

**KITSAP COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
PURCHASING OFFICE**

TREE SERVICES ROSTER

REQUEST FOR QUOTATION (RFQ): 2025 – 026

The Kitsap County Purchasing Office is soliciting bids from qualified contractors to establish a Tree Services Roster for 2025. Informal bids will be received by the Kitsap County Administrative Services Department, Purchasing Office, 614 Division Street MS-07, Port Orchard, WA 98366, before the date and time indicated above. After the review process has been completed, a bid tabulation will be made available for public inspection, and the selection of suppliers will be selected on strategic geographical location throughout Kitsap County.

SCHEDULE OF EVENTS:

ITEM	DUE DATE, TIME, AND LOCATION
Issuance of Request for Proposal	Monday, October 7, 2025
Written Questions Due	Monday, October 21, 2025 @2:00 PM
Addendum Issued	Monday, October 28, 2025
Proposal Due Date	Friday, October 31, 2025 @2:00 PM

OFFERORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.

DESCRIPTION OF WORK

It is common for the County to be tasked with removal of trees within the County that pose a danger to the public. The danger can be associated with a single tree, a cluster of trees, or with a series of trees along a segment of County properties or roadways. The County responds to the requests throughout the year as they are identified, or as they become known following storm activity. Immediate response is necessary to remove the tree(s) and to absolve the risk to the travelling public. The County is seeking qualified, expert tree services contractors who are skilled in removing trees safely within an active, and often confined, environment. Contractors will be required to remove existing trees within Kitsap County, as directed by the assigned County personnel. Trees may be in confined areas, adjacent to active County roadways, other roadway improvements, adjacent private property improvements, and overhead utility lines. The Contractor shall be familiar with and comply with the requirements of WAC 296-54-529.

Removal of trees may require the tree to be limbed and fallen in short sections. Use of applicable rigging may be required. The use of boom trucks or small cranes may be necessary. All trees shall be close cut to within 2 inches of the surrounding ground surface. When directed by the County, stumps shall be ground to 6" below the surrounding ground surface. The elevation of the surrounding ground surface shall be determined by an average measurement of the ground within a 10-foot radius from the center of the stump.

Tree and hedge trimming work may be required on various properties. All trees, tree sections, limbs or slash resultant from the tree falling and hedge trimming activities shall be removed and disposed of at an off-site location. Recycling of this material is encouraged. In any event, the site shall be restored to an acceptable condition, as determined by the County.

Adjacent trees or vegetation damaged during the tree falling operation shall be appropriately trimmed or pruned.

All work shall be performed at times best suited to minimize impacts to County services and operations.

Restricted site access authorization, parking or pedestrian pathway restrictions or any activity that will adversely impact County operations must be approved in advance. Any overtime costs incurred is the Contractor's responsibility. County recognized holidays are considered non-workdays.

Traffic control may be required during tree falling and clean-up activities. The Contractor is responsible for performing all work in accordance with WAC 296-54, the current Manual on Uniform Traffic Control Devices Manual, and all other applicable laws.

A site meeting will be scheduled for each work request prior to work taking place. A County representative and an authorized Contractor representative shall be present. Work scope and schedule will be agreed upon, specific to the work necessary at each individual work location.

Prior to beginning any work, the Contractor shall submit to the County a work plan and schedule, which includes the means, methods and timing for completion of the work, the number of, and classification of employees, and the type of equipment proposed to be utilized, as agreed upon during the project site visit between the County and Contractor.

Contract Option A

The County may have need of a certified Arborist to evaluate tree health and condition. Your company may, or may not, employ a certified Arborist. If your company does, please provide a bid quote for this service. An Arborist is required to be currently certified through the International Society of Arboriculture.

The term of this contract will expire **December 31, 2031**.

INSTRUCTION TO BIDDERS

Pursuant to RCW 39.19, it is the policy of Kitsap County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Kitsap County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises. Bidders are encouraged to utilize qualified, local businesses in Kitsap County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE).

Contractors will be chosen from the developed bid roster, as services are needed. All labor costs must be equal to, or greater than the minimum Prevailing Wage at the time of bid submittal, including the addition of overhead and profit. Current prevailing wages can be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

Kitsap County reserves the right to reject all bids, to waive irregularities, and may accept any bid and make such award(s) that is judged to be in the best interest of the County.

Kitsap County reserves the right to terminate this contract should it be determined to be in the best interest of the County.

Bidders must correctly prepare and submit all required bid documents to the Kitsap County Purchasing Office only. **The following documents are required for a complete bid package:**

- Bid Sheet
- Signed acknowledgment of receipt of all addenda
- Certificate of Liability Insurance
- Certificate of Contractor's Registration
- Certification of Compliance with Wage Payment Statutes
- Arborist Certification, if included

Every item on the Bid Sheet must be complete in all respects, including authorized signature. Bidders shall acknowledge receipt of all addenda in the spaces provided. Failure to include all items may be cause for the bid to be rejected as non-responsive.

NOTICE TO CONTRACTORS:

All work shall be in accordance with the bid specifications, and other contract documents, as administered by the Kitsap County Department of Administrative Services, Purchasing Office. Contractors for this project must comply with all applicable government and local agency requirements. All successful bidders shall be a licensed contractor in the State of Washington and must submit a photocopy of their valid Washington State Contractor's Registration at the time of bid.

