

City of Ottawa, Kansas

Request for Proposals (RFP)

Zones 3 & 4 Electric Line Clearance Tree Trimming Program

Issue Date: November 5, 2025

Proposal Deadline: November 25, 2025 at 1:00 p.m.

Submitting Office: City of Ottawa; City Clerk, PO Box 60, 101 S. Hickory St., Ottawa, KS 66067

1. Introduction

The City of Ottawa, Kansas, through its Electric Distribution Department, is seeking proposals from qualified contractors for tree trimming services to maintain safe clearance around power lines within designated service areas. Work shall conform to industry standards, the City's specifications, and applicable safety regulations.

The City intends to award a service contract for Zones 3 & 4 Electric Line Clearance Tree Trimming Program. Contractors must demonstrate experience, qualifications, and capacity to complete the work in a timely and professional manner.

2. Scope of Work

- Trim trees and vegetation to maintain safe clearance from electric distribution lines, in accordance with ANSI A300 and OSHA line clearance requirements.
- Remove or chip brush and debris. Chipped material shall be delivered to the City-designated chip site.
- Provide necessary personnel, equipment (bucket trucks, chippers, etc.), and supervision to complete the work.
- All work must be completed no later than December 31, 2026, weather permitting.

Maps of Zone 3 and Zone 4 areas are attached for reference. Color coding on both maps symbolizes Electric circuits only and has no bearing on trimming specifics.

3. Contractor Requirements

- Licensed arborist in the State of Kansas.
- Demonstrated experience in utility line clearance projects of similar size and scope.
- Proof of required certifications, including Line Clearance Qualification Standard (LCQS).
- Bucket trucks and equipment must meet ANSI, NESC, and OSHA standards.
- Maintain appropriate staffing levels with qualified line clearance tree trimmers.

4. Insurance & Bonding

Contractors must provide proof of insurance before work begins, including:

- **Workers' Compensation & Employers' Liability** – statutory coverage per Kansas law.
- **Commercial General Liability** – \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Commercial Automobile Liability** – \$1,000,000 each accident.
- **Products & Professional Liability Insurance** – \$500,000 minimum.
- **The City of Ottawa must be listed as Additional Insured.**

Performance and payment bonds may be required. See full insurance requirements in Appendix A.

5. Proposal Submission

Sealed proposals must be clearly marked:

“Bid for: Zones 3 & 4 Electric Line Clearance Tree Trimming Program”

Submit by one of the following methods no later than **November 25, 2025 at 1:00 p.m.:**

- **By Mail or Hand Delivery:**
City of Ottawa – City Clerk
Attn: Melissa Scherman, City Clerk
PO Box 60, 101 S. Hickory St.
Ottawa, KS 66067
- **By Email (PDF copy):**
cityclerk@ottawaks.gov

Late submissions will not be considered.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Contractor qualifications and references.
- Compliance with insurance, bonding, and safety requirements.
- Ability to meet schedule and staffing expectations.
- Competitive pricing and value.

The City reserves the right to reject any or all proposals, waive irregularities, and select the proposal deemed in the best interest of the City.

7. Contact Information

Questions may be directed to:

