



CONTRACTOR COVERSHEET

SOLICITATION NUMBER: IFB 23-08

SOLICITATION DESCRIPTION: TREE MAINTENANCE & REMOVAL

COMPANY LEGAL NAME: Ross Tree Expert Co.

DBA: RTEC TREECARE

ADDRESS: 2828 Mary Street, Falls Church, VA 22042

PHONE NUMBER: 703-573-3029

FAX NUMBER: 703-573-7475

WEBSITE: <https://rtectreecare.com/>

POINT OF CONTACT: Monika Rivero

EMAIL: contracting@RTECtreecare.com

COMPANY SIZE: SMALL BUSINESS

UNIQUE ENTITY IDENTIFIER NUMBER UKKJZS12J9B3

CAGE CODE 3USE4

GSA- SCHEDULE: GS-21F-0038U

This document fulfills the requirements and acknowledges that RTEC accepts the terms and conditions of the Solicitation.



EXECUTIVE SUMMARY

RTEC Treecare is an Accredited Tree Care Company by the Tree Care Industry Association (TCIA). We were the first tree care company in Virginia that met all the requirements that are set for accreditation, which includes a stringent safety program, and places values in ethical business practices. With over 25 years of experience, RTEC has performed services for federal, state, local governments, as well as residential properties in the DC metro area and other surrounding states.

As leaders in the industry, RTEC is involved in all aspects of tree, plant, and environmental care and continually strives to provide environmentally friendly services and solutions to customers. Divisions in the organization include general tree care, plant health care, and environmental specialists. Crews are trained to perform work specific to clientele, such as government agencies, commercial properties, and residential homes.

Unique projects have included environmentally sensitive areas, high traffic locations, high profile and secured facilities. Projects that require special licenses, certifications, and clearances are part of RTEC's portfolio. Project budgets range from \$1,000 to \$5,000,000 over the last twenty-five years.

Policies are in place to ensure that ANSI and OSHA standards are abided by, and proper training is provided to all employees. Crews are trained to provide technical work that may involve extra precaution, safety hazards, and clearances. Each team members ensures that the company's values of Safety, Quality, and Production are carried through on a daily basis.

In each department, standard operating procedures and processes are in place to ensure efficiency, quality, and safety. RTEC has the ability to customize services and programs that suit the client's needs with focus on flawless execution.

RTEC utilizes technology as an advantage to maintain contracts, provide accuracy in reporting, and data collection to increase efficiency in work performance. Communication, execution, and quality are key factors in RTEC's culture. Over the last 25 years RTEC has developed a Strategic Alliance with other major treecare providers around the county, which makes RTEC uniquely situated to perform task orders outside its sphere of influence. Each project receives the consistent quality service and standards that are a part of the organization. No matter the size of the project, RTEC's goal is "always leave it better".

RTEC Treecare
2828 Mary Street
Falls Church, VA 22042
703|573|3029
www.RTECtreecare.com



TECHNICAL CAPABILITY

a. Certifications

ISA ARBORIST CERTIFICATES

ISA Continuing Education Unit (CEU) Report

For: James Osborn
Customer Service ID: 4384
CertificationID: MA-4654A

James Osborn
893 Shenandoah Valley Dr
Front Royal VA 22630
UNITED STATES

Certified Arborist

Period of Certification		From: 12/31/2020	To: 12/31/2023	Extension Until: 12/31/2023	Credits
Date	CEU ID	Title	CEU's Required for Recertification:		30.00
			Your Current CEU Total:		0.00
			Number of CEU's Needed for Recertification:		30.00

If you have any questions about this report, please e-mail isa@isa-arbor.com.

ISA Continuing Education Unit (CEU) Report

For: Andrew Ross
Customer Service ID: 17067
CertificationID: MA-0563A

Andrew Ross
RTEC Treecare
2828 Mary St
Falls Church VA 22042
UNITED STATES

Certified Arborist

Period of Certification		From: 6/30/2021	To: 6/30/2024	Extension Until: 6/30/2024	Credits
Date	CEU ID	Title	CEU's Required for Recertification:		30.00
Your Current CEU Total:					0.00
Number of CEU's Needed for Recertification:					30.00

If you have any questions about this report, please e-mail isa@isa-arbor.com.

