



**REQUEST FOR BIDS (RFB)  
FOR  
WILLOW TREE PRUNING  
BIDS WILL NOT BE OPENED AND READ PUBLICLY**

Dear Bidder: The City of Foster City is soliciting written bids from qualified firms or individuals on Willow Tree Pruning.

The project scope, content of bid, and vendor selection process are summarized in this RFB below. **BIDS must be received no later than 2:00 pm, Tuesday, July 18, 2023.** All responses must be in a sealed envelope and have Willow Tree Pruning clearly marked on the outer most mailing envelope. Please submit two copies of bids as follows:

**Mail or Hand Deliver To:**  
City of Foster City  
Parks Division 100 Lincoln Centre Drive  
Foster City, CA 94404

Bids will not be accepted after the date and time stated above. Incomplete bid or bids that do not conform to the requirements specified herein will not be considered. Issuance of the RFB does not obligate the City to award a contract, nor is the City liable for any costs incurred by the bidder in the preparation and submittal of bids for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit bids. The act of submitting a bid is a declaration that the bidder has read the RFB and understands all the requirements and conditions

**For questions** concerning the anticipated work, or scope of the project, please contact **Frank Fanara, Park Manager**, via email at [ffanara@fostercity.org](mailto:ffanara@fostercity.org) no later than **July 10, 2023**, Answers to questions will not be provided by telephone or email. Rather an addenda will be posted online by July 13, 2023 by 3:00pm at <https://www.fostercity.org/parksrec/page/request-bids-willow-tree-pruning>

It is each vendor's responsibility to check this site to obtain answers to all submitted questions. For general questions concerning the submittal process, contact Frank Fanara at 650.286.3553

**I. BACKGROUND**

The City of Foster City Parks Department has a need for the annual pruning of the Willow trees. The trees are located in City Parks, and on City owned property alongside public paths. All trees are accessible and relatively easy to access.

## II. Scope of Work Details

PRUNING may consist of any or all of the following activities:

- 1) Pruning for Structure: Structural pruning is the removal of live branches and stems to influence the orientation, spacing, growth rate, strength of attachment and ultimate size of branches and stems. It is used on young and medium aged trees to help engineer a sustainable trunk and branch arrangement. It is used on large maturing trees to reduce certain defects and space main branches along one dominant trunk. This pruning type can be summed up in the phrase: subordinate or remove codominant stems. This practice can limit the failure potential of included branch attachments. The maximum diameter of reduction cuts will be specified. Structural pruning is also the foundation for the following pruning types.
- 2) Pruning to Raise: Raising is the selective removal of branches to provide vertical clearance. Crown raising shortens or removes lower branches of a tree to provide clearance for buildings, signs, vehicles, pedestrians and views. Live crown ratio should be no less than 66% when raising is completed and some structural pruning is considered by the City to be part of this pruning.
- 3) Pruning to Clean: Crown Cleaning or cleaning out is the removal of dead, diseased, detached and broken branches ½" or larger. This type of pruning is done to reduce the risk of falling branches and to reduce the risk of decay spreading into the tree from dead or dying branches. Cleaning is the preferred pruning method for mature trees. Cleaning removes branches with cracks that may be prone to fail. Care must be used to avoid stripping branches of too foliage at the interior of the tree crown. This practice which is known as "lion tailing" is unacceptable. The location and diameter of branches to be removed may be specified.
- 4) Pruning to Reduce: Crown Reduction is the selective removal of branches and stems to decrease the height and/or spread of a tree. This is done to minimize risk of failure, to reduce height or spread, to clear vegetation form buildings, structures or utilities. Crown reduction should be accomplished with reduction cuts, not heading cuts. While reducing a crown, tree workers should take precautions not to damage Bark or Cambium layer due to ripping.
- 5) Pruning to Restore: Crown Restoration is the selective removal of branches, sprouts and stubs from trees that have been previously topped, severely headed, lion tailed or otherwise damaged. One to three sprouts are selected for retention on trees with many sprouts originating at the tips of branches. Location and percentage of sprouts are specified must adhere to basic tree trimming practices involving limb/branch size relationships and use of the branch bark collar to avoid the onset of decay at cut sites.