Ed Thompson

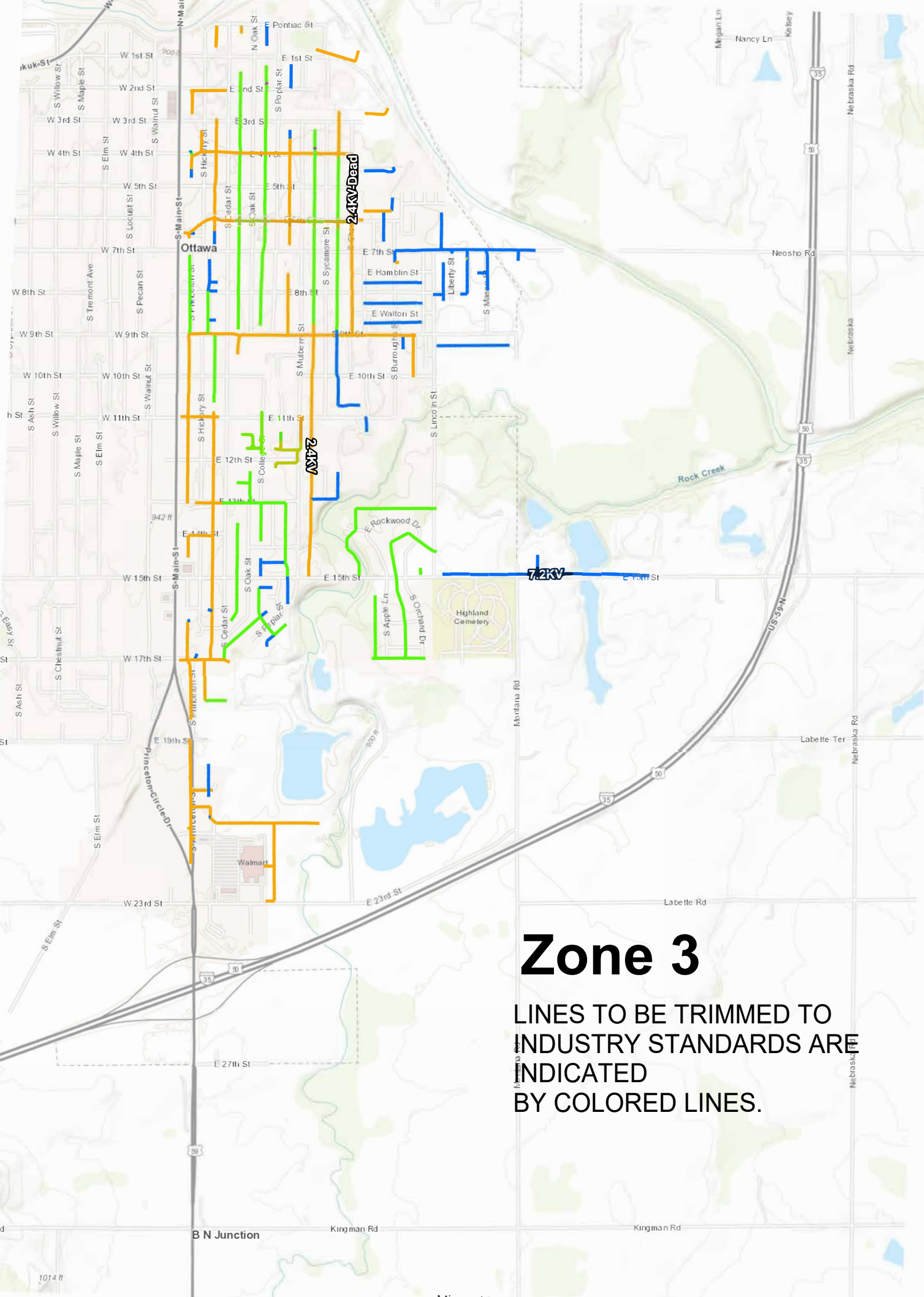
Electric Distribution Superintendent

Phone: 785-229-3711

Email: ethompson@ottawaks.gov

Attachments

- Zones 3 & 4 Tree Trimming Maps
- Appendix A – Insurance Requirements
- Bid Form

