

August 10, 2015

Request for Written Quotations

Quote # 10553

**Street Tree Maintenance, Removal,
Pruning and Treatment of Pests or Disease**

**Urban Forestry Division
Wake Forest, NC**

Issuing Agency: Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

All Inquiries: Jennifer Rall, Urban Forestry Coordinator
jrall@wakeforestnc.gov
919-435-9565

Submittal Deadline: August 19, 2015 @ 4:00 p.m.
Attention: Jennifer Rall
Wake Forest Parks, Recreation & Cultural Resources Department
301 S. Brooks Street
Wake Forest, NC 27587

Project Description

The Town of Wake Forest is seeking quotes from qualified companies with experience in pruning, treating, and removing municipal trees, in strict accordance with the ANSI A300 standards, as amended from time to time hereafter. The focus of this work will be in removing dead or hazardous trees and limbs; pruning large, mature trees for structure and health; and treating trees for pests and diseases, including scale insects and microbial pathogens.

General

Violation of these procedures and techniques could result in termination of your contract without payment.

All debris shall be removed from the site at the completion of the job. Contractor must follow all applicable Emerald Ash Borer Quarantine regulations regarding the disposal of ash logs, lumber, chips, mulch, and hardwood firewood.

All stumps shall be removed to the bottom of the root system, or to 12 inches, whichever comes first.

The Contractor shall supply all material, equipment and personnel necessary for the performance of this contract.

All work shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Subcontracting

No work is to be subcontracted without prior written approval from the Town.

Project Location

The planning area includes the rights-of-way, street tree easements, parks, and other public property within the Town of Wake Forest. Maps showing the location of work to be done will be provided to the Contractor before work begins.

Timing and Traffic

Coordinate with Urban Forestry Coordinator before performing any work to alert residents, including the need to close streets. All work shall be performed between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless prior approval is given. No work is to be done on Town holidays without prior approval.

All tree work shall be conducted in a manner as to minimize disruption of the public. If it is necessary to close a street during pruning or removal operations to insure public safety, the Urban Forestry Coordinator will be notified in advance of the day of work. On the day that the work is to be performed, the Police Department dispatcher will be notified so that emergency personnel can be informed of the closure. The Contractor is responsible to have vehicles moved during work.

All work is to be completed by June 20, 2016.

Staff

The primary contact must meet with the Urban Forestry Coordinator weekly to ensure proper pruning of Town trees, and shall be authorized by the Contractor to accept and act upon all directives issued by the Urban Forestry Coordinator. The Urban Forestry Coordinator will be available from 8:00 a.m. to 5:00 p.m., Monday through Friday, via cellular phone, should problems and/or questions arise.

Only qualified permanent full-time/part-time employees trained according to tree care standards accepted by the International Society of Arboriculture and experienced in doing the required arboricultural work of this contract shall be used under this contract. The Contractor shall provide qualified supervision of each crew at all times while working under this contract.

Tools

All cutting tools and saws used in making tree pruning cuts shall be kept sharpened adequately so final cuts are smooth and to ensure intact bark surrounds the branch collar.

All trees six (6) inches in diameter or less shall be pruned with hand tools only. Chain saws will not be permitted on any trees six (6) inches in diameter or less.

All tools used on a tree known to contain an infectious tree disease shall be properly disinfected immediately before and after completing work on such tree. All major diseases and/or pest problems shall be promptly reported to the Urban Forestry Coordinator.

Climbing spurs shall not be used when climbing trees, except to climb a tree to be removed or to perform an aerial rescue of an injured worker.

Equipment and work practices that damage bark or cambium should be avoided.

Debris

Debris resulting from any tree pruning and removal operations shall be promptly and properly removed. The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of debris be allowed in such a manner as to result in a hazard to the public. All debris from tree operations shall be cleaned up each day before the work crew leaves the site, unless permission is given by the Urban Forestry Coordinator to do otherwise. All lawn areas, parkways, streets and sidewalks shall be raked and/or blown clean, and all brush, branches, or other debris shall be removed from the site. Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree pruning or removal operations.

