



**REQUEST FOR PROPOSAL
FOR
Tree Trimming & Emergency Tree Debris
Removal Services
(RFP 2026-0017)**

**EXTENDED PROPOSAL SUBMITTAL DEADLINE
5:00 P.M. (EST)
Friday, July 10, 2026**

LOCATION:

SAVANNAH AIRPORT COMMISSION
400 AIRWAYS AVENUE
SAVANNAH, GA 31408

REQUEST FOR PROPOSAL
Tree Trimming & Emergency Tree Debris
Removal Services
(RFP) 2026-0017

PURPOSE OF PROPOSAL

The Savannah Airport Commission (SAC) is seeking proposals from qualified contractors to provide tree trimming and emergency tree debris removal services within the airport's right-of-way on an as-needed basis. This solicitation will result in the award of a three (3) year agreement, with the option for two (2) additional one (1) year renewal terms, exercised at the sole discretion of SAC, for services covering trees located throughout the airport campus.

Proposed pricing shall remain firm for the initial contract term. Any request for price adjustments during renewal periods shall not exceed the percentage change in the Georgia Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics or other recognized index applicable to the State of Georgia. If requesting a price adjustment for a renewal term, the Contractor must submit written documentation supporting the requested increase, including the applicable CPI data and justification for the adjustment, no less than ninety (90) days prior to the expiration of the current contract term. All price adjustments are subject to review and approval by SAC, and any approved increase shall not exceed the CPI percentage change for the applicable period.

The scope of work includes, but is not limited to, professional trimming, maintenance, inspection, and care of palm trees to ensure their health, safety, structural integrity, and aesthetic appearance throughout the duration of the agreement. Services may also include emergency response for storm-related tree damage and debris removal, as required.

Participation in this RFP process is at the sole expense of the proposer. Any costs incurred in the preparation or submission of a proposal shall not be reimbursed by the Savannah Airport Commission. Proposals for these services will be received by the Savannah Airport Commission until 5:00 P.M. (EST), July 10, 2026, at which time they will be opened by the Commission's Purchasing Manager, whose contact information is below. ***All responses to this proposal must be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail.***

Christy Dixon, NIGP-CPP
Purchasing Manager
cdixon@flySAV.com

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Request for Proposals
Tree Trimming Services (RFP 2026-0017)
For Savannah Airport Commission

Airport Overview

The Savannah/Hilton Head International Airport (the “Airport”) is operated by Savannah Airport Commission, a public body corporate organized under the laws of the State of Georgia (Georgia Code L-1952, Section 13) (“Commission”), and an operating agency of the City of Savannah. Commission consists of five members, appointed by the Mayor and Aldermen of the City of Savannah, for a term of five years.

The Commission is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto by the actions of the General Assembly, and to have general direction of the same. The Commission meets monthly, usually at 9:00 a.m. on the first Wednesday of each month, in the Commission Conference Room, located on the third floor of the terminal building at 400 Airways Avenue, Savannah, Chatham County, Georgia. The Commission acts by and through its Executive Director and staff on all matters pertaining to the management and operations of the Airport.

The Airport is a 3,681-acre site located approximately eight miles northwest of the business district of Savannah, only 45 minutes from Hilton Head Island, South Carolina, and less than two hours from the Golden Isles at Brunswick or Charleston, South Carolina. The following major airlines serve the airport: Allegiant Air, American Airlines, Avelo Airlines, Breeze Airways, Delta Air Lines, JetBlue Airways, Southwest Airlines, Sun Country Airlines, and United Airlines. Collectively these airlines, along with affiliated regional air carriers, transported approximately 4.1 million passengers in 2024.

RFP Timeline Summary:

The Commission reserves the right to modify this timeline at any time.

Questions:	All questions must be submitted through Bonfire and will not be accepted via email or mail. All questions must be submitted no later than June 24, 2026, by COB (5:00pm EST). All responses to questions will be provided through https://savannahairport.bonfirehub.com/ in an addendum by the date noted on this document. Please contact Christy Dixon via email at CDixon@flySAV.com for questions.
Deadline for Submitting Proposals:	July 10, 2026, by COB (5:00pm EST)
Mandatory Preproposal Meeting:	A Preproposal Meeting will be held on June 18, 2026 @ 1:30 p.m. Attendance of the preproposal meeting is <u>mandatory</u> for bid submission. The preproposal meeting will be held at 640 Gulfstream Road, Savannah, GA. 31408. Please RSVP if you will be physically present for the meeting. If you are not able to attend the Mandatory Preproposal Meeting in person, there is an option to attend the meeting via Microsoft Teams. Please contact Melanie Freeman @ mfreeman@flysav.com for the Teams Meeting Information.
Mandatory Site Visit:	A group site visit will be conducted immediately following the Mandatory Preproposal Meeting on June 18, 2026. If you are unable to attend the meeting in person, please contact Melanie Freeman at mfreeman@flysav.com to RSVP for the second site visit on June 19, 2026, at 9:00am. Site visits are mandatory to submit a proposal.
Submittal Information:	All responses to this proposal must be submitted through https://savannahairport.bonfirehub.com/ , and will not be accepted via email or mail. Note: Please be sure to Acknowledge all associated addendums before submission of proposal response. The date for the final addendum is noted below.

