

**BID DOCUMENTS
FOR
2019 TREE REMOVAL BID**



**CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867**

Monday August 12, 2019

**NOTICE TO BIDDERS
2019 TREE REMOVAL BID
FOR THE CITY OF OWOSSO, MICHIGAN**

Sealed proposals will be received by the city of Owosso for the **2019 TREE REMOVAL BID** and should be addressed to:

Bid Coordinator
City of Owosso
301 W. Main Street
Owosso, Michigan 48867

Major items include: The removal of trees in various locations throughout the city.

Bids will be accepted until **3:00 p.m. TUESDAY, AUGUST 27, 2019** for the **2019 TREE REMOVAL BID** at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are **NOT** acceptable.

The bidder agrees that if the city accepts their proposal, the bidder will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal and will furnish the surety for performance, for one hundred percent (100%) of this bid, which shall be accepted and approved by the city.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

2019 TREE REMOVAL BID

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at www.ci.owosso.mi.us or on the MITN website at www.mitn.info.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

No work can begin before September 9, 2019 and all work is to be completed by November 30, 2019.

INQUIRIES/ADDENDUMS

Addendums will be available on the city's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid request must be received at least five (5) calendar days prior to the submission and shall be received in, and responded to, in writing, or via FAX at 989-723-8854 or by e-mail to mark.mitchell@ci.owosso.mi.us Call 989-725-0556 to arrange a field inspection.

INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition seven (7).
6. Proposals should be mailed or delivered to: Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Insurance coverage – The winning bidder, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso **as an additional insured party**, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*
10. **The following items must be included with the bid response:**
 - a. **Vendor Proposal**
 - b. **Local Preference Affidavit**
 - c. **W-9 Request for Taxpayer ID No. and Certification**
 - d. **Signature Page & Legal Status/ Acknowledgement of Addendum(s)**
 - e. **Insurance Endorsement**

BID PROPOSAL

2019 TREE REMOVAL PROGRAM

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

CITY has full trees to be cut. Option 1 trees shall be removed. Option 2 trees are optional for removal.

- 1) Bidder shall price Option 1 and Option 2 trees separately, as owner may select only partial quantity of trees from the Option 2 list, in the event bids are higher than available budgeted funds. Option 1 trees shall be the minimum removed.
- 2) Bidder shall also price Option 3 as a combination of Options 1 and 2, in the event bids received do not exceed available budgeted funds.
- 3) Bidder must provide pricing for each Option listed.

The undersigned, having examined the bid proposal forms and specifications, proposes to furnish all materials and equipment to do all work shown in the said drawings and specifications at and for the following unit prices:

OPTION 1 – MUST REMOVE

Item	Location of Tree	Under 18"	19"-24"	24" OR LARGER	PRICE
1	512 E. Exchange St		21"		
2	1410 W King St			38"	
3	603 Broadway/Monroe Ave			69"	
4	811 E Exchange St			50"	
5	224 Curwood Castle Dr – No. 1			32"	
6	224 Curwood Castle Dr – No. 2			32"	
7	512 E Exchange St			28"	
8	815 N Chipman St			38"	
9	539 N Chipman St - No. 1			32"	
10	539 N Chipman St - No. 2			32"	
	OPTION 1 TOTAL TREES	0	1	9	
			OPTION 1 TOTAL		\$

OPTION 2 – SELECTIVE REMOVAL

Item	Location of Tree	Under 18"	19"-24"	24" OR LARGER	PRICE
11	327 N Washington St	17"			
12	832 Division St	18"			
13	717 Grand Ave	16"			
14	317 Randolph St	18"			
15	1106 N Ball St	17"			
16	648 Pine St		24"		
17	222 Cass St		20"		
18	300 E North St		24"		
19	734 N Park St		20"		
20	542 Randolph St		19"		
21	420 W Oliver St			30"	
22	626 Clark Ave			37"	
23	640 Clark Ave			28"	
24	803 E Main St			33"	
25	527 Randolph St			31"	
26	621 Queen St			33"	
27	611 Queen St			29"	
28	652 N Park St			29"	
29	612 Adams St			29"	
30	648 Pine St			32"	
31	400 W King			30"	
32	Washington/Stewart SE Corner			37"	
33	Fayette Square NE			26"	
34	703 Franklin Ave			27"	
35	220 N Cedar St			29"	
36	222 Cass St			28"	

OPTION 2 - SELECTIVE REMOVAL (Continued)

Item	Location of Tree	Under 18"	19"-24"	24" OR LARGER	PRICE
37	403 Michigan Ave			24"	
38	617 Grand Ave			31"	
39	1031 S Chipman St			29"	
40	1115 W Stewart St			33"	
41	502 E Main St			25"	
42	646 Woodlawn Ave			27"	
43	321 Stratford Dr			34"	
44	1442 W Main St			30"	
45	1344 W King St			27"	
46	123 Elliot St			32"	
	Option 2 Total Trees	5	5	26	
OPTION 2 TOTAL					\$