Disposal expenses will be the Contractor's responsibility, except in the case of tree removal, in which case disposal expenses will be paid by the Town using the agreed rate per ton of removed material. Debris, such as wood chips, shall be left on the property only at the direction and specific request of the Urban Forestry Coordinator.

Emerald ash borer quarantine rules prohibit the transport of all ash material (including, but not limited to: ash nursery stock; ash logs, limbs, branches, stumps and roots; ash lumber; ash chips/mulch; wood packing material constructed with ash) and hardwood firewood out of the quarantine area without a Compliance Agreement. *Prior to transporting wood debris from Wake County to a disposal site, all wood debris must be chipped to one (1) inch or less in two dimensions (two of three measurements – length, width, and thickness – must be 1" or smaller).* The Contractor will be responsible for obtaining a Compliance Agreement through the North Carolina Department of Agriculture & Consumer Services Plant Industry Division – Plant Protection Section, as well as maintaining records of treatment or shipment of regulated articles for a period of 36 months. Information on emerald ash borer quarantine rules and Compliance Agreement can be found at: <http://www.ncagr.gov/plantindustry/Plant/entomology/EABFAQ.htm>. Contractor will be required to provide a copy of their Compliance Agreement to the Town.

Safety

All work shall be performed by workers trained in accordance with ANSI Z133.1 safety regulations as required by OSHA. Contractor will ensure that good traffic control measures are utilized at all times, and assure adequate safety of employees and the public.

Indemnification

Contractor will “Hold Harmless” and indemnify the Town, and defend against any claims that might arise.

Property Damage

Any damage to property as the result of the Contractor’s operations shall be the responsibility of the Contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the Urban Forestry Coordinator, the Town reserves the right to repair or replace that which was damaged, or assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due to the Contractor. The Contractor shall inform the Urban Forestry Coordinator of any damage caused by the Contractor’s operation on the day such damage occurs.

Discontinuance of Work

The Urban Forestry Coordinator shall have the authority to suspend the work, wholly or in part by written order for such period as the Urban Forestry Coordinator may deem necessary due to unsuitable weather, or due to failure on the part of the Contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Urban Forestry Coordinator or her representative, shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

Inspections

The Urban Forestry Coordinator or her representative will inspect the work performed by the Contractor to ensure completion of the pruning in accordance with these specifications. Should more than two inspections be required on trees needing additional work, the Contractor will be billed for Town staff time.

Pruning

Objective: Prune to improve trunk and branch structure, to remove or shorten low limbs for under-clearance, to thin the canopy to allow better air flow, and to maintain tree health.

Specifications:

Prune to promote overall tree health and proper structural development by:

- Removing any dead or dying branches, branch stubs, or branches with signs of internal decay, except for an occasional branch up to two (2) inches in diameter in the main leaf area or crown, where it is not practical to remove.
- Removing poorly attached, broken, or loosely hanging limbs and branches.
- Removing limbs and branches that are weakly forked.

- Removing limbs and branches which rub or abrade a more important branch.
- Removing undesirable sprout or sucker growth from the ground to a height of 20 feet.
- Removing mistletoe or other parasitic plants where practical.
- Removing all vines entwined in trees and on tree trunks. Vine tendrils shall be removed without injury to said trees. If vines cannot be removed without damaging the tree, they shall be cut cleanly to prevent further growth.
- Inspecting old wounds and injuries. Those not closing properly and where the callus growth is not already completely established will be bark traced if the bark appears loose or damaged. Such tracing shall not penetrate the xylem (sapwood), and margins shall be kept rounded.
- Clear trees of sprout or sucker growth to a minimum height of eight (8) feet above ground level. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.
- Any extraneous metal, wire, rubber or other material (i.e. stakes, ties) interfering with tree growth shall be removed immediately.
- The presence of any disease condition, fungus fruit bodies, decayed trunk or branches, split crotches or branches, cracks, or other structural weaknesses should be reported to a supervisor and the Urban Forestry Coordinator, and corrective measures recommended.

