

Public Records Request #3000

The following materials have been gathered in response to public records request #3000. These materials include:

- RFP #269-2016-TRS: Tree Removal Services – Carolina Tree Care

This information was provided as a response to a public records request on 11/13/19 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

Further Information

For further information about this request or the Citywide Records Program, please contact:

Cheyenne Flotree
Citywide Records Program Manager
City of Charlotte/City Clerk's Office
600 East 4th Street, 7th Floor
Charlotte, NC 28202
Cheyenne.Flotree@charlottenc.gov

Amelia Knight
Public Records Specialist
City of Charlotte/City Clerk's Office
600 East 4th Street, 7th Floor
Charlotte, NC 28202
Amelia.Knight@charlottenc.gov

TREE REMOVAL SERVICES

RFP: 269-2016-TRS

Charlotte Water

Request for Proposals

Attention: Monica Henson

Carolina Tree Care

Tree Removal Services

RPF #269-2016-TRS

Charlotte Water:

Please find enclosed the bid for Tree Removal Services to be completed for the City of Charlotte. The enclosed bid covers all the estimates needed for the project.

Questions relating to any technical aspects of this proposal should be directed me. Questions of an administrative nature may be directed to Mackenzi Guffey, Residential & Commercial Coordinator, at (704) 309-0468.

Respectfully,

A handwritten signature in black ink, appearing to read 'Matthew Rehlander', is written over a faint, illegible background.

Matthew Rehlander

Residential & Commercial Division Manager

Enclosure: Proposal

CC: Mackenzi Guffey

Proposal: Tree Removal Services
RFP: #269-2016-TRS
Charlotte Water
City of Charlotte, North Carolina

Name: Carolina Tree Care
Address: 520 Webb Road, Concord, NC 28025
Telephone: 704-786-8733
Facsimile: 704-792-2273

Executive Information:
Name: Matthew Rehlander
Title: Residential/ Commercial Division Manager
Address: 520 Webb Road, Concord NC 28025
Email: mrehlander@carolinatree.com
Telephone: 704-260-4149
Fax: 704-792-2273

Understanding of the project: As a result of water and sewer construction performed by the Charlotte Water, this contract is for various tree and vegetation removal. Carolina Tree Care acknowledges that the Charlotte Water Project Manager or their designee shall indicate and designate all trees, shrubs, plants and other objects that are to remain or be removed.

Summary of approach to be undertaken to perform services: Carolina Tree Care's approach includes raking the work area and match existing grade to smooth even surfaces. Remove trees and shrubs and haul from the job site, grind the remaining tree stumps and sweep up excess debris and haul from job site.

Summary of costs:

Per square yard without equipment: 1.15 per square yard.

Per Square yard with equipment: 1.55 per square yard.

3. SCOPE OF TREE REMOVAL SERVICES.

3.1. General Scope.

As a result of water and sewer construction performed by Charlotte Water, this contract is for various tree and vegetation removal. The Charlotte Water Project Manager or their designee shall indicate and designate all trees, shrubs, plants and other objects that are to remain or be removed. Any damage to natural terrain, vegetation or objects designated to remain shall be immediately repaired or replaced as determined by Charlotte Water's Project Manager, at Carolina Tree Care's expense.

Carolina Tree Care will perform the following:

- Rake work area and match existing grade to a smooth even surface
- Removal of trees/shrubs and haul from job site
- Grinding of remaining tree stumps
- Sweep up any excess debris and haul from job site

3.2. License, Bonding, and Insurance

Carolina Tree Care is familiar with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work.

Carolina Tree Care has provided a general Service Provider License, bonded and insured information: See attached.

3.3. Repair Locations

Repair location(s) will be within Charlotte Water's domain and defined by a Charlotte Water Project Manager. Should Carolina Tree Care be requested to perform work outside of the agreed upon location, Charlotte Water Project Manager must be contacted for written approval. Any repair services that are done without written approval will be at the expense of the service provider and will not be reimbursed by the City.

3.3.1 Clean-Up Work

Carolina Tree Care will ensure that each work site is completely cleaned up at the end of each day/ The clean-up work shall include washing streets with high pressure water when necessary, removing debris, and removing equipment from the site as necessary.

3.3.2 Noise Control

Carolina Tree Care will take steps to avoid the creation of excessive sound levels for employees, the public, or the site and adjacent property owners.

3.3.3 Carolina Tree Care will not bury or burn, brush, stumps, or debris



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3.3.4 Trees, limbs, and debris shall be immediately removed from streams, ditches, and wet areas using methods that will minimize dragging or scarring the banks or stream bottom.

3.4. Frequency of Services

Services will be requested on an as needed basis. Although estimated utilization is provided on the price sheet, these numbers do not guarantee work based on those estimates.

3.5. Materials

Charlotte Water will not be responsible for furnishing any materials under this Agreement. Carolina Tree Care is responsible for providing all materials required for the provision of Services.

Charlotte Water reserves the right to inspect the condition of the equipment to be used.

3.6. Carolina Tree Care Service Responsibilities

- Carolina Tree Care shall be responsible for contacting the One-Call Center in order for all utility lines to appropriately be marked prior to any excavation services being performed.
- Carolina Tree Care will dig with care when approaching the location of the utilities lines, at such time hand tools or vacuum excavations techniques would need to be implemented to expose the utilities. Carolina Tree Care will be aware of abandoned lines as they can be utilized at a later date by the City.
- If holes cannot be filled with soil or grindings immediately upon excavation by Carolina Tree Care, the task must be completed within a 24 hour period after excavation is complete. Carolina Tree Care will not leave site until safety barricades are placed around hole for pedestrian and vehicular safety.
- Carolina Tree Care shall be responsible for notifying in writing, the City Project Manager should a hole not be able to be filled during the initial Service request call within four (4) hours of initial Service Request call.
- All debris from tree removal will be cleaned up and removed before the work crew leaves the site unless given permission by the City to do otherwise. All lawn areas shall be raked, all streets and sidewalks swept, and all brush, branches, and logs shall be removed from the site. Areas are to be left in a condition equal to that which existed prior to the commencement of tree removal operations. Stump grindings not used in the backfilling of stump holes will be removed from site
- Unless directed otherwise it will be the responsibility of Carolina Tree Care to remove and dispose of all logs, brush, and debris resulting from the tree removal operations at no additional cost to the City of Charlotte.

3.7. Liability for Damage to Property and/or Plant Material

- Should any damage caused by the Carolina Tree Care, it will be repaired immediately, at no additional cost to the City.

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- Carolina Tree Care is responsible for ensuring that all Services are performed in a safe and responsible manner. Any damage done to either City of Charlotte property or private property will be the responsibility of the Carolina Tree Care to repair or to make arrangements to repair with City of Charlotte's approval. This will be done prior to final payment issuance.
- Carolina Tree Care acknowledges that damage to property and plant material must be corrected prior to leaving the job site.

