**REQUEST FOR QUOTE**

TO PROVIDE

**TREE CUTTING AND REMOVAL FOR THE STATENVILLE CEMETERY**

13 November 2024

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Description automatically generated

**The quote must be delivered in hard copy at the below address or at ecboc@yahoo.com**

**Delivery Address:** 110 General Deloach Rd., Statenville, GA 31648

**Contact Information for Inquiries:** Alan Levesque at [ecboc@yahoo.com](mailto:ecboc@yahoo.com)

**Submission Date:** 4:00pm, 2 December 2024

**Site Walk:** 1:00pm, 19 November 2024

**Request for Quote:**

**Overview:**

Echols County’s Board of Commissioners is solicitating quotes from qualified firms to provide tree cutting services for the Statenville cemetery located in Echols County. The Statenville Cemetery is located on Statenville Cemetery Rd, Statenville, GA 31648.

**Project Description:**

The cemetery is in need of tree cutting services pursuant to tree cutting, limb removal, stump grinding, and vegetative debris removal (Hauling). Approximately 16 trees need to be removed and stumps to be ground. An additional six trees have fallen and need to be cut and hauled. Several root balls will need to washed and removed. The left side of the property needs overhead limbs to be cut and removed. Special care needs to be given not to disturb and/or damage any grave or grave marker.

**Requirements:**

All perspective firms shall provide Insurance Coverage Limits and Requirements for liability with the at least $1,000,000 coverage.

**Contract Award:**

The award will be based on a lowest price base, technically acceptable basis.

**Request for Quote Schedule:**

A site walk will be available for perspective bidders on 19 November 2024 at 1:00PM.

The deadline for sealed quotes is 2 December 2024 ay 4:00pm. Quotes must be submitted to the Echols County Board of Commissioners located at 110 General DeLoach Dr, Statenville, GA 31648 or at ecboc@yahoo.com

**Required Format of Quote:**

1. Cover Letter – Emphasize strong points of the project team and the firm’s experience. Include the name, address, telephone number, title, and signature of the firm’s contact RFP, Page 7 RFP to Provide Tree Maintenance Services person for this proposal. The cover letter shall state that the submittal is valid for 60 days.

Pricing – cost should include the following items

* 1. Tree Removal (cut and haul) $
  2. Stump Grinding $
  3. Limb Trimming $
  4. Total Cost $

1. Approach to Scope of Work - Provide your understanding of the project and describe your approach. Provide a detailed scope of work that your film will utilize in providing the requested services in an efficient and cost-effective manner. In your approach, describe methods that you will use for quality control, so as not to disrupt the graves and do minimal damage to the cemetery’s grounds.
2. References – Please provide three references of similar projects in size and scope. References should include name, address, date of project, and project cost.