



420 East 28th Street, San Angelo, Texas 76903
(325) 481-2500

Housing Authority of San Angelo
Request for Proposals (RFP)
As-Needed Tree Removal and Emergency Tree Services

RFP Issue Date	08/17/2026
RFP No.	2026-06
Deadline for Questions	09/25/2026 At 5:00 PM (CST)
Proposal Due Date	09/30/2026 At 5:00 PM (CST)
Evaluation Period	October 1-9, 2026
Notice of Intent to Award	On or about October 12, 2026
Anticipated Contract Start	11/01/2026

All proposals must be submitted in a sealed envelope by the specified date and time. Clearly label the envelope with “RFP – As-Needed Tree Removal Services”. Late, unsealed, or electronic submissions will not be accepted.



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1. Background and Introduction

The Housing Authority of San Angelo (HASA) is a local non-profit organization providing affordable housing options for low-income families. HASA owns Desert Shadows Apartments (DS) and Forest Park Community (FPC), which manage scattered-site residential properties including single-family homes, duplexes, apartments, and row houses.

No federal funds will be used for this procurement. HASA follows procurement standards modeled on Texas Local Government Code Chapters 252 and 271 to ensure transparency, competition, and fairness in awarding contracts.

Through this RFP, HASA invites qualified contractors to submit proposals to provide as-needed tree removal, hazardous tree mitigation, stump grinding, debris hauling, and emergency tree services for HASA, DS, and FPC properties. Services are intended to supplement HASA maintenance staff, who perform routine grounds maintenance but do not possess the specialized equipment or personnel necessary to safely remove large, hazardous, or storm-damaged trees. This solicitation allows for the creation of a vendor pool with multiple contract awards. Contracts will have a multi-year structure with a base term and option years.

2. Multi-Year Contract Structure

- a. Base Term: One (1) year
- b. Option Periods: Up to four (4) additional one-year periods, exercisable at HASA's discretion based on performance, funding, and continued need.
- c. Contract Extensions: Any additional extension will require written notice at least 30 days prior to the end of the current term.

All contracts resulting from this RFP are requirements-based, indefinite-quantity, meaning services are requested on an as-needed basis. HASA makes no guarantee of the quantity or dollar amount of work to be assigned under this contract. Pricing shall remain firm for the initial one-year contract term. Any adjustment to unit prices for an option year shall be negotiated in writing prior to renewal and shall become effective only upon mutual agreement of the parties and HASA's written approval. HASA reserves the right to decline any proposed price adjustment or elect not to renew the contract.



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3. Vendor Pool

- a. HASA intends to award multiple contracts to create a qualified vendor pool for as-needed tree services.
- b. Work orders may be assigned based upon factors including, but not limited to:
 - i. Contractor availability
 - ii. Emergency response capability
 - iii. Unit pricing for the required service
 - iv. Geographic proximity to the work site
 - v. Past Performance under this or prior HASA contracts
 - vi. Specialized equipment required or technical expertise required
 - vii. Current workload and ability to meet required response times.
- c. HASA reserves the right to solicit quotes from one, several, or all qualified vendors in the pool for any individual work order and is under no obligation to award work to any particular contractor. Inclusion in the Vendor Pool does not guarantee receipt of any work order, minimum amount of work, or contract value.
- d. HASA will maintain a vendor pool log documenting requests, responses, assignments, and completion status to ensure fairness and transparency.
- e. Vendors in the pool must meet all requirements outlined in this RFP.

4. Scope of Work

- a. General
 - i. Provide as-needed tree services including removal, stump grinding, and emergency services across all HASA, DS, and FPC properties.
 - ii. Supply all labor, supervision, equipment, materials, vehicles, cranes, bucket trucks, debris removal, traffic control (when required), and disposal necessary to perform tree services.
- b. Services may include:
 - i. Removal of dead trees, hazardous trees, storm-damaged trees, diseased trees, and/or fallen trees.
 - ii. Stump grinding, root removal, and limb removal
 - 1. Stump grinding shall include grinding a minimum of eight (8) inches below existing grade unless otherwise directed by HASA.
 - 2. Unless otherwise specified, grindings may remain on site.
 - 3. Backfilling, topsoil, seed, or sod replacement shall only be performed when specifically authorized within the work order.
 - iii. Hauling and disposal, cleanup, and site restoration
- c. Tree Assessment and Size