3.8. Supervision

City Supervision: Carolina Tree Care acknowledges that the Proposed Agreement resulting from this RFP will be under the direct supervision of the City of Charlotte or its authorized representative. Any alterations or modification of the Services performed under this Agreement shall be made only by written agreement between the Carolina Tree Care and the City of Charlotte and shall be made prior to the commencement of the altered work. No claims for extra work or materials will be allowed unless covered by written agreement and signed by both parties.

Work Crew Supervision: Carolina Tree Care will provide qualified supervision of each crew at all times while working under this Agreement. This will occur with a foreman present at each crew. Each supervisor will be authorized by Carolina Tree Care to accept and act upon all directives issued by the City.

3.9. Service Locations

Trees and vegetation will be situated at various locations as designated by the City Project Manager.

3.10. Service Times

Carolina Tree Care acknowledges normal business hours for Tree Removal Services will be Monday - Friday 7:00 a.m. to 5:00 p.m., except during holidays as designated by the City of Charlotte. Emergency Service may be required on an as-needed basis to perform Services after-hours, on holidays and weekends.

Carolina Tree Care will provide a flat hourly rate for emergency services outside normal business hours to include all workmen and repair services.

Carolina Tree Care will complete jobs within seven (7) days of receiving notification of mobilization. Should a repair require urgent attention, the Charlotte Water Project Manager shall notify Carolina Tree Care that the situation should be given top priority and the need for the job to be completed in a timely manner. Carolina Tree Care is prepared to work with both Charlotte Water staff and the private property owners with regards to scheduling work.

Carolina Tree Care will supply a list of two employee names and telephone numbers for emergency service and must provide updates to this list to the City Project Manager as changes occur.

3.11. Safety and Equipment.

3.11.1 Safety

Carolina Tree Care adheres to all safety procedures mentioned below; employees shall wear all O.S.H.A. required safety equipment while working at sites. All equipment to be used and all work to be performed shall be in full compliance with the most current revision



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of the American National Standards Institute, Standard Z-133.1 "Safety Requirements for Pruning, Trimming, Repairing, Maintenance, and Removing and for Cutting Brush". These standards are made part of the Agreement by way of this reference.

Carolina Tree Care will be solely responsible for worker, pedestrian, and vehicular safety and shall provide warning devices, barricades and ground personnel needed to provide safety, protection and warning to person(s) and/or vehicular traffic within the area in accordance with the City of Charlotte WATCH hand book.

Additionally, a Personal Protective Equipment List is included below which outlines the NC O.S.H.A. vs. the Charlotte Water requirements while performing excavations and trenching. Carolina Tree Care will strictly adhere to the Charlotte Water requirements on every job they are called to provide Service for. Should Service personnel deviate from the below referenced requirements they may be asked to ~~cease work~~ until appropriate safety attire is worn. Any portion of work that results in over-time due to the above mentioned situation shall not be billed to the City but shall be absorbed by the Service Provider.

3.11.2 Overhead High Voltage Line Safety

The Service Provider shall note that the services may be located near existing high voltage lines. The utility owner shall make all necessary arrangements with the various utilities to protect lines and the public. Charlotte Water and the Service Provider shall adhere to the provisions of ARTICLE 19A: OVERHEAD HIGH VOLTAGE LINE SAFETY ACT-State Statue 95-229, as amended and became effective January 1, 1999. All costs associated with the service provider's responsibilities under this act are included in the various items of this agreement

3.11.3 Work Crew Supervision.

Carolina Tree Care will provide qualified supervision of each crew at all time while working under this contract. Each supervisor shall be authorized by the service provider to accept and act upon all directives issued by the city.

Carolina Tree Care will notify City Arborist or designee of three(s) that have a major defect that may present a hazard to the public.



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3.11.4 Traffic Control.

Carolina Tree Care will be thoroughly familiar with the June 2006 edition of the Work Area Traffic Control Handbook (WATCH), which will be provided to Service Provider upon award of Agreement. All traffic control devices and procedures shall conform to the requirements of the WATCH handbook:

- Beginning work and Street Closures

Carolina Tree Care will notify the Transportation Engineering Division of Charlotte Department of Transportation in accordance with section IV of the WATCH Handbook of any work where the number of travel lanes is reduced from normal conditions.

- Right of Way Use Permit:

Carolina Tree Care will not be responsible for obtaining the Right of Way Use Permit from Charlotte Department of Transportation for approval to work in the street rights of way. This task shall be performed by the Charlotte Water.

- Traffic Control Plan:

Traffic control will be performed by Carolina Tree Care based upon the Traffic Control Special Provisions. The Traffic Control Special Provisions may refer to details in the WATCH Handbook.

- Maintenance of Traffic:

Carolina Tree Care will maintain all travel lanes in accordance with the WATCH handbook diagrams.

- Traffic Control Phasing:

The Contactor shall use flagger control in accordance with the WATCH handbook diagrams referenced in the Traffic Control Phasing and with Sections XV and XVI of the WATCH handbook.

Carolina Tree Care will mark all hazards within the project limits with well-maintained signs, barricades, warning and/or channelizing devices.

3.11.5 Equipment:

See graph attached for all equipment.



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3.11.6Licensing

Carolina Tree Care will possess and keep in force all licenses and permits required to perform the Services as specified in this proposal.

Carolina Tree Care's maintenance and service personnel shall be trained and experienced in Tree Removal Services specified in this proposal.

3.12.

Regardless of exceptions taken, Service Providers shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars rounded to the nearest quarter of a dollar. A pricing worksheet is provided in Section 7, Folm 4 to assist you.

3.13. Pay Item Descriptions:

1: WORK ORDER MOBILIZATION

Description: Mobilization shall include a site visit by Carolina Tree Care. Carolina Tree Care will generate a detailed written assessment of the work to be done, including equipment required and unit of measure per Pay Item Descriptions for the specific work site. Written work assessment shall be given to Charlotte Water's project manager or designee. Charlotte Water's Project Manager or designee shall provide written approval prior to work being done. Once approval has been provided to the Service Provider, service provider, work crew, and necessary equipment/supplies may begin work. Failure to provide written assessment or obtain approval prior to doing work shall not entitle Service Provider to be paid.

Measurement and Payment: Mobilization will be paid for as unit price for each project issued though its completion. Such price and payment includes but is not limited to written assessment, site visit(s), meeting with Charlotte Water's Project Manager or designee, the movement of personnel, equipment, supplies, and incidentals necessary for work on the project; the removal and disbandment of those personnel, equipment, supplies, incidentals, or other facilities that were established for the prosecution of work on the project; and for all other work and operations that

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shall be performed for costs incurred prior to beginning work on the various items on the project site. Include bonding and other costs to comply with the contract requirements not paid under other payment items in mobilization. Only one mobilization payment shall be made for each project.

Unit of Measure shall be measured by the following: Each (EA).

Payment shall be made on the basis of the unit price on the Price Worksheet.

2: STUMP GRINDING

Description: All stump grinding shall consist of grinding the tree stump to a minimum depth of 18" below the surface, removing the debris, backfilling hole with clean dirt and cleaning the site of any waste. Shall include at least a two man crew, chipper, and large crew truck.

