

## **UPDATED Request for Quote Tree Maintenance Summer 2025**

The Alachua County Housing Authority (ACHA) is looking for a licensed contractor to provide a quote for the removal of hazardous trees and the trimming of additional trees/shrubs under preventative maintenance for units located in their Public Housing neighborhoods throughout Alachua County. Please provide your best price to include all parts, labor, materials, permits, etc. to fully complete the job as described for each location. Price is to include all debris removal including grinding of stumps for locations where the tree/shrub is fully removed. All care should be taken to ensure there are no damages to the yard, sidewalks, buildings, etc. with all disturbed ground repaired. All damages from equipment including but not limited to divots, rutting, broken concrete, etc. must be corrected at the expense of the contractor prior to final payment.

### Attachments:

- Reference pictures of work to be performed by address
- Notes from the Alachua County Arborist, City of Gainesville Urban Forestry Program and City of Newberry Community Development Department.
- Table 5.1 Mandatory Contract Clauses for Small Purchases Other Than Construction
- Form HUD-5369-B Instructions to Offerors Non-Construction
- Form HUD 5370-C General Conditions for Non-Construction Contracts Section I
  - Maintenance contracts greater than \$2,000 but no more than \$250,000
- Form HUD 5370-C General Conditions for Non-Construction Contracts Section II
  - Maintenance contracts greater than \$250,000
- Form HUD 52158 Wage Rate Determination
- Insurance Requirements for Contractors
- Legally Required Statement and Provisions Regarding Access to Records

### Submittal – The following items need to be returned with your quote:

- Quote using attached “Quote Sheet” on page 9 and 10 of this RFQ
- Proof of insurance including Workman’s Compensation and General Liability (ACHA will need to be listed as both “Additionally Insured” and “Certificate Holder” if awarded a contract)
- Copy of business license, FEIN# and/or DUNS#
- List of equipment to be used, staffing capabilities and sample work plan

Question regarding this procurement must be emailed to [Ron@acha-fl.com](mailto:Ron@acha-fl.com) by Monday June 16, 2025 at 4:00pm EST. Please send “Quote Sheets” and requested documents by email to [ron@acha-fl.com](mailto:ron@acha-fl.com) by **Tuesday June 24, 2025 at 4 pm EST**. Late responses will not be accepted and ACHA is not responsible for delays in the delivery of your quote regardless of the form of delivery.

Ronald Hall  
Director of Operations  
703 NE 1<sup>st</sup> Street  
Gainesville, FL 32601  
Phone 352-372-2549 ext 512

**General Notes:**

- Work must be completed within 120 calendar days of acceptance of quote and issuance of Notice to Proceed unless mutually adjusted by both parties. ACHA will assist in the notification to residents of all planned work.
- Unless otherwise specified, trimming of shrubs means to cut back away from structures to trunk
- Unless otherwise specified, trimming of trees means to cut back to trunk or at least 5' from sides and 20' above structures
- Removal of shrubs/trees means complete removal including stumps (grinding)
- All grounds where work is to be done will be cleaned up and raked out
- All damage to grounds is to be abated by the contractor
- Tree mitigation to be arranged with ACHA as determined by the municipality

**Hazards:**

- There are septic tanks and drain fields located behind units in Alachua, Newberry, Archer and Waldo. Contractor must avoid damaging these structures and will be held responsible for the repair/replacement of damaged components. ACHA to coordinate with awardee.

**Payments:**

- ACHA will make payments to the contractor at the satisfactory completion of each neighborhood as per the "Quote Sheet" on page 9 and 10 of this RFQ.
- All permits are the responsibility of the contractor and must be completed prior to receiving final payment.

**Site Visit Schedule: Monday June 9, 2025**

- 9:00am to 11:00am Alachua – Merrillwood 13102 NW 154<sup>th</sup> Lane
- 11:15am to 12:00pm Alachua - Hitchcock 14105 NW 157<sup>th</sup> Pl
- 1:00pm to 2:00pm Newberry - 623 NW 255<sup>th</sup> Dr
- 3:00pm to 3:30pm Archer West - 17012 SW 141<sup>st</sup> Place
- 3:30pm to 4:00pm Archer East - 13607 SW 156<sup>th</sup> Terrace

**Site Visit Schedule Tuesday June 10, 2025**

- 9:00am Cedar Ridge 507 SW 67<sup>th</sup> Ter
- 9:30am Westpoint 2320 SW 72<sup>nd</sup> Ter
- 10:00am Tower Oaks 1910 SW 70<sup>th</sup> Ter
- 10:30am Linton Oaks 924 SW 61<sup>st</sup> St
- 11:00am Mill Run 2311 SW 39<sup>th</sup> Dr
- 1:00pm – Phoenix 2349 SW 31<sup>st</sup> Pl
- 2:00pm – Rocky Point 3250 SW 35<sup>th</sup> Pl
- 3:30pm – Pine Forest 208 NE 41<sup>st</sup> Pl

**Note:** site visits are not mandatory, however they help clarify what is expected for placing a thorough quote. If you are only able to attend for one day, then I highly recommend the day one site visit as these sites comprise the largest portion of the Scope of Work. Not all locations will be visited on these two days. You may visit sites on your own during daylight hours.