Prune to promote proper structural development and form by:

- Removing or subordinating co-dominant leaders in a single leader type tree. American elm, Japanese zelkova, and trees of different mature forms will be pruned to encourage the desired form at maturity.
- Selectively removing one or more developing leaders where multiple branch growth exists near the end of broken or stubbed limbs.
- Subordinating rapidly growing lateral branches.
- Removing branches, which project too far outward beyond an otherwise symmetrical form.
- Thinning closely spaced branches.
- Removing branches near the end of a limb, which will produce more weight or offer more resistance to wind than the limbs are likely to support.
- Removing branches that would wedge apart the junction of more important branches if allowed to grow.

Prune to allow appropriate clearance by:

- Removing branches and foliage interfering with requirements of safe public passage. Overstreet clearance shall be kept to a minimum of sixteen (16) feet above the paved surface of the street, fifteen (15) feet above the curb, and eight (8) feet above the surface of a public sidewalk or pedestrian way. Exceptions are allowed for young trees, which would be irreparably damaged by such pruning action. Maintain foliage in the upper two thirds (2/3) of the tree.
- Correcting downward pointing branches; whether over sidewalk or street, where the lowest limb is attached to a trunk above the desired elevation but extends below that elevation, it shall be cut back to a large lateral near the desired elevation, if possible, rather than removed altogether.

- Removing limbs obstructing building, other structures, street lights, or traffic signs. Generally, limbs closer than five (5) feet to a building or other structure should be removed unless doing so would severely damage a tree.

General pruning specifications:

- When tree pruning cuts are made to a side limb, such remaining limb must possess a basal thickness of at least one third (1/3) of the diameter of the wound so affected. Such cuts shall be considered proper only when such remaining limb is vigorous enough to maintain adequate foliage to produce wood growth capable of callusing the pruning cut so affected within a reasonable amount of time.
- Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, or to other plants or property.
- Additional requirements for crown lowering, thinning, or directional pruning can be made per tree.
- Any defective or weakened trees shall be reported to the Urban Forestry Coordinator. Specifically, any structural weakness of a tree, decayed trunk or branches, shall be reported in writing, noting the location of the tree by street address and a description of the hazard found in the tree.
- Whenever larger tree sections are being cut, which may endanger persons or property, such section shall be secured by ropes and lowered safely to the ground in a controlled manner.
- No paints or other substances are to be applied to wounds.
- Ideally, pruning cuts will be made on live branches no more than two (2) inches in diameter and are to be avoided on live branches larger than four (4) inches in diameter.
- Whenever pruning cuts are to be made, while removing limbs too large to hold in one hand during the cutting operation, the limbs shall first be cut off one (1) and two (2) feet beyond the intended final cut (three-cut method). Then the final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. Such cutting back shall not include the removal of any live, healthy limbs in excess of six (6) inches in diameter without prior approval from the Urban Forestry Coordinator.
- Total pruning must not exceed 25% of live material.

Treatment of Pests or Disease

Objective: To reduce the impacts of pests and diseases below levels that would threaten long-term tree health.

Specifications:

- Contractor will inspect designated trees for pest infestations and disease, and identify pests or diseases that are likely to have long-term impacts on tree health. Treatment will be determined on a case-by-case basis in consultation with the Urban Forestry Coordinator, based upon proper diagnosis, materials, and timing. Pests and diseases with minor effects on tree health will not be treated.

