



Request for Proposals (RFP)

Tree Removal Services – Multiple Properties

Issued By:

Westbrook Housing
30 Liza Harmon Drive
Westbrook, ME, 04092

RFP Issue Date:

March 19, 2026

Proposal Due Date:

April 24, 2026, by 4 pm.

1. Introduction

Westbrook Housing is seeking proposals from qualified and licensed tree service contractors to perform tree removal services at four (4) separate properties. The purpose of this RFP is to identify a contractor capable of safely, efficiently, and professionally removing designated trees while minimizing impact to residents, buildings, and surrounding property.

2. Scope of Work

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The selected contractor will be responsible for the complete removal of identified trees at each property. Services may include, but are not limited to:

- Tree removal (various sizes and conditions)
- Sectional removal as required due to proximity to buildings or utilities
- Stump grinding (if specified)
- Removal of debris, logs, branches, and wood chips
- Protection of nearby structures, sidewalks, landscaping, and utilities
- Site cleanup and restoration of affected areas
- Coordination with property management and maintenance staff

A detailed list of trees and site conditions will be provided or made available for site visits.

3. Property Locations

Tree removals will take place at the following locations:

- 1) Property A: 30 Liza Harmon Drive, Westbrook ME, 04092
 - a) 3 - Trees
 - b) Stump Grinding
- 2) Property B: 9 Dotties Way, Westbrook ME, 04092
 - a) 1 - Tree
 - b) Stump Grinding
- 3) Property C: 300 East Bridge St, Westbrook ME, 04092
 - a) 8 – Trees
- 4) Property D: 783/789 Main Street, Westbrook ME, 04092
 - a) 2 - Trees
 - b) Stump Grinding

Contractors are asked to submit pricing by individual property and/or per tree.

4. Site Visits

- Site visits are strongly encouraged prior to submitting a proposal.

- Visits must be coordinated in advance with Josh Dubois, email: jdubois@westbrookhousing.org, Phone:207-854-6861.
 - Contractors are responsible for assessing access, tree size, equipment needs, and safety considerations.
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5. Scheduling & Completion

- Work must be coordinated to minimize disruption to residents and operations.
 - Contractor must provide an anticipated start date and completion timeline.
 - All work must be completed within agreed-upon timeframes once awarded.
 - Work may need to occur during normal business hours unless otherwise approved.
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6. Contractor Qualifications

Proposers must demonstrate:

- Minimum of three (3) years of professional tree removal experience
 - Proper State of Maine licensing, where applicable
 - Certified arborist on staff or available (preferred)
 - Experience working in residential or multifamily environments
 - Ability to perform work safely near occupied buildings
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7. Insurance & Safety Requirements

Contractors must provide proof of:

- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance
- Any additional coverage required by law

All work must comply with:

- OSHA safety standards

- Local and state regulations
- Utility clearance requirements (e.g., CMP coordination if applicable)

8. Pricing Structure

Proposals must include:

- Pricing per property and/or per tree
- Stump grinding costs (if applicable)
- Debris removal and cleanup costs
- Any additional or optional services
- Confirmation that pricing includes all labor, equipment, and disposal fees

Pricing Table

- **Property A**

Description	Quantity	Unit Price	Total
Tree Removal (Specify Size/Type)		\$ _____	\$ _____
Stump Grinding (if applicable)		\$ _____	\$ _____
Debris Removal / Cleanup	Included <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Property A Total			\$ _____

- **Property B**

Description	Quantity	Unit Price	Total
Tree Removal (Specify Size/Type)		\$ _____	\$ _____
Stump Grinding (if applicable)		\$ _____	\$ _____
Debris Removal / Cleanup	Included <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Property B Total			\$ _____

- **Property C**

Description	Quantity	Unit Price	Total
Tree Removal (Specify Size/Type)		\$ _____	\$ _____
Stump Grinding (if applicable)		\$ _____	\$ _____
Debris Removal / Cleanup	Included <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Property C Total			\$ _____

- **Property D**

Description	Quantity	Unit Price	Total
Tree Removal (Specify Size/Type)		\$ _____	\$ _____
Stump Grinding (if applicable)		\$ _____	\$ _____
Debris Removal / Cleanup	Included <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
Property D Total			\$ _____

9. Proposal Submission Requirements

Each proposal must include:

1. Company information and primary contact
2. Relevant experience and qualifications
3. Description of equipment and staffing
4. Itemized pricing proposal
5. Proof of insurance and licenses
6. References (minimum of three)

7. Proposed schedule and timeline

Proposal Deadline: April 24, 2026 by 4 pm.

Proposals must be submitted electronically to: jdubois@westbrookhousing.org

10. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications - 30%
 - Pricing and overall value - 25%
 - Ability to meet project timelines – 15%
 - Safety record and procedures – 10%
 - References and past performance – 10%
 - Responsiveness and communication – 10%
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11. Award of Contract

Westbrook Housing reserves the right to:

- Award the contract to one or multiple vendors
 - Accept or reject any or all proposals
 - Negotiate scope and pricing
 - Cancel or amend this RFP at any time
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12. Questions

All questions regarding this RFP must be submitted in writing to:
Joshua Dubois, jdubois@westbrookhousing.org

No verbal inquiries will be accepted.