CERTIFIED TREE CARE SAFETY PROFESSIONALS



TREE CARE INDUSTRY ASSOCIATION (TCIA) ACCREDITATION CERTIFICATE

***RTEC Treecare
Falls Church, VA***

Is accredited by the Tree Care Industry Association for:



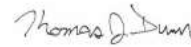
- ☒ Adherence to ethical business practices
- ☒ Compliance with Industry Standards for safety and performance; and,
- ☒ Provision of quality service.

***RTEC Treecare has maintained Accredited status in good standing since
10/4/2005.***

This annual Accreditation certificate is valid thru 12/31/2023 .

March 10, 2021

Date



Thomas Dunn, Director Business Solutions

b. Technical Capabilities Overview

TCIA Accreditation

RTEC Treecare was the first Virginia Company to be Accredited by the Tree Care Industry Association and has successfully completed four Accreditation audits since 2005. RTEC adheres to all Accreditation requirements, ANSI standards, and OSHA regulations.

The Accreditation inspection consists of:

- Adherence to the TCIA Code of Ethics and best business practices
- Employing formally trained, skilled personnel
- Meeting industry standards for quality performance and safety
- Providing industry-standard written estimates
- Customer satisfaction, including following a dispute resolution process
- Carrying sufficient insurance coverage
- Employing Certified Arborists and Certified Tree Care Safety Professionals
- OSHA regulations
- Performing work based on ANSI Standards
- Safe Practices, Proper PPE
- Proper Bookkeeping, Payroll and Taxes



RTEC's Memberships & Qualifications

- Virginia corporation, in good standing with the State Corporation Commission
- Performing business in Washington DC Metro area for over 25 years
- Experienced Federal Government contractor
- GSA Schedule



RTEC adheres to the strict standards of:

- Best business practices
- Ethical business conduct
- Industry, state & federal standards compliance
- Consumer satisfaction through resolution
- Adherence to safety & quality standards
- Tracking and maintaining good bookkeeping and records of work



RTEC Treecare is member of:

- Tree Care Industry Association (TCIA)
- International Society of Arboriculture (ISA)
- Maryland Arborist Association



RTEC Treecare's staff consists of:

- ISA Certified Arborists
- Certified Tree Care Safety Professionals (CTSP)
- Licensed Applicator and Pesticide Operators (VA, MD, DC)
- RTEC is licensed to perform work in VA, MD and DC

Professional Awards & Recognition

- Two-time Recipient of US Department of Homeland Security Small Business Achievement Award (2008, 2010)
- Eleven (11) time Excellence in Arboriculture Award recipient, TCIA, 2005-Present
- Professional Communications Award (2009, 2012), TCIA



Quality Assurance Process

To ensure an efficient work progress, a contract manager shall be assigned to monitor the contract. RTEC employs a 4-step work flow method listed below.

Recognizance (“Recon”) – Step 1

Prior to crew dispatch a project manager shall perform the recognizance (“recon”) of the location. A 50 point checklist is created to capture critical information about each site. This information is necessary to provide the logistics of the project.

Recon Information may include:

- Map Grid/ Map Location/ Coordinates/ GPS locations
- Site constraints or restrictions (load ratings and weight restrictions, accessibility, structural integrity of infrastructure, etc)
- Protection of historic sites, infrastructure and surrounding areas
- Environmental factors (live nesting birds and bats, identifying if sites where wildlife habitat spars or retained biomass in the ecosystem is beneficial, etc)
- Trucks & Equipment Needed
- Parking Location
- Quantity of Time Necessary
- Traffic Control & Pedestrian Safety
- Traffic flow & peak/off-peak times are noted
- Number of Personnel
- Specialty tools & equipment
- Materials or Products
- Where materials will be stored (per COR)
- Coordination (neighbors, other agencies, nearby VIPs, etc.)

Scheduling- Step 2

Scheduling is a critical part of the process. RTEC understands the technical importance of coordination with the Project Manager. Site constraints, weather, high use areas, pedestrians, traffic, and special events are taken into consideration.

Management factors in weather and traffic information and communicates any changes with the PM. Any logistical conflicts are addressed at this phase.

This work plan design is given to the production staff to assist them with efficient execution of the work plan.

Execution- Step 3

Production personnel are trained to work efficiently and abide by the company's overriding policy of Safety, Quality, and Production. Safety shall not be compromised for any reason. Safety of the general public and the crews must always take precedence. If an unforeseen complication arises the crews are trained to stop the work performance and contact their immediate supervisor.

To ensure safety jobsite hazard assessment (JHA) is performed at every location prior to starting. Crews are provided with a written work order that includes the service items, locations, and specific notes. The goal is to leave the property in a good condition, ensure the work is compliant to OSHA safety standards and ANSI A-300 Standards. RTEC's goal is flawless execution of the work. All crews are trained to perform work in accordance with RTEC's low impact protocols.

