



CITY OF SPARTA  
6 Liberty Square  
P.O. Box 30  
Sparta, Tennessee 38583  
931.836.3248  
931.836.3941 fax  
www.spartatn.com

CITY OF SPARTA  
REQUEST FOR BIDS  
TREE TRIMMING FOR  
SPARTA ELECTRIC DEPARTMENT  
October 12, 2023 @ 2:00 pm

The City of Sparta, Tennessee will receive sealed bids for the purchase of **Tree Trimming Services** until 2:00 p.m. on Thursday, October 12, 2023 at which time the bids will be publicly opened and read aloud.

Bids shall be addressed to the City Administrator and delivered to the Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583.

Bids must be enclosed in a **sealed** envelope and must be marked **"Bid for Tree Trimming"** on the front of the envelope. **Bids must include completed Bid Form, and Reference Sheet.** Title VI information sheet requested but not required. **All bids must be signed.**

No bid may be withdrawn for thirty (30) days from the date of the bid opening. Purchase orders will be issued only after approved by the Sparta Board of Mayor and Aldermen. All bidders must comply with all requirements set forth in General Specifications & Contract sections of this bid packet.

The City of Sparta reserves the right to reject any, or all bids, to waive any irregularities in a bid, to make awards to more than one bidder, to accept any part or all of a bid, or to accept that bid, (or bids) which in the judgment of the Board of Mayor and Alderman of the City of Sparta is in the best interest of the City.

For further information regarding submission of a bid and to obtain a bid package, contact the City Administrator at Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, telephone (931) 836-3248.

Tree Trim RFB  
October 12, 2023  
2 p.m.



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**Distribution Line Clearance Specifications**  
**Trimming, removal and re-clearing of trees and brush along energized**  
**primary, secondary, service and street light wires.**

**1. INTRODUCTION**

The scope of these specifications is to provide requirements and guidelines for line clearance trimming, removing, or reclearing trees, brush, saplings and other vegetation in close proximity to energized distribution power lines located on public and/or private rights-of-way. Additionally, the scope may include performance of new right-of-way (R/W) clearing for extension of electric service. Each vehicle and every member of a line clearance crew shall have access to these specifications for their reference.

**2. PRE-PLANNING**

Brush removals are identified by a painted slash mark on the stem or the boundaries of the brush area will be marked. Trims will be marked with a dot of paint while tree removals will be marked with a painted X.

**3. SCOPE OF OPERATIONS: TRIMMING, REMOVAL, R/W SIDE TRIMMING, RECLEARING, AND R/W CLEARING**

**A. Distribution R/W Side Trimming** will include the pruning or removal of all incompatible (tall growing) species of trees within the utility right-of-way as identified by the Sparta Electric Department personnel. For all pole structures the right-of-way width is 30' (15' on either side of the center line.) Work will be performed to provide ground to sky clearance. The intent is to storm proof the line by removing overhang that would present hazard during ice or heavy wet snow storms. It does not require that the right-of-way width be an absolute box 30' wide with everything removed to the sky. However, there should not be any overhang directly over the conductors with exceptions only as authorized by Sparta Electric Department.

**B. Landscape or Individual Trees** will be pruned to provide the clearances in the specifications. Pruning shall include the removal of all dead, dying, or defective limbs which may interfere with or endanger the safe operation and maintenance of the line even though they may be outside the clearance specified. Small trees, saplings 4" to 10" DBH in landscape or developed areas shall be removed with property owner's permission.

**C. Manual Re-clearing** includes the hand cutting of all incompatible (tall growing) species of trees and brush as specified in Section 4.1.

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**D. Danger Trees** All dead, dying, defective or leaning trees which endanger the safe operation and maintenance of the line shall be routinely removed as part of the landscape, individual tree, or R/W side trimming procedures.

**4. LINE CLEARANCE TRIMMING STANDARDS – LANDSCAPE AND FRUIT TREES**

All trees interfering with the safe operation and maintenance of overhead lines shall either be trimmed, removed, re-cleared, or reported in situations where necessary work cannot be performed. Premature re-trimming generally only results in increase expense and little actual benefit. All line clearance tree trimming shall conform to the following specifications:

**A. Primary Open Wire Trees** shall be trimmed so as to provide a minimum clearance from primary conductors of five years re-growth in urban areas. The rate of tree re-growth, type of tree, line importance and voltage of conductors should all be considered in determining actual clearance necessary.

