

**NOTICE**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**ANNUAL TREE TRIMMING SERVICES**  
Solicitation No. RFP: FY2018-ATTS-001

The Palm Beach County Housing Authority (PBCHA) is requesting proposals from interested firms to provide annual tree trimming services to our multifamily properties to maintain beautiful, healthy trees which enhance the quality of life on each of our properties. Contractors must have a licensed arborist on staff. The selected Contractor will be required to perform and complete the proposed tree work in a thorough, professional and expert manner, and to provide all labor, tools, equipment, materials and supplies necessary to complete the contracted work in a timely manner.

All tree branches, brush, tree trunks and other materials produced as a result of the Contractor's services under this contract become the property of the Contractor. The Contractor will be required to reduce, reuse, recycle and/or transform all materials whenever possible. Disposal of all green waste and any other material generated from this work shall be disposed at the Contractor's expense and shall be included in the Contractor's pricing.

A digital copy of the Request for Proposal (RFP) documents may be obtained Monday, July 23, 2018, at 8:30 am, on PBCHA's website at [www.pbchafl.org](http://www.pbchafl.org) under "**Doing Business with PBCHA**" tab, then click on "**Current Bids and Solicitation**". The RFP is labeled "**Annual Tree Trimming Services**". All questions shall be submitted in writing no later than July 30, 2018 by 4:00 pm, to the attention of:

LaQuavial Pace, Contracts and Procurement Manager  
3432 W. 45<sup>th</sup> Street  
West Palm Beach, FL 33407  
[procurement@pbchafl.org](mailto:procurement@pbchafl.org)

All proposals shall be prepared and submitted in accordance with the instructions described in the RFP, and will be evaluated as stated in the evaluation section of the solicitation. All proposals must be received by PBCHA on or before 4:00 pm (EST) Monday, August 13, 2018. Electronic submissions will not be accepted. Proposals must be clearly marked with the solicitation number, responder's name, address and contact information. The successful respondent will be announced on August 20, 2018.

PBCHA will enter into an agreement with the firm whose proposal is most advantageous to PBCHA. PBCHA reserves the right to reject any and/or all proposals and/or to waive any term or condition in this solicitation. No proposal submitted may be withdrawn for a period of 180 days, subsequent to the deadline for receiving proposals. **All communications and questions regarding this RFP must be submitted in writing to the Interim Chief Executive Officer.**