Crews check in on a daily basis with the RTEC Project Manager to provide updates and status report. The project manager shall communicate this information to the Town of Vienna Project Manager.

Debrief- Step 4

RTEC shall provide a daily report to communicate to the COR what scope of work was performed. The information provided by the crews is entered into the company's database. Any progress reports or documents necessary is emailed directly to the PM within 48 hours.

This document (debrief) shall include:

- What services were completed
- General tree work reports shall show:
 - Species, Location, Size, Scope of Work performed
- Status and progress of the project
- On-Site Observation

QUALITY CONTROL PLAN METHODOLOGY

As part of RTEC's standard operating procedures (SOP), all employees are trained on the Quality Control Plan (QCP). The information below addresses the procedures on how RTEC ensures quality.

WORK PERFORMANCE METHODOLOGY

All RTEC employees are trained on the standard operating procedures for work performance. The process is consistent and employees must prove their competency prior to job performance. Management reviews job sites and jobs specifications to ensure that the necessary tools, equipment, vehicle, and skilled level employees are assigned to the project. An onsite pre-job hazard survey must be completed and signed by each employee prior to commencement of work. Proper traffic and pedestrian control are set up and discussed, employees are also trained on flagger safety as part of their training program. A work plan is discussed by the crew foreman or supervisor and reviewed together with each crew members. Any work that conflicts with OSHA or ANSI standards is addressed in advanced with the COTR prior to performance. Team members must ensure that safety is a priority and are trained to be aware of any work that may jeopardize themselves or others. Upon completion of work, a pre-exit review of the job site and review of the work specifications are completed by the crew leaders and team members. All team members are trained to perform a pre-job set up, job quality performance standards, and post job shut down.

QUALITY MONITORING / SURVEILLANCE METHODOLOGY

In order to ensure quality of service, management is committed to reviewing work performed by the crews. A regularly scheduled and unscheduled quality control site visit is performed during the project. This may include an unannounced visit by one of RTEC's Certified Tree Care Safety Professionals (CTSP) to ensure that overriding priorities are employed (Safety, Quality, Production). Any on-site concerns or observations are reported to the team member's managers. Issues that may arise are either handled on-site immediately or at the next company's safety meetings. A service report that is completed by the crew members are reviewed by management, a review of the work may be performed without crew's knowledge. This ensures that all work is performed to the highest quality.

QUALITY CONCERNS METHODOLOGY

All quality concerns are addressed by RTEC and its team members. The first step to any quality concerns is to gather information and perform an investigation of the concern. Information gathered shall include specifics such as location, employees involved, description of the issues, contract review, and a resolution. RTEC strives to address concerns within 24 hours. The standard operating procedures are to recognize the concern, gather information, completed an incident/accident form, perform a site visit or review, interview all parties involved, and provide solutions. Solutions may include, re-performance of the service, revisit or

review the site, retraining, replacement, or reprimand of personnel. This is to ensure non-recurrence of defective service and then becomes a part of RTEC's quality control methods.

INCIDENT & ISSUES TRACKING

In order to ensure that the company reduces any concerns, RTEC designed a unique tracking system for issues, incidents, and accidents. The system can provide a report that can outline the types of issues, why they occurred, who was involved, and how they were resolved. An incident report must be generated within 24 hours of the concerns. The information gathered addresses (how, who, what, where, when, why). Any investigation completed must be included in the report. A discussion with the team members involved is completed to address issues and the resolution. Further steps are taken by RTEC that includes a discussion on how it could be prevented in the future. This may include training, retraining, or reprimanding. A signed copy is placed into the personnel's file. This tracking system helps RTEC stay aligned with the best practices and provides continual feedback and improvement.

A monthly Safety Committee meets to review incidents and makes policy changes from these incidents. Certified Treecare Safety Professionals (CTSP) monitors the frequency of the incidents. This tracking system helps management recognize the behavioral trends and leading indicators. This effective system provides RTEC with leading indicator information that allows RTEC to implement corrective actions, prevent accidents, and increase quality.

MANAGEMENT OF CONTRACT

RTEC's project managers shall attend any post award meetings, and meet with the COTR of the contract. Employees are assigned to manage the contract, personnel may include: office manager, project managers, contract specialists, and on-site foreman. During the entirety of the contract, RTEC shall remain in contact with the COTR to report progress, performance evaluation, incidents, issues, or concerns. All meetings and concerns are noted and tracked in RTEC's database. Progress reporting of the project is provided to the COTR on a consistent basis.