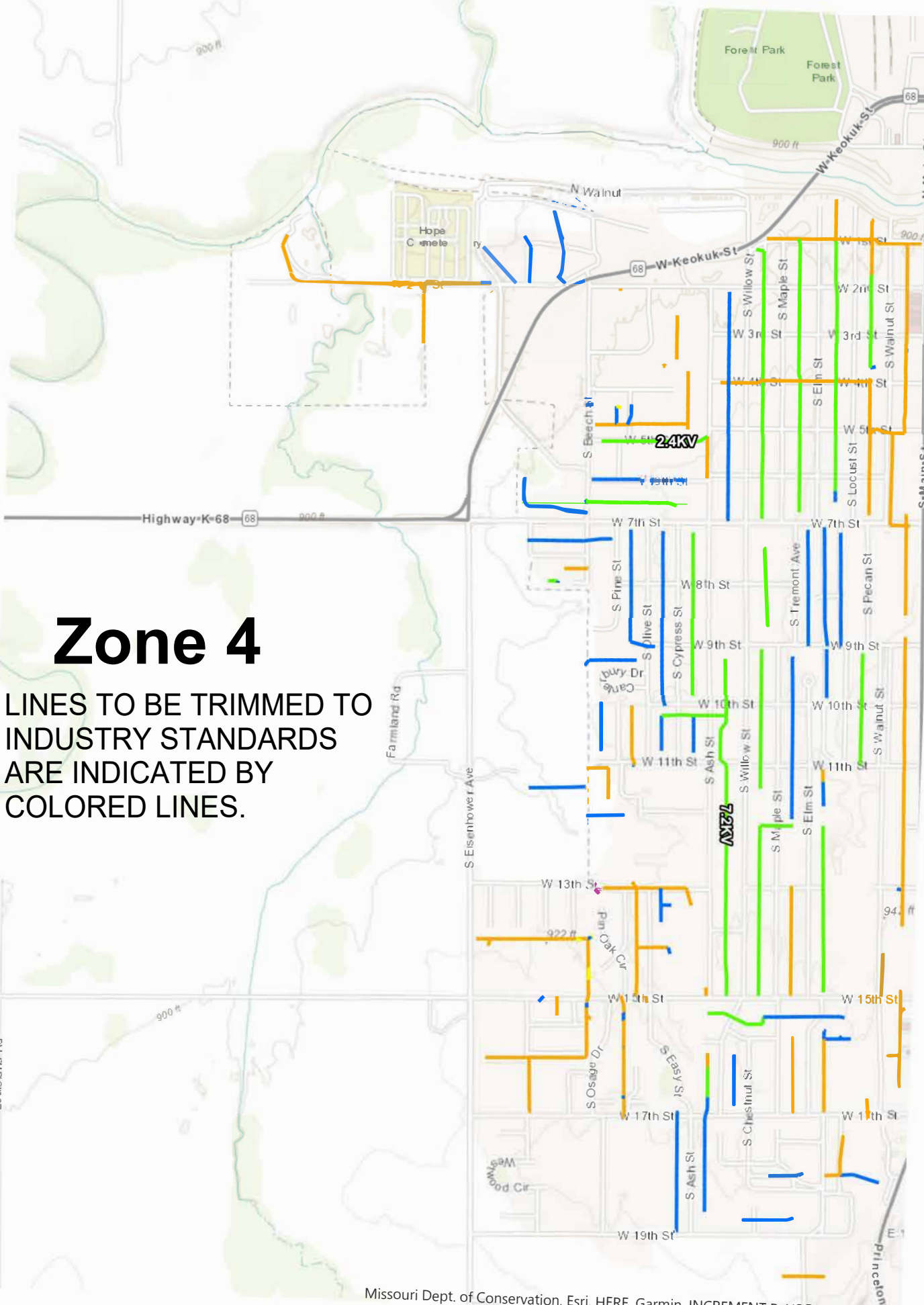


Zone 3

LINES TO BE TRIMMED TO
 INDUSTRY STANDARDS ARE
 INDICATED
 BY COLORED LINES.

Zone 4

LINE TO BE TRIMMED TO
INDUSTRY STANDARDS
ARE INDICATED BY
COLORED LINES.



CONTRACTOR INSURANCE REQUIREMENTS

CITY OF OTTAWA, KS MINIMUM INSURANCE REQUIREMENTS

Contractor shall acquire and maintain insurance as shown below for the duration of the contract, and the cost of such insurance shall be included in the rates charged by the Contractor.