All dead, dying, defective, or leaning trees which endanger the safe operation and maintenance of primary wires should be removed. Large trees which only endanger service or secondary wires shall not be removed without specific approval by Sparta Electric Department.

**B. Secondary and Service Lines** Three feet of clearances should be obtained when the following is or will occur to the line by trees:

Tri-plex – pushing out of sag, rubbing on, leaning on

Bi-plex - pushing out of sag, rubbing on, leaning on

Open – pushing out of sag, rubbing on, leaning on, growing through.

**C. Line Clearance** Exceptions will be allowed where this would require the removal of major limbs which would drastically alter the shape of the tree. Such exceptions shall not result in unsafe conditions or interfere with safe operation and maintenance of the line.

Landscape or individual trees with low to medium growth rates generally should not be trimmed for more than ten-foot clearance. Trees drastically trimmed for fifteen feet or more clearance only serve to offend the public's sense of aesthetics and cause difficulties in securing future trimming access.

**D. Shaping** In general, landscape and individual trees in developed areas will be shaped to present an acceptable uniform canopy, where side growth will not interfere with existing or proposed conductors. Excessive trimming will encourage sucker re-growth and tree-wire clearances will not last as long as normal trimming.

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**E. Removal of Debris – Landscape/Developed Areas** All brush from public and private developed, landscaped property shall be completely removed and disposed of immediately upon completion of the work. Brush or wood should not be allowed to remain on public thoroughfares or on lawns overnight unless arrangements have been made by Sparta Electric Department. Wood which is useable as firewood should be left in manageable lengths if requested.

**5. Pruning Procedures**

Sparta Electric Department uses "lateral" or "directional" tree trimming methods recommended by the Arbor Day Foundation standards. This is the voluntary standard for all tree work in the United States. Lateral trimming means that limbs are removed at their nearest main branch or to the trunk of the tree, and not simply cut to a "stub." In addition to lateral trimming, we also use drop crotch and crown thinning.

**A. Drop Crotch or Natural Trimming** Natural pruning is the recommended method of controlling tree shape and should be followed whenever trimming. This method will be used for side, under, and through trimming also. to convert a tree to this method may require several years to permit proper development. The concept behind this type of trimming is to minimize re-growth and leave the tree looking as natural as possible. This method also eliminates unsightly stubs which either die or produce a cluster of sprouts. Drop Crutching is recognized as the most effective technique of line clearance trimming.

**B. Directional or Lateral Trimming** Directional trimming should be done in conjunction with drop crotch or natural trimming. Cutting the limb off at a point where there is a limb heading away from the conductor will direct and encourage future re-growth away from the conductor.

**C. Crown Thinning** Crown thinning is the selective removal of branches to increase light penetration and air movement throughout the crown of a tree. The intent is to maintain or develop a tree's structure and form.

**6. BY-PRODUCT DISPOSAL: NON-LANDSCAPE AREAS**

All line clearing by-products (brush, wood chips, logs, wood, etc.) must be disposed of at sites at no charge to Sparta Electric Department. Requests for chips will be approved and passed on to contractors by Sparta Electric Department. Trees and brush located along highways and streets shall be cut flush with the ground, unless otherwise specified by department.

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**A. Stumps** When cutting for new line extensions, all stumps shall be cut flush with the ground.

**B. Wood 4" Diameter** Wood, defined as all material over four (4) inches in diameter shall be disposed of as follows:

**Limbs.** All limbs shall be cut as close to log or wood sections as limb swell permits.

**All Logs & Wood** shall be arranged in a neat workmen-like manner along the edge of the right-of-way. The logs and wood shall be kept separate from the brush at all times. Only those danger trees originating outside the R/W may be left outside the R/W after cutting. Brush disposal must conform to the following specifications.