- Pesticide applications shall be limited only to infested trees. Preventive pesticide applications may be performed only to areas where specific insect problems are present. Preventive applications shall be made only to specific problem areas.
- Contractor must meet all state requirements for pesticide application. All applications will be made according to product labels and applied to a maximum effectiveness. The Contractor shall use non-pesticide methods of control wherever possible and economically feasible.
- The contractor shall be responsible for applying pesticides according to the product label. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal and state laws and regulations.
- Application of pesticides shall be restricted to situations where no alternative measures which will result in timely control within the predetermined tolerance thresholds, are practical. In the event that these applications become necessary, a formulation with the least potential for exposure will be chosen.
- The Contractor shall obtain the approval of the Urban Forestry Coordinator prior to any widespread application of pesticide. The Contractor shall take all necessary precautions to ensure occupant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. No applications shall be made while persons other than those employed by the Contractor are present in the area to be treated.
- Contractor will provide the Urban Forestry Coordinator with a written report of the species, diameter classes, and actions taken to correct any infested or diseased trees.

Street Tree Removal

Specifications:

- The tree removal shall consist of cutting down each tree in a safe manner to a point no more than four (4) inches above the adjacent ground level. The Contractor shall remove all tree limbs and tree trunks from the site in accordance with regulation of the City, County and State. Logs and chips are not to be left on the property, unless requested or authorized by the Urban Forestry Coordinator.
- Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, or to other plants or property. All trees shall be limbed out prior to the final cutting of the trunk unless prior approval is given. Sidewalks, curbs, streets and manhole structures shall always be protected from the impact of falling wood. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property. Whenever larger tree sections are being cut, which may endanger persons or property, such sections shall be secured by ropes and lowered safely to the ground in a controlled manner.
- Limbs and trunks temporarily placed in the right-of-way shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging a curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lie in the right-of-way overnight.
- All parts of trees possibly harboring vectors of infectious disease or pests that may spread to living trees shall be removed from the Town of Wake Forest and shall become the Contractor's responsibility to ensure destruction of the diseased or dead wood in accordance with the State

statutes and local ordinances. Under no circumstances shall materials from infectious diseased trees be left on site. **EXCEPTION:** Emerald ash borer quarantine rules prohibit the transport of all ash material (including, but not limited to: ash nursery stock; ash logs, limbs, branches, stumps and roots; ash lumber; ash chips/mulch; wood packing material constructed with ash) and hardwood firewood out of the quarantine area without a Compliance Agreement. ***Prior to transporting wood debris from Wake County to a disposal site, all wood debris must be chipped to one (1) inch or less in two dimensions (two of three measurements – length, width, and thickness – must be 1” or smaller).*** The Contractor will be responsible for obtaining a Compliance Agreement through the North Carolina Department of Agriculture & Consumer Services Plant Industry Division – Plant Protection Section, as well as maintaining records of treatment or shipment of regulated articles for a period of 36 months. Information on emerald ash borer quarantine rules and Compliance Agreement can be found at: <http://www.ncagr.gov/plantindustry/Plant/entomology/EABFAQ.htm>. Contractor will be required to provide a copy of their Compliance Agreement to the Town.

- Contractor will inform the Urban Forestry Coordinator of the approximate total costs of disposal prior to removal, and inform the Urban Forestry Coordinator if the actual costs are expected to exceed the previously estimated costs.

Stump Grinding

Specifications:

- Each stump is to be removed to the bottom of the root system or to 12 inches, whichever comes first, in order to allow the planting of a replacement tree.
- A mix of shavings and soil can be left in the hole as long as it is level with the surrounding grade. Any additional shaving must be removed.
- Small diameter stumps can be pulled or excavated as long as surrounding area, utilities and hardscape are not impacted and the holes are filled with soil and/or shavings.
- Contractor is responsible for any utility locates, damage that is caused during stump removal, as well as any traffic control and cleanup.
- At least three (3) days notice should be provided to the Urban Forestry Coordinator so residents can be informed of scheduled work.
- Contractor must follow all applicable ANSI standards.

Scope of Services

This Scope of Services format is provided to ensure the offering company has a clear understanding of the tasks they are to demonstrate they are qualified to perform. The Scope of Services includes activities related to proper maintenance of the urban forest of Wake Forest by performing pruning, pest and disease treatment, and removal as needed.