## QUOTE - Address listing with details of work needed.

Please list the pricing for each neighborhood then transfer to "Quote Sheet" on page 9 and 10.

### • Alachua – Merrillwood

\$ \_\_\_\_\_

- 13202 NW 153<sup>rd</sup> Place
  - Remove two knobby looking trees right rear of unit
- 15308 NW 131<sup>st</sup> Terrace
  - Remove two trees left front of unit
- 15315 NW131st Terrace
  - Remove all of the sucker trees and brush from right rear of unit
- 15323 NW131st Terrace
  - Take yard back 20' from unit
  - Remove limbs from over unit
- 15322 NW 131<sup>st</sup> Terrace
  - Trim trees from over unit
- 15327 NW131st Terrace
  - Trim trees back to trunk and up 12' behind unit
- 15329 Merrillwood Drive
  - Trim trees from over front of unit
- 15326 Merrillwood Dr
  - Remove cherry tree at the right front of unit
- 15318 Merrillwood Drive
  - Remove tree left front of unit (the same tree is the right rear of unit 15309)
- 15316 NW 132<sup>nd</sup> Terrace
  - Remove tree left of unit (the same tree is the right side of unit 15310)
- 15310 NW 132<sup>nd</sup> Terrace
  - Trim tree behind unit 12' above unit
- 15407 Merrillwood Drive
  - Trim tree right front away from unit
- 15404 Merrillwood Drive
  - Remove dead tree and one mulberry tree from right side of unit
- 13205 NW 154<sup>th</sup> Place
  - Trim tree at left front of unit 20'
  - Trim tree at rear of unit 20'
- 13221 NW 154<sup>th</sup> Place
  - Trim trees and remove underbrush 20' away from unit
- 13222 NW 154<sup>th</sup> Place
  - Trim up and remove all overgrowth behind unit
- 13208 NW 154<sup>th</sup> Place
  - Remove tree from behind unit
- 13204 NW 154<sup>th</sup> Place
  - Trim magnolia on left side of unit back from unit
  - Remove dead tree left rear

- Trim tree in front of unit back to trunk
  - Remove dead/dying tree out front of unit
- 13101 NW 154<sup>th</sup> Lane
  - Take yard back to property line
- 13102 NW 154<sup>th</sup> Lane (see notes from the county arborist attached)
  - Completely remove trees that are overhanging the unit
  - Take yard back to property line
- 13109 NW 155<sup>th</sup> Lane
  - Trim trees away from unit
  - Remove cherry tree at left front of unit
- 13104 NW 155<sup>th</sup> Lane
  - Remove mulberry trees
- 13110 NW 155<sup>th</sup> Lane
  - Remove dead/dying pine tree from behind unit
  - Remove three pine trees hanging over unit
  - Trim remaining trees away from unit
- 13113 NW 155<sup>th</sup> Place
  - Trim tree from around unit
- 13105 NW 155<sup>th</sup> Place
  - Completely remove oak trees from around unit
  - Take yard back to property line
- 13106 NW 155<sup>th</sup> Place
  - Remove tree left front of unit (same tree as right front of unit 13112)
  - Trim remaining trees back
  - Trim two oak trees behind unit to trunk
  - Remove oak tree at left rear of unit
- 13112 NW 155<sup>th</sup> Place
  - Remove tree right front of unit (same tree as left front of unit 13106)
- 13118 NW 155<sup>th</sup> Place
  - Remove oak tree at left rear of unit (same tree as left front of unit 15525)
- 15525 Merrillwood Drive
  - Remove oak tree at left front of unit (same tree as left rear of unit 1318)
- 15520 Merrillwood Drive
  - Remove dead/dying pine tree next to driveway
  - Trim all trees back 20' from unit
- 13124 NW 155<sup>th</sup> Lane
  - Remove pine tree right front of unit hanging over unit
  - Trim all trees back 20' from unit
- 13130 NW 155<sup>th</sup> Lane
  - Remove two oak trees from behind unit
- 13131 NW 155<sup>th</sup> Lane

- Trim trees from around unit
- 13123 NW 155<sup>th</sup> Lane
- Trim trees from around unit

