in Writing:**

( \_\_\_\_\_ )

The above unit prices shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for. The Bidder understands that all bids for this project are subject to the applicable bidding laws of the Commonwealth of Massachusetts, including General Laws Chapter 30, Section 39M, as amended. The contract will be awarded to the lowest responsible and eligible bidder.

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids. Within 10 days of receipt of the written notice of acceptance of this bid, the Bidder will execute the formal agreement attached in Section 00520, AGREEMENT.

**TOWN of ASHLAND, MASSACHUSETTS**

**Invitation for Bids**

**Urban Tree Inventory and Management Plan**

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all the requirements of the plans and specifications.

1. Have been in business under present name for \_\_\_\_\_ years.
2. The names and addresses of all persons interested in the bid (if made by a partnership or corporation) as Principals, are as follows:

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(Attach supplementary list if necessary) Bank reference

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(Name)

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(Bank)

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(Address)

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(Telephone No.)

Pursuant to M.G.L. CH. 62C, Sec 49A, the undersigned Bidder certifies under the penalties of perjury that he is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section Twenty-Nine F of Chapter

**TOWN of ASHLAND, MASSACHUSETTS**  
Invitation for Bids  
Urban Tree Inventory and Management Plan

Twenty-Nine, or any other applicable debarment provisions of any other Chapter of the General Laws or any rule or regulations promulgated thereunder.

Respectfully submitted:

Date \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name - Typed or Printed)

\_\_\_\_\_  
(Title)

(SEAL - if bid is by a corporation)

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Federal ID Number)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email Address)