Stump Grinding operations shall be accomplished with equipment and methods acceptable in normal arboricultural operations in accordance with ANSI 2133.1 especially section 6.5: Stump Grinding.

Unit of Measure shall be measured as each (EA)

Payment shall be made on the basis of the unit price on the Price Worksheet.

3: TREEREMOVAL

Carolina Tree Care will refrain from the practice of "free falling" the trees. All trees shall be limed out prior to the final cutting of the trunk. All manmade structures shall always be protected from the impact of falling wood used of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees/bushes/plants or surrounding public or private property.

Service Provider shall be experienced in the removal of trees in accordance with standards set for the by the arboriculture industry as specified in ANSI 2133.1 especially sections 6.7 Long Loaders, Cranes and Related Hoists, 9.4 Lowering Limbs and 9.5 Tree Removal

All limbs 8" – 16" shall be lowered to the ground through the use of lowering ropes, pulleys or cranes so as to prevent branches and trunks from falling and creating damage to adjacent homes, driveways, sidewalks, trees, shrubs, streets, and other property both public and private. All limbs 16" or greater shall be removed solely through the use of a crane; minimum 25 ton with a 90ft. reach.

Vehicles and equipment used to perform tree services (e.g., aerial lift, wood chipper, support vehicles) shall, to the extent feasible, be positioned on paved or gravel surfaces. When it is necessary to operate vehicles or equipment on turf or on tree root

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zones the service provider shall use ground protections equipment to protect soil compaction and turf damage.

Unit of Measure shall be measured by the following: Each (EA).

Payment shall be made on the basis of the unit price on the Price Worksheet.

4: ROOT REMOVAL

Description: To, without doing damage to the tree, selectively remove large surface roots starting at 3 feet out from the trunk of the tree, removing the root to the end of the nm, while never removing more than 25% of a tree's root system in any one root pruning. Shall include at least a two man crew, chipper, and large crew truck.

Unit of Measure shall be measured by the following: Each (EA).

Payment shall be made on the basis of the unit price on the Price Worksheet.

6: Site Clearing

Description: A tract of land located in right-of-ways, easements, public property and private property that may include overgrown vegetation and may include small trees (less than 6" in diameter), bushes, vines, and other vegetation obstructions which need to be removed including any significant root systems. May require use of bush-hog. May require bob-cat for eath digging and/or earth to be moved.

Unit of Measure shall be measured by the following: Square Yard (SY).

Payment shall be made on the basis of the unit price on the Price Worksheet.

3.14. City Contract Requirements.

The City will enter into a Contract written by the City with the successful Service Provider that contains the terms and conditions set forth in Exhibit A. Each Service Provider must state specifically in its Proposal any exceptions to the terms and conditions included in Exhibit A, and any proposed additional telms or conditions deemed important by the Service Provider. The City will take any such exceptions and proposed additions into account during the evaluation process. Any terms and conditions that the Service Provider does not specifically object to will be incorporated into the resultant Contract. Notwithstanding the foregoing, the City reserves the right to change the proposed contractual terms and conditions prior to or during contract negotiations if it is in the City's best interest to do so.



Background & Experience

Carolina Tree Care

I. Company Background

- a. Legal Name: Carolina Tree Equipment, Inc. DBA Carolina Tree Care
- b. Date of Inception: December 4, 1987.
- c. Organizational Structure: See attached organizational chart.
- d. Personnel: We operate 160 crews and have 410 employees.
- e. Location of Main Office: 520 Webb Road, Concord, North Carolina 28025.

Carolina Tree Care has been providing high quality tree services since 1987. We have two primary divisions. Our utility/municipality division provides right-of-way clearing services to utility companies, electric cooperatives, and municipalities in the Carolinas. Our residential/commercial division offers a full-range of tree care services to individuals and businesses in Concord, NC and surrounding areas.

II. Customer List

Our first contract was secured in February 1988 with Blue Ridge Electric Membership Corp. located in Lenoir, NC. During the past 25 years, we have contracted work with the following companies:

Aiken EMC, Aiken, SC
Black River EMC, Sumter, SC
Blue Ridge EMC, Lenoir NC
Blue Ridge Electric Co-Op, Westminster, SC
Blue Ridge Parkway, Asheville, NC
City of Cherryville, Cherryville, NC
City of Concord, Concord, NC
City of Kannapolis, Kannapolis, NC
City of Monroe, Monroe, NC
City of Statesville, Statesville, NC
Department of Public Utilities, Orangeburg, SC
Duke Energy, Charlotte, NC
Energy United, Statesville, NC
French Broad EMC, Marshall, NC
Mid-Carolina Electric Co-Op, Lexington, SC
North State Telephone, High Point, NC
Progress Energy, Raleigh, NC
Public Service Gas Company, Gastonia, NC



Randolph EMC, Asheboro, NC

Town of Landis, Landis, NC
Town of Maiden, Maiden, NC
Tri-County EMC, St. Matthews, SC
South Carolina Electric & Gas Company, Columbia, SC
Union Power, Monroe, NC

III. References

Union Power Cooperative Wil Ortiz Post Office Box 5014 Monroe, NC (704) 289-3145	City of Concord Bob Pate Concord, North Carolina (704)920-5306
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Aiken EMC Dan Garman Post Office Box 417 Aiken, South Carolina 29802 (803) 502-2670	City of Monroe David Lucore Monroe, North Carolina (704) 282-4609
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Duke Energy Stuart Hoyt 410 South Wilmington St – NC 13 Raleigh, NC 27601 (919) 546-3345	SCE&G Charles Moore 220 Operations Way Cayce, SC 29033 (803) 217-2754
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IV. Background Information on Key Employees

Jack Guffey, President

Mr. Guffey began his career with the company in 1990. He earned a Bachelors in Industrial Engineering Technology from Western Carolina University and a Masters in Business Administration from Pfeiffer University. Prior to joining Carolina Tree Care, Mr. Guffey was employed by Fieldcrest Cannon as an Industrial Engineer and was actively involved in the United States Army Reserves as a Company Commander. Mr. Guffey has held a variety of positions with our company, including Ground Man, Climber, Foreman, Area Manager, and General Manager. He was promoted to President in November of 1998. Mr. Guffey is an ISA Certified Arborist / Utility Specialist.

Gordon Spaugh, Vice President

Mr. Spaugh joined Carolina Tree Care in 2007. He earned a Bachelors in Economics with Honors from the University of North Carolina at Chapel Hill and a Masters in Business Administration from the Darden School at the University of Virginia. Prior to joining Carolina Tree Care, Mr. Spaugh worked for BB&T for seven years. He is currently responsible for managing customer relationships and



crews in North Carolina and for overseeing office operations. Mr. Spaugh is an ISA Certified Arborist and a TCIA Certified Tree Care Safety Professional.

