

TREE REMOVAL BID

CITY OF FARMER CITY

2022 SEASON

The City of Farmer City is seeking vendors to remove dead, dying or hazardous trees and stumps in the City right of way. The City estimates that contract will require the removal with ground restoration for 6 trees and 9 stumps this season.

**Timeline**

The City anticipates the following timeline for award

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| --- | --- |
| Bids Due | September 1, 2022 |
| City Council Approval | September 6, 2022 |
| Notice to Proceed | September 7, 2022 |

No contract shall be awarded except to responsible vendors capable of providing the quality of services desired. The City will award this contract to the vendor that is able to deliver the product specified in this document in a timely fashion for the lowest grand total price. The City reserves the right to reject any and all bids.

SPECIFIC REQUIREMENTS

Within the corporate limits of the City of Farmer City, the vendor will remove dead, dying, diseased and/or hazardous trees located in the City right of way.

Upon receipt of the tree removal list, the Vendor is required to remove all trees listed within 180 days. A City representative will plainly mark each tree with an “X” painted on the street side of the tree trunk. The Vendor must notify the City upon completing all tree removals on the list.

Removal shall consist of cutting down each tree in a safe manner to a point three inches (3”) above the adjacent ground level:

a. If the Vendor deems it necessary, trees should only be dropped “free fall” after receiving prior written authorization from the City of Farmer City representative.

b. Sidewalk, curbs, streets and manhole structures shall always be protected form the impact of falling wood by use of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

Tree stump removal and restoration: The Vendor shall remove the stumps of all tree removals:

1. Stump and root removal. The vendor shall remove all tree stumps and buttress roots to a depth that is adequate so as to return the area to the grade of the parkway outside the root flare zone. Through November 30, stumps shall be removed, and site restoration completed within five (5) business days of the tree removal date.
2. Stump removal. The site should be restored to the level of the existing parkway and consist of pulverized topsoil and seeding at the time the stump is removed.

Debris removal. The Vendor is responsible for the removal and disposal of all debris from a site after removing a tree and returning the site to its original state.

1. Removal and clean up shall include the raking of all lawn areas, sweeping of all streets and sidewalks and hauling away all brush, tree branches, logs, stumps, tree grindings and excess topsoil from all public and private property in and around the area of work. The site shall be returned to the same state in which it existed in prior to removal.
2. The Vendor shall be responsible for maintaining a disposal site for debris resulting from the work executed under this contract.

Protection of Property. The Vendor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks or other real or personal property. It is recommended that the vendor take before and after pictures of each site in order to confirm or refute any property owner claims for damage as a result of the work being performed.

Damage to Public or Private Property. The Vendor is solely responsible for any damage to public or private property caused by the Vendor’s operation. The Vendor shall resolve any claims for damage with the property owner within thirty (30) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged caused by the Vendor and deduct these costs from any payment due the Vendor. Failure to report damage to public or private property to the City shall initiate penalties.

JULIE notification. The vendor is required to notify JULIE prior to any excavation.

Communication. The vendor shall maintain a communication system that consists of both cell phone and wireless email capability at no additional cost to the City (Monday through Friday 8 am to 4 pm). The vendor further agrees to return all calls or message form the City by the end of day. *Failure to return a call will result in a reassessment and/or possible cancellation of contract.*

Payment. All invoices shall be submitted to the City within ten (10) days of completion of tree or stumps removals.

Bid Questions. All questions shall be submitted via email to [smclaughlin@cityoffarmercity.org](mailto:smclaughlin@cityoffarmercity.org). Oral explanations or instructions will not be binding.

Bid Bond. A Bid Bond in the amount of 10 percent of the Bid amount, shall be submitted by the Contractor.

The City reserves the right to reject any and all bids.

BID FORM

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| --- | --- |
| Project Name:  2022-23 Tree and Stump Removal Project | Bid Contractor: |

1. The undersigned submits the following bid for the above referenced project.
2. The undersigned has familiarized itself with all the conditions affecting the contract and the detailed requirements of performance, and understands that in making this bid, the Bidder waives all right to plead any misunderstanding regarding the same.
3. Bidder offers to furnish and provide all necessary labor, supervision, equipment, vehicles, fuel and other materials required to perform as contemplated by the contract documents for the amount set forth below.
4. The undersigned further agrees to perform the work in such manner and with sufficient materials, equipment and labor as will ensure its completion in accord with all expectations as set forth in the bid packet and contract documents and as set forth below.
5. The undersigned agrees to submit to the City a signed contract, certificate of insurance, any required performance bond, and all other documents required within fourteen (14) days after the date of the Notice of the Award is sent to it.
6. Accompanying this bid is a bank draft, cashier’s check, certified check or bid bond issued by a surety licensed to do business in Illinois, or letter of credit, complying with the requirements of the specifications and instructions, made payable to the City of Farmer City in the amount set forth below.
7. If this bid is accepted an the undersigned shall fail to execute a contract or submit evidence of insurance, performance bond or other documents as required in the contract documents, it is hereby agreed that the amount of the check, letter of credit, draft or bidder’s bond shall become the property of the City, and shall be considered as payment of damages due to delay and other injuries suffered by the City because of the failure to execute said contract; otherwise, said check, letter of credit, draft or bidder’s bond, shall be returned to the undersigned.
8. I certify that this bid has been prepared under my personal supervision and with my full knowledge. I propose to furnish only those items of service specified. I will not petition the City for a substitution of the specified services, unless previously approved in accordance with the Invitation to Bid.
9. It is further agreed by Bidder that this bid may not be withdrawn from consideration of acceptance for a period of ninety (90) days from opening bids.
10. I hereby attach my schedule of Unit Prices, completed specification forms, and all other materials required by the contract documents.

I: Name and Address of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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II: Bid Amount

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| **TREE REMOVAL** |  |
| 302 N John | $ |
| 615 N William | $ |
| 503 N Main | $ |
| 717 N Plum | $ |
| 302 W Market (2) | $ |
| **STUMP REMOVAL** |  |
| 904 E Allen (on side street) | $ |
| 720 N Plum (4) | $ |
| 120 W Water | $ |
| 220 E Green | $ |
| 211 W Market | $ |
| NW corner William & Water St | $ |

III: Bid Bond/Certified Check/Cashier Check/Bank Draft/Letter of Credit

Bond Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(10% of Bid Amount) (Item MUST be attached to this form)

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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(Title)