**Roadway Areas** Logs and/or wood shall not remain within the limits of any state, county, or private roadway overnight. Where the electric line is adjacent to a state, county, or private roadway, all logs shall be placed at the edge of the right-of-way furthest from the road.

**C. Brush <4" Diameter** Brush, defined as all materials less than four (4) inches in diameter, shall be disposed of as follows:

**General Guidelines** Chipped or shredded on R/W by mechanical means, as specified by Sparta Electric Department.

**Roadways** Brush shall not remain within the limits of any state, county, municipal, or private roadway overnight.

**Fence & Trails** No brush shall be windrowed or left where it will interfere with use and maintenance of fences or trails.

**Crop or Orchard Areas** No brush shall be left in field crop areas or productive orchards.

**Burning** Burning is not permitted.

## **7. WORK PROCEDURES**

**A. Inspection** All trees shall be inspected to determine if trimming is needed at this time, or if tree/wire clearances are adequate until the next year trim cycle (at least five years in rural areas and three years in urban/suburban areas). If a tree has greater than

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10' and/or five years in regrowth clearance in a rural area or three years in an urban area, it should not be trimmed until the next cycle

**B. Re-growth Rates** Sparta Electric Department and working crew leader shall be knowledgeable on Re-growth rates of common tree species. Generally, a line clearance trimmed tree will re-grow 60 to 70% the first year, 20% the second year, and 10% in subsequent years. If a tree has adequate wire clearance to provide for re-growth until the next trimming cycle, it should not be trimmed.

**C. Prioritization of Trimming** Distribution trimming should be performed on a circuit basis whenever possible. Always start trimming from the sub-station out, as this area is of greatest importance due to the large number of customers affected by outages caused in this area. Always trim between fuses or circuit breakers.

Three-phase lines should have greater clearance and attention than single-phase spur lines. Trimming is performed to protect the largest number of customers from an interruption. Three-phase interruptions will affect more customers.

An adequately trimmed single-phase line on the end of a three-phase circuit needing trimming is useless as far as preventing interruptions.

**D. Crew Location** Location of all crews shall be reported daily to the line clearance coordinator. The moving or quitting early of any crew shall also be reported.

Crews shall start and quit promptly at hours designated by Sparta Electric Department.

## **8. NOTIFICATION TO PROPERTY OWNERS**

All trimming to be performed on private property will be on utility easements or rights-of-way; however, access to these areas will frequently be across private properties. In the interest of public relations, it will be the responsibility of the Electric Department to advise property owners, if available on site, that they will be in a given area performing line clearance work on Sparta Electric Department's power lines.

Where desirable clearances are impractical or impossible to obtain and retain an aesthetically acceptable appearance, the tree should be removed. Sparta Electric Department should secure permission for removals in landscape or developed areas.

If a property owner orders a contractor off their property, the contractor should leave and contact Sparta Electric Department at the first convenient time. The contractor shall not plan for and shall not trim to less than the specified clearances without prior approval from Sparta Electric Department.

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**9. PUBLIC SAFETY**

Trees should be trimmed so as to discourage climbing by children and others and provide maximum safety against possible wire contact by persons in the tree.

Trees burning in the conductor, where the property owner refuses permission to trim or remove, must be reported in writing to Sparta Electric Department's line clearance supervisor.

**10. WORK WEEK**

The normal work week shall consist of hours between 7:30 a.m. and 4 p.m., Monday through Friday. The actual work schedule will be determined by Sparta Electric Department. Contractor Crew must report to Sparta Electric before work day commences. Contractors must be available for emergency events as needed.

**11. QUALITY OF WORK**

All work performed by contractor is subject to inspection and approval by Sparta Electric Department. Any work not meeting these specifications will be redone at cost to the Contractor.

**12. REPORTS**

The Contractor shall provide necessary information to Sparta Electric Department weekly and/or daily on-line clearance report forms indicating the nature and extent of the work performed. These forms are due no later than Monday 9 a.m. of the following week. The dates of performance of such work together with any other pertinent information needed to properly describe or measure the work performed shall be recorded.