**Matt Rehlander, Residential & Commercial Division Manager
Safety Director**

Mr. Rehlander joined Carolina Tree Care in June 2015. He has over 14 years of experience in the Green Industry and has an additional 16 years in the service industry. His responsibilities include safety for the entire Carolina Tree Care operation and Division Manager for Residential and Commercial projects. Mr. Rehlander is an ISA Certified Arborist, Certified Tree Safety Professional, Lean Six Sigma Greenbelt and a Certified Project Manager. He has a degree in logistics from the Community College of The Air Force and is a Veteran of The United States Air Force.

Randy Austin, Fleet Manager

Mr. Austin joined Carolina Tree Care in November of 2014. He has over twenty nine years of experience in related industries. Fourteen years as a registered landscape contractor and owner of Horticultural Consultants Inc. and fifteen years in sales of medium and heavy duty trucks. Mr. Austin is responsible for managing the company's fleet of vehicles and equipment. He oversees fixed asset purchases, maintenance, and sales.

Diane Burris, Office Manager

Mrs. Burris joined the company's office staff in 2005 after spending 20 years in the banking industry. She specializes in accounts payable and accounting. Mrs. Burris was promoted to Office Manager in 2010. In this role, she is responsible for managing the office staff and overseeing daily office operations.

Marshall Crouse, Central NC Area Manager

Mr. Crouse began his career with the company in 1994. He has held a variety of positions, including Ground Man, Climber, Foreman, and Safety Director. He manages crews in several locations in central and western North Carolina. Mr. Crouse has received the certifications of ISA Certified Arborist / Utility Specialist and ACRT Advanced Arborist and he is a licensed herbicide and pesticide applicator.

Bennie Wilson, Central South Carolina Area Manager

Mr. Wilson has 22 years of experience in the tree care industry. He has held positions as Ground Man, Foreman, and Herbicide Applicator. Mr. Wilson was promoted to Area Manager in 1997 and currently manages crews throughout South Carolina. He has extensive experience working on both distribution and transmission right-of-ways.

Ray Snodgrass, Western South Carolina Area Manager



Mr. Snodgrass has worked in the tree care industry for 12 years. He has quickly progressed through the ranks as a Ground Man, Climber, Tractor Operator, and Foreman. In 2009, he was promoted to Area Manager and currently manages crews in Aiken, Johnston and North.

Andy Suggs, Western South Carolina Area Manager

Mr. Suggs brings 32 years of industry experience to his role as Area Manager. He worked as a Ground Man, Trimmer, Foreman, and General Foreman before joining the company as an Area Manager in 2001. Mr. Suggs manages crews in Aiken, Johnston, and Saluda. He is a licensed herbicide and pesticide applicator.

Jamie Johnson, Eastern South Carolina Area Manager

Mr. Johnson brings 22 years of industry experience to his role as Area Manager. He has held positions as Ground Man, Climber, Foreman, General Foreman and Regional Manager before joining the company as Area Manager/Contract Coordinator in 2011. Mr. Johnson is responsible for crew management and contract negotiations throughout South Carolina. He is a licensed herbicide and pesticide applicator.

Brian Wills, Southwestern SC Area Manager

Mr. Wills began his career with the company as a Ground Man in 1996. He was promoted to Area Manager in 2010 after having served as a Climber, Foreman, and Assistant Area Manager. Mr. Wills oversees crews in southwestern South Carolina and western North Carolina.

Gerald Styles, Western NC Assistant Area Manager

Mr. Buchanan has over 15 years of experience in the tree care industry. He served as a Ground Man, Climber, and Foreman before being promoted to Area Manager in 2009. He is responsible for managing crews in the Asheville and Marshall areas. Mr. Buchanan is an ISA Certified Arborist and a licensed pesticide applicator.

V. Safety Program

The safety of our employees is one of our highest priorities. Our safety program consists of activities such as weekly crew visits by Area Managers, regular safety audits by the Safety Director, and weekly tailgate safety sessions. Employees obtain job specific certification within sixty days of receiving a new job assignment. All employees receive annual training in Flagging, CPR/First Aid, Electrical Hazard Awareness, and Aerial Rescue. We drug test all new hires prior to employment and existing employees on a random basis.

VI. Insurance Information

Carolina Tree Care maintains all required types of insurance. An insurance certificate is available upon request.

VII. Statement Regarding Citations by OSHA, Department of Labor, or Other Governmental Agencies

Carolina Tree Care has had no documented citations during the past two years from the agencies listed above.

VIII. Equipment

We operate high quality equipment in order to improve productivity and reduce downtime. The average age of our equipment is less than five years old. We replace equipment between six and eight years.

IX. Facilities

Corporate Office – 520 Webb Road Concord, NC 28025

S.C. Maintenance Facility – 583 Woodward Drive Aiken, SC 28903



REQUIRED FORM 2 - ADDENDA RECEIPT CONFIRMATION
RFP # 269-2016-TRS
Tree Removal Services

Please acknowledge receipt of all addenda by including this form with your Proposal.
All addenda will be posted to www.ips.state.nc.us.

ADDENDUM #:	DATE ADDENDUM DOWNLOADED FROM NC IPS:
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal complies with the General and Specific Specifications and conditions issued by the City except as clearly marked in the attached copy.

NAME OF SERVICE PROVIDER: Carolina Tree Care

NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Rehlander

SIGNATURE OF AUTHORIZED PERSONEL: [Handwritten Signature]

TITLE OF AUTHORIZED PERSONEL: Residential / Commercial Coordinator

DATE: 9/25/15

REQUIRED FORM 1 - PROPOSALS SUBMISSION FORM
RFP # 269-2016-TRS
Tree Removal Services

This Proposal is submitted by:

Service Provider Name: Carolina Tree Care

Representative (printed): Charles Floyd

Representative (signed): C. Floyd

Address: 520 Webb rd.

City/State/Zip: Concord, NC 28025

Telephone: (704) 788-8733

(Area Code) Telephone Number

Facsimile: —

Fax Number: 704-792-2273

For questions regarding the proposal submission process, contact:
Monica Henson
704-391-5081
mahenson@charlottenc.gov

It is understood by the Service Provider that the City reserves the right to reject any and all Proposals, to make awards on all items or on any items according to the best interest of the City, to waive formalities, technicalities, to recover and re-bid this RFP. Proposal is valid for one hundred and twenty (120) calendar days from the Proposal due date.

NAME OF SERVICE PROVIDER: Carolina Tree Care

NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Rehlander

SIGNATURE OF AUTHORIZED PERSONEL: Matt Rehlander 

TITLE OF AUTHORIZED PERSONEL: Residential / Commercial Division Manager

DATE: 9-23-15

Section 7
Required Forms

REQUIRED FORM 3 - PRICING WORKSHEET
RFP # 269-2016-TRS

Tree Removal Services

Regardless of exceptions taken, Service Providers shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars rounded to the nearest quarter of a dollar. **If there are additional costs associated with the Services, please add to this chart. Your Price Proposal must reflect all costs that the City will be responsible for.**

Please indicate the Unit Price and Extended Total Price for each Item and the Total Price of Work to perform the Services outlined in this Request for Proposal (RFP). For the purpose of comparison, unit prices will govern over extended totals. Owner will correct any math errors identified during the review of the proposals. Refer to Exhibit A for Item Descriptions.

