

**SAMPLE
INTEGRATED PEST MANAGEMENT (IPM)
BID SPECIFICATIONS FOR
COMMERCIAL ARBORIST SERVICES**

Arborist (Tree Care) - Basic Services/No Pesticide Applications

1. GENERAL

a. Description of Service

This contract is for the maintenance of trees only and does not include or require the application of pesticides to control insects or disease. The Contractor will be expected to utilize best management practices for the management of all trees on site. A licensed Arborist employed by the company will be expected to annually assess soil conditions to identify any potential problems that may cause harm to trees such as soil compaction, contamination, trenching or digging in the vicinity of the tree.

The licensed Arborist shall be responsible for implementing a program of pruning, hazard management, cabling, bracing and treatment of wounds that is appropriate for the long-term goals of the facility and consistent with accepted arboriculture practices. The Contractor will be responsible for removing pruned and/or fallen branches from the site.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the services described in the terms and conditions of this contract.

b. Requirements for Bidding

In order for a company to qualify for the bidding process, it must meet the following requirements:

- (1) Employ and provide proof of certification for at least one certified arborist;
- (3) Provide proof of appropriate insurance;
- (4) Provide three references attesting to the company's past performance at locations similar in size and scope of services

c. Pesticide Application -Pests Included and Excluded

The use of pesticides including insecticide and/or fungicide is specifically excluded from this contract. Pesticide applications of any kind will be considered special services, separate from the specifications of this contract:

2. Employing Best Management Practices

Silviculture - Arboriculture Practices

The Contractor will be expected to utilize best management practices for the management of all trees on site. A licensed Arborist employed by the Contractor will be expected to annually assess soil conditions to identify any potential problems that may cause harm to trees such as soil compaction, contamination, trenching or digging in the vicinity of the tree.

The licensed Arborist shall be responsible for implementing a program of pruning, hazard management, cabling, bracing and treatment of wounds that is appropriate for the long-term goals of the facility and consistent with accepted arboriculture practices. The Contractor will be responsible for removing pruned and/or fallen branches from the site.

3. Record Keeping

The Contractor shall be responsible for maintaining a logbook or file for each site specified in this contract. These records shall be kept on the property of the contractee and maintained on each visit by the Contractor.

Each logbook or file shall contain at least the following items:

(1) Service records, which will be used to document the performance of all work, including emergency work. Upon completion of each service visit to the site, the Contractor's representative performing the service shall complete, sign and date the service record and place it in the logbook or file on the same or succeeding day of the services rendered.

(2) Copies of soil test analysis reports.

(3) Written recommendations for hazard management and abatement.

4. Manner and Time to Conduct Service

The Contractor shall perform routine services that do not adversely affect occupant health or productivity during the regular hours of operation in the buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth, the Contractor shall notify the facility contact person at least one day in advance.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas may require special instructions for persons entering the property. The facility contact person will explain any restrictions associated with these special areas. The Contractor shall adhere to these restrictions at all times.

All Contractor personnel working around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protection equipment required for the safe performance of work. Protective

clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

5. Special Requests and Emergency Service

On occasion, the facility contact person may request that the Contractor perform corrective, special, or emergency service (s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. In the event that such services cannot be completed within one working day, the Contractor shall immediately notify the facility contact person and indicate an anticipated completion date.

6. Program Evaluation

The contracting agency reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies.

7. Safety And Health

- a. All work shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
- b. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.