



February 26, 2021

Tina Eide  
City of Tacoma, WA  
teide@cityoftacoma.org

RE: Power Line Vegetation Clearance Crews: PT20-0335F

Dear Tina:

Please find enclosed our proposal for Power Line Vegetation Clearance Crews: PT20-0335F and the requested supporting information.

We appreciate the opportunity to bid the project and continue a successful working relationship with your company. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,

WRIGHT TREE SERVICE, INC.

Wade Myers  
Senior Vice President, Operations

WM:mp

**SIGNATURE PAGE**

**CITY OF TACOMA  
TACOMA POWER / TRANSMISSION & DISTRIBUTION**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Bids page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

**REQUEST FOR BIDS SPECIFICATION NO. PT20-0355F  
POWER LINE VEGETATION CLEARANCE CREWS**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

**Non-Collusion Declaration**

*The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).*

Wright Tree Service, Inc.

Bidder/Proposer's Registered Name

5930 Grand Avenue

Address

West Des Moines, Iowa 50266

City, State, Zip

contractadmin@wrighttree.com

E-Mail Address

42-0860402

E.I.No. / Federal Social Security Number Used on Quarterly Federal Tax Return, U.S. Treasury Dept. Form 941

 2/26/21  
Signature of Person Authorized to Enter into Contracts for Bidder/Proposer Date

Wade Myers, Sr. Vice President  
Printed Name and Title

(515) 277-6291 / (515) 274-3852  
(Area Code) Telephone Number / Fax Number

600114608  
State Business License Number  
in WA, also known as UBI (Unified Business Identifier) Number

CC WRIGHTS925K8  
State Contractor's License Number  
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.**

Specification No. PT20-0355F

Name of Bidder: Wright Tree Service, Inc.

### State Responsibility and Reciprocal Bid Preference Information

Certificate of registration as a contractor  
(Must be in effect at the time of bid submittal):

Number: CCWRIGHTS925K8

Effective Date: 5/28/2008

Expiration Date: 6/14/2022

Current Washington Unified Business Identifier  
(UBI) Number:

Number: 600114608

Do you have industrial insurance (workers' compensation)  
Coverage nor your employees working in Washington?

Yes       No  
 Not Applicable

Washington Employment Security Department Number

Number: 603147-00

Not Applicable

Washington Department of Revenue state excise tax  
Registration number:

Number: \_\_\_\_\_

Not Applicable

Have you been disqualified from bidding any public  
works contracts under RCW 39.06.010 or 39.12.065(3)?

Yes       No  
If yes, provide an explanation of your  
disqualification on a separate page.

Do you have a physical office located in the state of  
Washington?

Yes       No

If incorporated, in what state were you incorporated?

State: Iowa       Not Incorporated

If not incorporated, in what state was your business  
entity formed?

State: N/A

Have you completed the training required by RCW  
39.04.350, or are you on the list of exempt businesses  
maintained by the Department of Labor and Industries?

Yes       No



City of Tacoma

## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date February 12, 2021, that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Wright Tree Service, Inc.

Bidder

Signature of Authorized Official\*

Wade Myers

Printed Name

Sr. Vice President

Title

2/26/21

Date

West Des Moines

City

Iowa

State

Check One:

Individual

Partnership

Joint Venture

Corporation

State of Incorporation, or if not a corporation, the state where business entity was formed:

Iowa

If a co-partnership, give firm name under which business is transacted:

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*



**Specification PT20-0355F  
Power Line Vegetation Clearance Crews**

**PROPOSAL PRICING SHEET**

<u>Item #</u>	<u>ITEMS</u>	<u>Estimated Hours (3 Years)</u>	<u>COST PER HOUR @ REGULAR TIME</u>	<u>COST PER HOUR @ OVERTIME</u>	<u>COST PER HOUR @ STORM RATE (Section 4.02.3A)</u>	<u>TOTAL (Regular Time Hours X Estimated Hours)</u>
<b>A Standard Crew</b>	Power Line Clearance Tree Trimmer In Charge Power Line Clearance Tree Trimmer Groundperson, Operator, or Apprentice 50-55 ft Articulating Man-Lift, 2-1/2 Ton Enclosed Dump Truck Self Feed Chipper	<b>1,000</b>	\$ <u>227.00</u>	\$ <u>283.77</u>	\$ <u>340.54</u>	\$ <u>227,000.00</u>
<b>B Extra-Height Crew</b>	Power Line Clearance Tree Trimmer In Charge Power Line Clearance Tree Trimmer Groundperson, Operator, or Apprentice 60-70 ft Articulating Man-Lift 2-1/2 Ton Enclosed Dump Truck Self Feed Chipper	<b>27,000</b>	\$ <u>231.00</u>	\$ <u>287.77</u>	\$ <u>344.54</u>	\$ <u>6,237,000.00</u>
<b>C Climbing Crew</b>	Power Line Clearance Tree Trimmer In Charge Power Line Clearance Tree Trimmer Groundperson, Operator, or Apprentice 2-1/2 Ton Enclosed Dump Truck Self Feed Chipper	<b>2,000</b>	\$ <u>213.00</u>	\$ <u>269.77</u>	\$ <u>326.54</u>	\$ <u>426,000.00</u>
<b>Total for Announcing at Bid Opening (low submittal will be based on evaluation per Section 4.16)</b>						<b>\$6,890,000.00</b>

Note – Sales tax does not apply to electrical utility directed tree trimming services as defined in WAC 458-20-226 Rule 3f

<b>2<sup>ND</sup> YEAR ESCALATION:</b>	Escalation percentage for <b>contract 2<sup>nd</sup> year</b> , to be applied to labor costs only. Adjustment to be implemented on anniversary date of contract award. A maximum of 5% will be allowed. See Section 4.05.3.	5 %
<b>3<sup>RD</sup> YEAR ESCALATION:</b>	Escalation percentage for <b>contract 3<sup>rd</sup> year</b> , to be applied to labor costs only. Adjustment to be implemented on anniversary date of contract award. A maximum of 5% will be allowed. See Section 4.05.3.	5 %
<b>4<sup>TH</sup> YEAR ESCALATION:</b>	Escalation percentage for <b>contract 3<sup>rd</sup> year</b> , to be applied to labor costs only. Adjustment to be implemented on anniversary date of contract award. A maximum of 5% will be allowed. Per Section 4.04.2 – This single one year contract extension may be considered subject to mutual agreement per the same contract terms and conditions.	5 %



Specification PT20-0355F  
Power Line Vegetation Clearance Crews

**PROPOSAL PRICING SHEET – ADDITIONAL PERSONNEL ITEMS**

The following line items are intended to be added and/or subtracted from crew structure items A, B & C or assembled and itemized for specific work as directed by Tacoma Power:

