



# *Town of Wolfeboro*

ELECTRIC DEPARTMENT  
DIRECTOR OF OPERATIONS  
Barry A. Muccio

## **Town of Wolfeboro Municipal Electric Department Invitation to Bid**

The Town of Wolfeboro Municipal Electric Department will be accepting sealed bids for right-of-way trimming and re-clearing for 2021. Approximately 10 miles of electrical distribution (right-of-way) maintenance is scheduled for the oncoming season. Additional work will include on and off-road, island, new construction, hourly and takedown work. Based upon the anticipated 2021 workload, two (2) crews will be required for the majority of the trimming season.

Prospective bidders must complete the attached itemized bid sheet and signed anti-collusion clause with the understanding that this pricing is to remain constant throughout the 2021 year. Attached work procedures, bid information, and safety specifications will pertain to the bid prices quoted. Prospective bidders are asked to please include their latest equipment list depicting availability of, such as bucket trucks, chippers, cranes, log trucks, etc.

All bids must be submitted in an envelope plainly marked "**Tree Trimming.**" The sealed envelope should be addressed as follows:

Wolfeboro Municipal Electric Department  
Attention: Barry A. Muccio  
PO Box 777  
Wolfeboro, NH 03894-0777

Please feel free to contact the Municipal Electric Department at (603) 569-6975 with any questions or concerns regarding this bid package.

**Bids must be received no later than Thursday, April 1, 2021 at 2:00 PM** at which time they will be publicly opened and read aloud. Any bids received after that time will not be considered.

Work to begin as determined by the Wolfeboro Municipal Electric Department with a tentative start date of **April 26, 2021.**

The Town of Wolfeboro reserves the right to reject any or all bids for any reason deemed to be in the best interest of the Town.

Proof of updated insurance certificates will be required (Minimum of \$1,000,000.00) prior to the contract award to the successful bidder. See attached insurance requirements sheet.

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*133 Middleton Road Post Office Box 777 Wolfeboro, New Hampshire 03894*

*Office: (603) 569-6975*

*Website: wolfeboronh.us*



## **TOWN OF WOLFEBORO**

### **INSURANCE REQUIREMENTS**

#### Insurance:

Contractor, and all subcontractors, shall procure and maintain for the duration of the contract the following coverages, and shall provide a certificate and endorsement naming the Town and its officials, employees, volunteers, and agents as additional insured. These coverages shall be primary and on a non-contributory basis in the event there is other insurance applicable. The Town must be provided with notice of cancellation of coverages at least thirty days prior to cancellation.

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage
Workers Compensation	As required by NH Statute
Employer's Liability	\$1,000,000 per accident, injury, disease

#### If design and construction involved:

Professional liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Builder's risk	value of completed project with no co-insurance penalty, Town named as loss payee

#### Indemnification:

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless Town, including its officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which Town and/or its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any contractor, subcontractor and/or agent.

**TOWN OF WOLFEBORO  
MUNICIPAL ELECTRIC DEPARTMENT**

**2021 BID SHEET – TREE TRIMMING**

Bids on this document are to be submitted in the itemized pricing format listed below:

Right-of-way maintenance re-clearing/trimming per foot \$ \_\_\_\_\_ / foot

Right-of-way re-clearing/trimming (off-road) per foot \$ \_\_\_\_\_ / foot  
(Climbing may be required)

Right-of-way re-clearing/trimming (island) per foot \$ \_\_\_\_\_ / foot  
(Climbing may be required)

Hourly (New construction and takedowns) \$ \_\_\_\_\_ / hour

*All rates quoted shall include all costs including crew (2 men, bucket truck, chipper) equipment, and mobilization costs.*

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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 section the word "Person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.

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

Print Name / Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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

**WOLFEBORO MUNICIPAL ELECTRIC DEPARTMENT  
RIGHT-OF-WAY MAINTENANCE RE-CLEARING  
WORK PROCEDURES, INFORMATION AND SPECIFICATIONS**

