

TOWN OF THREE HILLS



REQUEST FOR QUOTE FOR TREE REMOVAL & PRUNING SERVICES

RFQ Issue Date:	April 27, 2026
RFQ Closing:	May 15, 2026 @ 4:00 PM Local Time
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1. INVITATION

The Town of Three Hills (the “Town”) invites qualified contractors to submit quotations for the provision of tree removal and tree pruning services on an as-required basis.

The intent of this RFQ is to establish a pre-qualified contractor and fixed rate schedule for municipal tree maintenance within the Town.

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2. SCOPE OF WORK

The Contractor shall supply all labour, equipment, materials, supervision, and transportation necessary to complete tree services, including but not limited to:

2.1 Tree Removal

- Removal of trees of varying sizes and species
- Stump grinding (where specified)
- Removal of hazardous or fallen trees
- Disposal of all debris

2.2 Tree Pruning

- Structural pruning
- Deadwood removal
- Clearance pruning (roads, sidewalks, signage, utilities)
- Canopy thinning as required

2.3 General Requirements

- Complete site cleanup after each job
- Hauling and proper disposal of all debris
- Restoration of disturbed areas
- Traffic control where required
- Emergency call-out capability (optional but preferred)

Bidders are strongly encouraged to familiarize themselves with the Town of Three Hills, including general tree canopy conditions, species distribution, access constraints, and typical working environments prior to submitting a quotation.

By submitting a quotation, the Contractor acknowledges that they have satisfied themselves as to the nature and extent of the work, including site conditions, tree sizes, species variability, and logistical considerations that may impact pricing.

No additional compensation will be considered.

3. PRICING REQUIREMENTS

Bidders must provide fixed unit pricing based on tree height and type. Pricing must include all labour, equipment, mobilization, cleanup, travel and disposal.

3.1 Tree Removal Pricing Table

Tree Size (Height)	Deciduous Tree (\$/tree)	Coniferous Tree (\$/tree)
0 – 5 m		
5 – 10 m		
10 – 15 m		
15 – 20 m		
20 m +		

3.2 Tree Pruning Pricing Table

Tree Size (Height)	Basic Pruning (\$/tree)	Heavy Pruning (\$/tree)
0 – 5 m		
5 – 10 m		
10 – 15 m		
15 – 20 m		
20 m +		

3.3 Additional Pricing (if applicable)

Service	Unit	Rate (\$)
Stump grinding	per stump	
Emergency call-out	per hour	
After-hours work	per hour	

4. EMERGENCY / STORM RESPONSE

4.1 Emergency Response Requirement

The Contractor shall provide priority response services in the event of storms, high winds, or other emergency situations resulting in hazardous tree conditions within the Town.

4.2 Response Time Requirements

The Contractor must be available for emergency call-out and shall respond within the following timeframes:

- High Priority: Immediate public safety risks (e.g., blocked roads, fallen trees on infrastructure, hazardous hanging limbs) — within 2 hours of notification
- Medium Priority: Potential hazards or partially obstructed areas — within 6 hours of notification
- Low Priority: Non-urgent cleanup or follow-up work — within 24 hours of notification

4.3 Availability

The Contractor shall maintain the capability to respond to emergency calls 24 hours per day, 7 days per week throughout the term of the agreement.

4.4 Failure to Respond

Failure to meet the required response times may result in the Town engaging alternate contractors. Any additional costs incurred by the Town as a result may be charged back to the Contractor.

4.5 Compensation

Emergency work shall be compensated in accordance with the unit rates or approved hourly rates submitted in the Contractor's quotation, unless otherwise agreed to in writing by the Town.

5. TERM OF AGREEMENT

The agreement will be for a period of:

- Two (2) year, with option to renew for up to one (1) additional one-year term at the Town's discretion.

6. CONTRACTOR QUALIFICATIONS

Bidders must demonstrate:

- Experience in municipal or commercial tree services
- Certified arborist designation
- Knowledge of ANSI A300 pruning standards
- Valid Town of Three Hills Business License
- WCB coverage
- Liability insurance (minimum \$2,000,000)

7. HEALTH & SAFETY

The Contractor shall:

- Comply with Alberta OH&S regulations

- Provide safe work procedures
- Use properly trained personnel
- Ensure all equipment is maintained and certified

8. SUBMISSION REQUIREMENTS

Submissions must include:

- Completed pricing tables
- Company profile and experience
- References (minimum 2)
- Proof of insurance and WCB
- List of equipment available

9. EVALUATION CRITERIA

Submissions will be evaluated based on:

- Pricing (40%)
- Experience and qualifications (30%)
- Ability to meet service requirements (20%)
- References (10%)

10. GENERAL TERMS

- The Town reserves the right to accept or reject any or all quotations
- Lowest price will not necessarily be accepted
- Quantities are estimates only and not guaranteed
- Work will be issued on an as-required basis