Item #	ADDITIONAL PERSONNEL ITEMS (Section 4.01.7F.1)	COST PER HOUR REGULAR TIME	COST PER HOUR OVERTIME	COST PER HOUR STORM RATE (Section 4.02.3A)
1	Power Line Clearance Tree Trimmer – In Charge	\$ <u>76.43</u>	\$ <u>99.43</u>	\$ <u>122.43</u>
2	Power Line Clearance Tree Trimmer	\$ <u>68.98</u>	\$ <u>88.83</u>	\$ <u>108.68</u>
3	4 <sup>th</sup> Step Apprentice	\$ <u>63.39</u>	\$ <u>81.25</u>	\$ <u>99.12</u>
4	3 <sup>rd</sup> Step Apprentice	\$ <u>61.05</u>	\$ <u>77.92</u>	\$ <u>94.79</u>
5	2 <sup>nd</sup> Step Apprentice	\$ <u>58.71</u>	\$ <u>74.58</u>	\$ <u>90.46</u>
6	1 <sup>st</sup> Step Apprentice	\$ <u>56.36</u>	\$ <u>71.25</u>	\$ <u>86.13</u>
7	Tree Equipment Operator	\$ <u>76.43</u>	\$ <u>99.43</u>	\$ <u>122.43</u>
8	Tree Trimmer Ground-person	\$ <u>54.09</u>	\$ <u>68.01</u>	\$ <u>81.93</u>
9	Trackhoe Mower with operator & Ground-person	\$ <u>346.24</u>	\$ <u>383.17</u>	\$ <u>420.09</u>
10	ISA Certified Arborist w/ Transportation (See Section 4.01.7G)	\$ <u>85.75</u>	\$ <u>108.75</u>	\$ <u>131.75</u>
11	Flagger (Not to include travel time per Section 4.12.1 )	\$ <u>70.80</u>	\$ <u>87.85</u>	\$ <u>104.90</u>
12	2 Person Spray Crew w/ Transportation	\$ <u>146.92</u>	\$ <u>184.31</u>	\$ <u>221.70</u>



**Specification PT20-0355F  
Power Line Vegetation Clearance Crews**

**PROPOSAL PRICING SHEET – ADDITIONAL EQUIPMENT ITEMS**

<u>Item #</u>	<u>ADDITIONAL EQUIPMENT ITEMS</u> <u>(Section 4.01.7F.2)</u>	<u>COST PER HOUR</u> <u>REGULAR TIME</u>
13	50- 55 Foot Articulated Man-Lift	\$ <u>14.00</u>
14	60 - 70-Foot Articulated Man-Lift	\$ <u>18.00</u>
15	80 - 92-Foot Articulated Man-Lift	\$ <u>75.00</u>
16	105 - Foot Articulated Man-Lift	\$ <u>75.00</u>
17	150 - Foot Articulated Man-Lift	\$ <u>100.00</u>
18	Off-Road (all terrain) 75 ft. maximum working height Man-lift (Bucket Truck)	\$ <u>25.00</u>
19	Self-Feed Chipper	\$ <u>4.25</u>
20	2-½ Ton Dump Truck	\$ <u>9.25</u>
21	Skid Steer Mower w/ Truck & Trailer	\$ <u>57.00</u>
22	Hi-Level mobile sign board (traffic control)	\$ <u>15.00</u>
23	Trackhoe Mower (item #9) Mobilization (See Section 4.01.7E.5)	\$ <u>215.73</u>
24	Trackhoe Mower (item #9) Mobilization Vehicle w/operator (See section 4.01.7E.6)	\$ <u>151.43</u>



Specification PT20-0355F  
Power Line Vegetation Clearance Crews

**PROPOSAL – QUESTIONNAIRE**

Please answer the questions below:

**BONDING REQUIREMENTS**

Can your firm obtain the Performance and Payment Bonds for one hundred percent (100%) of the dollar amount awarded as required in Section 4.07?

<b>YES</b>	✓
<b>NO</b>	

**BUSINESS INFORMATION**

1. What are your normal business hours? 7:30 - 4:30 CST
2. The contractor(s) shall have available to the City a 24 hour on-call number for service notifications. Provide below the on-call phone number for contact outside of normal business hours:  
253-241-9267

3. State the number of years your firm has been providing power line vegetation clearance in a similar scope to that outlined in this Specification. See Section 4.01.1A for minimum requirements.

<b>88</b>	<b>Years</b>
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**Specification PT20-0355F  
Power Line Vegetation Clearance Crews**

**CONTRACTOR'S RECORD OF PRIOR CONTRACTS**

A summary of work that includes the information requested below on company letterhead would be acceptable in place of the completed form below. Two (2) years or more of prior experience in this type of work are required per Section 4.01.1A.

Name of Company	Contract Term (Year to Year)	Contract Value (\$)	Contract Reference (Name)	Phone Number / Email	Description of Work Performed
Please see attached "References"		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			



## **References**

Fletcher Johnson  
Xcel Energy  
825 Rice Street  
St. Paul, MN 55117  
(612) 639-4590

[Fletcher.L.Johnson@xcelenergy.com](mailto:Fletcher.L.Johnson@xcelenergy.com)

- Utility Line Clearance - \$28,000,000 per year
- Project is ongoing

Kerry Favero  
PacifiCorp  
1407 W. North Temple, 230 NTO  
Salt Lake City UT 84116  
(801) 220-2271

[Kerry.Favero@pacifiCorp.com](mailto:Kerry.Favero@pacifiCorp.com)

- Utility Line Clearance - \$14,000,000 per year
- Project is ongoing

Black Hills Energy  
Tim Madsen  
PO Box 1400  
Rapid City, SD 57709  
(605) 721-2264

[Tim.Madsen@blackhillscorp.com](mailto:Tim.Madsen@blackhillscorp.com)

- Line Clearance, Herbicide Application - \$5,000,000 annually
- Project is ongoing

Pete Dominguez  
Pacific Gas & Electric Company  
245 Market Street  
San Francisco, CA 94105  
(415) 972-5350

[PFD1@pge.com](mailto:PFD1@pge.com)

- Utility Line Clearance - \$10,000,000 per year
- Project is ongoing



Julie Nuttall  
Eugene Water & Electric Board  
PO Box 10148  
Eugene OR 97440  
(541) 685-7000  
[Julie.Nuttall@eweb.org](mailto:Julie.Nuttall@eweb.org)

- Utility Line Clearance - \$2,800,000 per year
- Project is ongoing

Matt Chapman  
Sacramento Municipal Utility District  
PO Box 15830  
Sacramento CA 95852-1830  
(916) 732-6978  
[matt.chapman@smud.org](mailto:matt.chapman@smud.org)