**13. PERSONNEL SAFETY AND TRAINING**

The line clearance work included under this agreement will be performed in proximity to energized conductors of Sparta Electric Department's electric distribution system. The Contractor will establish and conform to safe work practices, rules and regulations appropriate for such work. The Contractor will comply with operating procedures established by Sparta Electric Department for such work. All work procedures and training shall meet all federal OSHA, ANSI Z-133, and State of Tennessee Safety requirements.

It is the responsibility of the Contractor to document instruction and training of his employees regarding possible hazards involved in working around energized conductors. A copy of such records shall be given quarterly to Sparta Electric Department.

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**14. EQUIPMENT, TOOLS AND PERSONNEL**

**A. Labor, Tools, Equipment, Transportation, Materials** All labor, tools, equipment, transportation and materials shall be furnished by the contractor and they shall be in proper operating condition and adequately maintained. The contractor's employees shall be as neat and presentable as the job conditions permit. Crew members shall wear clothing that is not ragged or overly worn. Contractor shall furnish properly rated Flame-Retardant clothing and other PPE as required by OSHA. Sparta Electric shall determine proper rating of FR clothing. They shall be expected to conduct themselves in a professional, industrious, and courteous manner.

**B. Contractor Equipment** The contractor's equipment shall be neat appearing and in good operating condition and maintained at all times. Modern tools shall be provided and kept in good working order. Appropriate first-aid supplies as required by OSHA shall be a part of the standard equipment on all vehicles. The contractor will furnish Sparta Electric with proper documentation of Dielectric and Strength test annually as required by OSHA, on all necessary equipment. Contractor will be required to furnish and maintain a minimum of two operable bucket trucks.

**C Licenses** The contractor and all employees on job sites, must provide proper licenses/documentation through the appropriate entity to operate the machinery that will be used.

**15. POWER EQUIPMENT AND HAND TOOLS**

In addition to the specific equipment listed in the bid proposal, for time and material projects the Contractor shall provide and maintain minimum tools with each crew's equipment.

**16. SUBSTATION CIRCUIT MAPS**

Sparta Electric Department will provide the Contractor with necessary copies of Substation Circuit Maps to facilitate routing crews. The copy of the Substation Circuit Map will be returned to Sparta Electric Department when the work is completed in that area.



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**INDEMNITY and INSURANCE REQUIREMENTS**

CONTRACTOR agrees to indemnify, hold harmless, and defend the Sparta Electric Department (SED) from and against any and all liability for loss, damage, or expenses which SED may be held liable by reason of any injury (including death) or damage to any property, such as ruts, arising out of negligence on the part of CONTRACTOR in the execution of the work to be performed hereunder.

The CONTRACTOR, at their expense, shall procure and maintain during the term of this contract insurance policies providing, at a minimum, the following coverage and limits, and complying with the other requirements stated below:

A. Workers' Compensation in statutory amounts and Employer's Liability with a combined single limit of \$500,000 per person.

B. Comprehensive General Liability, including Bodily Injury, Broad Form Property Damage, Broad Form Contractual Liability, Products Completed Operations, and Personal and Advertising Injury, with a combined single limit of \$1,000,000 per occurrence.

C. Comprehensive Automobile Liability, including owned, hired and non owned automobiles, for Bodily Injury and Property Damage with a combined single limit of \$500,000 per occurrence.

D. CONTRACTOR hereby waives, and if required by the above policies will cause its insurer(s) to issue endorsements thereto to waive all rights of subrogation against the OWNER with respect to any claims or loss payable or paid under each such policies.

E. SED shall be added as an Additional Insured on the policies set forth in B and C above.

Each of the above required policies shall contain a provision whereby the insurance carrier will notify SED at least thirty days (30) days prior to the effective date of cancellation, nonrenewal, or material change in any of said policies. Prior to beginning any work, and when requested, CONTRACTOR shall promptly submit to SED a Certificate, signed by an authorized representative of the insurance carrier, listing the policies, coverages, and limits and certifying that the said policies shall be in effect for the time periods stated in their certificate.