• **Alachua – Hitchcock**

\$ \_\_\_\_\_

- 14204 NW 157<sup>th</sup> Place
  - Remove kumquat tree from right front
- 14110 NW 157<sup>th</sup> Place
  - Remove cedar tree from in front of unit
- 14105 NW 157<sup>th</sup> Place
  - Remove pecan tree from behind driveway
  - Remove banana tree at left rear of unit
  - Trim all remaining trees
  - Remove all dead limbs and trees from around unit, shed and play area
  - Remove all debris from between this unit and unit 14111
- 14111 NW 157<sup>th</sup> Place
  - Remove all debris from between unit and unit 14105
  - Trim trees and undergrowth back to fence line
- 14207 NW 157<sup>th</sup> Place
  - Remove trees and overgrowth back to fence line
- 14219 NW 157<sup>th</sup> Place
  - Trim all trees up and back away from unit by 20'
  - Remove tree right of unit
- 14315 NW 157<sup>th</sup> Place
  - Trim all trees up and back away from unit by 20'
  - Trim trees to property line right of unit on west side of trailer

• **Archer – Thistle Hills West**

\$ \_\_\_\_\_

- 17012 SW 141<sup>st</sup> Place
  - Remove two Box Elder trees right front of unit
- 17085 SW 141<sup>st</sup> Place
  - Trim trees on left side of unit at least 12' away
- 17067 SW 141<sup>st</sup> Place
  - Remove two Red Cedar trees right rear of unit
- 14236 SW 170<sup>th</sup> Street
  - Remove Southern Red Cedar tree right front yard
  - Trim tree right of parking area

• **Archer – Thistle Hills East**

\$ \_\_\_\_\_

- 13596 SW 156<sup>th</sup> Terrace
  - Trim tree left side if unit
- 13627 SW 156<sup>th</sup> Terrace
  - Trim tree behind unit to property line
- 13607 SW 156<sup>th</sup> Terrace
  - Trim trees on the right side of unit and behind unit to power pole
- 13591, 13573, 13555 and 13537 SW 156<sup>th</sup> Terrace



- Trim trees behind unit
- 13519 SW 156<sup>th</sup> Terrace
  - Trim back Black Mulberry right side of unit
  - Clean up dead limbs from behind unit
- **Newberry – Meadowbrook** \$ \_\_\_\_\_
  - 25637 NW 6<sup>th</sup> Place
    - Remove large shrubs from in front of unit
  - 628 NW 255<sup>th</sup> Drive
    - Remove dead/dying tree left front of unit
  - 616 NW 255<sup>th</sup> Drive
    - Remove dead/dying tree right side of unit
  - 25504 NW 6<sup>th</sup> Ave
    - Take large limb back to tree/property line right rear of unit
  - 613 NW 255<sup>th</sup> Drive
    - Remove three orange trees from behind unit
  - 623 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 633 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 701 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 711 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 721 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 731 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 741 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 751 NW 255<sup>th</sup> Drive
    - Trim trees back to tree/property line
  - 25632 NW 7<sup>th</sup> Place
    - Trim tree between unit and unit 25708 to 12' back
  - 25708 NW 7<sup>th</sup> Place
    - Trim tree between unit and unit 25632 to 12' back
  - 25724 NW 7<sup>th</sup> Place
    - Trim trees on left rear and around unit to 20'
  - 747 NW 258<sup>th</sup> Street
    - Remove everything except main tree between unit and unit 25739
  - 25739 NW 7<sup>th</sup> Place
    - Take out everything except main tree between unit and unit 747
    - Trim trees behind unit and remove storm debris
    - Trim tree away from unit 25721
  - 730 NW 255<sup>th</sup> Drive
    - Trim tree on left side of unit to trunk and 12' back

- 720 NW 255<sup>th</sup> Drive
  - Trim tree on right side and in front of unit to 12' back
  
- **Waldo – Pine Tree Terrace** \$ \_\_\_\_\_
  - 14025 NE 151<sup>st</sup> Lane
    - Crepe Myrtle in front yard
  - Common area near ditch
    - Limbs on ground
    - Fallen tree next to road
  - 15261 NE 141<sup>st</sup> Street
    - Trim limbs from over unit in front and back
  
- **Gainesville – Cedar Ridge** \$ \_\_\_\_\_
  - 507 SW 67<sup>th</sup> Ter
    - Trim tree on left side of building
    - Trim tree on right side of building
    - Trim trees over parking lot by at least 12'
  
- **Gainesville – Westpoint** \$ \_\_\_\_\_
  - 2320 SW 72<sup>nd</sup> Terrace
    - Remove dual trunk Latural Oak in front yard
  
- **Gainesville – Tower Oaks** \$ \_\_\_\_\_
  - 1910 SW 70<sup>th</sup> Ter
    - Remove 3 dead/dying Latural Oak trees right of building and parking area
  - 1817 SW 69<sup>th</sup> Terrace
    - Remove Red Maple on right side of unit
    - Trim trees on left side of unit and Chinees Tallow left of parking lot
  