- Utility Line Clearance - \$8,000,000 per year
- Project is ongoing

Truckee Donner PUD  
Jim Wilson  
11570 Donner Pass Road  
Truckee, CA 96161  
530-582-3925  
[jimwilson@tdpud.org](mailto:jimwilson@tdpud.org)

- Electric Line Clearance and Tree Trimming - \$500,000 annually
- Project is ongoing

(651) 463-6293  
[BKolnberger@dakotaelectric.com](mailto:BKolnberger@dakotaelectric.com)

- Utility Line Clearance - \$300,000 annually
- Project is ongoing



Specification PT20-0355F  
Power Line Vegetation Clearance Crews

**LIST OF EQUIPMENT**

In the space below or on a separate sheet the bidder must provide a list of equipment to be utilized for work during the contract term. (See section 4.01.7E.1)

Equipment Number (or detailed description)	Year of Manufacture	Man-Lift	Dump Truck	Chipper	Other
Please see attached "Major Equipment"					

Wright Tree Service, Inc.  
**MAJOR EQUIPMENT**



Below is a listing of all major equipment.  
 Upon award equipment would be pulled from this existing fleet.

Type	Fleet Size	Manufacturers	Capacity	Average Age	Replacement Cycle	Useful Life
Lift Truck - 4X2	859	Altec, HiRanger - Boom Ford, International, GM - Chassis	55' Working Height (minimum) to 70' Elevator Units	4.0	10.0	10-12
Lift Truck - 60-70' Lift	242			4.0	10.0	10-12
Lift Truck - 4X4	217			4.3	10.0	10-12
<b>Total Bucket Trucks</b>	<b>1,318</b>					
Chip Truck - Standard	3	Ford, International, GM - Chassis (late model with crew cab design) ArborTech, Woodchuck, SouthCo - Arborist Bodies	14 CU YD Dump Body 20 CU YD Dump Body	11.0	10.0	10-12
Chip Truck - Large Capacity	443			3.8	10.0	10-12
Chip Truck - 4X4	87			3.8	10.0	10-12
<b>Total Chip Trucks</b>	<b>533</b>					
Service Trucks	103	Ford, International, GM - Chassis Service Vehicles, Spray Trucks, Small Booms	1/2 ton - 1 ton	5.0	10.0	10-12
Other Support Trucks	167			5.1	10.0	10-12
<b>Total Other Trucks</b>	<b>270</b>					
Crew Pickup	29	Ford F150 - F250 Chevy S10 or equivalent	1/2 ton	3.7	7.0	7-8
Crew Pickup - 4X4	163			2.4	7.0	7-8
GF Pickup Truck	114			2.7	4.0	7-8
GF Pickup Truck 4X4	424			2.9	4.0	7-8
<b>Total Pickup Trucks</b>	<b>730</b>					
Disc Chipper	939	Bandit, Woodchuck	12" Capacity 6"-18" Capacity	4.2	10.0	10-12
Drum Chipper	342			5.5	10.0	10-12
<b>Total Chippers</b>	<b>1,281</b>					
<b>Specialized ROW Equipment</b>						
Boom Trimmers	54	Jarraff	70' Boom	4.7	7.0	7-8
Rotary & Flail Mowers	112	Hydro-Ax, Barco, Geo-Boy		3.8	7.0	7-8
All-Terrain Booms	86	IHC w/ Altec, HiRanger Boom	55' Boom	3.3	10.0	10-12
Specialized ROW	52	Marshmasters, Bandit (Whole Tree Chippers)		8.1	10.0	10-12
ATV'S	136	Yamaha, Polaris, John Deere		5.7	5.0	7-8





# **SAFETY PROGRAM WRIGHT TREE SERVICE, INC.**

## **I. INTRODUCTION**

- A. In order to clarify the safety activities of Wright Tree Service, Inc., the following is set forth as a basic program to clearly establish its existence. It consists essentially of an outline of the relationships of management and employee responsibilities, which are necessary for an effective safety program.
- B. This program governs our judgment on matters of operation.
- C. Variances from these policies may be found in some IBEW jurisdictions, in which case the bargaining unit contract will take precedence.

## **II. PURPOSE**

The management of Wright Tree Service, Inc. holds in high regard the safety, welfare, and health of its employees. We believe that working safely is conducive to and consistent with achieving the highest production standards. In recognition of this, we will constantly work toward:

- A. The establishment and maintenance of a safe and healthful working environment.
- B. Consistent adherence to proper operating practices and procedures designed to prevent injury and illness.
- C. Conscientious observance of all federal, state, local and company safety regulations.

## **III. RESPONSIBILITY**

- A. The program is developed by WTS employees through the Task Force Concept and with the assistance of the Director of Safety, Education, and Training. All employees are encouraged to participate in the process by serving on the Task Force Committees.
- B. All management personnel are responsible for maintaining safe working conditions and practices in the areas under their jurisdiction.



- C. Foremen are responsible for the prevention of accidents on their crews.
1. They are directly responsible for maintaining safe working conditions and practices, and for the safety of all men under their supervision.
  2. Each Foreman is responsible for the proper care and maintenance of equipment assigned under his supervision.
  3. Each Foreman is responsible for the proper indoctrination and training of the employees reporting to him. Job hazards and safe procedures shall be fully explained to the employee before he begins work.
  4. Foremen are responsible for analysis of hazards and job instructions on each new project before job assignments are made.
  5. It is also the Foreman's responsibility to see that required personal protective equipment is used in accordance with safety rules and practices.
  6. They will enforce all general and division safety rules and regulations.
  7. They must see that all accidents are reported, and that first aid is rendered in case of injury.
  8. Foremen will investigate all accidents and near misses, and prepare reports of accidents with the assistance of his immediate supervisor.
  9. The Foreman is responsible for managing his crew and seeing that the crew is representing Wright Tree Service properly.
  10. Each foreman must have current First Aid Card and CPR Card in his possession.

## **Safety Program**

### **III. Responsibility (continued)**

- D. Employees are responsible for exercising maximum care and good judgment in preventing accidents and protecting fellow employees using positive intervention as needed.
1. No job shall be considered efficiently completed unless the worker himself has followed every precaution and safety rule to protect himself and his fellow employees from bodily injury throughout the operation.
  2. Employees should report to their foreman and seek first aid for all injuries, however minor they may be.