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**CITY OF SPARTA  
ELECTRIC DEPARTMENT  
LINE CLEARANCE AGREEMENT**

**GENERAL TERMS AND CONDITIONS**

This AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between Sparta Electric Department (SED) an entity of the City of Sparta in the State of Tennessee, party of the first part, hereinafter called the SED and \_\_\_\_\_ Contractor a \_\_\_\_\_ (State) Corporation, having its principal offices located at \_\_\_\_\_ (Location) and registered to do business in the State of Tennessee, party of the second part, hereinafter called CONTRACTOR. This contract may not be modified nor amended except by written instrument executed on behalf of each party by an officer or other duly appointed representative.

WITNESSETH, that for and in consideration of the covenants and agreements hereinafter mentioned, to be performed by the parties hereto, and the payment hereinafter agreed to be made, it is mutually agreed as follows:

1. This agreement shall terminate one year from contract date with a three-year renewable option if agreed upon by SED and CONTRACTOR.
2. SED shall have authority to review and evaluate CONTRACTOR's performance of work hereunder, and approve alterations in plans or specifications, and who shall cooperate with CONTRACTOR to the end that the greatest economy and speed consistent with good workmanship may be attained, and to whom all communications from CONTRACTOR shall be directed and from whom CONTRACTOR shall receive all requests for changes and other communications made on behalf of SED.
3. CONTRACTOR agrees to furnish all supervision, labor, tools, transportation, equipment, and materials necessary to prune and/or remove all trees that may interfere with the SED, overhead distribution lines and cut brush on the SED rights-of-way, and to dispose of the debris resulting from such work, as directed by the SED. CONTRACTOR shall perform the required work basis in the most efficient and productive manner possible, in compliance with all applicable specifications for the completion of said work. This includes, but is not limited to, safety, work quality, debris disposal, and public relations specifications as set forth by the SED.

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4. CONTRACTOR agrees to complete the project in the time frame specified by the SED.

5. CONTRACTOR agrees to perform all work to the complete satisfaction of the SED and in accordance with all federal, municipal, county, state, and other local laws and regulations applicable to said work. All work shall be performed in accordance with standard practices established for such work and in accordance with the SED Distribution Line Clearance Specifications as may be applicable, and which are hereby a part of the contract.

6. The CONTRACTOR shall comply with the regulations set forth in the following standards: **OSHA 1910.269**, **OSHA 1910.331**, and **ANSI Z133 and A300**, *Best Management Practices – Utility Pruning of Trees* and other applicable Federal regulations.

7. It is understood that CONTRACTOR does not represent the SED and has no authority to obligate the SED for any payment or benefit of any kind to any person.

8. It is CONTRACTOR's responsibility to comply with all Federal, State and Local DOT regulations for traffic control and Pedestrian protection.

9. This AGREEMENT is not intended to constitute an agreement of hiring under the provisions of any Worker's Compensation or unemployment compensation law, any old age benefit law, or any similar law, and it shall not be so construed. CONTRACTOR agrees to accept full and exclusive liability for the payment of contributions or taxes imposed under such laws by the Federal and/or State Government, which are measured by remuneration paid to CONTRACTOR's employees.

10. SED role in its relationship with the CONTRACTOR is to ensure that the work quality is in accord with the terms and conditions of the contract and is performed according to specification. CONTRACTORS are independent companies and as such are responsible for their actions and deeds. The CONTRACTOR shall have the sole responsibility for safe work practices, procedures, and the determination of safe working conditions for his employees.

11. This AGREEMENT shall be binding upon the parties hereto and their heirs, executors, administrators and assigns. CONTRACTOR shall not assign any of its rights or duties under this AGREEMENT, or subcontract the whole or any part of the work to be performed hereunder, without first having obtained the written consent of SED authorizing such assignment of contract.

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12. All parties must agree upon any changes to this contract or the work described herein in writing.

13. This AGREEMENT shall continue to remain in force for the duration of the contract period. Either party upon 30 days' written notice to the other may terminate this contract for any reason.

14. Should CONTRACTOR fail to carry out the work to the satisfaction of SED, or to comply with any of the provisions of this AGREEMENT, SED may terminate this AGREEMENT upon 24 hours written notice to CONTRACTOR.