RFP Timeline:

Issue Date:	April 15, 2026
Mandatory Preproposal Meeting/Site Visit	June 18, 2026
Additional Site Visit Date:	June 19, 2026
Written Questions/Comments Due Date:	June 24, 2026
Last Addendum Released:	June 30, 2026
Extended RFP Response Due Date:	July 10, 2026
Notification of Award Notifications to Bidders:	NLT August 28, 2026

Cone of Silence

Upon issuance of this solicitation and continuing until a final contract award is made or the solicitation is withdrawn, rescinded, or cancelled, all communications regarding this solicitation by any Respondent, proposer, bidder, or any of their officers, employees, agents, lobbyists, or representatives are strictly prohibited, whether direct or indirect, with any member of the governing authority, evaluation committee, or staff of the issuing agency, except as expressly authorized in this solicitation. All communications must be submitted in writing to the Procurement Officer identified herein. Any violation of this Cone of Silence shall be grounds for immediate disqualification, rejection of the submittal, or other sanctions permitted by law.

Contract Term and Renewal

A formal contract for services will be executed between the Savannah Airport Commission (SAC) and the selected proposer prior to the commencement of any work. No services shall begin until the contract has been fully executed by all parties. The contractor shall not incur any costs or perform any work in advance of receiving the official notice. Any work performed prior to contract execution shall be at the contractor's sole risk and expense. The Commission may adjust contract specifics between renewal periods to accommodate changing requirements.

The intended initial term of the contract shall be three (3) years, with the option to renew for up to two (2) additional one-year periods, subject to satisfactory performance, continued need for services, and approval by the Savannah Airport Commission. The Commission may adjust contract terms and specifications between renewal periods to accommodate changing operational or service requirements.

Convenience Termination of Contract

The Commission reserves the right to terminate the Contract, in whole or in part, at any time if it determines that such action is in its best interest. Termination may be initiated with or without cause, including but not limited to unsatisfactory performance by the service provider. In such an event, the Commission will provide the service provider with thirty (30) days' written notice, specifying the effective date of termination. No penalties or termination fees shall be due to the service provider as a result of such termination.

Scope of Services

The Savannah Airport Commission maintains a total of one hundred sixty-two (162) palm trees throughout the airport campus. Of these, one hundred sixty (160) are Sabal Palm trees and two (2) are Washingtonia Palm trees. The majority of the palm trees are concentrated in and around the long-term, four-story parking deck, with additional trees located throughout the airport property.

Tree trimming services shall be performed on a bi-annual basis, generally during the spring and fall seasons, or at other times as may be directed at the discretion of the Savannah Airport Commission.

Proposers shall also include pricing for emergency response services, including a two (2)-hour response time for all service calls. Emergency response services must be available 24 hours per day, seven (7) days per week, including holidays, weekends, and after normal business hours. Two (2) emergency contact phone numbers shall be provided to the airport at the beginning of this Contract.

The Contractor shall provide and maintain all necessary labor, supervision, equipment, tools, materials, and transportation required to perform tree trimming, maintenance, and emergency tree debris removal services throughout the duration of the contract term.

- Remove all dead fronds and seed pods.
- Remove any fronds in contact with buildings, structures, or fixtures.
- Shave trunks and remove loose boots, as applicable.
- Crown-raise palms in accordance with ANSI A300 standards, as follows:
 - a. Typical pruning: 9–3
 - b. Select palms: 10–2
- Collect and remove all debris generated.
 - a. All debris shall be removed from and disposed of off campus in accordance with applicable regulations.