- 1) **COMMERCIAL GENERAL LIABILITY:** A combined single limit of liability of \$1,000,000 Per Occurrence/\$2,000,000 aggregate including products and completed operations, written on ISO occurrence form CG 0001 or its equivalent. Endorsements limiting contractual liability are not acceptable. Policy shall contain a “per job/per project” aggregate endorsement.
- 2) **BUSINESS AUTOMOBILE LIABILITY:** A combined single limit of liability of \$1,000,000 Per Occurrence / Accident to apply all owned, hired, and/or non-owned autos used in the completion of the contract.
- 3) **WORKERS COMPENSATION & EMPLOYEES LIABILITY:** Workers Compensation coverage should be statutory for the State of Kansas and apply to all workers involved in the work, including the owner, sole proprietor, partners, members of an LLC, and officers of a corporation, regardless of whether such persons come under the statutory requirements to carry this coverage. Employers Liability limits must be at least \$100,000/\$500,000/\$100,000.
- 4) **OTHER INSURANCE REQUIREMENTS:**
 - a. Contractor agrees to name the City as additional insured on a primary basis, not contributing with any insurance carried by the additional insureds, for ongoing and completed operations in its Commercial General Liability policy with respect to the work performed under the contract. All policies shall also contain a waiver of subrogation in favor of the City. The Certificate of Insurance must reflect these requirements. If the Certificate states that an endorsement to the policy is required to make the designation of additional insured and/or the waiver of subrogation effective and binding on the insurance company, then the policy endorsement(s) shall be provided in addition to the Certificate.
 - b. Prior to commencing the work, Contractor’s insurance agent shall furnish the City with an acceptable Accord 25 (2010/05) Certificate of Insurance form containing the above required provisions and containing a provision that obligates the insurance company(ies) issuing such policies to notify the City in writing at least 30 days prior to an cancellation (10 days for non-payment of premium), non-renewal, or material alteration which would have an adverse effect on the coverage pertaining to this contract. This cancellation provision shall be indicated on the Certificate of Insurance. If the Certificate states that the provisions of the policy control over any notice requirement stated in the Certificate, then the policy provisions stating the notice that will be given must also be provided with the Certificate, confirming such notice will be given. The notice to the City as Certificate holder can be sent to the following:

City of Ottawa, KS
Attn: Michelle Stegman
P.O. Box 60
Ottawa, KS 66067
mstegman@ottawaks.gov

- c. All insurance policies shall be written by insurance company(ies) acceptable to City and with a current A.M. Best's Guide Rating of A- and Class VIII or better and authorized to do business in the state of Kansas.
- d. The fact that insurance is obtained by the Contractor shall not be deemed to release or diminish the liability of Contractor. Damages recoverable by City shall not be limited by the amount of the required insurance coverage.
- e. Contractor shall notify a City Department Manager as soon as possible after:
 - 1) Receiving notice of, or knowledge of, any demand, claim, lawsuit, or action arising out of the work performed, or
 - 2) Any bodily injury or property damage occurrence that could potentially lead to any claim or lawsuit.
- f. The City reserves the right, at any time, to require complete, certified copies of all required policies.
- g. The City reserves the right, at any time, to amend or modify the insurance to be acquired and maintained by Contractor.
- h. Subcontractors. The Contractor shall include all subcontractors as insured under its policies and shall furnish to the City separate Certificates for each subcontractor. All coverage for subcontractors shall be subject to the requirements stated herein.

BID FORM

Company Name: _____

All Bid Pricing is to be in accordance with all General Conditions, Special Conditions, and Minimum Specifications as stated within this Request for Bid. Failure to complete the following form(s) shall result in your Bid being deemed non-responsive and rejected without any further evaluation.

Bid Tabulation -			
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Description	Unit	Quantity	Price
Tree Trimming	Time & Material	Zone 3 Trimming	
Tree Trimming	Time & Material	Zone 4 Trimming	

Authorized Signature: _____ Date: _____

Name and Title: _____