

## **CHECKLIST**

Bidders shall clearly mark each package of materials submitted with the following: "Tree Removal IFB."

Bid – 1 copy

- Bid Sheets (Attachment # 6)

Qualifications – 1 copy of each

- At least one employee of the company must be a qualified electric line clearance tree trimmer. Qualifications must be presented to the Department with the bid documents.
- At least one employee of the company must be certified as a New York State commercial pesticide applicator or the bidder must furnish the name of a subcontractor to apply Garlon 3A to stumps not ground below grade. The information must be provided with the bid documents.
- At least one member of the company must possess either a certificate as an "Arborist" from the International Society of Arboriculture (ISA) or an equivalent certification or experience. The certificate or a request for recognition of equivalent certification or experience must be received by the Department with the bid documents.
- Bidders must provide documentation certifying that the majority of the company's work for the past three (3) years has been primarily in the performance of tree removal/maintenance work.
- Bidders must provide 3 references from previous clients proving that the company performed work on contracts of comparable scope.

Other required documents – 1 copy of each

- Signed and notarized Non-Collusive Bidding Certification (Attachment # 8)
- MacBride Stipulation (Attachment # 9)
- A completed Vendor Responsibility Questionnaire (Attachment #14)
- A signed copy of any addendums to the IFB AND questions and answers that have been posted on the Department's website.
- Offer's Affirmation of Understanding and Agreement Pursuant to State Finance Law § 139-j(3) and § 139-j(6) (Attachment #10)
- Offeror's Certification of Compliance Pursuant to State Finance Law §139-k(54) (Attachment #11)