

REQUEST FOR PROPOSAL (RFP)

EMERGENCY VEGETATION MANAGEMENT SERVICES – BACKUP CREWS



TITLE:	EMERGENCY VEGETATION MANAGEMENT SERVICES – BACKUP CREWS
OPEN DATE:	September 18, 2026
CLOSE DATE:	October 5, 2026
CLOSE TIME:	Close of Business Day
CONTACT:	Vegetation Program Manager – Talley Floyd E: TalleyFloyd@mte.com Vegetation Management Support Specialist – Ashley Fetzter AshleyFetzter@mte.com

INTRODUCTION

Middle Tennessee Electric Membership Corporation (“MTE”) is an electric distribution company providing electric service to residential and commercial/industrial members primarily in the service territory of Rutherford, Williamson, Wilson, and Cannon counties. MTE is a 501(c)(12) nonprofit, member-owned cooperative whose mission statement is to provide affordable, reliable, safe electricity and outstanding member service.

A. SCOPE OF SERVICES

MTE hereby requests proposals from qualified contractors to provide **backup crews for emergency vegetation management services** following a major disaster, as defined in the Scope of Work (Exhibit A). Services will be performed within the designated MTE service territories. **Backup crews** are not the primary response team but are activated to assist with restoration tasks when needed.

B. CONTRACT TERMS

The selected vendor will provide the services on a non-exclusive basis and will enter a Vegetation Management Agreement with MTE pursuant to MTE’s Standard Terms and Conditions, which may be found at [TC](#). The anticipated contract term will be for three (3) calendar years with an option for a (1) year extension.

FEMA financial assistance may be used to fund all or a portion of the agreement. Therefore, the selected vendor must agree to comply with the FEMA Emergency and Exigency Contract Requirements as described in 2 CFR §200.321. The selected vendor shall not subcontract any work or assign the agreement to any other party, except on prior express permission by MTE. Contractor shall not include any cost-plus percentage in their proposals.

For FEMA contract provision, please visit www.fema.gov.

C. RESERVATIONS

MTE reserves the right to:

1. Reject any proposal that is not received by the response deadline or is otherwise nonresponsive to the RFP.
2. Reject any or all proposals submitted in response to the RFP.
3. Withdraw the RFP at any time and for any reason.
4. Make multiple or partial bid awards.
5. Use the contractor on an as-needed, where-needed basis.

D. EVALUATION , BIDS AND AWARD OF CONTRACT

1. MTE reserves the right to reject any or all Proposals, including without limitations, nonconforming, nonresponsive, or conditional Proposals. MTE will reject the Proposal that (MTE) finds, after reasonable inquiry and evaluation, not to be responsive.
2. If MTE awards the contract for the work, it will be based on a qualitative evaluation process. MTE will award the contract to the bidder whose proposal is most advantageous to MTE, considering price and other factors such as experience and safety record. MTE, in its sole discretion, will accept the proposal that best serves its interests.
3. The Evaluation Committee will evaluate each proposal to determine whether the minimum criterion is met and the degree to which the proposal is responsive to the requirements. The MTE Evaluation Committee will consist of the Vice President of Operations, the Vegetation Program Manager, and other MTE designees.

E. INSURANCE

Vendor shall be responsible for worker's compensation, property damage, and public liability insurance to insure its activities for the entire period when any work is being performed under this agreement pursuant to the terms and minimum limits as set forth below. MTE shall be named as an additional insured on all appropriate policies, and Vendor shall provide a waiver of subrogation on appropriate policies. Certificate of said insurance showing Vendor has retained coverage shall be provided to MTE in writing.

General Public Liability – Bodily Injury and Property Damage	\$5,000,000
Automobile - Bodily Injury and Property Damage	\$5,000,000
Workmen's Compensation	statutory limits
Employers' Liability	\$1,000,000

F. INQUIRIES, SUBMISSION INSTRUCTIONS AND DEADLINE

1. All inquiries regarding the meaning or the intent of the RFP are to be submitted in writing via email to:
Vegetation Program Manager Talley Floyd | Email: talleyfloyd@mte.com with a copy to
Vegetation Management Support Specialist Ashley Fetzer | Email: ashleyfetzer@mte.com.

To submit a proposal, complete and submit the information requested in Schedules 1, 2, and 3 by clicking the links below.

- [Schedule 1 & 2 - Rates & Qualification Schedule](#)
- [Schedule 3 – Safety Experience](#)

2. The deadline to submit a proposal is: **October 5, 2026.**

****Proposals received after the prescribed date and time for delivery will be rejected.**

EXHIBIT A

Scope of Work

If you are a qualified contractor, please prepare a proposal demonstrating your ability to quickly mobilize **backup crews**, your relevant emergency restoration experience, and your capacity to support MTE's operational needs following a major disaster, including providing **backup crews** for **emergency vegetation management services** within MTE's service territory.