## III. General Specifications:

- a. The Contractor shall be required to enter into an agreement with the City.
- b. The price given by the Contractor shall be inclusive of all staff, materials, and equipment necessary to prune trees.
- c. During a tree pruning, the Contractor shall maintain control of the tree and its parts at all times, which shall include the selection and use of proper techniques and equipment. At no time shall branches, limbs or tree trunks be allowed to freefall and create damage

of any type. The Contractor will be held liable for loss of control incidents and shall pay for all damages and associated costs.

- d. While loading and handling debris, the Contractor shall maintain control at all times so as not to result in damage to the public rights of way or private property. In addition, the Contractor shall not drop logs or trunks as to create undue noise or shock impact related damages to public and/or private property.
- e. The Contractor shall be responsible for the repair of any private property including any irrigation system components damaged during a tree removal or stump grinding. Repairs shall be made using components matching those that were damaged.
- f. Contractor shall clean all job sites when work is completed and/or daily, including the raking of leaves, twigs, etc. from the lawns, street gutters, sidewalks and parkways and the sweeping or blowing of streets. Each day's scheduled work shall be completed and cleaned up and only under City approved emergency circumstances may any brush, leaves, debris or equipment be left on the street overnight. The City Representative shall be the sole judge as to the adequacy of the cleanup.
- g. The Contractor shall be responsible, during all phases of the work, to provide for public safety and convenience by use of traffic cones, signs, lighted barricades, lights, and flaggers as described and specified in the State of California, Department of Transportation MANUAL OF TRAFFIC CONTROLS - For Construction and Maintenance Work Zones, 2014 Edition. (Section 360, California Vehicle Code, defines highways to include streets.) The provisions of this manual will become a part of the requirements of the contract.
- h. Construction and maintenance operations shall be conducted in such a manner as to cause as little inconvenience as possible to the abutting property owners or motoring public. Convenient access to driveways, houses and buildings along the line of work shall be maintained unless otherwise approved by the City in advance. Contractor shall request and obtain approval from City before any lane closures are implemented. Open excavation and ditches across a roadway shall be covered and guarded in such a manner as to permit safe traffic flow during hours when no work is being performed.
- i. All work shall be performed in such a manner as to provide maximum safety to the public and where applicable, comply with all safety standards required by CALOSHA. The Parks Manager reserves the right to issue restraining or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Contract.
- j. The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from Contractor's operations. Any hazardous condition noted by the Contractor, which is not the result of his/her operations, shall be immediately reported to the Parks Manager.

- k. The Contractor shall be fully responsible for any and all damage to City property, equipment, or other property on the public premises that result from the Contractor's operations under this Contract. This shall include, but not be limited to, the replacement, at Contractor's expense, of shrubs, trees, vines, turf, groundcover or other landscape items that are lost due to contractor's negligence.

Bid Response Form

Fill out the form completely and submit by the due date. Incomplete or late responses will not be considered.

**SECTION 1: Contact Information**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**SECTION 2: Addenda**

I acknowledge receipt of the following addenda:

Addenda Number	Date

**SECTION 3: Applicable Licenses and Certifications**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: Bid Pruning/Disposal off site**

Site	Number of Trees to be Pruned	Proposed Cost
Boothbay (Tennis Courts)	<b>11</b>	
Farragut	<b>5</b>	
Port Royal	<b>4</b>	
Edgewater	<b>3</b>	
Gateshead	<b>5</b>	
Sea Cloud	<b>1</b>	
Marlin	<b>1</b>	
Ryan	<b>21</b>	
Gull	<b>2</b>	
Boat	<b>2</b>	
Shad	<b>2</b>	
Ketch	<b>4</b>	
Total	61	

**Section 5: Contract**

Please list exceptions to any of the terms of the agreement, including required insurance coverage.

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SECTION 6: Submittal Instructions

Bids are due by email to [ffanara@fostercity.org](mailto:ffanara@fostercity.org) no later than **Tuesday, July 18, 2023 at 2:00 PM**. There is no formal bid-opening. Proposers are responsible to ensure that submittals have been successfully transmitted and received.

By signing below, I attest that the information contained in this proposal is true and correct.

\_\_\_\_\_  
SIGNATURE OF CONCESSIONAIRE AUTHORIZED TO SIGN AGREEMENTS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME AND TITLE