SERVICE PROVIDER: Carolina Tree Care

Item	Tree Removal Services	Unit of Measure	Unit Price	Estimated Annual UOM	TOTAL
1	Mobilization: Work Order	EA.	\$250.-	50	12,500
2	Stump Grinding				
	1" to 12" Diameter	EA.	\$35	2	\$70
	13" to 24" Diameter	EA.	\$45	2	\$90
	25" to 36" Diameter	EA.	\$75	2	\$150.
	37" to 48" Diameter	EA.	\$95	2	\$190
	49" + Diameter	EA.	\$150	2	\$300.
3	Tree Removal				\$
	6" to 12" Diameter at breast height	EA.	\$250.	25	\$6,250.
	13" to 24" Diameter at breast height	EA.	\$800	25	\$20,000
	25" to 36" Diameter at breast height	EA.	\$1,500	25	\$37,500
	37" to 48" Diameter at breast height	EA.	\$2,000	25	\$50,000
	49" + Diameter at breast height	EA.	2,400	25	\$60,000
	Bucket Truck with 3	HR.	\$250	20	\$5,000.

**Section 7
Required Forms**

	man crew.				
5	Root Removal	EA.	150.	25	3750
6	Site Clearing				
	Basic Site clearing which does not require bush-hog or bob-cat equipment.	SY	125	30	3750
	Site clearing which does require bush-hog to clear vegetation.	SY	125	15	1875
	Site clearing which does required the use of a bush-hog to clear vegetation and a Bob-Cat to move or dig into earth.	SY	125	5	625

NAME OF SERVICE PROVIDER: Carolina Tree Care

NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Rehlander

SIGNATURE OF AUTHORIZED PERSONEL: *Matt Rehlander*

TITLE OF AUTHORIZED PERSONEL: Residential Commercial Coordinator

DATE: 9/25/15

REQUIRED FORM 4 - PROPOSAL CERTIFICATION
RFP # 269-2016-TRS

Tree Removal Services

SERVICE PROVIDER: Carolina Tree Care

The undersigned Service Provider hereby certifies and agrees that the following information is correct:

1. In preparing its proposal, the Service Provider has considered all proposals submitted from qualified, potential subcontractors and suppliers; and has not engaged in or condoned prohibited discrimination.
2. For purposes of this section, *prohibited discrimination* means discrimination against any person, business or other entity in contracting or purchasing practices on the basis of race, color, sex, or national origin. Without limiting the foregoing, *prohibited discrimination* also includes retaliating against any person, business or other entity for reporting any incident of prohibited discrimination.
3. Without limiting any other provision of the solicitation for proposals on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid submitted by the Bidder on this Project and to terminate any contract awarded based on such bid.
4. As a condition of contracting with the City, the Service Provider agrees to maintain documentation sufficient to demonstrate that it has not discriminated in its solicitation or selection of subcontractors. The Service Provider further agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors. Failure to maintain or failure to provide such information constitutes grounds for the City to reject the bid submitted by the Service Provider or terminate any contract awarded on such bid.

NAME OF COMPANY: Carolina Tree Care

NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Behlander

SIGNATURE OF AUTHORIZED PERSONEL: [Handwritten Signature]

TITLE OF AUTHORIZED PERSONEL: Residential Commercial Coordinator

DATE: 9/25/15



REQUIRED FORM 5 – MWSBE SUBCONTRACTOR UTILIZATION

RFP # 269-2016-TRS

Tree Removal Services

The City maintains a strong commitment to the inclusion of MWSBEs in the City’s contracting and procurement process when there are viable subcontracting opportunities.

Service Providers must submit this form with their proposal outlining any supplies and/or services to be provided by each City certified Small Business Enterprise (SBE), and/or City registered Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) for the Contract. If the Service Provider is a City-registered MWSBE, note that on this form.

Company Name:	Carolina Tree Care
----------------------	--------------------

Please indicate if your company is any of the following:

MBE
 WBE
 SBE
 None of the above

If your company has been certified with any of the agencies affiliated with the designations above, indicate which agency, the effective and expiration date of that certification below:

Agency Certifying: _____ Effective Date: _____ Expiration Date: _____

Identify outreach efforts that *were employed* by the firm to maximize inclusion of MWSBEs to be submitted with the firm’s proposal (attach additional sheets if needed):

Identify outreach efforts that *will be employed* by the firm to maximize inclusion during the contract period of the Project (attach additional sheets if needed):

[Form continues on next page]

List below all **MWSBEs** that you intend to use on this Contract.

Subcontractor Name	Description of work or materials	Indicate either “M”, “S”, and/or “W”	City Vendor #

**Section 7
Required Forms**

Total MBE Utilization	0 %
Total WBE Utilization	0 %
Total SBE Utilization	0 %
Aggregate MWSBE Utilization	0 %

NAME OF COMPANY: Carolina Tree Care

NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Behlander

SIGNATURE OF AUTHORIZED PERSONEL: 

TITLE OF AUTHORIZED PERSONEL: Residential / Commercial Division Manager

DATE: 9/25/15

REQUIRED FORM 6 – E-VERIFY CERTIFICATION

RFP # 269-2016-TRS

Tree Removal Services

This E-Verify Certification is provided to the City of Charlotte (the "City") by the Service Provider signing below ("Service Provider") as a prerequisite to the City considering Service Provider for award of a City contract (the "Contract").

1. Service Provider understands that:

a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of employees pursuant to federal law, as modified from time to time.

b. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements").

c. North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the Service Provider and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Service Provider certifies that:

a. If Service Provider has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Service Provider will comply with the E-Verify Requirements in verifying the work authorization of Service Provider employees working in North Carolina; and

b. Regardless of how many employees Service Provider has working in North Carolina; Service Provider will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina will comply with the E-Verify Requirements.

3. Service Provider acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Service Provider and Service Provider or any subcontractor fails to comply with the E-Verify Requirements. Service Provider agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses (including reasonable attorney's fees) obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Service Provider or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

NAME OF COMPANY: Carolina Tree Care
NAME OF AUTHORIZED PERSONEL: (PRINT) Matt Reinlander
SIGNATURE OF AUTHORIZED PERSONEL: [Signature]
TITLE OF AUTHORIZED PERSONEL: Residential/Commercial Division Manager
DATE: 9/25/15

Section 7
Required Forms

REQUIRED FORM 7 – SERVICE PROVIDER’S BACKGROUND RESPONSE
RFP # 269-2016-TRS

Tree Removal Services

If additional space is required, questions may be answered on a separate document.