OPTION 3 – COMBINATION OF OPTION 1 AND OPTION 2 TREES

	Location of Tree	Under 18"	19"-24"	24" OR LARGER	PRICE
1	512 E. Exchange St		21"		
2	1410 W King St			38"	
3	603 Broadway/Monroe Ave			69"	
4	811 E Exchange St			50"	
5	224 Curwood Castle Dr – No. 1			32"	
6	224 Curwood Castle Dr – No. 2			32"	
7	512 E Exchange St			28"	
8	815 N Chipman St			38"	
9	539 N Chipman St - No. 1			32"	
10	539 N Chipman St - No. 2			32"	
11	327 N Washington St	17"			
12	832 Division St	18"			
13	717 Grand Ave	16"			

OPTION 3 – COMBINATION OF OPTION 1 AND OPTION 2 TREES (Continued)

Item	Location of Tree	Under 18"	19"-24"	24" OR LARGER	PRICE
13	717 Grand Ave	16"			
14	317 Randolph St	18"			
15	1106 N Ball St	17"			
16	648 Pine St		24"		
17	222 Cass St		24"		
18	300 E North St		24"		
19	734 N Park St		20"		
20	542 Randolph St		19"		
21	420 W Oliver St			30"	
22	626 Clark Ave			37"	
23	640 Clark Ave			28"	
24	803 E Main St			33"	
25	527 Randolph St			31"	
26	621 Queen St			33"	
27	611 Queen St			29"	
28	652 N Park St			29"	
29	612 Adams St			29"	
30	648 Pine St			32"	
31	400 W King			30"	
32	Washington/Stewart SE Corner			37"	
33	Fayette Square NE			26"	
34	703 Franklin Ave			27"	
35	220 N Cedar St			29"	
36	222 Cass St			28"	
37	403 Michigan Ave			24"	
38	617 Grand Ave			31"	
39	1031 S Chipman St			29"	
40	1115 W Stewart St			33"	
41	502 E Main St			25"	
42	646 Woodlawn Ave			27"	
43	321 Stratford Dr			34"	
44	1442 W Main St			30"	
45	1344 W King St			27"	
46	123 Elliot St			32"	
OPTION 3 TOTAL TREES		5	6	35	
			OPTION 3 TOTAL		\$

GENERAL SPECIFICATIONS – TREE REMOVAL

SCHEDULE

The contractor shall propose a schedule to accomplish the work on or before September 9, 2019. The schedule should be based on a September 3, 2019 award date.

The work may be done between the hours of 7:00 am and 7:00 pm and shall not be done on Sunday. The city shall be informed no later than noon on Friday of the schedule for the next week.

The contractor is responsible for calling MISS DIG @ 811 before proceeding with any work.

TREE REMOVAL

1. DESCRIPTION

The contractor shall furnish all necessary supervision, labor, vehicles and equipment capable of effective and efficient removal of specified trees. In addition, the contractor shall maintain on site at all times work is being performed, a site supervisor who represents the contractor and can adequately communicate in English, both orally and in writing. Contractor must dispose of ash trees under the requirements of the EAB Quarantine.

2. EQUIPMENT

The equipment used shall be specified by the contractor and the contractor must describe equipment to be assigned to the project. The contractor shall plan and prepare for the use and positioning of equipment as to accomplish the safe, effective and efficient removal of trees and sections of trees while not damaging improved property.

Whenever any tree, or large tree sections, being removed may endanger people or property, an adequate area shall be cordoned off with tape or rope and clearly marked to prohibit access by the public or other unauthorized persons.

3. UTILITIES

The contractor is responsible for contacting utility companies to obtain clearance/location of utilities in any tree removal areas.

4. TREE REMOVAL

The work will consist of removal of trees specified by the city of Owosso. All tree trimming and removal will be done in accordance with the **National Arborists Association Standards** for health and safety.

Removal of trees will consist of clearing of logs, branches, limbs and brush and the area to be swept clean of all tree debris after completion of work on site.

The tree lawn and turf area shall be left in a "lawn raked clean" condition upon completion of each day. Sidewalks, curbs, gutters and pavement areas will be left in a "broom cleaned" condition upon completion of work each day.

ADDITIONAL REQUIREMENTS:

- Chip all brush and limbs up to 6 inches in diameter.
- Tree is to be removed to within 6 inches of surrounding grade.
- Cut lengths will not exceed 6 foot in length.
- City will remove wood; homeowner has rights to wood if wanted.
- Traffic control and public safety is responsibility of contractor.
- City will remove stumps and restore right of way. Contractor is responsible for damage to private property.

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of **\$500.00** a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than **September 9, 2019** and will substantially complete the entire work under this contract by **November 30, 2019**. This schedule may be extended for rain days or cold weather for calendar days after **November 30, 2019**, only as approved by the city of Owosso.

On behalf of _____, I hereby submit this proposal for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Dated and signed at _____ State of _____

This _____ day of _____, 20_____.

Bidder

Witness:

By/s/

Business Address

Signature

Printed Name

Title

Telephone Number

E-Mail Address