PREVAILING WAGE

As this is a "Public Works" contract, as defined by RCW 39.040.010, all contractors, shall comply with RCW Chapter 39.12. An Intent to Pay Prevailing Wages and Affidavit of Wages Paid shall be filed with the Department of Labor and Industries for each project. Certified payrolls will be required and shall be submitted for each time that the Contractor participates in the work.

INSURANCE REQUIREMENTS

All successful bidders shall submit a copy of their Certificate of Liability Insurance at the time of bid.

Minimum Limits of Insurance:

Contractor shall maintain limits of no less than:

1. Commercial General Liability:
One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage. Two million dollars (\$2,000,000) aggregate. Coverage shall be on an "occurrence basis"

With respect to this contract, Kitsap County shall be named, by endorsement, as an additional insured on the Contractor's insurance policy. Such insurance as carried by the Contractor is primary over insurance carried by the County.

2. Comprehensive Vehicle Liability Insurance:
One million dollars (\$1,000,000) combined single limit per accident for bodily Injury or property damage. The coverage shall include the following:
 - a. Owned vehicles
 - b. Hired vehicles
 - c. Non-owned vehicles
3. Workers' Compensation and Employer's Liability: Workers' Compensation Coverage required by the State of Washington.
4. Notice of Cancellation: In the event of non-renewal, cancellation, or material change in coverage a thirty, (30) day is written notice shall be furnished to the County prior to the date of cancellation, non-renewal, or change.

The Kitsap County Purchasing Office reserves the right to reject any or all bids for good cause, to waive any irregularities in any bid, and to delete certain items listed in the bid as set forth herein.

One original bid and one copy (total of 2) shall be submitted in an envelope and sealed. The Informal Bid Number, the title (as indicated above), and the date and time of the bid opening shall be shown on the outside of the envelope. Please provide the name and address of the bidder in the space provided.

Mail bid documents to: ATTN: Glen McNeill, Purchasing Supervisor
Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

Or **hand-deliver** Monday-Friday (excluding holidays) 8:00 AM to 4:30 PM to the **Purchasing Office, Kitsap County Administration Building, Fourth Floor, 619 Division Street, Port Orchard, Washington**. The bid submittal does NOT go directly to Public Works

Bids received after 2:00 p.m. October 31, 2025, will not be considered.

Bid packages may be obtained from <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx> or by contacting the Kitsap County Purchasing Office by phone or email at 360-337-4789. For questions regarding the bidding/contracting process, please contact the below listed person during business hours cited above:

Glen McNeill (360) 337-4789 or gsmcneill@kitsap.gov

The award process will be subject to any preferences provided by law pertaining to Washington projects and vendors and taking into consideration the quality of the services rendered. This award process will also provide that all bids may be rejected whenever there is reason to believe that the lowest bid is not the best possible price obtainable. At this point the Purchasing Office may call for new bids.

Purchase Order Conditions

The services will be executed on a Goods and Services contract. All service requests will be made via Purchase Order referencing the contract number associated with these services and billed to the respective departments requesting service.

See sample contract attached.

Cooperative Purchasing, as defined in the Revised Code of Washington, Chapter 39.34, Inter-local Cooperation Act, enables other governmental agencies to purchase goods and services on this solicitation or contract.

ADDENDUM RECEIPT

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

Addendum Number	Date of Receipt of Addendum	Signed Acknowledgement
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

RFQ 2025-026**TREE SERVICES ROSTER FOR 2025**

The undersigned bidder proposes to furnish the Kitsap County Administrative Services Department, Purchasing Division, with hourly rates for a Tree Services Roster for 2026, as follows. Bids for each item shall be no less than the current prevailing wage, and shall include all overhead and profit:

Work Classification ****Hourly Rates**

SUPERVISOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMERS – IN CHARGE AND OPERATOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMER – EQUIPMENT OPERATOR	\$ _____
POWER LINE CLEARANCE TREE TRIMMER	\$ _____
POWER LINE CLEARANCE TREE TRIMMER – GROUND PERSON	\$ _____
FALLER / BUCKER CHAIN SAW OPERATOR	\$ _____
GENERAL LABORER AND CHIPPER FEEDER	\$ _____
CHIPPER AND GRINDER OPERATOR	\$ _____
BUCKET TRUCK AND CRANE OPERATOR	\$ _____
TRAFFIC CONTROL LABORER	\$ _____
TRAFFIC CONTROL SUPERVISOR	\$ _____
CHIPPER AND BRUSH HOG, INCL HAUL TRUCK	\$ _____
STUMP GRINDER, INCL HAUL TRUCK	\$ _____
AERIAL LIFT AND/OR BUCKET TRUCK	\$ _____
CRANE (45 TONS THRU 99 TONS)	\$ _____
Option A	
CERTIFIED ARBORIST	\$ _____

** Based on current prevailing wage work classifications, [Prevailing Wage Rates](#).

Costs for any small tools and equipment required to complete the work, not listed above, shall be including in the various bid items listed.

Hourly rates shall include general company overhead, bonding, insurance, profit, and any other costs necessary to complete the work.

All signs, cones and barricades required to support traffic control operations shall be included in the hourly rate for Traffic Control Flagger and Traffic Control Supervisor.

COMPANY NAME

NAME AND TITLE

COMPANY ADDRESS

PHONE

FAX

EMAIL ADDRESS



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, October 31, 2025, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder's Business Name

Signature of Authorized Official*

Bidder's Email Address

Printed Name

Title

Date

City

State

Check One:

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