Service Providers should complete and submit the form below as part of their Proposal:

Question	Response
Service Provider Identification	
Service Provider Name (Official Name)	CTE, INC DBA Carolina Tree Care
Service Provider Location (corporate headquarters)	500 Webb Rd. Concord, NC 28025
Service Provider Experience	
Number of years in business:	28 years in business
Number of public sector clients	0
Number of public sector clients using the services being proposed.	0 - No subcontractors
Identify national and regional user groups	N/A
Explain the purpose and function of user groups	N/A
List any terminated projects. Please disclose the jurisdiction and explain the reason for the termination.	None
List any litigation that you have been involved with during the past two (2) years on Tree Removal Services implementations.	None
Organization Size	
If Service Provider is a subsidiary, identify Number of employees in proposing company/division.	None
If Service Provider is a subsidiary, identify revenues of proposing company/division	None
Corporate Notes	
Privately held? Publicly traded? Parent Company?	Privately held.
Identify any certifications held by your firm if you are implementing or reselling another firm's products. Include how long the partnership or certification has been effect.	N/A.
Additional Narrative Response	
Provide an overview and history of your company.	See attached document.

Section 7
Required Forms

Describe your total organization, including any parent companies, subsidiaries, affiliates and other related entities.	Corporation
Describe the ownership structure of your organization, including any significant or controlling equity holders.	70% - Jack Guffey (President) 30% - Gordon Spaugh (Vice President)
Provide a management organization chart of your overall organization, showing director and officer positions and names and the reporting structure.	See attached document.
Detail how long the company has been providing Tree Removal Services to local governments and include information regarding experience with similar Tree Removal Services projects.	Since 1987.
Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing Services to the City.	See attached document.
If the Service Provider's proposal submission will be from a team composed of more than one (1) company or if any subcontractor will provide more than fifteen percent (15%) of the Services, provide a description, which includes the teaming relationships, form of partnership, each team member's contribution, and the experience of each team member, which qualifies them to fulfill their responsibility. Provide descriptions and references for the projects on which team members have previously collaborated.	N/A.
Explain how your organization ensures that personnel performing technical support services are qualified and proficient.	See attached document.
Please provide information regarding the level of staffing at your organization's facilities, as well as the level of staffing at subcontractors' facilities, if known.	See organizational chart.
Please provide detailed information regarding training your employees receive to ensure they are safe at the work place and to ensure equipment is used in the correct manner. How often does this training happen? Who facilitates or	See attached document.

**Section 7
Required Forms**

instructs employees on safe use.	
Prepare and submit a Project Plan to describe, to the best of your ability, all times, tasks and resources associated with the performance of Services. The Project Plan is subject to the terms set forth in Section 8 of this RFP.	Project Plan - See Project Plan document.
How many clients does your company currently provide on call service for?	On call is on an as needed basis.
What is your typical response time to begin a project	As agreed upon in terms of contract
Provide detailed information regarding the largest job your company has undertaken?	See attached document.
Describe the communications scheme that your organization will use to keep the City informed about the progress of the Project. Specifically who will Charlotte Water contact to initialize a work order?	Charles Floyd will send weekly updates.
Please provide documentation that you have the necessary bonding, insurance, and licenses to do the work as specified in this RFP.	Bonding, insurance, and licenses attached.

RFP: #269-2016-TRS

Required Forms: Form 7: Section 7 – Service Provider’s Background Response

- **Overview & history of Carolina Tree Care:**

Carolina Tree Care has been providing high quality tree services since 1987 with a focus in two primary divisions. Our Utility/Municipality division provides right-of-way clearing services to utility companies, electric cooperatives, and municipalities in the southeastern U.S. Our Residential/Commercial division offers a full-range of tree care services to individuals and businesses throughout the Greater Charlotte, North Carolina region.

- **Management Organizational Chart:**

- Please see attached organizational chart; attached.

- **Detail how long the company has been providing Tree Removal Services to local governments:**

- Since 1987

- **Explain how organization ensures that personnel performing technical support services are qualified and proficient:**

- All employees are trained in Storm Response, Driver Training, Flagger Training. All personnel are certified in each part of their job before any work is completed.

- **Provide information regarding the level of staffing at organization’s facilities, as well as level of staffing at subcontractors’ facilities, if known.**

- See organization chart attached.

- **Provide detailed information regarding training your employees receive to ensure they are safe at the work place and to ensure equipment is used in the correct manner. How often does this training happen? Who facilitates or instructs employees on safe use.**

- Quarterly Carolina Tree Care provides Electrical Hazard Training this is conducted by our safety department. Weekly Carolina Tree Care has tailgate safety meeting conducted by our operations manager, Kevin Ward.

- **Provide detailed information regarding the largest job your company has undertook?**

- Duke Energy, Vegetation Management - 14 Million.

Management Approach & Personnel Management:

MISSION

To provide high quality, cost efficient tree care services to our customers while operating in a safe manner. To be a consistent witness for our Lord and Savior Jesus Christ and to operate our business centered in God's will.

VISION

To be the most outstanding tree care company in the communities we serve. To empower men to be committed leaders, husbands, and fathers. To make a positive difference in the lives of our customers, associates, suppliers, and community members.

VALUES

I - INTEGRITY

We are committed to operating in a manner that is open and honest. We take our relationships seriously and go to great lengths to ensure that trust is maintained. We believe that there is never a wrong time to do what is right.

C - CUSTOMERS

We are dedicated to providing outstanding service to our customers. We recognize that if we do not care for our customers, someone else will. We are constantly focused on exceeding our customers' expectations.

A - ASSOCIATES

We take pride in our qualified, experienced, and capable associates and recognize them as our most valuable assets. Our associates are the backbone of the organization and we promote a work environment based on leadership, teamwork, training, and a standard of excellence.

R - RESPONSIBILITY AND SAFETY

Our work practices include operating in a manner that is responsible and safe. We strive to protect the health and well-being of the individual and the environment. Safety is recognized as a necessity in our daily work activities.

E - EXCELLENCE

We strive to operate with excellence in every area of our business. We take pride in our work and desire to be recognized as a leader in the tree care industry. Both outstanding teamwork and individual effort are required in order for the company to perform with excellence in all areas.

Form 3 Attachment - Equipment for City of Charlotte

RFP Name: Charlotte Water

RFP Number: 269-2016-TRS

CTC Internal EQP No.	Equipment Type	Brand	Model	Serial Number	Own or Lease?
3107 (75')	Bucket Truck	International	4300	3HAMMAAN9CL459360	Own
3117 (55')	Bucket Truck	Freightliner		1FVACWDUXADAU6853	Own
3150 (70')	Bucket Truck	Freightliner		1FVACXDT2EHFG5984	Own
237	Split Dump	Chevrolet	6500	1GBJ6C1386F404445	Own
252	Split Dump	Ford	F-650 w/o mancab	3FRNF6FCXAV271569	Own
257	Split Dump	Ford	F-750 Reg Cab	3FRNF7FC2BV396413	Own
259	Split Dump	Ford	F-750 Reg Cab	3FRNF7FC3BV551938	Own
719	Chipper	Bandit	M-1590	1718	Own
730	Chipper	Bandit	M-1590XP	4FMUS1814AR002143	Own
750	Chipper	Bandit	M-1590XP	4FMUS1818CR002505	Own
761	Chipper	Bandit	1590	4FMUS161XDR002669	Own
162	Pick-up	Chevrolet	Silverado 2500 Crew (CT&T TP-101)	1GCHC29U97E111526	Own
178	Pick-up	Chevrolet	Silverado 1500 Ext Cab SWB 4x4	1GCRKPE38BZ237122	Own
185	Pick-up	Chevrolet	Silverado 1500 Ext Cab SWB 4x4	1GCRKPE36BZ358487	Own
193	Pick-up	Chevrolet	Colorado Crew Cab 4WD	1GCHTCFE2C8125151	Own
1100	Pick-up	Chevrolet	Colorado Crew Cab 4WD	1GCHTCFE3C8170499	Own
806	Stump Grinder	Carlton	60 HP Grinder	1J9KA212491167037	Own
804	Bobcat	Bobcat		532015902	Own
503	Log Lift	International	7400	1HTWGAZT1CJ629860	Own