Contractor Responsibilities

The Contractor's responsibilities shall include, but are not limited to, the following:

Site Conditions, Safety, and Operational Requirements

- A tracked (TRAC-type) lift is required to minimize ground disturbance.
- Work shall only be performed when surrounding ground conditions are dry and firm.
- Contractor must coordinate with the Airport Grounds Manager prior to mobilization to confirm acceptable site conditions.
- Any disturbed turf, soil, irrigation, or landscaping must be restored to original condition. The Contractor will be held responsible for all damage to roads, highways, shoulders, ditches, embankments, bridges, culverts, and other property caused by him or any of his subcontractors in hauling or otherwise transporting materials to or from the several sites of the work, regardless of the location of such damage. The Contractor shall make arrangement relative to the payment for, or repair or replacement of, such damage or damaged surfaces of structures. Said arrangement shall be satisfactory and acceptable to the owner or owners of such damaged surfaces or structures, or to their legally responsible officers, agents, or other representative, and said payment

shall be at the Contractor's own expense, unless otherwise provided by the Contract.

(a) All ruts or surface damage must be fully repaired at the contractor's expense.

- Perform all work in a safe, professional, and workmanlike manner, in compliance with OSHA regulations, ANSI A300 standards, and all applicable federal, state, and local laws.
- Equipment, materials, and supplies shall not be stored outside the immediate work area without prior written approval from the property owner or the Savannah Airport Commission. Upon completion of services at any location, the Contractor shall promptly remove all equipment, materials, debris, and associated items from the site and restore the area to a clean and safe condition.
- Comply with all airport security, access, and badging requirements, as directed by SAC.
- Maintain all required licenses, permits, and insurance coverage for the duration of the contract.
- Protect all airport property, facilities, landscaping, utilities, and infrastructure from damage during the performance of work.
- Remove and properly dispose of all debris generated from the work off campus and in accordance with applicable regulations.
- Promptly correct, at no additional cost to SAC, any work found to be defective, unsafe, or not in compliance with the contract requirements.
- Respond in a timely manner to emergency or hazardous conditions, including storm-related damage, when directed by SAC.
- The Contractor shall designate one person who is a licensed arborist that is responsible for the supervision of all work being performed. This person shall be thoroughly familiar with the specified requirements and the methods needed for the proper performance of the work and shall direct all work. A copy of the arborist license shall be submitted in the bid response.
- The Contractor shall be responsible for any damage to roads, highways, shoulders, ditches, structures, embankments, culverts, or other infrastructure resulting from hauling or transporting debris from the project site by the Contractor or its subcontractors. The Contractor shall also be responsible for obtaining all required utility locates prior to performing any excavation or underground work and shall take all necessary precautions to protect existing utilities and facilities during the performance of the work. Any damage to existing facilities, utilities, or infrastructure shall be immediately reported to the

Savannah Airport Commission and repaired by the Contractor at no cost to SAC.

- The Contractor shall be responsible for the removal and disposal of all trimmings. The Commission will not provide a disposal or drop-off site for services.

Traffic Control and Scheduling

- The contractor is fully responsible for traffic control, as work areas may experience congestion during peak travel periods. The contractor shall implement appropriate traffic and pedestrian control measures when work is performed near roadways, parking structures, or public areas.
- Delays to the traveling public must be minimized.
- The Contractor will use proper traffic control devices, including signage, as outlined by the Georgia Department of Transportation.
- SAC authorizes the Contractor to perform work anytime from 7:00 AM through 5:00 PM weekdays for routine tree trimming. The Contractor shall obtain prior approval from the SAC before scheduling any work outside the normal working hours. In the case of an emergency call-out, the Contractor shall arrive no more than 2 hours on site to perform work at any time day or night.
- The contractor shall coordinate with the Grounds Manager to:
 - (a) Establish a work schedule
 - (b) Formalize traffic control measures
 - (c) Mitigate impacts to airport operations and public access

Emergency Tree Debris Removal Services

- The Contractor shall provide emergency response and debris removal services for vegetative material resulting from inclement weather events, including but not limited to hurricanes, tropical storms, high winds, and severe thunderstorms. Services shall include the removal, hauling, and proper disposal of fallen or damaged trees, limbs, and related debris located throughout the airport campus.

This scope shall include, but is not limited to, the following tree categories:

1. Large canopy Oak trees
2. Pine trees
3. Small landscape and ornamental trees

- The Contractor shall be capable of responding within a timeframe specified by the Savannah Airport Commission (SAC) following notification of an event. Emergency services may be required on a 24-hour basis, including nights, weekends, and holidays.

- Work shall include clearing debris from, but not limited to:

- Roadways and access routes
- Airfield areas (as authorized)
- Parking lots and public areas
- Perimeter fencing and secured areas
- Around airport facilities, signage, and infrastructure

- The Contractor shall provide all necessary labor, equipment, and materials required to safely and efficiently perform debris removal operations. This includes chainsaws, chippers, loaders, hauling equipment, and any other specialized machinery required for large tree removal.