Submittal Content

The offering must clearly demonstrate the company’s ability to perform the tasks outlined in the description and the Scope of Services. Any concerns that the offering company may have about meeting these requirements shall be specifically identified in the submittal.

Companies interested in the project are invited to submit the following, on their official letterhead:

1. Personnel, General Profile and Qualifications

Provide the proposing company’s name, address, contact name(s) and telephone number(s). Provide a general profile of your company. Also provide the qualifications that the relevant personnel of your company possess as regards to the services outlined in this RFQ. Provide names of principals, key persons, associates or subcontractors who would be involved in the project and their qualifications and resumes. Provide a list of similar projects completed by the person/company, giving names, addresses, and phone numbers of clients. Wake Forest will take into consideration prior work performed for the Town or in similar communities.

2. Scope of Services

Provide a statement demonstrating an understanding of each of the tasks outlined in the Scope of Services for the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the position and qualification of the staff that will be assigned to complete each task.

3. Summary of Fees

Summarize pricing by diameter class per tree and/or per hour as follows. If alternative methods for pricing are desired, please contact the Town to discuss.

Tree Pruning and Pest/Disease Management Fees Per Tree

<i>Diameter Class in Inches*</i>	<i>Pruning Price</i>	<i>Pest/Disease Management Price</i>
1.0-3.9		
4.0-6.9		
7.0-12.9		
13.0-18.9		
19.0-24.9		
25.0-30.9		
31.0-36.9		
37.0-42.9		
43.0 or greater		

*Diameter class is determined using a diameter tape at 4.5 feet above grade level, unless this point is affected by an irregularity that would affect accurate measurement. For irregular trees, diameter will be measured using methods described in the USDA Forest Service’s Forest Inventory and Analysis (FIA) program manual. The diameter for a multitemmed tree is found by taking the square root of the sum of all squared stem diameters. Alternatively, the Contractor can choose to use the diameter of the largest stem.

Tree Pruning Per Hour

This alternative method of pricing for pruning services may be used upon mutual agreement of the Town and Contractor.

Price per man-hour of labor	
Price per hour for additional equipment (please describe equipment and circumstances under which it would be used; i.e. use of a crane)	
Price per ton of material removed	
Additional prices per hour, per day, or per amount of material removed (explain)	

Tree Removal Fees

Price per man-hour of labor	
Price per hour for additional equipment (please describe equipment and circumstances under which it would be used; i.e. use of a crane)	
Price per ton of material removed	
Additional prices per hour, per day, or per amount of material removed (explain)	

Stump Grinding Fees

Price per man-hour of labor	
Price per inch of stump diameter	
Additional prices per hour, per day, or per amount of material removed (explain)	

Funding for the annual services related to Street Tree Maintenance and Removal is limited to a maximum of \$72,500.

4. Sample Work Product

Provide at least one (1) reference relevant to the professional performance of work for consideration. This work reference should demonstrate the company’s qualifications to perform the Scope of Services.

5. Standard Contract

The contractor shall include a copy of their standard contract in the RFQ submittal.

6. Terms of Contract

The term of this contract shall be for the period of one year and may be extended for up to one additional year upon written agreement between the Town of Wake Forest and the Contractor.

7. Insurance

Contractor shall file with the Town of Wake Forest evidence of Worker's Compensation, Commercial General Liability, and Business Auto Liability. Limits of insurance shall be as follows: Minimum amounts of \$1,000,000 in employer liability, statutory required amounts in Worker's Compensation, \$1,000,000 Commercial General Liability, and \$500,000 in Business Auto Liability. A certificate of insurance shall be filed with Randy Driver (Purchasing Manager, Town of Wake Forest) prior to award of contract. The Town of Wake Forest shall be listed and an additional insured under General Liability and also listed as a certificate holder. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Wake Forest.

8. Indemnification

The Contractor agrees to hold harmless and indemnify the Town of Wake Forest against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage which the Town of Wake Forest may carry.