A chain of command is part of the standard operation procedures, this command shall address communication. Team members that are a part of the project will be trained on the work flow process. This process insures prompt and effective response in a timely manner. The contract may be assigned as such:

RTEC Contract Manager to liaison with Government Contracting Officer/Contracting Department to handle contractual issues, clarifications, etc.

- ✓ RTEC Project Manager to liaison with Government COTR to ensure scheduling of work, and quality control.
- ✓ RTEC Office Manager to liaison with Government Administration for reporting and accounting.
- ✓ RTEC's strategy on all contracts is to establish a Standard Operating Procedure (SOP) consistent with the contract.

- ✓ Project Manager shall review contract performance requirements, scope of work and the company's priorities.
- ✓ The Project Manager shall design a standard operating procedure for the project, the SOP is developed to increase output of work that may require additional personnel, trucks, machineries, and increase productivity, and communication.

PROGRESS & BUDGET REPORTING

RTEC is a highly advanced business that utilizes technology to increase efficiency, productivity, and accuracy. The system tracks job progress, billing, accounting, and daily activities. Information that are gathered are stored digitally and can be accessed by personnel involved with the project. RTEC can generate customized reports to the COTR or CO. Employees strive for accuracy in data entry and reporting that includes, real time budget and progress, contract information and billing information. Time, material, expenses, are tracked and applied to each project. A digital file for each contract is stored for multiple years even after the completion of the project. Each projects awarded receives their own unique project number and project and progress tracking form. Data and information helps RTEC provide competitive pricing, and a way to analyze the data to perform each project with efficiency.

OPERATIONAL SAFETY PLAN

RTEC's Accident Prevention and Safety Plan

The first priority at RTEC Treecare is Safety. RTEC has Certified Tree Care Safety Professionals (CTSP) on staff. RTEC has an Accident Prevention and Safety Handbook (116 pages) that is issued to all personnel. The safety handbook outlines all the safety protocols (ANSI, OSHA), and company policies. RTEC has been utilizing and improving this safety plan, per our "Continuously Grow" team core value.

RTEC's Accident Prevention and Safety Program consist of the following contents:

- Safety and Health Policy
- Management Commitment
- Compliance Requirement Policy
- Manager Responsibilities
- Supervisor Responsibilities:
- Employee Responsibilities
- Basic Safety Rules
- Back Injury Prevention
- Employee Safety Meeting
- Safety Committee
- Fire Emergency Plan
- Safety Disciplinary Policy
- Safety Improvement Action Plan Form
- Recordkeeping Policy
- Safety Inspection Procedures
- Retraining
- Incident / Accident Investigation
- Review/ Investigate
- If an injury occurs
- If a death occurs
- Vehicle Accidents – What to do
- Early Return to Work
- Incident/ Accident Procedures
- Personal Protective Equipment Policies (PPE)
- Hazard Assessment for PPE
- Selection of PPE
- Cleaning and Maintenance of PPE
- PPE Training
- Lockout and Tagout Policy
- Shop/Material Handling Safety Guidelines
- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
- Employee Training
- Material Safety Data Sheets (MSDS)
- Drug/Alcohol Free Workplace
- Spill Reporting Guidelines
- General Job Description, Production Personnel
- Aerial Lift Operator/Tree Worker Job Description & Responsibilities
- Plant Health Care Technician Job Description & Responsibilities
- Vehicle Safety
- Aerial Devices / Testing
- ANSI STANDARDS ANSI Z133.1-2017 ARBORICULTURAL OPERATIONS SAFETY REQUIREMENTS



Safety Record

RTEC is compliant with OSHA Regulations and ANSI Standard Work Practices. RTEC Treecare has an excellent safety record and strictly adheres to ANSI Standards. RTEC Treecare's insurance modification rate is rated as excellent and above the industry average.

ANSI Z133.1 Safety Standards

The ANSI Z133.1-2017 Safety Standard provides the most current criteria in the United States for arborists and other workers engaged in arboricultural operations. The safety requirements in this standard address the following categories:

- General safety
- Electrical hazard
- Use of vehicles and mobile equipment
- Portable power hand tools
- Hand tools and ladders
- Work procedures

RTEC adheres to the ANSI Z133.1 Safety Standards.