Submittal Instructions

All responses to this proposal must be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail. In order to provide a response to this proposal, all respondents must first register their company by using the above link. Registration is easy and free. Please be sure to select the NAICS codes associated with your business and/or organization. **For questions regarding vendor registration or instructions on proposal submittal, please contact Melanie Freeman at mfreeman@flysav.com.**

All addenda associated with this RFP will be provided through <https://savannahairport.bonfirehub.com/> by the date noted on page 5 of this document. All questions must also be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail. As required, it is the respondent's responsibility to ensure that all addenda are acknowledged through submission of the Acknowledgement of Addendum Form.

Except as otherwise provided herein, proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive. Timely Proposals received will be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the respondent of the conditions contained in this RFP, and the intent to enter into an Agreement with Commission.

The Savannah Airport Commission reserves and may exercise the following rights and options: (i) to reject any and all proposals, negotiate with any respondent, alter the scope of work, to extend the date for submittal responses to request additional information from any Proposer, to supplement, amend or otherwise modify the RFP prior to the closing date and time, and reissue the RFP at any time prior to execution of a final agreement if, in Commission sole opinion, and best interest to do so; (ii) to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposer for negotiation and (iii) to cancel this RFP with or without issuing another RFP; (iv) to reject the proposal of any proposer who, in the Commission's sole judgment, has been delinquent or unfaithful in the performance of any contract with Commission is financially or technically incapable or is otherwise not a responsible responder; (v) To reject as informal or non-responsive, any proposal which, in Commission's sole judgment, is incomplete, is not in conformity with

applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP and; (vi) to waive any informalities in the submission process, defect, non-responsiveness and/or deviation from this RFP that is not considered in the best interest and/or best value to Commission, at its sole judgment. Any exceptions to the specifications included in this RFP must be clearly stated in the proposal.

Organization of Submission (Must Be Included in Response)

To ensure an efficient and consistent evaluation process, all proposals must be organized according to the format outlined below. Proposals that do not adhere to this structure or that lack the required documentation may be scored lower or deemed non-responsive, which may result in disqualification. In the event of any discrepancies or conflicts within the proposal documents, the SAC reserves the sole right to determine the appropriate resolution.

Submit data as requested in the following sections: This section will be submitted in Bonfire under Table of Contents, per section (Tab A, Tab B, etc.) as noted below.

- A. **(Tab A) Cover/Letter of Interest**: Each proposal must have a Cover/Letter of Interest expressing the company's interest in being considered for this opportunity while also summarizing the company's qualifications and experience relevant to the scope of services. In addition, the letter will include the company's information including name of company (include any DBA names); headquarters and parent company locations; and brief history of the company; Company's mailing address, contact person, telephone number for primary contact person, and email address; and a principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
- B. **(Tab B) Contractor Experience and Qualifications**: Proposals will be evaluated based on the contractor's demonstrated experience and qualifications relevant to palm tree trimming and maintenance services. Consideration will be given to the contractor's years of experience, experience performing similar work on airport, municipal, or commercial properties, qualifications of proposed personnel (including certified arborists where applicable), and the contractor's overall ability to successfully perform the required services. A copy of the arborist license shall be submitted in this section of the response.
- C. **(Tab C) Technical Approach**: Proposals will be evaluated on the contractor's understanding of the scope of work and proposed approach to performing the services. This includes pruning methods, equipment selection, site protection measures, debris removal, and the ability to minimize disruption to airport operations. Proposers shall also describe their approach to providing emergency services, including response time, availability of personnel and equipment, procedures for addressing hazardous or storm-damaged trees, and the ability to coordinate with airport staff to ensure safe and timely resolution of emergency situations while maintaining airport operational safety.

- D. **(Tab D) Cost:** Proposers shall submit a detailed, itemized cost proposal covering the intended initial contract term of three (3) years, with a possibility of 2 additional service years. Pricing shall clearly identify all costs associated with the proposed services and shall be broken out by year. Any proposed incremental price increases shall be expressly stated and itemized on an annual basis. All prices submitted shall be firm and fixed for each contract year unless otherwise approved in writing by the Savannah Airport Commission.

The Pricing Sheet shall be completed in its entirety, clearly identifying all labor costs, as well as any additional service costs, for each contract term. Failure to provide complete and itemized pricing may result in disqualification of the bid. Emergency, after-hours, or inclement weather services must be priced separately.

- E. **(Tab E) References and Past Performance:** Proposals will be evaluated based on the quality and relevance of references provided for similar projects. SAC may consider performance history, reliability, professionalism, communication, and the contractor's ability to meet schedules and safety requirements.