The Contractor shall provide qualified **backup** vegetation management crews, supervision, labor, equipment, transportation, and logistical support necessary to assist MTE's restoration efforts following a major disaster within MTE's service territory. The primary purpose of the **backup** crews is to remove vegetation-related obstacles that are obstructing utility access, mitigate hazards, and support electric service restoration activities.

Contractor's employees shall be properly trained, qualified, and experienced and shall possess all certifications, credentials, and qualifications required by applicable law, regulation, and industry standards for the duties they perform.

All work shall be performed under the direction of MTE and in accordance with MTE policies, procedures, safety requirements, and operational priorities.

Mobilization

Contractor shall proactively have in place a communication and deployment plan prior to any declared inclement weather and/or disaster. The contractor should assume it will be fully operational and on-site within 48 hours of receipt of notification and/or request from MTE. Contractor must have the ability to respond with **backup crews** necessary to restore power quickly and safely in the event of any emergency, including storms, tornadoes, and man-made disasters.

Backup Crews

Contractor shall provide adequate identification for its personnel so the public can easily identify them. Each **backup** crew will have at least one person on the crew who speaks and reads English to act as an interpreter between contractor's non-English speaking crew members and MTE's employees.

Backup Crews Services Scope of Service

- Brush clearing and removal of dense vegetation;
- Chipping on-site dispersal of off-site disposal of vegetative material;
- Trail and access corridor clearance;
- Debris removal from rights-of-way; and
- Hazard tree removal impacting utility lines or access

Tree /services (when applicable):

- Tree and shrub pruning;
- Cutting and clearing trees and/limbs from facilities to allow for line construction and power restoration; and
- Climbing personnel required.

Documentation

Contractor shall have a system for clearly tracking and documenting all costs associated with work conducted pursuant to this RFP and resulting MSA, identifying expenditures and maintaining documentation of the recovery process. Regular storm documentation outlined throughout this document is expected, including but not limited to roster, equipment, mileage, and lodging & meal receipts, if not provided by MTE.

Contractor must maintain all records pertaining to work performed under this RFP and resulting MSA. The service area and work completed should be properly documented and associated with the MTE Work Order number(s).

Reporting

Contractor shall submit written reports to MTE documenting the progress of power restoration. These reports may include, but are not limited to:

Onboarding

1. Contractor shall be prepared to provide all onboarding and crew details prior to work commencement.
 - a) Contractor's Name
 - b) Emergency contacts (name and telephone numbers, email addresses)
 - c) MTE issued equipment, including AVL
 - d) Report Date
 - e) Roster
 - a. Names & Positions
 - b. Equipment Numbers & Assignments
 - f) Truck and equipment descriptions
2. Progress Reports – Contractor shall provide reports on the progress of power restoration operations. Such reports shall include:
 - a) Location of completed work, including GPS coordinates utilizing MTE's mapping and technology applications for each work item completed;
 - b) A description of areas where work was done, and a general overview of the work completed (including a breakdown of value by unit or time/materials/equipment, as applicable);
 - c) The number of trucks, other equipment, and personnel utilized that day; and
 - d) Other operational and compliant tracking information as requested by MTE.

Invoicing

Work will be compensated on a time and equipment basis per the **Schedule 1 - Rates** worksheet submitted with this request for proposal. All hourly rate charges must be supported by adequate backup documentation, including, but not limited to, timesheets and equipment sheets. All invoices must be submitted within 30 days of completion of work.

Equipment

Contractor shall supply and maintain all equipment necessary to perform the assigned work. Any equipment costs, including equipment necessary to mobilize and/or demobilize equipment Contractor's workforce, not listed in the Schedule 1 will **not** be accepted unless previously approved in writing by the MTE's Vice President of Operations or designee. Contractor may charge MTE for the use of the equipment only while the equipment is in operation. Equipment rates will not be paid for idle equipment during mobilization and demobilization.

Labor

Once at the work location, labor is billed up to 16 hours per day for each storm resource assigned to MTE unless previously approved in writing by the MTE's Vice President of Operations or designee. All hours worked by contractor's employees will be paid at the stated Inclement Weather Rate. Contractor must maintain signed timesheets for all labor provided within a given invoice period. Timesheets will then be signed by MTE designee, verifying the work performed and hours worked. Contractor will retain the original billing copy of all time sheets. A separate timesheet must be used for each task identified by MTE.

Lodging and Meals Per Diem

Contractor will be responsible for providing lodging to its employees and subcontractors if not provided by MTE. Lodging costs will be reimbursed at actual invoice cost, subject to MTE approval. Contractor shall provide receipts supporting lodging costs, with each receipt clearly indicating the name of the employee using the accommodation and the associated hotel room number. Contractor is expected to select the most cost-effective rates available.

Meals will be reimbursed at an agreed-upon per diem rate.

No other expenses will be paid unless approved by MTE in writing before expense is incurred. There will be no markup, overhead, or profit charges added to costs invoiced for lodging, meals, travel or other expenses. All reimbursable expenses shall be invoiced at actual cost only.