- **Gainesville – Linton Oaks/Sugarfoot** \$ \_\_\_\_\_
  - 924 SW 61<sup>st</sup> Street
    - Trim all trees to at least 12' above and around buildings
    - Remove Live Oak in front of unit #8 (see notes form County arborist)
    - Remove elm tree right of unit #13 by meter bank
    - Trim all trees to at least 12' above parking lot
    - Grind old stump in median in front of unit #9
  
- **Gainesville – Greentree** \$ \_\_\_\_\_
  - 3409/3411 SE 23<sup>rd</sup> Avenue
    - Trim limbs from above roof back to tree trunk
  
- **Gainesville – Mill Run** \$ \_\_\_\_\_
  - 2311 SW 39<sup>th</sup> Dr
    - Remove two laurel oaks from behind unit COG Permit #51424

- **Gainesville – Phoenix**

\$ \_\_\_\_\_

- 2349 SW 31<sup>st</sup> Place
  - Remove two dead trees right from of building unit “B”
  - Remove dying tree to the left of unit “A” COG counts this as 5 separate Red Maples with one trunk under Permit #51419
- 3244 SW 25<sup>th</sup> Way
  - Remove two dead/dying cherry trees at end of unit “B” Permit #51421
  - Trim crepe myrtles back to 12’ back
- 3125 SW 26<sup>th</sup> Drive
  - Trim trees left rear of unit “A”

- **Gainesville – Rocky Point**

\$ \_\_\_\_\_

- 3250 SW 35<sup>th</sup> Place
  - Trim trees along fence line
- 3242 SW 35<sup>th</sup> Place
  - Trim shrubs and ~~Palms~~ from around the building
  - Remove three palms at south end of building including the root balls
- 3331 SW 32<sup>nd</sup> Terrace
  - Trim all around building

- **Gainesville – Pine Forest**

\$ \_\_\_\_\_

- 208 NE 41<sup>st</sup> Place
  - ~~10~~ 9 flagged trees left of parking lot and around unit COG Permit #51422
- 213 NE 40<sup>th</sup> Lane
  - 2 dead/dying trees right of building and parking area



**Quote Sheet**  
Part one

Per Neighborhood Pricing

Alachua – Merrillwood	\$ _____
Alachua – Hitchcock	\$ _____
Archer – Thistle Hills West	\$ _____
Archer – Thistle Hills East	\$ _____
Newberry – Meadowbrook	\$ _____
Waldo – Pine Tree Terrace	\$ _____
Gainesville – Cedar Ridge	\$ _____
Gainesville – Westpoint	\$ _____
Gainesville – Tower Oaks	\$ _____
Gainesville – Linton Oaks/Sugarfoot	\$ _____
Gainesville – Greentree	\$ _____
Gainesville – Mill Run	\$ _____
Gainesville – Phoenix	\$ _____
Gainesville – Rocky Point	\$ _____
Gainesville – Pine Forest	\$ _____
Total of all areas numeric: (YOUR TOTAL QUOTE)	\$ _____

Discount for cutting trees to flush with ground verses grinding \$ \_\_\_\_\_

Notes on mitigation costs and/or replanting efforts if known: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Quote Sheet Part two

### Contractor Contact Information

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

Responsible party: \_\_\_\_\_

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

Date: \_\_\_\_\_

**NOTE:** Your signature above denotes that you've reviewed the updated RFQ, Notes from the site visits on June 9 and 10, 2025 and additional documentation located at [www.acha-fl.com/procurement](http://www.acha-fl.com/procurement) are familiar with the expectations as related to this procurement.

### Submittal Requirements

At a minimum, your quote needs to include the following:

- "Quote Sheet" part one and two
- Proof of insurance including Workman's Compensation and General Liability (ACHA will need to be listed as both "Additionally Insured" and "Certificate Holder" if awarded a contract)
- Copy of business license, FEIN# and/or DUNS#
- List of equipment to be used, staffing capabilities and sample work plan

Please send Quote Sheets and requested documents by email to [ron@acha-fl.com](mailto:ron@acha-fl.com) by **Tuesday June 24, 2025 at 4 pm EST**. You may also deliver or mail your Quote Sheets with requested attachments to the attention of Ron Hall at the Alachua County Housing Authority 703 NE 1<sup>st</sup> Street Gainesville, FL 32601 by the submission deadline noted above. Late responses will not be accepted and ACHA is not responsible for delays in the delivery of your quote regardless of the form of delivery.

# Attachments

- Reference pictures of work to be performed
- Notes from the Alachua County Arborist, City of Gainesville Urban Forestry Program and City of Newberry Community Development Department
- Table 5.1 Mandatory Contract Clauses for Small Purchases Other Than Construction
- Form HUD-5369-B Instructions to Offerors Non-Construction
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