Quotation Evaluation and Contractor Selection

The Town of Wake Forest has established procedures for selecting a qualified contractor to perform the services stated in this RFQ. Procedures, as established, are for the purpose of ensuring the Contractor is selected in a fair and uniform manner, that those selected for work are qualified and experienced. Applicants shall demonstrate their qualifications to satisfy the Scope of Services. The company's submittal shall address all aspects of the RFQ and clearly express the company's understanding of the Town's specific requirements, indicating the company's personnel qualifications to conduct these services in a thorough and efficient manner.

Wake Forest will select from offering companies presenting complete submittals by 4:00 p.m. on August 19, 2015.

Selection will be based on:

- Company qualifications,
- Relevant municipal street tree maintenance experience,
- Relevant certifications and qualifications,
- Demonstration of understanding of the project description, scope of services and work to be performed,
- Schedule and cost estimated for identical tasks in the scope of services,
- Other relevant experience,
- Current or prior work in Wake Forest.

Contract negotiations will take place with the preferred company. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified company.

Administrative Information

A. Standard Terms and Conditions of Request for Quotations

1. The Town of Wake Forest reserves the right to reject any or all submittals, to consider alternatives, to waive irregularities and to re-solicit submittals.
2. All submittals must be valid for a minimum period of ninety (90) days after the date of the submission.
3. The Town of Wake Forest makes no guarantees to any offering company until such time the Town of Wake Forest approves the negotiated contract.
4. The Town of Wake Forest reserves the right to reject any or all quotes and to make the award as deemed in the best interest of the Town of Wake Forest.

B. Project Contact

The Town of Wake Forest's contact for this project is Jennifer Rall. Prospective applicants may make inquiries concerning the Request for Quotations to obtain clarification of the requirements. Direct all inquiries to:

Jennifer Rall
Urban Forestry Coordinator
301 S. Brooks Street
Wake Forest, NC 27587-2932
919-435-9565 or by email at jrall@wakeforestnc.gov

C. Purpose

This RFQ provides perspective companies with sufficient information to prepare and submit quotations for consideration by the Town of Wake Forest. To be considered, each offering must demonstrate the company's ability to complete the scope of services outlined in the RFQ.

D. Submittal

The offering shall be submitted to the attention of Jennifer Rall at the Wake Forest Parks, Recreation and Cultural Resources Department by 4:00 p.m. on August 19, 2015. Electronic copies may be submitted to jrall@wakeforestnc.gov. The Wake Forest Parks, Recreation and Cultural Resources Department is located at 301 South Brooks Street, Wake Forest, NC 27587. Late offerings will not be accepted. It is the responsibility of each company submitting a quotation to ensure that the documents arrive at the Wake Forest Parks, Recreation and Cultural Resources Department by the submittal deadline. The submission must be on the vendor's letterhead. Companies are encouraged to submit a digital copy of all or part of the proposal for ease of distribution.

E. Response Material Ownership

All materials submitted regarding the RFQ become the property of the Town of Wake Forest and will only be returned at the Town's option. Responses may be viewed by any person after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

F. Incurring Costs

The Town is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

G. Acceptance of Scope of Services

The Scope of Services will become contractual obligations if a subsequent agreement is reached. Failure of the selected company to accept these obligations may result in cancellation of the award.

H. Acceptance Time

The Town of Wake Forest intends to make a selection by August 31, 2015. The selected contractor must provide all requested paperwork and be available to start work within 10 working days, after being notified.

I. Insurance Coverage

The company awarded this contact will be required to furnish the Town of Wake Forest evidence of insurance coverage for Worker's Compensation, Automobile and General Liability.

J. Payment for Services

The Vendor agrees to bill the Town of Wake Forest monthly with the required report as tasks are completed and approved and to allow 30 days for payment to be received.

Companies should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Wake Forest to consider in terms of any efficiencies, issues, processes, or products.