

RFP # 25-0502

Tree Trimming by Circuit- Public Utilities Electric Department
410 Pritchard Street, Elizabeth City, NC 27909

1. INTRODUCTION:

The City of Elizabeth City’s Public Utilities, Electric Department (herein called CHP) is a municipal electric utility. The purpose of this document is to outline requirements for the Contractor selected to perform work in the nature of tree pruning, mowing, brush and tree removal, and vegetation control along the CHP electric lines according to specifications herein and as set forth in the Bid Proposal.

In performing its responsibilities under this Contract, the Contractor will be and will function as an independent, outside Contractor and neither it, its employees, nor its subcontractors, (if any), will be deemed to be employees of the Commission.

2. PROPOSAL SCHEDULE:

This is to provide interested contractors with information about the schedule anticipated by the city. This is an estimate only and may change.

EVENT	DATE
RFP Issued	Friday, May 02, 2025
Questions pertaining to RFP Due by	No later than 5PM on June 12, 2025
Responses to questions issued via addendum	Friday, June 13, 2025
RFP Proposal Due Date	Tuesday, June 17, 2025 at 2:00PM
Contract Awarded	TBD

3. PROPOSAL QUESTIONS:

Questions concerning this RFP must be sent to Randy Lassiter, Project Manager no later than 5:00PM, on Thursday, June 12, 2025. Questions must be submitted via email to dbell@elizabethcitync.gov , rlassiter@elizabethcitync.gov , and dwhite@elizabethcitync.com

4. PROPOSAL DUE DATE:

Sealed proposals shall be received electronically, mailed via UPS or hand delivered no later than 2:00 PM Eastern Standard Time, on Tuesday, June 17, 2025.

5. PERIOD AND TERMS OF CONTRACTUAL AGREEMENT: The selected contractor(s) will enter into a contract with the city to cover the scope of services outlined in this Request for Proposals. This contract shall run for approximately three (3) years in length beginning July 01, 2025 and ending December 30, 2027. The contract may be extended on a year-to-year basis for up to three (3) additional one-year periods by the mutual agreement of the selected contractor and the City Manager.