- 3 Unsafe conditions, equipment, or practices should be reported as soon as possible.
- 4 Employees will be provided with whatever personal protective equipment is necessary, and they are expected to use it, as outlined in "Wearing Personal Protective Equipment" form.
- 5 Each employee shall consider safety meetings as part of his regular job. Reasons to be excused must be just as important as those for missing any of his regular shift.
- 6 Each employee must have current First Aid and CPR cards in his possession.

#### IV. Closing Statement

We are sure that all of us have an inborn desire to accomplish the responsibilities assigned to us as effectively as possible. Safe working conditions and recognition of work hazards is and must remain a primary concern. We are at all times dedicated to giving priority to the protection of life and property. With this in mind, we have attempted to address the problems that will be encountered in the progress of our work in order that painful and destructive results can be eliminated.



Employee Owned

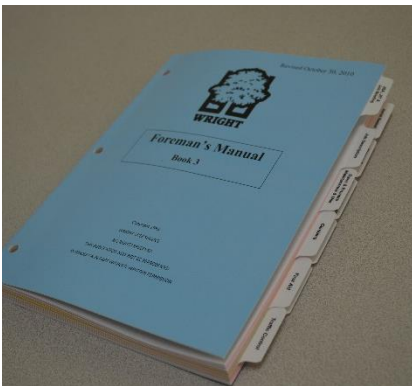
# WORKING SAFELY IS THE **WRIGHT WAY**

AN OVERVIEW OF SAFETY PROGRAMS WITH  
WRIGHT SERVICE CORP. AND ITS SUBSIDIARIES.

## SAFETY



## EDUCATION



## TRAINING



**WRIGHT TREE SERVICE, INC.** HOLDS THE SAFETY, WELFARE, AND HEALTH OF ITS EMPLOYEES AS ITS HIGHEST VALUE. WE BELIEVE THAT PRODUCTION IS NOT SO URGENT, THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY. SAFETY HAS HISTORICALLY BEEN VIEWED AS A PERSONAL GOAL FOR EACH OF US, BECAUSE WE DO, IN FACT, CONTROL OUR OWN DESTINY.

WE HAVE MADE TOTAL AND UNCOMPROMISING COMMITMENTS THAT AS EMPLOYEES WE WILL DO ALL IN OUR POWER, EVERY MOMENT OF THE DAY, TO MAKE SAFETY THE NUMBER ONE VALUE IN OUR PLANNING AND FULFILLMENT OF OUR DAILY ACTIVITIES. WE ACKNOWLEDGE OUR DEPENDENCE UPON ONE ANOTHER AND BELIEVE THAT THE PRACTICE OF SAFETY IS BOTH A PERSONAL AND MUTUAL OBLIGATION. WE ARE OUR SISTERS' AND BROTHERS' KEEPERS, AND AS SUCH HAVE MADE AN UNFAILING COMMITMENT TO THE SAFETY OF ONE ANOTHER.

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# FOREMAN'S MANUALS

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The Wright Tree Foreman's Manual is our first line of communication to each new Foreman overseeing our crews. This document is a comprehensive guide for our safety policies and procedures. It outlines policies, best practices, and descriptions of the purposes and functions of the different safety programs we employ. It is an essential tool for our Foremen and is always carried in the trucks so that it may be referred to as needed.



# NEW HIRE PROCESS

We view safety as being something to focus on even before an employee is hired. During our interview process, the potential employee is given a new hire safety survey that asks questions on their previous safety practices and views. Following this, we review their Motor Vehicle Record and send them for drug testing to help instill the idea that safety is our number one priority.

After they have passed the screening process and are officially hired, the employee is trained according to our New Hire Orientation program. These programs vary by area, but focus on the critical tasks involved with doing their new job safely.

## NEW HIRE PROCESS

- SAFETY CULTURE SURVEY
- MVR REVIEW
- DRUG TESTING
- NEW HIRE ORIENTATION

### NEW HIRE SAFETY SURVEY

During our interview process, we have potential employees fill out our New Hire Safety Survey. This is a quick survey that asks questions about their current safety culture. We feel this is a vital part of maintaining our safety culture. By going over the results of this survey we can determine if a potential employee shares our views on safety, as well as critique our own safety culture based on what the candidates have done with previous employers.

### MVR REVIEW & DRUG TESTING

Reviewing Motor Vehicle Records and performing Pre-employment drug tests are good ways for us to protect and uphold our safety focus. We understand that everyone has a past, our job is to make sure that every employee at Wright is working toward a safe tomorrow. Our focus on “Brother’s Keeper” starts here with management ensuring that new brother’s and sister’s of this company are willing and able to make safety their number one value as well.

### NEW HIRE ORIENTATION

Once an employee is hired, they are immediately trained according to our New Hire Orientation Process. This process varies depending on where the employee was hired. We feel this is vital to the success of this program because different work areas present a different set of challenges and hazards. In some areas this process is a two week long crash course that includes a review of key concepts upon completion. It is important to our safety culture to make sure our employees have not only the proper tools they need, but also the fundamental knowledge to work safely.



# DRUG TESTING

Utility line clearance can be a dangerous industry to work in. For this reason, Wright Tree has a Zero Tolerance policy when it comes to the issue of drug and alcohol abuse. We are our brother's and sister's keeper, and putting one at risk puts all at risk. We cannot allow this for the safety of our employees and the culture of our company. Safety and family are among our values and we will not allow anyone to endanger the lives of coworkers, our family members. To help ensure that this is being followed we have several drug testing programs. Upon failure of a drug test, the employee is immediately removed from the job site and instructed on how to get help.

## TYPES OF TESTS PERFORMED

- PRE-EMPLOYMENT
- RANDOM
- REASONABLE SUSPICION
- POST-ACCIDENT
- FOLLOW UP
- ORAL DRUG TESTING

### REASONABLE SUSPICION

All of our management are trained on reasonable suspicion. We value our employees' rights and privacy just as much as we value our safety standards. We want to make sure that our management is properly trained on how to detect if someone may be under the influence of drugs and/or alcohol so that we can protect our crews, without violating the rights of an individual employee.

### RANDOM DRUG TESTING PROCESS

Every Wright Tree Service employee is potentially subject to random alcohol and/or controlled substance testing throughout the year. Using a scientifically valid method, we select enough employees quarterly to meet the federal requirements for drug testing. We perform random tests for DOT, non-DOT, and alcohol. Where allowed by the state, we perform random oral testing for non-DOT testing.

### ORAL DRUG TESTING

Wright Tree uses non-invasive, FDA cleared, laboratory-based oral fluid testing devices to test for certain kinds of controlled substances in the states where this is allowed. In these areas we distribute oral testing kits to randomly selected groups of employees monthly. It is one more tool we employ to make sure that every employee is working safely on the job site.