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- i. HASA will identify trees requiring evaluation or removal. The Contractor may provide recommendations regarding pruning, removal, or additional work; however, no additional work shall be performed without written authorization from HASA.
- ii. Tree Size Classifications:
 - 1. Tree under 15 ft
 - 2. Small Tree: 15-30 ft
 - 3. Medium Tree: 31-45 ft
 - 4. Large Tree: 46-60 ft
 - 5. Extra Large Tree: Over 60 ft
- iii. HASA reserves the right to verify tree size measurements prior to issuing a work order.
- iv. HASA may require the contractor to inspect the site before submitting pricing for unusually hazardous or technically complex tree removals.
- d. Equipment Requirements:

Contractor must own, lease, or otherwise have immediate access to equipment necessary to safely perform the work, including, as applicable:

 - i. Bucket Truck
 - ii. Chainsaws
 - iii. Stump Grinder
 - iv. Wood chipper
 - v. Dump trailer or dump truck
 - vi. Access to crane services (owned or subcontracted, if applicable),
 - vii. Skid steer (if applicable)
- e. Response Times:
 - i. Emergency response for life/safety hazards: respond within 2-4 hours
 - 1. Emergency means a tree or limb that presents an immediate threat to life, safety, buildings, utilities, or vehicular access or prevents resident access to occupied units.
 - 2. During declared emergencies, severe weather events, or major storm damage incidents, HASA may issue emergency work orders outside normal business hours. Contractors shall indicate their ability to provide 24-hour emergency response and identify any additional emergency mobilization charges in Attachment A.
 - 3. Emergency work may be authorized by the Executive Director, Deputy Director, Maintenance Manager, or their designee.
 - ii. Non-emergency: respond within 3 business days



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1. Non-emergency work is affecting operations but not presenting an immediate hazard.
- iii. Routine work: respond within 10 business days
 1. Routine work is planned maintenance and scheduled removals.
- iv. All removal and trimming must receive approval from HASA unless it is an emergency.
- f. Protection of Property and Cleanup
 - i. Contractor shall protect buildings, fences, sidewalks, vehicles, utilities, resident property, and landscaping to the greatest extent possible.
 - ii. Contractor shall be responsible for all traffic control, utility coordination, and safety measures necessary to perform the work.
 - iii. Any damage shall be repaired at contractor expense.
 - iv. Contractor shall leave the site in broom-clean condition including removal of branches, wood, sawdust, debris, and trash.
 - v. All work must be performed in compliance with applicable OSHA safety standards.
- g. Reporting
 - i. Submit a service report for each work order, including location, issue, equipment/materials used, work performed, findings, and recommendations.
 1. Photographs before/after may be requested for hazardous removals.
 - ii. Maintain service documentation for HASA review.
 - iii. Reports must clearly identify any safety hazards
 - iv. Except during emergency situations authorized by HASA, all work shall be initiated by a written work order issued by HASA.
- h. Workmanship Standards
 - i. Contractor shall perform all work in accordance with applicable federal, state, and local laws and industry standards including but not limited to:
 1. OSHA Safety Standards
 2. ANSI A300 Tree Care Standards
 3. ANSI Z133 Safety Requirements for Arboricultural Operations
 4. ISA Best Management Practices
 - ii. All work shall be completed in a safe, professional, and workmanlike manner.
- i. Utility Protection



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- i. Prior to commencing work, Contractor shall comply with all applicable underground utility notification requirements, including contacting Texas 811 when required.
 - ii. Contractor shall exercise reasonable care to avoid damage to underground or overhead utilities. Any damage caused by Contractor shall be immediately reported to HASA and the appropriate utility provider.
 - iii. Contractor shall be responsible for all repair costs resulting from negligent acts.
- j. Site Conditions
 - i. Contractors are responsible for evaluating access conditions prior to performing work.
 - ii. Where tree removals involve unusual hazards, limited access, crane requirements, structures, utility conflicts, or other extraordinary conditions, HASA may request a site visit before authorizing work.
 - iii. HASA reserves the right to request a separate written quotation for unusually hazardous or technically complex removals not adequately represented by the unit price schedule.
- k. Disposal
 - i. Contractor shall legally dispose of all debris generated during performance of the work.
 - ii. Open burning or illegal dumping is prohibited.
 - iii. Debris may not be stored on HASA property without prior approval.
- l. Weather Delays
 - i. Contractor shall not perform work when weather conditions create unsafe operating conditions.
 - ii. Response times may be reasonably extended when severe weather prevents safe operations, provided Contractor promptly notifies HASA.

