

SPECIFICATIONS
AND
CONTRACT DOCUMENTS
FOR THE
2019-2020 TREE REMOVAL SERVICES CONTRACT
IN THE
CITY OF STANTON, MICHIGAN
MONTCALM COUNTY

Owner:
CITY OF STANTON
225 S CAMBURN STREET
STANTON, MI 48888
(989) 831-4440

SPECIFICATIONS

1. RECEIPT AND OPENING OF BIDS

Sealed proposal will be received at the office of the City Clerk, City of Stanton, 225 S. Camburn, Stanton, MI 48888, UP TO 10:30 A.M., EST, Thursday, October 10, 2019, at which time they will be publicly opened and read.

2. EXPLANATIONS

Explanations desired by Bidders shall be requested of the Owner, and if explanations are necessary, a reply will be made in the form of an Addendum, a copy which will be posted to the City of Stanton website www.stantononline.com. Every request for such explanation shall be made to James Blum, Director of Public Works, or Vester Davis, City Manager at (989) 831-4440.

3. COMPETENCY AND EXPERIENCE OF THE BIDDER

Please list the municipalities/companies for which your company has provided similar services. Municipal references are preferred.

1. Agency: _____

Year: _____

Contact Name: _____

Contact Phone No: _____

Description of Work Completed (i.e. – No. of Trees Trimmed/Removed, Duration of Contract, Amount of Contract, etc.):

2. Agency: _____

Year: _____

Contact Name: _____

Contact Phone No: _____

Description of Work Completed (i.e. – No. of Trees Trimmed/Removed, Duration of Contract, Amount of Contract, etc.):

3. Agency: _____

Year: _____

Contact Name: _____

Contact Phone No: _____

Description of Work Completed (i.e. – No. of Trees Trimmed/Removed, Duration of Contract, Amount of Contract, and etc.):

4. TERM OF CONTRACT

It is the intent of the City to award the project on Tuesday, October 22, 2019. All prices provided shall remain valid until the end of the project.

5. CONTRACT TERMINATION

The Contractor shall provide insurance in the name of City of Stanton. The City of Stanton shall reserve the right to terminate the contract upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. The City Administration will be solely responsible for determining acceptable performance levels. The City reserves the right to retain these services in-house, re-award or to re-bid the Contract in whatever manner is deemed to be in its best interest.

6. INSURANCE

The Contractor shall provide proof of insurance in the name of the City of Stanton. The City of Stanton shall be listed as an additional insured party. The successful bidder shall procure and maintain at its own expense during the term of the contract and supply proof of the following insurance coverage:

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

Owners Contractors Protective Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. The City of Stanton shall be named "Named Insured" on said coverage.

Motor Vehicle Liability Insurance including applicable No-Fault cover ages, with limits of liability not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned, all non-owned, and all hired vehicles.

The Contractor agrees to hold the City, its agents, and employees harmless and indemnify same for any claims or lawsuits arising out of the performance of these contractual services.

7. ESTIMATED QUANTITIES

All quantities are estimated and may vary substantially during the course of the contract. The estimated quantities are used for assisting in the determination of the lowest responsible bidder.

It is the intent of the City to award the bid for tree removal. The basis of the bid will be for tree removals and stump removal. Tree and stump removal will be taken at the diameter breast high (DBH). The measurement will be rounded to the nearest full inch.

Dates of actual tree removals shall be recorded by the Contractor and submitted the following day to the City. Payment will be based upon these agreed upon daily logs and satisfactory work performance.

Any additional trimming work for trees in the public right-of-way between the sidewalk and curb shall be done through change order.

8. TREE REMOVAL

The Contractor shall be responsible for all damages caused by their removal. This includes damage to sidewalk, driveway, grass, plantings, and sprinkler systems.

All cuts shall be made at nodes or crotches with a saw or pruner. No hatchets will be allowed. All cuts should be made at the branch collar.

All tools being used on a tree suspected of being infected with a contagious disease shall be thoroughly disinfected before use on another tree.

9. STUMP REMOVAL

The Contractor shall remove tree stumps at a minimum of 8-10 inches below grade. All protuberant surface and subsurface roots beyond the stump area, noticeable from visible inspection, shall be removed to a depth of 8-10 inches below grade. The remaining stump grindings shall be left in a uniformly graded pile within the limits of the stump grinding. The Contractor shall remove and properly dispose of all excess material and debris from the work site.

10. CLEAN UP

All debris from trimming and removal from the tree removal operations shall be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas shall be raked, all streets and sidewalks shall be swept, and all brush, branches and logs shall be removed from the site. Areas are to be left in a condition equal to that which existed prior to the commencement of the tree removal operations.

The Contractor guarantees the reimbursement, repair, or replacement and restoration of any cultivated area damaged by careless or accidental use of equipment or machinery. Contractor agrees to repair or replace any turf area, fences, signs, poles, and/or appurtenance damaged or destroyed by careless or accidental use of equipment or machinery in the performance of the Contract.

11. SPRINKLER DAMAGE

Sprinkler damage determined by the Department of Public Works as a result of tree removal or stump removal operations shall be the responsibility of the Contractor to repair. Sprinkler repairs must be completed within 72 hours of notification during the growing season. Sprinklers damaged in the winter must be repaired by April 15th the following spring.

12. SUPERVISION

The successful bidder shall employ an experienced supervisor or foreman who shall be a certified arborist, to direct the activities of the contractor's employees. The City Administration shall inspect the work activities and point out discrepancies between what is being informed and what is required in the Contract. The Contractor shall make the necessary adjustments to eliminate these discrepancies within 24 hours of being notified.

13. WORKING HOURS

The Contractor will schedule work between the hours of 7:00 AM and 7:00 PM, Monday through Friday, unless authorized by the City to do otherwise.

PROPOSAL

Description	Unit	Unit Price
Tree Removal	Per DBH	\$ _____
Stump Removal	Per DBH	\$ _____

The Proposal of _____
(hereinafter called "Bidder") to the City of Stanton, Montcalm County, Michigan
(hereinafter "Owner").

The Bidder, in compliance with the Advertisement for Bids for the performance of the 2019 Tree Removal Services Contract, having examined the plans and specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to perform the maintenance in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is part.

The Bidder affirms that in making such Proposal neither he nor any company that he may represent nor anyone in behalf of him or company directly has entered into any combination or collusion, undertaking or agreement with any bidder or bidders to maintain the prices of said work, or any compact to prevent any other bidder or proposal and without agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

The Bidder hereby confirms that all owners and employees of his/her company are legally eligible to work in the State of Michigan and in the United States of America. The Bidder confirms that his/her company has received Social Security numbers from all employees and have confirmed to the best of his/her legal abilities and obligations that such employees are in compliance with both State and Federal laws.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

2019 TREE LIST

- 1 – 306 N. Camburn
- 2 – 324 Crawford
- 3 – E Summit and N Camburn (Simpson Funeral Home)
- 4 – N Camburn (East of church parking lot near north of entrance)
- 5 – 124 S Grove
- 6 – 220 S Grove (South of driveway)
- 7 – 519 N Camburn (North of neighboring driveway)
- 8 – Depot Street just north of E Pine on west side
- 9 – E Bellevue across from 227 E Bellevue on Trinity Church property (two maple trees w/
dead limbs)
- 10 – 126 W Pine Street near rear driveway
- 11 – 711 N Lincoln behind nearby fire hydrant on Lincoln
- 12 – 227 E Bellevue (Trunk in poor condition)
- 13 – 109 W Walnut on west side of S Camburn