*It is Wright Service Corp's policy to take disciplinary action if an employee disregards or is found to be otherwise not in compliance with our Drug and Alcohol Policy. Violation of this policy includes penalties up to and including termination.*

# COMPANY POLICIES

Our Foreman’s Manual lists in de-tail the policies that help promote the safety values and culture of this company. Each policy is broken down to help avoid misinterpretation and confusion in the field. We aim to make our intent clear, so our employees understand exactly what it is we stand for.

The policies touch on everything from clothing to medical leave and the disciplinary action that may be taken if these policies are not followed. We feel that these policies are an essential part of creating and maintaining our safety culture.

## WTS COMPANY POLICIES

- SAFETY
- COMPANY PROPERTY & EQUIPMENT
- LICENSING & CERTIFICATION

### SAFETY

Safety is the first policy listed in our Foreman’s Manual. It is our highest value and the most important thing to work toward in this industry. It is a constant topic among our crews and in our corporate office. However we take it one step further and suggest that this highest value be brought home as well. In this industry there is always the unsavory truth that utility line clearance can be a very dangerous job. Therefore we stress safety as benefitting not only us as a company, but also benefitting each and every family that relies on our crews to do their jobs in a safe manner so they can return home safely each night.

### COMPANY PROPERTY & EQUIPMENT

Our employees are our main focus. However, another important part of what we do involves the equipment used every day to perform our jobs. Misuse of our equipment is unacceptable because it jeopardizes the safety of that equipment and the employee that is using it. Any employee found to be misusing company equipment is subject to disciplinary action. Anything with the Wright Tree Service logo repre-sents our company as a whole and should be treated with respect and care every day.

### LICENSING & CERTIFICATIONS

Unless otherwise noted in a union contract, it is the responsibility of every Wright Tree employee to obtain and maintain the proper licensing required for the type of work they will be performing. Failure to comply with these policies jeopardizes the ability to legally and safely perform various tasks for our customers. Our corporate office maintains files on every employee and ensures that the employee holds the necessary licenses.

#### Licenses Listed in Policy:

- \*Driver’s License
- \*First Aid & CPR
- \*Pesticide
- \*Defensive Driving

# PERSONAL CONDUCT POLICIES

The way our employees carry themselves both on and off the job is an important representation of the type of company we are. Family is one of the values that this company is built on. Our values, which are safety, integrity, quality, teamwork, innovation, and family, drive our personal conduct policies, as listed in our Foreman’s Manual. These policies outline how we expect our employees to carry themselves at job sites.

## PERSONAL CONDUCT POLICIES

- DRUGS & ALCOHOL
- INAPPROPRIATE SUBSTANCES
- CLOTHING
- ABSENTEEISM
- MEDICAL LEAVE

### DRUGS, ALCOHOL & INAPPROPRIATE SUBSTANCES

The basics of our Drug & Alcohol program have already been laid out. With our inappropriate substances policy, we take things one step further to say that while something might be legal, that does not make it acceptable to use while working on our job sites. In our mind, any substances that are used to alter moods or consciousness are unacceptable. It is well known that a person under the influence is more likely to make poor choices and therefore is at a higher risk for injury to themselves and their co-workers.

### CLOTHING

Our clothing is designed to keep our employees safe first and foremost, but it is also a representation of our company. Because of that, we expect that every time our logo is worn that our values be upheld. Our employees are very visible where they work and we expect they conduct themselves in a professional manner at all times when they are wearing our logo.

### ABSENTEEISM & MEDICAL LEAVE

Wright Tree Service has a responsibility to its employees and customers to keep the flow of work going smoothly. Absenteeism and medical leave affect not only productivity but also the safety of our crews. Additionally, for the safety of our employees, we cannot always allow an employee on the job site. Wright will work with the employee and medical staff as best as we can to ensure that employees return to work only when they are medically ready.



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# TRAINING PROGRAMS

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Wright Tree Service offers the industry's most comprehensive training and development program. By providing education to our employees throughout their careers, not just when they are hired, we are able to keep them up to date as the techniques and best practices of this industry change. Our biannual GF Schools give new and veteran General Foreman the chance to come to our corporate office and receive specialized training on best practices. Our ISA certification program assists employees in getting the resources needed to become ISA certified. We also have an extensive video library that allows crews to go through quick training sessions as needed to freshen up on skills out in the field.

## TRAINING PROGRAM

- ELECTRICAL HAZARD AWARENESS
  - STRETCH & FLEX PROGRAM
  - HAZARD COMMUNICATION & PESTICIDE APPLICATION
- 

### ELECTRICAL HAZARD AWARENESS TRAINING

- The first step to making our job sites safe is making sure that our employees have the knowledge they need before they set foot anywhere near the job site. Our employees are extensively trained on direct versus indirect Electrical Hazard Awareness focusing on minimum approach Distances (MAD) and the difference between qualified and nonqualified utility line clearance specialists. These concepts are vital to creating a safe working environment for all of our employees.

### STRETCH & FLEX PROGRAM

- This program takes the basic concept of calisthenics and applies it to our daily work routines. By getting your heart rate up and stretching before activity, you reduce the risk of injury. This program focuses on dynamic versus static stretches, proper techniques for lifting, moving and stretching, and basic injury prevention measures. Overall it is part of our push to get our employees thinking about safety before, during, and after a job is done.

### HAZARDOUS COMMUNICATION

- This program helps to ensure that Wright Tree employees adhere to local, state, and federal licensing, application, transportation, and storage requirements for pesticides. It stresses maintaining the appropriate licenses for pesticide application and keeping accurate and complete records of the application process. Like all of our training programs, this is focused on making sure our employees have the knowledge necessary to do the job in a safe and accurate way.

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# SAFETY SUPERVISORS

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We have a team of dedicated Safety Supervisors who provide onsite safety training to our employees in the field. They are assigned by territory, but have the flexibility to become mobile for quick response time to other areas as needed. Each Safety Supervisor is a TCIA Certified Treecare Safety Professional with extensive background in the safety practices of the utility line clearance industry. They continually perform field audits on our safety program to ensure its strength and effectiveness. By employing tools such as safety surveys and JBOs, they provide the necessary feedback to the field management that helps drive our safety culture.

## TRAINING PROGRAM

- SAFETY SUPERVISORS
  - GENERAL FOREMAN SCHOOL
  - JOB BRIEFING PROCEDURE
  - WEEKLY SAFETY FIRST TAILGATE MEETINGS
- 

### JOB BRIEFING PROCEDURE

- The objective of this procedure is to put an emphasis on the possible hazards that exist on every job site and clearly define each crew member's role in performing the job at hand. Job Briefings help to identify not only the obvious hazards, such as power lines, but special circumstances, such as pedestrians and traffic. Job Briefings are completed at least twice per day. If there are significant changes in job duties then it is expected that they are completed throughout the day as needed.