ANSI A300 Standards

They are industry standards developed by a committee called the ANSI-Accredited Standards Committee (ASC) A300. The committee has representatives from a broad and diverse group of industrial and governmental organizations. The standards dictate the requirements and recommendations of the tree care industry for satisfactory performance of tree care maintenance. This means tree care companies who perform work according to ANSI A300 standards are following accepted industry practices for tree care maintenance operations.

RTEC adheres to all ANSI Tree, Shrub and Woody Plant Management Standards ANSI A300.

On-Going Employee Safety Training

RTEC performs weekly Tailgate safety meetings with all crew members. This training is developed by the Tree Care Industry Association (TCIA) and kept up to date. This training consists of review and discussions of incidents, and discussion of safety topics provided in the Tailgate Safety Meeting Manual.

All RTEC personnel understand that safety is a daily intention, and contribute to one of the company's core values of continually improving. Employee files consist of a safety and training worksheet which is filled out by the Operations Manager. All training is documented. All employees are provided with the necessary PPE and tools. PPE is checked daily prior to departing the yard.

Uniforms and Personal Protective Equipment (PPE)









All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Personnel will be dressed neatly and appropriately, wearing a uniform with company insignia. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-2020
- Head Protection ANSI Z89.1-2014
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by RTEC Treecare at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used. A PPE inspection by the Operations Manager is performed quarterly; any damaged or broken tools or PPE is replaced immediately by the company.

All RTEC'S employees are provided with uniforms and clothing that has the company's name logo. Clothing that is provided are professional and well maintained. RTEC currently uses high visibility uniform for safety, and uniforms are changed seasonally dependent on the weather. RTEC's employees will identify themselves as contractor employees during work in the field, attending meetings or working in other situations where their status may not be obvious to third parties.

Proper (approved) high visibility vests are to be worn at all road side and high traffic job sites.

Head Protection 		Eye Protection 	Safety Vest / Traffic Control 	Coverall / Chemical Safety Protective Suit 
Ear Protection 	Hand Protection 	Foot Protection 		
Chainsaw Safety Protective  Chaps/ Pants				

Working around Power Lines

RTEC has a Power Line Coordination Protocol that we strictly adhere to. This protocol is compliant with OSHA regulations and ANSI Standards Z133.1-2017. Any work that is to be performed within 10 feet of any energized line or conductor is reviewed by Certified Tree Safety Professional (CTSP) and extra precautions are taken to coordinate our services with the electric company to make the proper arrangements for the project. These arrangements may include: disconnecting/reconnecting of power line, de-energizing, insulating the line, providing clearance pruning to provide safe clearance from power lines. If disconnecting and reconnecting of power line is necessary for the project, RTEC will, upon completion of the work, request from the utility company to restore the power.

ACKNOWLEDGEMENT & STATEMENT

Upon award and before work execution, RTEC Treecare will provide:

1. VDOT training verification and applicable flagger certifications
2. Proof of compliance with the Occupational Safety and Health Administration's (OSHA) 1910.331 safety standard with regards to safe work practices within ten feet of any energized electrical conductor during non-line clearance tree care operations.
3. Certificate of Insurance and agrees to maintain such insurance until the completion of the contract.
4. All completed necessary paperwork (insurance, bonds, etc.) and submit to the Town within ten (10) working days of notice of award of contract.
5. The names and contact information for Primary Contact Person. Any changes will be submitted to the Town's Project Manager within 24 hours.

During the contract term, any updates or revisions to safety policies shall be submitted to the Project Manager in a timely manner for review and approval.

ATTACHMENT A

BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE

All firms located or operating in the Town of Vienna must obtain a Business, Professional and Occupational License (BPOL) as required in the Municipal Code, Article VII and local license tax authorized, Code of Virginia, § 58.1-3700 et seq. **A BPOL license is not required to submit a bid for this effort but will be required prior to award of the contract.**

In order for the Department of Tax Administration to determine BPOL requirement prior to contract award, it is necessary to provide the following information:

- If you currently have a Town of Vienna business license, please submit a copy with your bid/proposal.
- Do you have an office in: Virginia ☒ yes ☐ no
 Town of Vienna ☐ yes ☒ no
- Date business began/will begin work in the Town of Vienna N/A

Provide a description of the business activity that will take place in the Town of Vienna:

RTEC Treecare provides Tree Removal, Pruning, Stump Grinding, and Plant Health Care Services
for trees located in public right-of-ways, park lands, easements and/or various public properties for
the Town of Vienna.