15. SED reserves the right to cancel this contract completely or reduce/increase the amount of work described in this AGREEMENT. Notice of reduction of workload or cancellation of this contract will be in writing with a 30-day notice given to CONTRACTOR.

16. At the end of 3 months, SED will evaluate CONTRACTOR's Performance in the following areas:

- Customer complaints
- Exceptions and omissions
- Forced interruptions by CONTRACTOR
- Work completed on schedule

If SED determines that CONTRACTOR's performance is substandard according to the above criteria, OWNER may cancel the remaining contract.

This document and specifications contained herein constitutes the entire agreement between the parties, their successors and assigns, and no modification hereto shall be binding upon the parties unless in writing and signed by both parties. This contract is construed under the laws of the State of Tennessee.

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**OPERATING TERMS AND CONDITIONS**

**1. COMPLETION SCHEDULES**

A. SCHEDULES – SED and CONTRACTOR shall mutually establish a starting date and work schedule for job. The schedule shall consist of establishing milestone dates to assure completion of the project by the completion date.

B. CONTRACTOR shall complete trimming and clearing progressively, from a starting point or points designated by SED with no skips except for those caused by property owner objections.

**2. NOTIFICATION**

Unless otherwise directed, the CONTRACTOR shall notify property owners and inform them of trimming standards for tree pruning, tree removal and brush maintenance.

**3. PUBLIC PROTECTION**

CONTRACTOR agrees to install and maintain the necessary warning signs and protective devices at locations where work is being performed to prevent accidents to the public or damage to the property and personnel of the SED or the general public. At all times, CONTRACTOR shall adhere to all applicable D.O.T safety regulations including, but not limited to, local, county, state and federal regulations.

**4. PUBLIC RELATIONS**

CONTRACTOR agrees that its personnel and equipment shall at all times present a neat appearance, and all work shall be done, and all complaints resolved by CONTRACTOR to the satisfaction of the SED with due regard for the SED public relations.

**5. PUBLIC COMPLAINTS**

CONTRACTOR agrees that complaints of any nature received from property owner, agents, or public authorities shall receive immediate attention and all efforts shall be made for a prompt adjustment. All complaints, and any action taken by CONTRACTOR in connection with such complaints, shall promptly be reported to the SED.

**6. CIRCUIT OPERATION**

CONTRACTOR agrees to secure from the SED information as to the nature of the circuits involved before work is commenced. It is understood by and between the parties that the electric circuits of the SED are to continue in normal operation during this work.

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CONTRACTOR shall take all necessary precautions to guard against interfering with the normal operation of said circuits.

**7. TERMS OF PAYMENT**

A. Payment for all types of unit work shall be made only for work completed and inspected, provided said work is in accordance with terms of contract. No partial payments shall be made for any work that is not completed, unless non-completion is caused by a condition approved by SED.

B. As full consideration, the SED agrees and shall pay the contractor at the hourly rate of approved bid for properly authorized and completed work as set forth in the attached specifications.

C. Payment for such work shall be disbursed by the City up to 14 business days after presentation of invoices and subject to the approval and acceptance of the work by designated representatives of the Sparta Electric Department. Each invoice shall include details of number of hours worked, number of employees on the job, and a list of all equipment used and any material furnished.

D. No compensation shall be paid by the City to the contractor for any time lost due to weather conditions, equipment breakdowns, or other delays that disrupt a workweek. Provided; however, if time is thus lost, the contractor may lengthen the day, weather or other conditions permitting, in order to make up the time lost, only with prior permission from the SED. No work shall be performed on Saturday or Sunday or holidays that are observed by the City of Sparta.

E. The City shall have the right to employ other persons or corporations to perform work for it similar to that provided by the contractor and shall have the right to perform such work with its own crews and equipment.

**8. NORMAL WORK WEEK**

The normal workweek will be Monday thru Friday between the hours of 7:30 AM and 4 PM. The SED may approve alternate work schedules, to accommodate holidays, time lost to inclement weather or other reasons approved by the SED.

