

**NJ Conservation Foundation Request for Bids for Emergency Contingency
Watering of Trees within the City of Trenton, New Jersey**

To be received by 4 pm on Wednesday March 26, 2025

Via email: Jay@njconservation.org

or

by mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

Bid 2025-003NJConservation

NOTICE OF REQUEST FOR PROPOSALS

BID2025-003NJCONSERVATION

NJ Conservation Foundation (NJCF) is soliciting proposals for:

Contingency Watering of Trees

For

The New Jersey Conservation Foundation

The NJCF requires submission by **Wednesday, March 26 2025 at 5pm** at Jay@njconservation.org or via mail at Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

The link to request a copy of the proposal is located at www.njconservation.org/

With the exception of the United States Postal Service, express mail shall be delivered to 170 Longview Road, Far Hills, NJ 07931 Late submissions will not be accepted.

It is the responsibility of prospective respondents to check the NJCF's website for any addenda issued prior to the request for proposal opening at www.njconservation.org/

Respondents shall comply with the requirements of P.L. 1975 C127. (N.J.S.A. 17:27et seq.) Need DeCotis Review

SCHEDULE

Release Date: March 17, 2025

Questions by email to jay@njconservation.org March 19, 2025

Addendum Release Date: March 21, 2025

Bid Proposal Opening March 26, 2025 @4:00PM

PROPOSAL DOCUMENT CHECKLIST
(REQUIRED WITH SUBMISSION OF PROPOSAL)

The following checklist is provided as assistance to the development of the BID Response. It in no way supersedes or replaces the requirements of the BID. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your BID.

Business Registration Certificate to be supplied (Prior To Contract Award)	√
Acknowledgement of Receipt of Addenda	√
Stockholder Disclosure (Mandatory Rejection If Not Included)	√
Affirmative Action Statement	√
Affirmative Action Mandatory Language	√
Americans with Disabilities Act Mandatory Language	√
Non-Collusion Affidavit	√
Certification and Disclosure of Political Contributions	√
Disclosure of Invested Activities in Iran (Required To Be Completed And Signed)	√
Detailed Information as Mentioned in this Request for Proposal	√
Original Copy and (5) additional copies with original signatures	√
Proposal Form with original signature	√

Questions regarding the project shall be send by email no later than March 19, 2025 to jay@njconservation.org

CONTRACTOR SCOPE OF SERVICES

Introduction

The New Jersey Conservation Foundation (“NJCF”) requests proposals from contractors (“Contractor”) to water trees as necessary within the city of Trenton.

The NJCF and partners are planting 1000 trees over the next 3 years. Approximately 212 of those have been planted as of 2/24/2025. The remaining plantings will be split between 2025 and 2026.

The services include watering these planted trees as directed by the NJCF, at an estimated 1 watering per week depending on weather conditions, from April 1, 2025 to March 1, 2027.

Protection of the Contents of the Property

The Contractor shall provide guidance and direction to all contractors and subcontractors to preserve and protect the Property before, during, and after any work completed at the Property. Any damage sustained to the property shall be the responsibility of the contractor to repair to the satisfaction of the NJCF, at no cost to the NJCF.

Scope of Work

This scope of work includes watering trees as directed by the NJCF.

- Task 1: The Contractor shall water trees as directed by the NJCF. The typical tree will range in size from a minimum of 2” to 2 ½” and up to 3” to 3 ½” caliper. Trees to be watered will include a mixture of street and park trees, and may or may not be outfitted with slow-release gator bags/Tree Diapers. If the trees are outfitted with slow-release watering devices, these shall be filled instead.

Trees are to be watered with 15 gallons of water per tree on each visit. It is anticipated that trees will need to be watered at least once a week, repeated until March 1, 2027. This frequency may be adjusted at the discretion of the NJCF depending on weather conditions, in an amount not to exceed 2 visits per week.

The Contractor shall be responsible for reviewing the weekly weather forecast at the beginning of each week. Based on the forecast, the Contractor shall be responsible to reach out to the owner to discuss watering needs for the week. Typically, the Contractor’s services shall not be required for the week should rainfall be predicted to be in excess of 1.5” during the week.

It is anticipated that watering shall be required during the months of May to November. This provision may change depending on future weather conditions.

It is anticipated that each tree will require 15 gallons of water per visit. This provision may change depending on future weather conditions.

The Contractor's watering truck should be equipped with an "air gap". If it is not, arrangements will be made to have the tank modified accordingly by the City of Trenton.

Maps shall be provided to the selected Contractor detailing the locations of NJCF trees. Current planting locations include Cadwalader Park, West State Street, Broad Street, and Academy Street.

The NJCF reserves the right to proceed or not to proceed with any portion of the project, strictly as needed, based solely on the determination of the NJCF.

Schedule

The Contractor shall agree to commence work immediately upon receipt of Notice to Proceed from the NJCF and diligently pursue the work as per a schedule to be determined by the NJCF's Representative and the Contractor prior to the commencement of the work.

The NJCF has established the following goals for the project schedule:

- For the purposes of preparing a project schedule anticipate Notice to Proceed by **March 31, 2025**

The schedule for the services of this project will be determined by the Contractor and the NJCF following procurement of the contractor by the NJCF.

PRICE FORM

Contingency Watering of Trees

For

The New Jersey Conservation Foundation

Via email: jay@njconservation.org or via mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

An Officer of the Respondent Firm must sign and date this Price Form and return with the proposal.

Description	Unit	Approx. Qty. per watering	Unit price (\$)	Total (\$)
Task Item 1- Tree Watering	PER TREE WATERED	<u>~1000*</u> trees		

*As of 2/24/25, 212 trees have been planted. The number listed reflects the trees planted by the end of the Spring 2026 planting season. It is expected that the number of planted trees will increase by ~400 per year.

The Unit Price should reflect the cost of watering one (1) tree, one (1) time, NOT on a repeating basis.

On the lines below, insert the Total Price for the entire Scope of Services including General Requirements, Task Item 1 – Tree Watering

Total Amount in words

\$ _____

Total Amount in numbers

The undersigned proposes to furnish and deliver the above goods/services pursuant to the BID and made part hereof. The price provided in the Price Form shall include all equipment,

materials, supplies, labor, subcontractor's fees, per diem, overhead, insurance, profit, taxes, shipping fees, warranties, submittal preparations, conformance with health and safety protocols, compliance with all regulations and other incidentals required to complete the Work as described in the Scope of Services.

Company	Federal ID #
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Address

Signature of Authorized Agent	Print Name
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Title	Date
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Telephone Number	E-mail Address
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BID PROPOSAL

The undersigned respondent declares that he/she has read the Notice of the Bid Proposal, Instructions to Respondents, Affidavits and Scope of Services, Requirements, Evaluation Criteria attached, that he/she has determined the conditions affecting the proposal agrees, if this proposal is accepted, to furnish and deliver the following:

(SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of

_____ having its principal office at _____

COMPANY:

ADDRESS:

FED. ID No.:

NAME:

TELEPHONE:

FAX:

E-MAIL:

DATE:
