

CITY OF THREE RIVERS, MICHIGAN
Specifications for Bids

Tree and/or Stump Removal
Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

I. Instructions to Bidders

- A. Bids must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the bid. Bid shall also include a list of references.
- B. The City has adopted a Local Preference Policy, which is available on the City's website or upon request.
- C. Bids must be submitted in sealed envelopes, clearly marked on the outside, "Bids for Tree and/or Stump Removal".
- D. Bids will be received by the Office of the City Clerk, City Hall, 333 W. Michigan Ave., Three Rivers, Michigan, until **2:00 p.m. local time, Thursday June 9, 2022**. All bids shall be date stamped and time marked. Faxed bids shall not be accepted. **BIDS WILL BE RECEIVED BY MAIL or delivered to the Clerk's office at City Hall.**

II. Conditions Applicable to Bids

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The contract starting date will be **July 1, 2022**. The City will expect tree removal work to commence no later than **November 1 of each fiscal year with completion of 75% of the list by December 31. The remaining 25% of the removals shall begin no later than March 15 and be completed by May 15.** The above dates do not apply to emergency removals that may be required prior the commencement date.
- F. Emergency removals shall be at the same rate as the tree removal rate. Emergency removals may include trees laying on or leaning on homes, large portions suspended between the tree and a building, or other like situations.

III. Description

The City of Three Rivers desires to contract for the removal of up to 40 trees more or less which are located in street rights-of-way, parks or the cemetery. It also desires to contract for the removal of a

similar number of stumps more or less and the restoration of the resultant holes left by stump grinding and chip removal. A list of trees will not be provided as part of this bid opening. Bids shall be based on the average size ROW trees.

The tree removal contractor shall remove the trees using all due care to protect both pedestrian and vehicular traffic as well as the sidewalks and residences if they exist at the felling site. Contractor is not permitted to drop the trees onto City property, but shall remove them in chunks and lower them to the ground.

Tree Disposal

Grind the brush on-site

If the property owner wants to keep the firewood (limb and trunk wood), contractor shall stack the wood on the property, and not within the right-of-way.

If the property owner does not want the firewood (limb and trunk wood), contractor shall bring the wood to the DPS cutting area located at the intersection of S Lincoln Ave and Wolf Rd.

Traffic Control

Contractor shall be responsible for providing all traffic control devices necessary to divert vehicular traffic from the removals in progress and also diverting pedestrian traffic from the removal site. If it shall be necessary to close off traffic in one or both directions, the following people shall all be contacted a minimum of 1 hour in advance of the closure:

DPS (269) 273-1845

Central Dispatch (269) 467-4195

Removal of cemetery or park trees may require climbing as opposed to bucket truck removal. In some cases, it shall also require lowering the wood to the ground due to close proximity to very breakable and irreplaceable monuments or other objects.

If selected as the low bidder contractor shall provide the City with a copy of a liability insurance policy which names the City of Three Rivers as second insured. Insurance coverage shall be at least the minimum required by the City of Three Rivers.

Stump Grinding

The stump grinding contractor shall grind out each stump to a minimum depth of 6” below the average elevation of the surrounding ground, and also tracing the roots which protrude above ground. The contractor shall remove all grindings from each site and may dump those grindings at a site designated within the City. The contractor shall place topsoil in each hole which shall be provided by the City, rake it smooth and level with adjacent ground beyond the raised ground near the tree, and apply sunny lawn grass seed which contractor shall provide at the recommended rate. The contractor shall apply a straw mulch to each site.

For trees removed for water service access, contractor will not grind stump. Contractor will leave the stump at a height as directed by DPS.

The City reserves the right to remove or delay stump grinding during the contract period.

The City reserves the right to award the Tree Removal Bid and Stump Removal Bid separately but would prefer to make a single award. If awarded separately the stump removal contractor shall also provide a

certificate of liability insurance with proper coverage naming the City of Three Rivers as second insured.

The base contract is for a two-year term with a termination date of **June 30, 2024**. This contract(s) may be extended for one additional year to a termination date of **June 30, 2025** at the same prices if such an extension is agreeable to both the City and to the Contractor. Such an extension shall be subject to City Commission approval prior to commencement of work.

The Contractor shall begin tree removal after he has received the City’s purchase order, and tree removal list.

Payments may be requested by sending one invoice per month for work completed and inspected by DPS. The Contractor shall, as a part of their pay request, **list each address at which a tree has been removed or trimmed, or stump ground, chips removed, topsoil, seed and mulch installed. Pay requests without such accurate information shall not be honored.** Each site listed as completed on the pay request shall be subject to inspection and acceptance by the DPS prior to approval for payment.

IV. Bid

The undersigned having familiarized themselves with the local conditions affecting the cost of the work, and the Contract Documents hereby proposes to perform everything required and furnish all the labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for the removal of trees & stumps and associated landscape work as discussed above and in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. ____ issued thereto, the following price:

Removal Cost per Tree	\$ _____/Tree
Trim Cost per Tree	\$ _____/Tree
Cost per Stump	\$ _____/Stump

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ TITLE _____

TELEPHONE _____ DATE _____

EMAIL _____

GUARANTEED COMPLETION DATE **June 30, 2024 (2025 if contract is extended by mutual consent)**