



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
NEW JERSEY PUBLIC BROADCASTING AUTHORITY
P. O. Box 777
TRENTON, NEW JERSEY 08625-0777

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RICHARD WILLIAMS
Executive Director

June 26, 2026

NOTICE OF BID PROPOSAL

TREE SERVICES – WARREN, NJ

The New Jersey Public Broadcasting Authority (“NJPBA”) is inviting quotes from qualified bidders for one-time tree and brush removal services at 7 Geiger Lane, Warren, New Jersey, 07059.

SCOPE OF WORK

The successful bidder must furnish all labor, tools, supplies, and equipment required to perform the services described below. NJPBA staff will be present to supervise the project.

1. Cut and remove trees and brush growth as indicated during the mandatory site visit.
2. Tree branches and brush debris up to 6 inches in diameter may be chipped and deposited on site under the direction of the NJPBA staff.
3. The entire fenceline around the compound shall be brush-hogged up to 5 feet away from fence line and guy anchor pathways.
4. Branches and wood that cannot be chipped must be removed from NJPBA property.
5. Stumps must be reduced by cutting or grinding to a height that allows mowing equipment to pass over unimpeded.
6. Commence work no later than 14 business days after NJPBA issues a purchase order and complete work within 14 business days.

MINIMUM QUALIFICATIONS

1. Experienced in commercial or municipal tree removal and tree trimming around energized power lines. Must have completed work in the character and scope consistent with the quote specifications.
2. Able to furnish a tree trimming truck capable of cutting trees 65 feet in height.
3. Able to remove trees or branches in a controlled manner. Dropping large limbs or trees may damage underground systems.
4. Able to perform services in close proximity to power, communication, and tower support cables (guy wires). (NJPBA staff will be on-site during felling operations to advise on hazards.)

BID SUBMISSION REQUIREMENTS

The following information must be included with the bid proposal.

1. Bids must be submitted in the format attached (page 3) and signed.
2. The name and contact telephone number of at least two recent customers for which the bidder has provided tree care services similar in size and scope to this scope of work. The NJPBA reserves the right to contact those customers to verify the information the bidders provide.
3. [Ownership Disclosure form](#)
4. [Political Contribution Disclosure Chapter 271 form](#)
5. Signed acknowledgment that all services shall comply with the [State of New Jersey Standard Terms and Conditions](#).

Upon recommendation of award, the following [forms](#) must be submitted by the successful bidder **prior to the issuance of a purchase order** (the official contract award), but may also be submitted with the bid package:

- Certificate of Insurance
- Disclosure of Investigations form
- Disclosure of Investment Activities of Iran form
- MacBride Principles form
- Source Disclosure form
- Vendor Certification and Disclosure of Political Contribution Chapter 51 form
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Prior to issuance of a purchase order, the successful bidder shall also complete a [NJSTART Profile](#), [Business Registration](#), and [Affirmative Action form](#) online.

BID PROCESS

A **MANDATORY, on-site, pre-bid meeting is scheduled for Wednesday, July 8, 2026, at 10:00 AM.** Please notify the NJPBA at nichol.gee@treas.nj.gov if a representative from your company will attend.

Pre-bid questions should be sent to Nichol R. Gee at nichol.gee@treas.nj.gov by Friday, July 10, 2026 at 1:00 PM. All responses will be posted to our website at <http://www.state.nj.us/treasury/njpba/proposal.shtml>. Bidders are responsible for checking the website for updated information.

Bids must be submitted with all documentation specified above. **Bid responses are due by 1:00 PM on July 15, 2026**, to Nichol R. Gee at nichol.gee@treas.nj.gov. The NJPBA will award the contract to the responsible bidder whose proposal is most advantageous to the State, with price, expertise, and other factors considered.

After the contract award is recommended, and upon receipt of the required documents and registrations listed above from the successful bidder, a purchase order will be issued. No work should be completed prior to the issuance of the purchase order.

State of New Jersey AGENCY REQUEST FOR PROPOSAL

VENDOR NAME AND ADDRESS:	RETURN THIS PROPOSAL TO: Nichol Gee PO Box 777 Trenton, NJ 08625 nichol.gee@treas.nj.gov	DELIVER TO: NJPBA 7 Geiger Lane Warren, New Jersey, 07059
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NOTE: This proposal must be returned before **Wednesday, July 15, 2026** 1:00 PM on the following date:

FISCAL YEAR	ACCOUNT NUMBER				COST CENTER	OBLIGATION NUMBER	COMMODITY CODE	DATE OF TYPING
2027	ORG.	FUND	PROGRAM	OBJECT				6/26/2026

IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire bid proposal terms and conditions, and specifications. Fill in all the information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alterations to unit and/or total prices must be initialed by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals are unacceptable.
[NOTE: THE TERMS AND CONDITIONS ARE PROVIDED UNDER A SEPARATE ATTACHMENT.](#)

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
1	1	each	All-inclusive Pricing		

● PRICES ARE FIRM UNTIL THE FOLLOWING DATE: September 30, 2026				● TOTAL: \$ _____	
CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.		
VENDOR'S SIGNATURE (MUST BE SIGNED):		TITLE:		DATE	