

CONTRACT USER GUIDE
TREE AND SHRUB TRIMMING/REMOVAL
MASTER PRICE AGREEMENT (“MPA”) #372
BID SOLICITATION # 7548904
CONTRACT TERM 10/1/2014 – 9/30/2015
WITH 1 RENEWAL OPTION FOR 1-YEAR TERM AT THE SOLE OPTION OF THE
STATE

BACKGROUND:

This master price agreement provides all labor, equipment and materials necessary to perform statewide tree trimming work as necessary.

CONTRACT SUMMARY:

Awards have been issued to three firms listed below to perform services on various state owned or leased facilities and roadways. The services include, but are not limited to, removal of trees, trimming trees, clearing deadwood, removing stumps, stump grinding, trimming/planting shrubs, providing screened loam and grass seed to fill voids, hydro seeding, and removal/disposal of debris.

Pricing is structured in three (3) tiered levels and are described below, as per the Bid Solicitation:

1. Tier 1 Services- these are services which are scheduled in advance for various trimming and/or removal of trees, shrubs, limbs, stumps, etc., and/or planting of shrubs. The State agency will be required, under Tier 1, to solicit bids from multiple vendors awarded on the MPA for individual work orders. Vendors are required to look at the work and submit their pricing within 72 hours of agency notification of work. Tier 1 regular hours are defined as Monday through Friday 7:00 a.m. to 3:30 p.m.
2. Tier 2 Services- this level of service is considered an emergency operation and requires immediate response, resulting in the vendor halting their current operations to perform the required work. Emergency Services require immediate response from the vendor whenever called upon including regular business hours, and non-business hours (after 4:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays. Generally speaking, this level of service will be limited to isolated areas within the State. Examples of a Tier II Service call would be a fallen tree across a roadway, a vehicular accident impacting a tree that would necessitate attention to eliminate an immediate hazard to the public, and maintain safe passage of motor vehicles as determined by appropriate agency staff. Tier 2 services may be necessary at any time and the vendor is expected to be ready to respond 24 hours per day/7 days per week/365 days per year. Response time for Tier 2 Services shall be within two hours of notification. In such instances, the State reserves the right to utilize the vendor who can respond and complete the required work in the most expeditious fashion.

3. Tier 3 Services –this level of service is required when a severe situation arises such as a regional weather event or other disaster and the resulting damage has regional impact. This type of regional situation will require immediate response time and may require a longer duration of service(s) from the vendor(s). In the event that a regional event is predicted the State, at its sole option, may elect to schedule the anticipated services in advance. For situations like this, the State will pay a “stand-by” rate to retain as many crews as may be necessary to be on-call solely to the State of Rhode Island agency paying the “stand-by” rate, and respond/react as needed. Response time for this level of service is within two (2) hours, and may require up to a twelve (12) hour workday. At this level of service, subcontracting is allowed to provide the number of crews requested by the State of Rhode Island.

Tier 3 Services will be implemented when one of the following two situations occur: a) an Emergency Declaration is issued by the Governor or b) authorization by the Chief Purchasing Officer or Purchasing Agent in accordance with State of Rhode Island Regulation 9.6 Emergencies (37-2-21b).

WHO CAN USE THIS CONTRACT:

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

STATE AGENCIES ARE REQUIRED TO:

- Solicit a Minimum of three Written Quotes from MPA Awarded Vendors for Each Project.
- Acquire Approval from the Division of Purchases for Any Project Anticipated to Exceed \$Insert Amount.
- Request the Division of Purchases to Solicit Any Project Anticipated to Exceed \$Insert Amount.

VENDOR AWARDS CONTACT INFORMATION:

Purchase Order # 3396339

Vendor Name: North-Eastern Tree Service
Contact Name: Michael Sepe
Tel: 401-941-7204
Emergency Contact: Michael Sepe
Emergency Tel: 460-2220 (Pager)
Email: NETREE444@aol.com



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

Purchase Order # 3396340

Vendor Name: Warwick Tree Acquisition Corporation
Contact Name: Derek Onepo
Tel: 401-885-1330
Email: warwicktree@aol.com
Emergency Contact: Derek Onepo
Emergency Tel: 401-265-9688
Emergency Contact: 401-265-9689

Purchase Order # 3396341

Vendor Name: Stanley Tree Service
Contact Name: Stanley Zuba
Tel: 401-765-4677
Email: stan@stanleytree.com
Emergency Contact: Stanley Zuba
Emergency Tel: 401-640-7635

ALL ATTACHMENTS ARE DENOTED BY ☒, AND APPEAR IN THE FOLLOWING ORDER:

- CONTRACT USER GUIDE
- SAMPLE AGENCY NOTIFICATION LETTER TO VENDOR
- CHANGE ORDER TO ORIGINAL PURCHASE
- ALL PRIOR CHANGE ORDERS TO ORIGINAL PURCHASE (sequential order is most recent to #1)
- ORIGINAL PURCHASE AWARD (VENDOR AWARD)
- VENDOR AMENDMENT/S
- PRODUCT AND PRICING (IF NOT INCLUDED ON PURCHASE ORDER)
- SPECIAL INSTRUCTIONS
- TERMS AND CONDITIONS
- SUPPLEMENTAL ANALYSIS INFO – SEE MPA SEARCH RESULTS WEBPAGE
- OTHER – DESCRIPTION:

DIVISION OF PURCHASES CONTACT:

Name: Lisa Hill
Title: Chief Buyer
Tel: 401-574-8118
Email: lisa.hill@purchasing.ri.gov