### WEEKLY SAFETY FIRST TAILGATE MEETINGS

- The objectives of this program is to train employees on new and existing, seasonal and potential job hazards and safety-related materials, to ensure that on the job safety is being discussed no less than once per week, to document training that occurred, and to ensure compliance with OSHA regulations. Meetings are held for 15 minutes at least once per week.

### GENERAL FOREMAN SCHOOL

- GF School is an interactive, week- long training program for new and veteran GFs and held two times a year. A series of managerial and safety-related classes are a part of our continual effort to make sure our employees are being trained and retrained throughout their careers. GFs participate in dialogs about existing programs and best practices and give feedback for continuous improvement. Through this program, we are able to evaluate our programs and change them to make sure we are doing everything we can to keep our employees safe.

# PERFORMANCE REVIEWS

Performance reviews are a series of tests given to employees that they are required to pass before they can be promoted to the next classification. There are five levels of testing, and each level consists of both a written and field test. After successfully completing the series of tests, the employees advance in their careers, starting with Groundmen & Climber Trainee. When successfully reaching Advanced Climber, they are qualified for line clearance. In addition to these performance reviews, the General Foremen make sure that an annual inspection and observation is completed for each employee to ensure that each employee is consistently observing safety related work practices.

## TRAINING PROGRAM

- PERFORMANCE REVIEWS
- HEAT ILLNESS PREVENTION
- FIRE PROTECTION
- FALL PROTECTION
- ELECTRICAL HAZARDOUS AWARENESS TRAINING (HEAT)

### HEAT ILLNESS PREVENTION

- Wright Tree Service recognizes that heat illness is a serious condition that is caused by a body's failure to remove excess heat. If this exposure is not addressed it can lead to significant injury, including death. Because of this, we educate all of our employees on prevention warning signs and treatment of someone who may be suffering from a heat-related illness.

### FIRE PREVENTION

- To make sure that we are doing everything we can to avoid potential fire hazards, our crew Foremen are trained to identify and work safely in areas that have fire potential.
- Foreman are responsible for training their crews on the following:
  - Identification of hazards.
  - Proper handling & storage of potential ignition sources and combustible materials.
  - Locations and proper use of fire extinguishers.
  - Proper PPE to be used.

### FALL PROTECTION

- Fall protection is a critical part of our job process. Be it in a bucket or climbing a tree, the use of fall protection is mandatory. Approved fall protection is used from the time employees leave the ground until their return safely back to it. Crew members are to inspect the full body harness, arborist saddle and safety lanyard(s) before each use. It is to be properly secured to the bucket and/ or tree and used in the manner it was intended.

# DOT REGULATIONS

An important part of our safety culture focuses on meeting and exceeding federal regulations. The Department of Transportation (DOT) sets forth strict guidelines on what is expected for commercial vehicles, and we are constantly reviewing our program and looking for new ways to improve. We conduct a monthly review of our DOT score. From here, we assess what we could do better.

We institute additional training focused on issues like proper documentation and cargo securement to help us make sure our employees are compliant with all guidelines. We review any area we think could help us improve our DOT score and reward any employee who shows outstanding attention to detail when it comes to making sure the vehicle they drive meets DOT standards.

## DOT FOCUS AREAS

- VEHICLES AND TRAFFIC CONTROL
- DEFENSIVE DRIVING
- SMITH SYSTEM
- FLAGGER TRAINING CERTIFICATION
- MVR COMPLIANCE
- DOT COMPLIANCE

### VEHICLES & TRAFFIC CONTROL

- We use the Smith Driving System and additional defensive driving courses to help reduce unsafe driving practices. Our employees are trained on proper traffic control techniques. Through our approved work methods we set forth guidelines for what is needed for various types of roadways. These methods are aimed at making sure traffic can be directed in a way that keeps both our employees and all others safe. The approved work methods cover how far ahead to set up signs, how far apart to set up cones, and suggested best practices aimed at keeping everyone safe.

### FLAGGER TRAINING & CERTIFICATIONS

- Wright Tree has personnel who are certified by the National Safety Council to train employees to be certified flaggers on state controlled highways. After having gone through this training, the employee can receive a permit from the state that is good for several years. Employees with this permit can flag on state highways. This can be an essential part of doing our job well, and we make sure that we have qualified employees performing this task.

### MVR COMPLIANCE

- In an effort to be proactive and reduce our risk of accidents, we have developed a process that evaluates and monitors our employees driving records in the states where this is allowed. This virtually immediate notice when an employee loses their license or gets a traffic violation, allows us to take prompt corrective action. Based on this we will restrict an employee from driving company vehicles and make sure that none of our employees are driving without a valid drivers License.

# TASK FORCE CREATED APPROVED WORK METHODS (AWM)

All Wright Tree Service working rules and regulations, except those mandated by federal or state regulations, are established by an employee task force. Employees on this task force become actively involved in writing new approved work methods and reviewing existing ones. Approved Work Methods (AWMs) are a set of standardized working guidelines approved by the company for each level of employee classification. They are added or changed as needed based on what the Task Force determines is appropriate. They help to keep our best practices consistent across our company and cover all aspects of line clearance, from the basics of chainsaw safety to advanced rigging.

## AWM CATEGORIES

- SAWS & PRUNERS  
MAINTENANCE & USE
- CLIMBING
- FIRST AID
- AERIAL BASKET
- CHIPPER & DUMP TRUCK
- PERMISSIONS & OUTS  
STORM WORK
- EQUIPMENT
- AXES & MOWERS

### AWM 1.1 to 1.11 Pruning & Felling

•The backbone of our industry is the safe and effective use of chainsaws and pruners. Each year millions of hours are dedicated to the safe practice of cutting with chainsaws. The work varies from cutting limbs less than one inch in diameter to felling trees several feet in diameter. Only with proper training and continual focus can we exceed our industry Incident Rate.

### AWM 3.0 Aerial Rescue

•This AWM is one that we hope we never need to use, but is practiced multiple times per year. By going over what is expected if a co-worker would ever need to be rescued from a tree or aerial lift, we can help to make this process go as smoothly as possible in any real scenario that might call for it. This AWM stresses the importance of communication and above all else making sure everyone involved is safe as they aid their co-worker.

### AWMs 8.1 to 8.11 Use of Specialized Equipment

•As our employees encounter different types of job sites, they may need to use equipment that they don't use on a regular basis. These AWMs are aimed at keeping them educated and informed on how to operate a variety of specialized equipment in a safe and proper way. These AWMs are reviewed as needed to help keep everything fresh in our employees' minds. They cover everything from loading equipment to operating our Jarraffs.