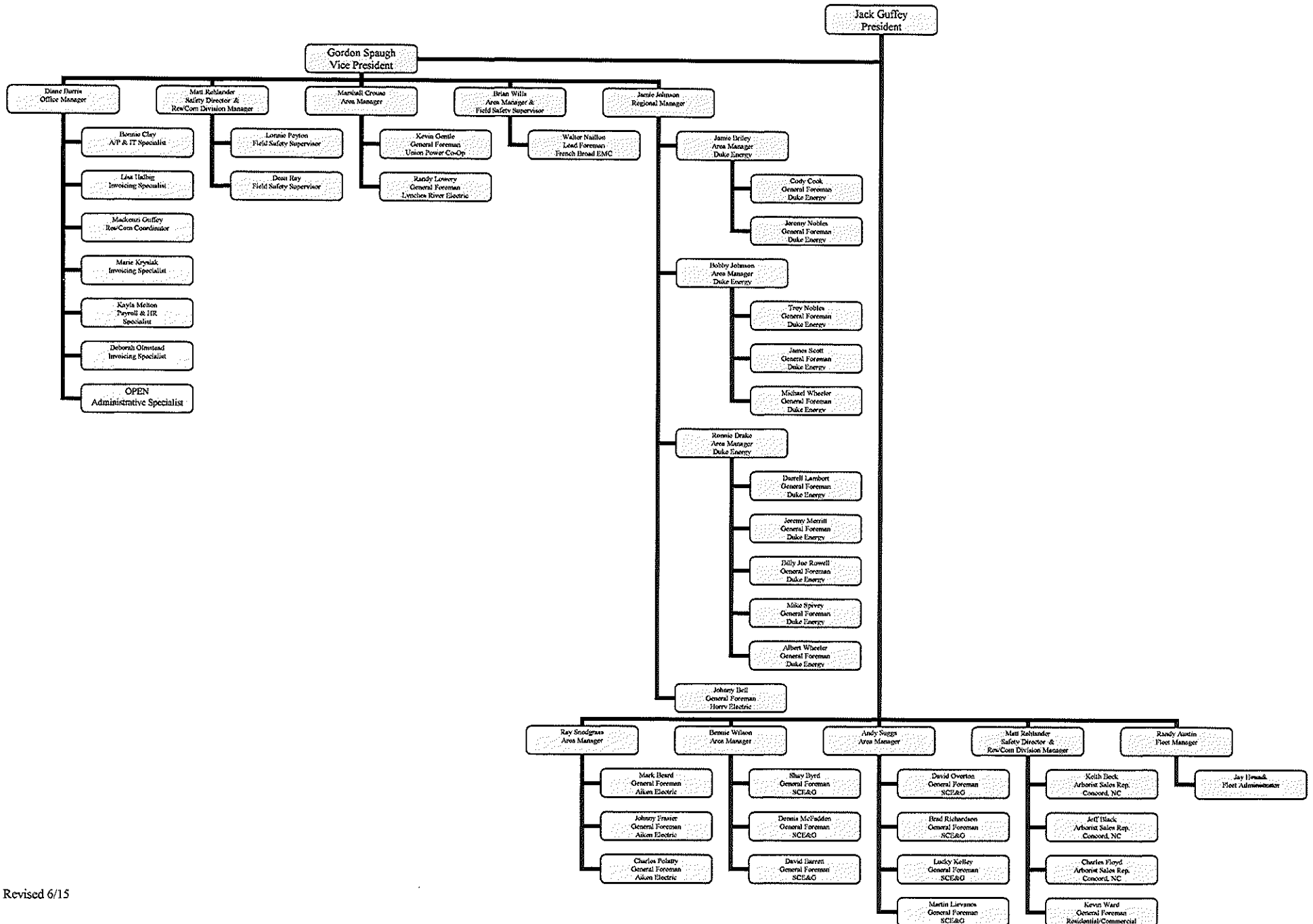
Section 7: Form 7

Service Provider's Background Response

RFP: #269-2016-TRS

Project Name	Owner Name/Address/Phone	Contract Amount	Contract Start Date/Contract End Date	Project Scope/Description
Belton	NGE Services PO Box 30665, Charlotte, NC 28230 704-334-8710	\$ 22,800.00	1-5-15 thru 1-9-15	Clear trees from future ROW. Cut/trim 15 ft. from limbs that will be encroaching future lines per specs. Remove tagged trees.
Oakhurst Redevelopment	Sealand Construction 1708 N. Caldwell St, Charlotte, NC 28206 704-522-5494	\$ 28,775.00	9-23-14 thru 11-13-14	Remove trees according to specs. Haul off wood and debris. Grind stumps.
UNCC	Blythe Construction 2911 N. Graham St, Charlotte, NC 28206 704-400-5397	\$ 8,400.00	10-29-14 thru 10-31-14	Remove tagged trees from site, remove all debris.
Bridle Trail	S&R Enterprise 8200 N NC Hwy 150, Clemmons, NC 27012 336-703-8550	\$ 2,800.00	7-2-14 thru 7-2-14	Remove 4 tagged trees on site, remove all debris, grind stumps.
Presbyterian Hospital/Matthews Town.	Cox Landscaping 9900 Newell Hickory Grove Rd, Charlotte, NC 28213 704-400-7499	\$ 1,800.00	9-20-14 thru 9-20-14	Remove lightning damaged tree at median island, remove all debris, grind stump.
Main & Baxter	Blythe Development Company 1415 E Westinghouse Blvd, Charlotte, NC 28273 704-588-0023	\$ 32,400.00	12-8-14 thru 12-19-14	Remove 24 trees per specs. Remove all debris, grind stumps. Phase I of III.

