

PUBLIC NOTICE
CITY OF LANDER
REQUEST FOR PROPOSALS
TREE TRIMMING AND CHRISTMAS LIGHTS
FOR MAIN STREET

The City of Lander is accepting proposals for a qualified, licensed and bonded or insured contractor to perform tree trimming and Christmas light hanging services for the City of Lander on Main Street, Lander WY 82520. Proposals should include a flat rate for services with an option for renewal in future years.

Specifications may be picked up at City Hall, 240 Lincoln, Lander, WY 82520, or are available at www.landerwyoming.org. Interested parties may attend a non-mandatory pre-proposal meeting on Monday, October 30th, 2023, at 10:00 am at Centennial Park, located at 209 Main Street, Lander, WY 82520. If you are unable to attend the meeting, please reach out to hroseberry@landerwyoming.org for questions.

Proposals must be clearly marked “Tree Trimming and Christmas Lights”. Send all proposals to City Clerk Rachelle Fontaine, 240 Lincoln Street, Lander, Wyoming 82520. All proposals must be received by 10:00 a.m. on Monday, November 6, 2023, and will be opened publicly at City Hall.

EVALUATION AND SELECTION CRITERIA

The City of Lander will review and evaluate each proposal to determine whether submittals are in accordance with this request for proposal. The City of Lander reserves the right to accept or reject any or all proposals and to accept the proposal which is deemed to be in the best interests of the City of Lander, all by State Statutes. Specifically, selection of the proposers will be evaluated on items 1-6 listed in specification sheet. The City of Lander will deem proposals not submitted in accordance with these documents to be non-responsive and may reject all non-responsive proposals. Upon the request of and at the discretion of the City of Lander, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions under secondary selection criteria, if deemed necessary by the City of Lander.

The City of Lander is an equal opportunity employer and does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its programs or activities. The City of Lander complies with the nondiscrimination requirements contained in Section 504 of the ADA regulations. The City of Lander is an Equal Opportunity Provider.

Rachelle Fontaine
City Clerk

Publish:
Lander Journal October 21 and 28, 2023

SPECIFICATIONS FOR
TREE TRIMMING AND CHRISTMAS LIGHTS
FOR MAIN STREET

1. Main Street Trees

- Hang and test Christmas lights provided by the City of Lander on Main Street trees from 1st Street to 9th Street prior to the Light Up Lander Parade taking place on December 2, 2023.
- Take down Christmas lights from Main Street trees and return to the City of Lander prior to May 1, 2024.
- String Christmas lights with 24” spacing around the canopy as space allows in Main Street trees and wrap tree trunks with lights.

2. Decorative Light Posts

- Hang and test Christmas lights/garland provided by the City of Lander on Main Street decorative light poles from 1st Street to Baldwin Street prior to the Light Up Lander Parade taking place on December 2, 2023.
- Take down Christmas lights/garland from decorative light poles and return to the City of Lander prior to March 1, 2024.

3. Winter Banners

- Hang winter themed banners provided by the City of Lander on Main Street decorative light poles from 1st Street to Baldwin Street prior to the Light Up Lander Parade taking place on December 2, 2023. Hang banners in an alternating pattern.
- Take down winter banners from decorative light poles and return to the City of Lander prior to March 1, 2024.

4. Centennial Park Tree

- Hang and test Christmas lights provided by the City of Lander on the large pine tree at Centennial Park prior to the Light Up Lander Parade taking place on December 2, 2023.
- Take down Christmas lights from Centennial Park trees and return to the City of Lander prior to May 1, 2024.

5. Tree Trimming

- Conduct tree health assessment and tree trimming services on trees located along Main Street from 1st Street to 9th Street by May 1, 2024. Work shall consist of pruning trees for traffic and pedestrian clearance, tree health, tree suckers, stump removal while leaving the work site in a neat, clean, and orderly condition upon completion of the work or at the end of the day.
- Contractor shall also comply with the International Society of Arboriculture (ISA) Pruning Standards.
- Tree health is of high priority and if a time extension is needed to ensure the best outcome for the tree, make a request with Public Works. No additional compensation will be made.

- Demonstrate experience and expertise in the tree trimming industry.
- 6. Special Considerations
 - Work in conjunction with WYDOT to operate on Main Street and provide safe traffic control while performing services.
 - Contractor will meet with Public Works to obtain Christmas lights for the trees and confirm testing of the lights prior to November 28, 2023.
 - Public Works shall have complete and sole discretion in determining acceptability of trees trimmed and suitability of Christmas lights.

Contractor will determine the method, details, and means of performing the contracted Christmas Light hanging and tree trimming services, including the determination of the need for and hiring of assistants at the Contractor's own expense. The City may not control, direct or otherwise supervise Contractor's assistants or employees in the performance of those services.

The contractor should provide all labor, tools, and equipment to perform the contracted services. Christmas lights will be provided by the City of Lander.

It shall be the Contractor's sole discretion and at a cost solely to the Contractor to employ others to assist in the performance of his duties. In such cases hiring, supervision and payment, including any applicable taxes such as FICA, Medicare, Social Security, or benefits such as Worker's Compensation or Unemployment Insurance, shall be the sole responsibility of the Contractor.

The Contractor will provide insurance in the amount of \$1 million per occurrence/\$2 million general aggregate for general liability. A background check will be performed if selected. The term of this contract will be for one season commencing on May 1, 2024, with an option for the City of Lander to offer a renewal.