# SAFETY EDUCATION & TRAINING

Wright Tree Service has a group of staff dedicated to bettering our Safety Education and Training (SET) program. The SET department is responsible for a variety of safety resources and programs focused on creating and maintaining a safe working environment for all employees. By employing tools such as tailgates, job briefings, safety stand downs, and seasonal safety challenges, our goal is to keep safety at the forefront of each employee's daily process. All of these tools are outlined in our Foreman's Manual and distributed to each crew.

## SET PROGRAMS

- JOB BEHAVIOR OBSERVATIONS
- PERSONAL PROTECTIVE EQUIPMENT (PPE)
- PRESCRIPTION SAFETY GLASSES POLICY

### Job Behavior Observations (JBOs)

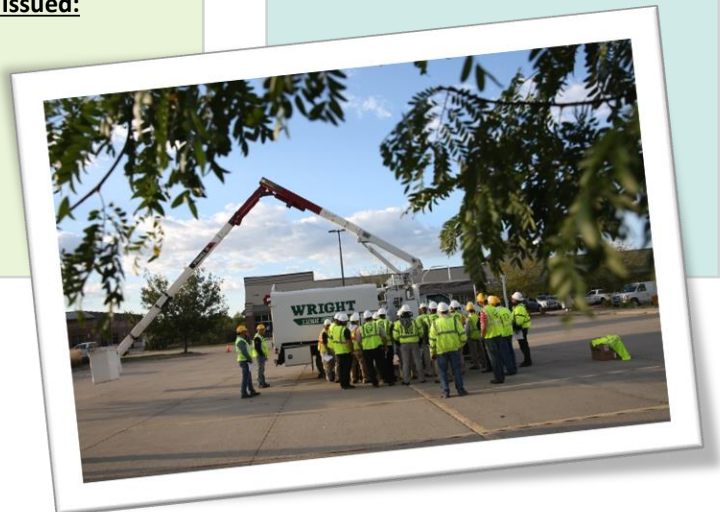
• In an effort to provide positive feedback to our crews, we have developed an audit system that evaluates their safety performance, known as Job Behavior Observations (JBOs). Our management personnel complete these field observations that measure the safe work practices of the crews and then provide instant feedback to the crew members. This data is then captured and reported to our customer in monthly reports.

### Personal Protective Equipment (PPE)

- For the safe performance of work, Wright Tree Service issues or requires approved personal protective equipment (PPE). All required safety equipment is to be used in accordance with Wright Tree Service policies, manufacturers recommendations, and OSHA regulations.
- **Types of Equipment Issued:**
  - Hard Hats
  - Safety Glasses
  - Hearing Protection
  - Saw Chaps
  - Hi-Vis Clothing
  - Gloves
  - Work Boots

### Prescription Safety Glasses Policy

• To ensure that all of our employees have available to them the proper prescription safety glasses they require, Wright Tree provides up to \$100.00 toward the purchase of a pair of prescription safety glasses. To be qualified for this, the employee must require the use of prescription safety glasses and they must buy safety glasses that meet the Z-87 OSHA standard.



# SAFETY INCENTIVE PROGRAMS

It is our whole-hearted belief that our safety culture starts from the bottom and moves up. Our culture must be embraced by all employees, but especially those out in the field. To help stress the importance of our safety practices and to make things more interesting for the men and women out in the field, the corporate office hosts a variety of safety competitions and incentive programs.

These programs allow our employees to be rewarded and recognized for their ongoing efforts to make this company the safest it can be.



## SAFETY INCENTIVE PROGRAMS

- BROTHER'S KEEPER
- GF CLOTHING INCENTIVE
- SEASONAL SAFETY CHALLENGES
- LONGEVITY AWARDS
- DIVISION SAFETY RECOGNITION
- DOT INSPECTION BAGS

### Brother's Keeper Safety Award Program

•The Wright Tree Service "Brother's Keeper" Safety Award Program has been developed to further promote the company's highest value, safety, among our field employees. Wright Tree Service employees have all pledged to be their brothers' and sisters' keeper; to keep themselves and their fellow employees safe. Through this program Wright Tree will reward those employees who uphold this most important value each quarter and all year long.

### Seasonal Safety Challenges

•To help re-enforce the Brother's Keeper mentality, we conduct Safety Challenges twice per year. Our employees are grouped by the GF they work under, and any group that can go three weeks without having an incident receives a cash reward. The catch to these challenges is that if one crew in your group has an incident, every crew in that group loses the challenge. This helps to promote our safety culture by illustrating how it takes every crew member working safely to be successful.

### Division Safety Recognition

•Our Division Managers take great pride in the efforts their crews put toward bettering our safety program. Over the years this pride has led to a healthy competition to see which division does the best when it comes to safety. At the end of each year, the corporate office calculates who has the best incident rate and who has the most improved incident rate. The winners of this competition are recognized at our annual awards banquet. It is usually a pretty tight race as every Division Manager wants the bragging rights for that year!

# INCIDENT REPORTING & INVESTIGATING

An important part of our safety culture is to not only talk about how we can prevent accidents, but review what went wrong when an injury or accident does occur. To do this we take a hands-on approach in our incident reporting and investigating process. Before anything else, we make sure that an employee receives any medical attention they may need. After the employee has received care, the incident is turned over to our Claims Administrator to handle the logistics of setting up a claim and handling the loss. While this happens, the field reviews what went wrong and what could have been done to avoid this situation in the future. A weekly phone conference is held to review all incidents that occurred which include all management personnel. A review of the cause and corrective action allows the opportunity for peer review and to develop a companywide consistent approach to safe work practices.

## CLAIMS PROCESS

- ANY INJURED PERSONNEL ARE TAKEN FOR ANY CARE THEY MIGHT REQUIRE.
- INCIDENT IS REPORTED TO CLAIMS ADMINISTRATOR AT CORPORATE OFFICE.
- CLAIMS ADMINISTRATOR WORKS WITH FIELD, INSURANCE ADJUSTER, AND ANY OTHER INVOLVED PARTIES TO MAKE SURE ALL ARRANGEMENTS ARE MADE.
- FIELD GOES OVER WHAT COULD HAVE BEEN DONE DIFFERENTLY TO AVOID THE INCIDENT.

### Employee Responsibilities

- The first and most important responsibility of any employee involved in an incident is to report that incident to their manager. We cannot get them the help they need if we are not aware of the situation. After the incident has been reported, a team of trained professionals will work with the employee to make sure they are cared for and aspects of the incident are handled in a timely and professional manner.