1. Each project job site will be reviewed with the contractor prior to any work being started. The successful contractor will receive written work order assignments, which will include span distances to be cut, right-of-way width to be cut, relative pole numbers, and a sketch depicting the assigned job site. The successful contractor will be required to complete all required paperwork associated with work orders.
2. The successful contractor will report to the Wolfeboro Municipal Electric Department (WMED) on a daily basis to confirm their work location. Contractor shall be provided with a portable radio for communication with WMED personnel. The contractor will be required to have a cell phone in their possession during working hours and shall provide their associated phone numbers to WMED.
3. All right-of-way trees and brush will be ground cut to its pre-existing width or 20 feet (whichever is wider) and trimmed as required with no overhang unless specified differently on assigned work order. Secondary service wires (120/240 volt) will not be trimmed unless specifically noted on assigned work orders. When specified they will be trimmed to eliminate limb contact, (generally three feet on all sides.)
4. The contractor will remove all dead, weak, leaning or dangerous trees that are within the right-of-way and tall enough to strike the electrical wires in falling. (WMED staff will assess trees in questions prior to cutting).
5. Take downs over 8 inches in diameter (at chest level) may be compensated for at an hourly rate. Takedowns of this size will be marked with flagging tape and pre-approved by a WMED representative prior to cutting. Takedowns which are too large to be chipped will be cut into lengths and stacked neatly so as not to encroach on the traveled way.
6. No stumps left will exceed 6 inches in height.
7. All brush cut will be chipped and hauled off in areas within 50 feet of roads, 100 feet of any buildings and 50 feet from any water body, lake, river or stream. Brush chipped within these areas will be the responsibility of the contractor for disposal. Possible disposal sites may be available through the Wolfeboro Municipal Electric Department.
8. Any hardwood tree takedowns will be cut into lengths no longer than 4 feet and left for abutting landowners to utilize as firewood unless otherwise noted.

9. The contractor must have disposal methods and sites for the takedowns and removal of large unwanted trees, which cannot be left on site. The cost for these removal and disposal services will be encumbered by the Wolfeboro Municipal Electric Department as required and will be evaluated by a WMED representative prior to removal.
10. All cutting and trimming of off-road and island brush (where chipper access is not feasible) will be windowed and slashed in a nature not to obstruct woods, roads, foot paths, brooks, or stonewalls and not to exceed more than 4 feet above the ground.
11. Due to possible hazards and safety concerns, WMED requires that all trimming contractors work during the following hours: 7:00 AM – 3:30 PM, Monday through Friday. Exceptions to this normal work schedule will be during storm and power restoration events. Availability to work during these events will be considered a requirement during the term of this agreement. These hours will ensure that WMED will have qualified personnel on duty to assist in the event of any accident or problem.
12. Contractor will avoid all areas where there are broken ground, secondary, neutral or primary wires, poles, insulators, etc., and report all such hazards to WMED personnel.
13. All work is to be performed with lines energized if possible. The voltages of the primary located within the Wolfeboro system are 4160 grd Y/2400 and 12,470 grd Y/7200. Should an outage be necessary for the contractor to safely perform their work, it must be scheduled and approved by the Director of Operations. The Municipal Electric Department personnel will perform all electrical work necessary to de-energize and re-energize any lines for work. In the event of an accidental outage caused by the actions of the contractor, the contractor's supervisor will immediately notify the office of the Municipal Electric Department and report the outage.
14. It will be the contractor's responsibility to ensure that all bucket trucks working on energized lines are dielectrically safe in accordance with ANSI Standard A92.2.
15. The contractor warrants that they will utilize capable, experienced, qualified, and reliable workers in the performance of work under this contract. The contractor also warrants they will utilize experienced, capable, qualified, and reliable supervisors of their crews performing work under this contract. Said supervisors will be able to read, write and communicate in fluent English. The Municipal Electric Department reserves the right to require the removal from any projects, any employee of the contractor in order to protect the interest of the Municipal Electric Department. The Municipal Electric Department also reserves the right to require removal of any equipment or tool that the Municipal Electric Department deems unsafe or inadequate for the work required. If the contractor is called upon to replace any work for defective workmanship, replacement will be done at no expense to the Municipal Electric Department.
16. The contractor warrants that all work performed by their crews for the Municipal Electric Department will be done in a safe and workmanlike manner in the accordance with the Clearing Specifications, American National Standards for tree care operations, and the Safety Rules and Procedures of the Municipal Electric Department.
17. The contractor shall be responsible to provide all their crews with the appropriate Personal Protective Equipment (PPE) to perform the work as required.

18. A representative of WMED will distribute notification slips of trimming to abutting landowners prior to cutting on a project site.
19. The contractor must have the ability to provide flaggers for traffic control when speed reduction and traffic diversions cannot be adequately done with signs and channeling devices. Any work area protection set up required by the contractor while working on Town or State roads shall be done in accordance with the NH Department of Transportation regulations. Employees performing flagging duties shall wear hardhat, eye protection, and fluorescent orange vest and use a stop/slow paddle.
20. If a storm event/emergency situation arises, Wolfeboro Municipal Electric Department **will be given first refusal for the contract tree crew(s) working for WMED for assistance and/or standby requests.**
21. All customer questions and concerns should be directed to Jim Shannon or Barry Muccio of the Wolfeboro Municipal Electric Department prior to trimming.
22. All non-emergency billable hours will be based on an eight-hour workday billable from 133 Middleton Road.