

**ATTACHMENT B – SPECIFICATIONS**  
**RFx 3000024183 – TREE SERVICES FOR DOA/OSB**

**Scope of Work:** Scope of work includes labor, materials, and services required to produce a completed service which is acceptable to the Agency. Before the contract is acceptable and complete, the successful bidder shall clean up and remove from the premise all debris resulting from his work, and shall see to it that all the items furnished are left in good order, clean, and properly installed.

The areas to be covered under the contract include:

- All buildings and lands of the Capitol Park, Baton Rouge
- LSU Museum of the Arts, Champion Building
- New Orleans State Office Property and Hart Garage, New Orleans
- Lafayette Sites (Brandywine III and V1), Lafayette

The tree contract shall include: tree removal, maintenance and corrective tree pruning with or without the use of a crane, stump grinding and disposal. Emergency care and disaster management is a requirement of the contract. Removal of honey or bumble bee colonies is the responsibility of the Contractor.

The Contractor must be licensed under the Horticulture Commission of the State of Louisiana. Employees of said company must have training in arboriculture. Certificates of Insurance and licensure should be submitted with their bid response or within five business days upon request by the Office of State Procurement. The Contractor must provide a paper license that lists proof of their arborist license under the Louisiana Department of Agriculture and Forestry (LDAF). The Contractor must also provide proof of their Tree Risk Assessment Qualification (TRAQ) of the employee assessing any risks. The Contractor is to have been in business for a minimum of two consecutive years with proof shown through their business license.

The Contractor will adhere to OSHA guidelines for safety. The Contractor will provide hard hats, safety glasses, gloves, safety shoes, ear protection and chaps, etc. for employees. No spurs are to be used unless felling a tree.

A licensed arborist is needed on site to supervise and insure proper pruning techniques and to insure that all safety rules and protocols are followed. The arborist is also to assess if the Contractor incurs any damage to a State property for repair to bring the site back to its' previous quality. The arborist must be present to assist with set up and to check on the job throughout the day.

Unnecessary and irresponsible damage to the grounds caused by the Contractor, which includes the lawn and landscape bed areas, the irrigation system and any hardscape, shall be the responsibility of the Contractor to repair.

Upon disposing any debris generated, the Contractor shall be responsible for removal and/or hauling away of such to the landfill. Any and all fees associated with the removal and/or hauling of debris shall be the responsibility of the Contractor. The Contractor is responsible for paying any of their Subcontractors. The State will issue payment to one entity, the Contractor. As needed, the Contractor may subcontract with another licensed arborist, trained employees, licensed drivers and equipment operators. Mathilde Myers with the Office of State Buildings shall confirm acceptance of job completion and may be reached at (225) 219-4782(office) or 225-461-6871(cell).

The contract is to be broken down into individual straight and overtime hourly rates for an arborist, lead foreman, ground supervisor and groundsman. Also, quote individually a bucket truck by the hour and a grapple truck by the load. The Contractor will provide his/her own trucks to remove debris from the work site in an expedient time frame to allow access to the buildings and lands. Overtime hours will be denoted separately.

### **DEFINITIONS**

**Tree Removal:** the removal of a decaying or declining tree. This does not include stump grinding.

**Stump Grinding:** This includes grinding of any stump once the tree no longer exists.

**Debris Removal:** This is the assistance of an arborist in the removal of any fallen tree. The tree is already at ground level. All cut up pieces of the tree are to be hauled away from the site unless an agreement with the Horticulturist advises differently. This fee is to be priced by the load. All debris is to be disposed responsibly. All landfill and disposal fees are the responsibility of the contractor.

**Maintenance Pruning:** This is ongoing maintenance tree pruning. This is the essential annual pruning to thin or remove deadwood. Any sucker growth of the interior of the canopy is to be removed. No spikes are to be used.

**Corrective Pruning:** When branches are intertwined and encircling the root zone, pruning is needed to prevent strangulation or girdling. This pruning is to increase and strengthen the structure of the tree for better nutrient flow and physical support.

**Crane Work:** When tree pruning involves and requires the use of a crane to accomplish the job. For example, in a confined area where the limbs cannot be safely lowered to the ground, a crane is best utilized.

**Emergency Safety Removal:** The removal of a decaying or suddenly damaged tree that poses a safety issue during any time other than a disaster. Response time is needed within 24 hours of notification.

**Disaster Management:** Disaster management is required when there is clearing of fallen and heavily damaged trees that impede the safe transit of business within the designated sites. A 24 hour response time is crucial after the occurrence of a disaster. This work can include tree removal, street and site clearing, removal of dangling tree branches, stump grinding and debris removal to an appropriate discussed site or the landfill. This work is to be done in consecutive running seven days a week until the work is done.

**Disaster Management Debris Removal:** Debris removal directly related to Disaster Management. The Contractor will be consulted when an event is approaching or immediately after a natural emergency. A plan of action will be discussed together with the Horticulturist and the Contractor.

#### **Buildings and Lands of Capitol Park (Baton Rouge, LA)**

- Office of State Buildings  
1928 N 3<sup>rd</sup> St  
Baton Rouge, LA 70801
- Livingston (Justice) Building  
1885 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Central Plant North  
1835 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Information Services Building  
1800 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Poydras Insurance Building  
1702 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Claiborne Building/Claiborne Garage  
1201 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- First Circuit Court of Appeal  
1600 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802

- State Capitol Annex  
1501 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- State Capitol  
1001 – 1002 Capitol Drive  
Baton Rouge, LA 70802
- Arsenal Museum  
900 Capitol Drive  
Baton Rouge, LA 70804
- Pentagon Barracks  
859 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Huey P Long Formal Gardens  
State Capitol  
1001 – 1002 Capitol Drive  
Baton Rouge, LA 70802
- Capitol Park Welcome Center  
702 River Rd  
Baton Rouge, LA 70802
- State Library  
701 N 4<sup>th</sup> St  
Baton Rouge, LA 70802
- Louisiana State Museum  
660 N 4<sup>th</sup> St  
Baton Rouge, LA 70802
- Welcome Center Parking Garage  
101 North St  
Baton Rouge, LA 70802
- LaSalle Building  
617 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802

- Iberville Building  
627 N 4<sup>th</sup> St  
Baton Rouge, LA 70802
- Bienville Building  
628 N 4<sup>th</sup> St  
Baton Rouge, LA 70802
- Galvez Building  
602 N 5<sup>th</sup> St  
Baton Rouge, LA 70802
- LaSalle Parking Garage  
521 N 3<sup>rd</sup> St  
Baton Rouge, LA 70802
- Galvez Parking Garage  
504 N 5<sup>th</sup> St  
Baton Rouge, LA 70802
- The Governor's Mansion  
1001 Capitol Access Rd  
Baton Rouge, LA 70802
- Office of Public Health  
1209 Capitol Access Rd  
Baton Rouge, LA 70802
- LSU Museum of the Arts (Shaw Center)  
100 Lafayette St  
Baton Rouge, LA 70801

#### **Lafayette Sites (Lafayette, LA)**

- Brandywine III and IV State Office Building  
825 Kaliste Saloom Rd  
Lafayette, LA 70508

#### **New Orleans Sites (New Orleans, LA)**

- State Supreme Court Building  
400 Royal St  
New Orleans, LA 70508