**9. PERMITS**

CONTRACTOR agrees to secure all permits and licenses of a temporary nature necessary for the work to be performed hereunder and to pay all charges and fees required for such permits and licenses. Permits and licenses shall be obtained and paid for by CONTRACTOR.

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**10. CONTRACTOR CREW INSPECTIONS**

SED shall perform periodic and timely inspections of CONTRACTOR's work, employees and equipment, to ensure compliance with specifications and evaluate work quality. CONTRACTOR shall immediately remedy any deficiency discovered by SED during inspections. If remedies are not accomplished in a timely fashion, SED may suspend operations of CONTRACTOR's crew(s).

**11. REPORTS**

CONTRACTOR agrees to furnish to SED work sheets and other required reports, showing the nature, amount, specific locations of work performed and other pertinent information that may be requested by the SED. Work sheets shall be submitted to SED by the end of the week following the completion of work on forms approved by and/or supplied by the SED.

**12. REPORTING HAZARDS**

A. CONTRACTOR personnel traveling over power line rights-of-way on a frequent basis provides an ideal opportunity to visually inspect SED's line facilities for obvious hardware, pole, and cross arm defects that could cause service interruptions or create hazardous conditions to the general public. This inspection is not a detailed technical inspection of facilities. Rather it is a broad, general inspection resulting from "keeping your eyes open" and reporting obvious damages that could be a hazard to life and property.

B. CONTRACTOR personnel shall report to SED all hardware, pole, cross arm or other facility damages they discover.

1. If the damages do not pose an imminent hazard, Contractor Crew Foreman may mail notations with his weekly vegetation control timesheet.
2. If damages pose an imminent hazard, the CONTRACTOR Crew Foreman shall immediately report the damages to the nearest SED operating group. While the Crew Foreman is reporting damages, he should leave remainder of crew deployed at site to protect public from the hazard. Safety shall be of utmost importance. The Crew Foreman shall instruct crewmembers to stay a safe distance from the hazard at all times.

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**13. CONTRACT PERSONNEL**

Each CONTRACTOR Crew shall consist of one Crew Foreman and no less than two crewmembers. In the event SED objects to any personnel of CONTRACTOR, CONTRACTOR shall remove such personnel from SED premises upon SED request; however, such request shall in no way interfere with CONTRACTORS right to hire and discharge personnel.

**14. CONTRACT SUPERVISION**

CONTRACTOR shall place a General Foreman/Supervisor(s) in charge of the work. The General Foreman/Supervisor and all other supervisory personnel assigned to the work shall be permanent employees of CONTRACTOR. The General Foreman/Supervisor shall maintain close contact with SED.

The contract term shall be for a period of 1 year from date signed below with a renewal for 3 years if agreeable by both parties for a total of 4 years set to expire in 2027.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals this

\_\_\_\_\_ Day of, \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
Mayor City of Sparta

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Electric Director



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**CITY OF SPARTA**  
**Bid Form**  
**Tree Trimming**

**Bid Deadline:**  
**Thursday, October 12, 2023**  
**2:00 pm**

**Hourly Rate Bid:**    \$ \_\_\_\_\_

Does the proposed company meet the requested specifications?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not please attach a complete description of any variances.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Iran Divestment Act Tenn. Code Ann. 12-12-106

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to 12-12-106.

CITY OF SPARTA  
REQUEST FOR BIDS  
TREE TRIMMING FOR  
SPARTA ELECTRIC DEPARTMENT  
October 12, 2023 @ 2:00 pm

**References**

1. **Name** \_\_\_\_\_

**Business** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

2. **Name** \_\_\_\_\_

**Business** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

3. **Name** \_\_\_\_\_

**Business** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

4. **Name** \_\_\_\_\_

**Business** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

5. **Name** \_\_\_\_\_

**Business** \_\_\_\_\_

**City** \_\_\_\_\_ **St.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

CITY OF SPARTA  
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**For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your bid:**

The City of Sparta does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d)

GENDER: \_\_\_\_\_ Male \_\_\_\_\_ Female

RACE: \_\_\_\_\_ Caucasian \_\_\_\_\_ African American

\_\_\_\_\_ Other (Please Specify)