5. Proposal Submission Requirements

- a. Submission Instructions
 - i. Submit one original proposal in a sealed envelope labeled "RFP- As-Needed Tree Services" by the deadline in this RFP.
 - ii. Proprietary or confidential information should be clearly marked.
 - iii. Late, unsealed, or electronic submissions will not be accepted.
 - iv. All proposals must be signed by an authorized representative of the vendor, certifying that the proposal is accurate and binding.
- b. Required Documents



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- i. Detailed plan for responding to as-needed and emergency requests
 - ii. Years in business
 - iii. Number of certified arborists (if any)
 - iv. Company and personnel experience
 - v. Describe the company's safety program and provide documentation of OSHA training or equivalent safety training for personnel who will perform work under this contract
 - vi. Cost proposal (see attachment A)
 - vii. Proof of insurance per Section 6
 - viii. References (minimum of 3)
- c. Vendors must disclose any potential conflicts of interest, including relationships with HASA staff, board members, or affiliates.
 - d. By submitting a proposal, the vendor certifies that the proposal is made without any collusion with other vendors and is submitted in good faith.
 - e. Proposals shall remain valid for ninety (90) calendar days following the proposal due date.
 - f. Proposals submitted become public records subject to the Texas Public Information Act after award, except information specifically protected by law.

6. Insurance and Licensing Requirements

Contractor shall maintain insurance throughout the contract term. Minimum coverage:

- a. Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- b. Commercial Auto Liability: \$1,000,000 CSL
- c. Workers' Compensation: statutory Texas requirements
- d. Employer's Liability: \$500,000
- e. Prior to contract execution, Contractor shall provide Certificates of Insurance naming the Housing Authority of San Angelo as Additional Insured on Commercial General Liability and Automobile Liability policies. Coverage shall be primary and non-contributory.
- f. Contractor shall provide updated certificates upon renewal.
- g. Contractor shall immediately notify HASA of any cancellation, non-renewal, or material reduction in insurance coverage.

7. Evaluation Criteria

Factor	Weight
Cost Proposal	35
Relevant Experience	25



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Personnel Qualifications	15
Equipment Available	10
References	10
Response Time	5
Total	100%

- a. Attachment A pricing will be used to establish ceiling unit rates. For routine work, HASA may issue work orders directly using the awarded unit prices.
 - i. For unusually hazardous, technically complex, crane-assisted, or otherwise extraordinary tree removals, HASA may request site specific quotations from one or more contractors in the vendor pool.
- b. The lowest responsive overall pricing proposal will receive the maximum available points.
 - i. Cost scoring will be based upon the aggregate of the unit prices listed in Attachment A. HASA reserves the right to assign reasonable weighting to those line items anticipated to be most frequently utilized.
- c. Remaining proposals will receive proportionately fewer points based upon the evaluation committee's cost analysis.
- d. HASA reserves the right to request clarifications, conduct interviews, verify references, inspect equipment, and negotiate final contract terms with one or more Offerors.
- e. Best overall value is the guiding principle. Price alone does not guarantee selection.
- f. In the event two or more proposals receive identical overall scores, HASA will use the following tie-breaking criteria in order:
 - i. Lowest cost;
 - ii. Demonstrated availability for emergency services;
 - iii. Local presence or Historically Underutilized Businesses (HUB) participation.
 - iv. All tie-breaking decisions will be documented

8. Contract Award

- a. HASA reserves the right to:
 - i. Reject any or all proposals;
 - ii. Waive informalities or minor irregularities;
 - iii. Cancel or reissue this solicitation;
 - iv. Award contracts in whole or in part;
 - v. Make multiple awards;



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- vi. Decline to make any award;
 - vii. Verify information contained in proposals;
 - viii. Request additional documentation;
 - ix. Determine responsiveness and responsibility of Offerors.
- b. Contracts will be awarded to one or more vendors to create the vendor pool.
 - c. HASA may negotiate final terms and prices.
 - d. Work may only begin after a fully executed contract.