Carolina Tree Care Organizational Chart



**Section 7
Required Forms**

REQUIRED FORM 8 - REFERENCES

RFP # 269-2016-TRS

Tree Removal Services

Reference 1	
Company Name	BBBT
Contact Name	Rob Betler
Phone Number	704-262-6325
Reference 2	
Company Name	Bandit Industries, INC.
Contact Name	
Phone Number	989-561-2270
Reference 3	
Company Name	Safety Test & Equipment Company
Contact Name	
Phone Number	704-482-7346
Reference 4	
Company Name	Southco Industries
Contact Name	
Phone Number	704-482-1477
Reference 5	
Company Name	Altec Industries
Contact Name	
Phone Number	205-458-3849

REQUIRED FORM 9 – SAFETY ASSESSMENT

RFP # 269-2016-TRS

Tree Removal Services



Contractor Safety Assessment

1. Organization Information:		
Company Name:	Carolina Tree Care	
On-Site Representative:	Kevin Ward	Phone #: 704-762-0921
Email:	kevinward@carolinatree.com	
Safety Representative:	Matt Rehlander	Phone #: 704-260-4149
Email:	mrehlander@carolinatree.com	
2. Safety-Program Documentation:		
	Yes	N/A
• Does your company have a written safety and health program that is available upon request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Are your employees current on all applicable safety-related training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Provide copies of your OSHA annual summary (Form 300A) for the past 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Provide copies of any OSHA citations or violations for the past 3 years.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Provide your company's NAICS* code.	561730	
• What is your company's DART incidence rate for the past 3 years?	Year	DART Rate**
	2012	2.42
	2013	1.87
	2014	1.53
• What is your Industry's DART Incidence rate for the past 3 years?	2012	N/A
	2013	N/A
	2014	N/A
NOT AVAILABLE FOR TREE COMPANIES ONLY LOGGING OR LANDSCAPERS		
*NAICS - North American Industrial Classification System – If you need assistance with this information, please refer to the Bureau of Labor Statistics (BLS) website at www.bls.gov or contact a safety consultant.		
**DART Rate – If one of your past three-year DART incidence rate exceeded the Industry standard, please attach an explanation as to why. As well your company DART incidence rate for the past five years.		
3. Insurance-Coverage Documentation:		
	Yes	N/A
• A copy of your workers' compensation certificate of insurance	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your commercial general liability certificate of insurance	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your automobile liability certificate of insurance	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your professional liability certificate of insurance for errors and omissions	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your fidelity or performance bond	<input type="checkbox"/>	<input type="checkbox"/>
Based on the scope of the project, insurance documentation must be submitted. Please refer to the Insurance requirements on page 2 & 3 of this form for the City's Insurance requirements.		
4. Sign and date the form:		
Authorized Signature:		Date: 9/24/15
Print Name:	Matt Rehlander	

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2015



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0170

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>4</u>	<u>1</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>248</u>	<u>14</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)		
(1) Injury	<u>8</u>	(4) Poisoning
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses
		<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Carolina Tree Care

Street 520 Webb Rd.

City Concord State North Carolina Zip 28025

Industry description (e.g., Manufacture of motor truck trailers)
Tree, Shrub Ornamental / Landscaping

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
0 7 8 3

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
5 6 1 7 3 0

Employment information

Annual average number of employees 380

Total hours worked by all employees last year 725,309

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Matthew Rehlander
Company executive


704-723-1872
Phone

Safety Director
Title

1/28/2015
Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2014 

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>6</u>	<u>1</u>	<u>4</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>162</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
	<u>12</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Carolina Tree Care

Street 520 Webb Road

City Concord State NC Zip 28025

Industry description (e.g., Manufacture of motor truck trailers)
Tree Care Industry

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
0 7 8 3

OR North American Industrial Classification (NAICS), if known (e.g., 338212)
5 6 1 7 3 0

Employment information

Annual average number of employees 289

Total hours worked by all employees last year 579,010

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Jack Guffey
Company executive

President
Title

704-788-8733
Phone

1/28/2014
Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2013



U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0175

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	6	0	5
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
444	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	10	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	1

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Carolina Tree Care
 Street 520 Webb Road
 City Concord State NC Zip 28025
 Industry description (e.g., Manufacture of motor truck trailers)
Tree Care Industry
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
0 7 8 3
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)
5 6 1 7 3 0

Employment information

Annual average number of employees 285
 Total hours worked by all employees last year 579,010

Sign here

Jack Guffey

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Jack Guffey
Company executive

President
Title

704-788-8733
Phone

1/28/2014
Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2012



U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0170

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.25, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	7	0	2
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
605	0
(K)	(L)

Injury and Illness Types

Total number of...
(M)

(1) Injury	9	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Carolina Tree Care
 Street 520 Webb Road
 City Concord State NC Zip 28025
 Industry description (e.g., Manufacture of motor truck trailers)
Tree Care Industry
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
0 7 8 3
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)
5 6 1 7 3 0

Employment information

Annual average number of employees 299
 Total hours worked by all employees last year 563,244

Sign here 
 Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Jack Guffey
 Company executive

President
 Title

704-788-8723
 Phone

1/24/2013
 Date



Contractor Safety Assessment

City of Charlotte
Insurance Requirements and Coverage

1. Workers' Compensation Insurance Requirements

A contractor with 3 or more employees must provide workers' compensation for himself and his employees should they become injured while performing services to or for the City/County/ School under a contract.

Coverage

Meeting the statutory requirements of the State of North Carolina and Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit, providing coverage for employees and owners.

2. Commercial General Liability Insurance

Requirements

Contractor will be providing any type of services or products to or for City/County/School

Coverage

Bodily injury and property damage liability as shall protect the contractor and any subcontractor performing work under this contract from claims of bodily injury or property damage which arise from operation of this contract whether such operations are performed by contractor, any subcontractor or any one directly or indirectly employed by either.

The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract.

3. Automobile Liability Insurance

Requirements

- Contractor will be driving onto City/County/School property.
- Contractor will transport City/County/School personnel or clients.
- Contractor will use his vehicle on City/County/School business.

Coverage

Bodily injury and property damage liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate, or as the State of North Carolina requires, whichever is greater.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/11/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Trinity Ins Consulting Group LLC 7401 Carmel Executive Park Drive Suite 3 Charlotte NC 28226	CONTACT NAME: Mitzi Hines	
	PHONE (A/C, No, Ext): 704-385-7236	FAX (A/C, No): 704-973-9501
	E-MAIL ADDRESS: mhines@trinityconsulting.net	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Acadia Insurance Company	NAIC # 31325
	INSURER B: National Union Fire Insurance	NAIC # 19445
INSURED CAROTRE		
Carolina Tree Equipment, Inc. dba Carolina Tree Care P.O. Box 1118 Concord NC 28026-1118		
INSURER C: INSURER D: INSURER E: INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 1247641471 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPA0124152	12/8/2014	12/8/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PD-ACV			CAA0124153	12/8/2014	12/8/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PD Deductible \$2,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0			CPA0124152	12/8/2014	12/8/2015	EACH OCCURRENCE \$8,000,000 AGGREGATE \$8,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC0388292	12/8/2014	12/8/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500000 E.L. DISEASE - EA EMPLOYEE \$500000 E.L. DISEASE - POLICY LIMIT \$500000
A	Equipment Floater Leased & Rented Equipment			CPA0124152	12/8/2014	12/8/2015	Sched Limit 6,323,542 Per Item 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER THIS IS FOR INFORMATIONAL PURPOSES ONLY. SHOULD A CERTIFICATE OF INSURANCE BE REQUIRED, PLEASE CONTACT OUR AGENCY FOR ISSUANCE. ** *****	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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