Authorized Signature

08/26/2022

Date

Please return this form and a copy of current Town of Vienna business license in bid/proposal.
Contract award may not be made if omitted.

ATTACHMENT B

REFERENCES

QUALIFICATIONS OF BIDDER: Bidder must have the capability and capacity in all respects to fully satisfy the contractual requirements.

Indicate the length of time you have been in business providing this type of service and/or product.
26 years, _____ months.

Provide a list of at least three (3) similar accounts, that your firm has provided similar goods and/or services to in the past three (3) years.

1. Company Name: Rock Creek Park, National Park Service
Contact: Doug Rowley / Don Kirk
Email Address: doug_rowley@nps.gov / donald_kirk@nps.gov
Phone Number: 202-895-6061 / 202-438-7319
Job Dates: various Beginning: 2009 End: Current

2. Company Name: Architect of the Capitol
Contact: Melissa Westbrook
Email Address: melissa.westbrook@aoc.gov
Phone Number: 202-329-7599
Job Dates: various Beginning: 08/2019 End: Current

3. Company Name: National Capital Parks-East, National Park Service
Contact: Stephen Feagans
Email Address: stephen_feagans@nps.gov
Phone Number: 202-924-3006
Job Dates: various Beginning: 2015 End: 07/2022

ATTACHMENT C

State Corporation Commission Form

State Corporation Commission Form Virginia State Corporation Commission (SCC) registration information.

The bidder:

 X is a corporation or other business entity with the following SCC identification number:
04797510

-OR-

 is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

 is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

 is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check in the following space if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

BID FORM PART II

IFB 23-08 TREE MAINTENANCE AND REMOVAL, AS NEEDED

VENDOR NAME: Ross Tree Expert Co, DBA RTEC Treecare

All costs required to complete all the work in accordance with the Contract Documents shall be included in the unit prices as required. Any contract resulting from this IFB will be a fixed price contract.

BID FORM PRICING MUST BE FILLED OUT ELECTRONICALLY

ITEM	DESCRIPTION	ESTIMATED QUANTITY PRUNING	UNIT PRICE	EXTENDED PRICE	ESTIMATED QUANTITY REMOVAL/STUMP GRINDING	UNIT PRICE	EXTENDED PRICE	STUMP GRINDING UNIT PRICE	EXTENDED PRICE
1	6 " >12" dbh	3	\$ 224.87	\$674.61	3	\$ 262.34	\$787.02	\$ 175.00	\$525.00
2	12" > 18" dbh	3	\$ 543.42	\$1,630.26	3	\$ 599.64	\$1,798.92	\$ 218.75	\$656.25
3	18" > 24" dbh	3	\$ 749.55	\$2,248.65	3	\$ 1,143.07	\$3,429.21	\$ 273.44	\$820.31
4	24" > 30" dbh	3	\$ 1,199.28	\$3,597.84	3	\$ 1,873.88	\$5,621.64	\$ 341.80	\$1,025.39
5	30" > 36" dbh	3	\$ 1,855.14	\$5,565.42	2	\$ 3,185.59	\$6,371.18	\$ 427.25	\$854.49
6	36" > 42" dbh	3	\$ 2,080.00	\$6,240.00	4	\$ 4,384.87	\$17,539.48	\$ 534.06	\$2,136.23
7	42" > 48" dbh	2	\$ 2,529.73	\$5,059.46	5	\$ 5,958.93	\$29,794.65	\$ 667.57	\$3,337.86
8	48" & larger dbh	2	\$ 2,782.70	\$5,565.41	5	\$ 6,554.82	\$32,774.12	\$ 834.47	\$4,172.33
			Total Pruning	\$30,581.65		Total Removal	\$98,116.22	Total Stump Grinding	\$13,527.86
			Total Bid	\$142,225.72					

Item	Labor Category	Hourly rate regular time (include equipment)	Hourly Rate - Emergency Time (includes equipment)
9	Crew Supervisor	\$ 166.79	\$ 233.51
10	Climber/Trimmer	\$ 151.29	\$ 211.81
11	Grounds Person	\$ 145.29	\$ 203.41

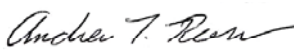
In compliance With This Invitation For Bids And To All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish The Goods/Services At The Price(s) Indicated above. By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Name: Andrew Ross

Address: 2828 Mary Street

Falls Church, VA 22042

Phone: 703-573-3029 Email: contracting@RTECtreecare.com

Signature:  Printed Name: Andrew Ross