9. Payment Terms

- a. Work billed per work order.
- b. Payment net 30 upon approval.
- c. The HASA processes payments on the 1st and 15th of every month (or the following business day if it falls on a holiday or weekend).
- d. Contractor shall bill according to Attachment A; additional labor not included in attachment A must receive prior approval.
- e. Equipment rentals require prior approval unless emergency. Upon request, vendors must provide supplier invoices or receipts to substantiate costs.
- f. Invoices must include: date, description, labor hours, and PO/work order reference.
- g. The Contractor shall not perform work beyond the authorized scope of a work order without prior written approval. Unauthorized work may not be compensated.
- h. HASA reserves the right to audit contractor invoices, supporting documentation, and related records for compliance with contract terms.
- i. Invoices must be submitted within thirty (30) days following completion of work. Invoices submitted after ninety (90) days may be denied unless approved by HASA.

10. Texas Procurement Compliance

- a. HASA follows Texas Local Government Code Chapters 252 & 271.
- b. Procurement practices are designed to ensure fair competition, transparency, and vendor accountability.
- c. Even without federal funding, HASA will document all RFP solicitations, evaluations, awards, and vendor pool assignments for audit and compliance purposes.
- d. Notice for this RFP will be posted publicly on HASA's website and distributed to interested vendors to ensure fair competition.



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11. Termination of Contract

- a. HASA reserves the right to terminate the contract:
 - i. For convenience upon thirty (30) days' written notice,
 - ii. For cause if any contractor fails to perform or breaches any term, or
 - iii. Under mutual agreement between HASA and the vendor.
- b. In the event of termination, the vendor will be paid for services rendered up to the termination date.

12. Assignment and Subcontracting

- a. Contractor may not assign or subcontract work without prior written approval. The HASA reserves the right to approve or reject any proposed subcontractor.
- b. Contractor shall remain fully responsible for the performance of approved subcontractors. Approval of a subcontractor does not relieve Contractor of contractual obligations.

13. Points of Contact

- a. Primary:
Kellie Pfeil, Deputy Director – kpfeil@sanangelopha.com
- b. Secondary:
Brandon Bailey, Maintenance Manager – maintenance@sanangelopha.com

14. Attachments

- a. Attachment A: Unit Price Schedule Template (as-needed service rates)



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Attachment A – Unit Price Schedule (As-Needed Tree Services)

Description	Unit	Total Unit Price	Notes
Tree removal – under 15 ft	Each		
Tree removal – 15-30 ft	Each		
Tree removal – 31-45 ft	Each		
Tree removal – 46-60 ft	Each		
Tree removal – Over 60 ft	Each		
Fallen tree removal (tree already on ground)	Each		
Limb Removal Only (not associated with tree removal)	Hour		
Stump Grinding – Under 12” Diameter	Each		
Stump Grinding – 12-24” Diameter	Each		
Stump Grinding – Over 24” Diameter	Each		
Debris hauling	Load		
Chipping Only	Hour		
Additional Labor	Hour		
Bucket Truck with Operator	Hour		
Crane with Operator	Hour		
Skid Steer with Operator	Hour		
Emergency Mobilization (Normal Business Hours)	Each		
Emergency Mobilization (After Hours/Weekend/Holiday)	Each		

Contractor Information

Minimum Call-Out Charge	\$
Minimum Hours Charged	
Normal Business Hours	
24-Hour Emergency Service Available?	☐ Yes ☐ No
Estimated Emergency Response Time	
Certified Arborist on Staff?	☐ No ☐ Yes, Name:



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Attachment A: Instructions for Vendors

1. Complete all applicable lines with your pricing.
 - a. In the notes column, disclose any assumptions. For example, for the tree removal – over 60 ft, is a crane required, is there a minimum cost, etc.
2. If you cannot provide a service, leave the line blank and note “N/A”.
3. Unit prices shall include all labor, supervision, equipment, fuel, rigging, standard cleanup, debris removal, transportation, disposal, insurance, overhead, and profit unless specifically identified as a separately billable item in this Attachment. No additional charges shall be paid unless expressly authorized by HASA in writing prior to the work being performed.
4. Pricing must remain firm for the base contract term. Any requested adjustments for option years must be submitted in writing and may only be considered during contract renewal negotiations.
5. Any use of specialized equipment must be pre-approved by HASA unless required for emergency work. Vendors must specify whether pricing includes operator costs.
6. Include any additional notes or limitations (e.g., minimum call-out time, service radius, rental markup percentage, etc.) in the Notes Column.

This table allows HASA to:

- Compare rates for all vendors in the pool.
- Rotate work orders based on vendor availability, priority, and cost.
- Maintain transparency and accountability for emergency response assignments.