### Field Management Responsibilities

- Field management are key in our incident investigation process. They will work with our Claims Administrator to help get everything situated with both the employee and any other parties that might be involved. In addition to this, the field management will also look back at the situation and assess what went wrong. From here they can determine if more training is needed and they can speak to their crews about how this situation could have been avoided

### Claims Administrator Responsibilities

- The Claims Administrator is a trained professional at our corporate office who is responsible for working on any incident that is reported to us. They work with the employee, insurance adjusters, and any third parties that might be involved to make sure that everything is handled in a timely and professional manner. This process ensures prompt, appropriate medical care for a quick and successful recovery allowing our field personnel to continue focusing on their main job.





City of Tacoma  
 Community & Economic Development  
 Office of Equity in Contracting  
 747 Market Street, Rm 900  
 Tacoma WA 98402  
 253-591-5075

**EQUITY IN CONTRACTING UTILIZATION FORM**

This form is to document **only** the EIC contractors or material suppliers that will be awarded a contract. This information will be used in calculating the **EVALUATED BID**. Additional forms may be used if needed.

- Prime contractors are encouraged to solicit bids from EIC approved firms.
- Be sure to include this form with your bid submittal in order to receive EIC credit.
- It is the prime contractor's responsibility to check the certification status of EIC contractors prior to the submittal deadline.

Bidder's Name: Wright Tree Service, Inc.

Address: 5930 Grand Ave. City/State/Zip: West Des Moines, Iowa 50266

Spec. No. PT20-0335F Base Bid \* \$ 6,889,923.82 Complete company names and phone numbers are required to verify your EIC usage.

a. Company Name and Telephone Number	b. MBE, WBE, or SBE (Write all that apply)	c. NAICS code(s)	d. Contractor Bid Amount (100%)	e. Material Supplier Bid Amount (20%)	f. Estimated MBE Usage Dollar Amount	g. Estimated WBE Usage Dollar Amount	h. Estimated SBE Usage Dollar Amount
i. MBE Utilization % <u>0</u>		j. WBE Utilization % <u>0</u>		k. SBE Utilization % <u>0</u>			

By signing and submitting this form the bidder certifies that the EIC firms listed will be used on this project including all applicable change orders.

Wade Myers, Sr. Vice President  
 Type or Print Name of Responsible Officer / Title

*Wade Myers*  
 Signature of Responsible Officer

February 26, 2021  
 Date

Herewith find deposit in the form of a cashier's check in the amount of \$ \_\_\_\_\_ which amount is not less than 5-percent of the total bid.

SIGN HERE \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Wright Tree Service, Inc., as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto the City of Tacoma, as Obligee, in the penal sum of Five Percent of the Amount of Bid (5% of Bid Amount)----- dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for Power Line Vegetation Clearance Crews Specification No. PT20-0355F

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to do so, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS 19th DAY OF February, 2021.

PRINCIPAL: Wright Tree Service, Inc.

Wade Myers

Wade Myers, Sr. Vice President

Travelers Casualty and Surety Company of America  
SURETY:

Ann Higgins

Ann Higgins, Attorney In Fact

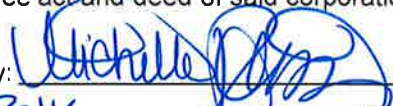
Received return of deposit in the sum of \$ \_\_\_\_\_

**ACKNOWLEDGEMENT OF PRINCIPAL (CORPORATION)**

STATE OF Iowa }  
COUNTY OF } ss.

On this 26<sup>th</sup> day of February, 2021, before me appeared Wade Myers to me personally known, who being by me duly sworn did say that he/she is the Sr. vice President of Wright Tree Service, Inc., the corporation described in and who executed the foregoing instrument; that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and said Wade Myers acknowledged said instrument to be the free act and deed of said corporation.



Signature of Notary:   
Notary public Polk, County, Iowa (State)  
My Commission Expires: June 29, 2023



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**  
**Farmington Casualty Company**

**POWER OF ATTORNEY**

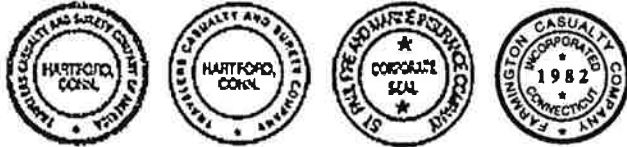
**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Ann Higgins** of **Minneapolis, MN**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law, including the following bond:

**Surety Bond No.:** Bid Bond  
**OR**

**Principal:** Wright Tree Service, Inc.  
**Obligee:** City of Tacoma

**Project Description:** Power Line Vegetation Clearance Crews Specification No. PT20-0355F

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **6th** day of **May**, 2019.



State of Connecticut

By:   
 Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the **6th** day of **May**, 2019, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 19th day of February, 2021.



  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.**

ACKNOWLEDGMENT BY SURETY

STATE OF Minnesota }  
County of Hennepin } ss.

On this 19th day of February, 2021, before me personally appeared Ann Higgins, known to, me to be the Attorney-in-Fact of Travelers Casualty and Surety Company of America, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Kelsey Ratcliffe  
Notary Public in the State of Minnesota  
County of Hennepin



**REMIT TO:**

Wright Tree Service  
PO Box 735533  
Dallas, Texas 75373-5533  
515.277.6291

Accounts Payable  
City of Tacoma  
PO Box 1717  
Tacoma, WA 98401-1717

Invoice # 022182274  
Date 2/18/2021  
W/E Date 2/13/2021  
Contract No. 4600013171  
Purchase Order No.  
Customer # 35046  
Job # 350037 B01

NET 30 DAYS  
Remit to: Wright Tree Service, Inc.  
5930 Grand Avenue  
West Des Moines, IA 50266

Item and Class Description	Employee	Emp/Equip #	2/7/21	2/8/21	2/9/21	2/10/21	2/11/21	2/12/21	2/13/21	Total Hours	Charge Per Hr	TOTAL CHARGE
1-Trimmer - In Charge	FRED [REDACTED]	33209				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
2-Tree Trimmer	MICHAEL [REDACTED]	33251				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
6-Tree Trimmer	WILLIAM [REDACTED]	45892				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
<b>Total Labor</b>										<b>60.00</b>		<b>\$ [REDACTED]</b>
19-Self-Feed Chipper		041501				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
20-Dump Truck 2 1/2 T		081616				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
14-60-70' Lift		181511				10.00	10.00	10.00		30.00	\$ [REDACTED]	\$ [REDACTED]
<b>Total Equipment</b>										<b>90.00</b>		<b>\$ [REDACTED]</b>
<b>PAY THIS AMOUNT</b>											<b>\$ [REDACTED]</b>	