Required Forms (Must Be Included in Response)

The following forms must be completed in full and submitted with the proposal:

1. Proposal Certification Form. This certifies that the Respondent has certain specific capabilities, and that the proposal accurately represents those capabilities.
2. Non-Collusion Affidavit Form. This certifies that the Respondent has not colluded, conspired, or engaged in any anti-competitive behavior in connection with the preparation or submission of this proposal.
3. Acknowledgement of Addendum Form. Please sign and acknowledge all addenda (if any) associated with this RFP.
4. Reference Forms. Proposers must provide reference information for at least three (3) comparable service agreements completed within the last three (3) years. By including this list, the respondent grants permission to the Commission to contact this client list.

Each reference submission should include:

- Service location
- Scope of work performed
- Completion date
- Owner or client contact information for reference

5. Local, Small Business/Minority Business Form. Please complete the Local, Small Business/Minority Business Form of this RFP. If your company does not have either designation, please check the box noted as non-applicable. If applicable, please complete the form in its entirety.

6. Exceptions Form. Please note in your response if there are any exceptions or additions to the requirements in this proposal. If there are exceptions noted on the requirements of this RFP, please notate the exceptions on the designated Exceptions Form next to the Scope of Services Requirement.

Evaluation Criteria and Award

The Savannah Airport Commission reserves the right to reject any or all responses, delete any portion of the response, accept any response deemed most advantageous, or to waive and irregularities or informalities in the response received that best serves the interests and at the sole discretion of the Commission. The Commission also reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the Commission's best interest, as determined by the airport in its sole discretion.

The respondent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the weighted criteria, responsiveness, and the most responsible and advantageous respondent for the Commission, as determined by the Commission in its sole discretion.

Evaluation Criteria Chart

	Criteria	Max. Points	Factor Description
1	Experience & Past Performance	30	Proposals will be evaluated based on the contractor's demonstrated experience and qualifications relevant to palm tree trimming and maintenance services.
2	Technical Approach	25	Proposals will be evaluated on the contractor's understanding of the scope of work and proposed approach to performing the services.
3	Cost	20	Proposals will be evaluated on the overall cost to the Savannah Airport Commission, including clarity, completeness, and competitiveness of the pricing submitted. Pricing shall be realistic and aligned with the scope of work and contract term.
4	References	20	Proposals will be evaluated based on the quality and relevance of references provided for similar projects. SAC may consider performance history, reliability, professionalism, communication, and the contractor's ability to meet schedules and safety requirements.
5	Local, Small Business/Minority Business	5	Local, small, or minority-owned businesses will receive points in this area. A non-local or non-minority designation will not disqualify a proposer from award; this factor provides an additional consideration for promoting local and diverse participation.
	All	100	

Evaluation

Upon selection of the most qualified Respondents, the Commission may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, the Commission's evaluation of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that award may be made without interviews or further discussion. The following process will be used to evaluate the proposals:

1. Initial Evaluation

Each Proposal received will first be evaluated for responsiveness. Each Proposal received will first be evaluated for responsiveness. Each proposal will also be evaluated to ensure that all required documents are submitted to meet SAC's compliance as noted in this RFP (meets minimum requirements).

2. Evaluation Panel

The Commission will use a minimum of a three-person panel to evaluate each of the responsive proposals. The evaluation panel will evaluate the responsive proposals submitted and award points according to the Evaluation Points chart above.

Due to the nature of this Contract, SAC will be taking into consideration the Emergency Tree Debris Removal section of the Bid Proposal when awarding the Contract. In case of an Emergency situation, the airport requires that the Contractor have adequate equipment and personnel to perform a city wide clean up if required.

PLEASE NOTE: No Respondent will be informed at any time during or after the RFP process as to the identity of any evaluation panel member. If a Respondent becomes aware of the identity of such a person(s), he/she will not make any attempt to contact or discuss with such person anything related to this RFP. The designated Contact person is the only person at Commission the Respondent's will contact pertaining to this RFP. Failure to abide by this requirement may cause such Respondent(s) to be eliminated from consideration for award.

3. Best and Final Negotiations

Contract Award Procedure:

By completing, executing, and submitting the Respondent Certification, attached hereto, and incorporated by this reference, the "Respondent is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Commission.

If a Respondent is selected, Respondents will receive by e-mail a Notice of Results of Evaluation after a notice of award is issued. Such notice will inform the Respondents which Respondent has been selected to proceed with exclusive negotiations.

The Commission will evaluate the Respondents based on the above criteria and will select the most advantageous and best value to Commission. The chosen Respondent is recommended to enter into an agreement for the completion of services.

The Commission reserves the right to conduct a "Best and Final" negotiation at its sole discretion.

/////////////////////////////////NOTHING FOLLOWS////////////////////////////////