

## NOTICE TO BIDDERS

The City of Monticello, hereinafter referred to as the "City" will receive bids for tree removal services until **February 15<sup>th</sup> 2017**.

**SECTION 1 - GENERAL TERMS AND CONDITIONS** - To provide all necessary transportation, supervision, labor, licenses, tools, equipment, services and expertise to apply to removal of a variety of evergreen and deciduous species as directed in this specification. It is required of the contractor to provide the necessary equipment and crews to complete the work in the specified period. The successful bidder shall conform to the specifications attached hereto, with such exceptions or modifications, as are herewith set forth, in accordance with the terms and conditions set forth herein.

**A. Examination of Site**

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles, which may be encountered, and all other relevant matters concerning the work to be performed and the type of removals required under this contract. The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as possible, such methods and means as will not cause any interruption of interference with any other contractor.

**B. Basis of Payment**

The contractor shall be paid for the work upon completion as described herein.

**C. Starting and Completion Requirements**

Work shall begin under the contract within **two (2)** weeks of the date of notice to proceed. All contract work shall be completed within 45 days of commencement. The contractor shall not be entitled to any claims against the City for damages for hindrances or delays, from any cause whatsoever, in the progress of the work or any portion thereof. The time for completion of the work may be extended upon written request from the contractor to the contract administrator, provided request is based on delays or suspensions that are not of the contractor; and such delays shall include, but not limited to acts or neglects of the City or others performing additional work, or to fires, floods, abnormal weather conditions, epidemics or other acts of nature; or the request is based upon a significant change in the scope of the work which has been approved by the City, shall be the equivalent number of working days or lost hours or in proportion to the amount of extra work compared to the amount of the original contract. The contractor shall, at the time of submitting a request for extension, also submit supporting documentation justifying the request.

Time lost due to delays caused by subcontractors, an inadequate work force, or failure of the contractor to properly supply or place orders for equipment or materials will not be justification for extensions of time

**D. Working Hours**

The Contractor will schedule work between the hours of 7:30 a.m. and the hours of 4:30 p.m. Monday through Friday, unless otherwise authorized by the Director of Public Works.

**E. Inspection of Work**

All work must be completed to the satisfaction of the Director of Public Works, or his/her representative and any questions as to proper procedures or quality of workmanship will be resolved by same.

**F. Damage to Property**

Any damage to property as the result of the Contractor's operations shall be the responsibility of the Contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the Director of Public Works, the City reserves the right to repair or replace that which was damaged, or assess the Contractor such costs as any be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor. The Contractor shall inform the Director of Public Works of any damage caused by the contractor's operation on the day such damage occurs.

**G. Discontinuance of Work**

The City shall have the authority to suspend the work, wholly or in part by written order for such period as the City may deem necessary due to unsuitable weather, due to conditions unfavorable to city events, or due to failure on the part of the contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Director of Public Works, or his/her representative, shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice.

**H. Personnel and Equipment**

The contractor shall supply all material, equipment and personnel necessary for the performance of this contract. All equipment must be in compliance with bid specifications and all applicable federal, state and local rules and regulations. All bidders must have in their possession or available to them by formal agreement at the time of bidding all necessary equipment. Devices, tools, materials and supplies necessary to perform the work specified herein. Bidders shall follow the Piatt County Wage rates as required by the Illinois Department of Labor. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City.

**I. Work Crew Supervision**

The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the City.

**J. Tree Locations**

Trees to be removed will be those designated by the Director of Public Works. A list of trees to be pruned and removed are listed in the bid schedule.

**K. Debris and Chip Disposal**

Disposal of all logs, limbs, chips and debris generated by work described within this contract will be the responsibility of the contractor. Refer to Section 2 - Tree Pruning Specifications, Par A and B for specific disposal methods.

**SECTION 2 - TREE PRUNING AND REMOVAL SPECIFICATIONS**

**A. Pruning and Disposal**

1. All pruning shall follow National Arborist Association Class II Pruning Standards for Shade Trees, an overview of which includes the following:

a. To remove all dead, dying, diseased, interfering, objectionable, and weak branches.

b. To remove all interior interfering branches, and one of all crossed or rubbing branches where practicable so the removal thereof will not have large holes in the general form of the tree.

c. To remove one branch of all structurally weak "V" crotches occurring along the main trunk or developing within the tree crown, particularly in smaller trees. Special attention shall be given to the effect removal of such branches will have on the ultimate form of the tree.

d. To remove trunk suckers and water sprouts especially where they are present above the upper one half (1/2) of the tree.

e. To improve the appearance of the trees trimmed.

2. Attention is to be given to the eventual symmetrical appearance of the trees. Appropriate pruning shall be done in order to maintain a tree-like form typical of the species of the tree being trimmed.

3. All final cuts shall be made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. Excessively deep flush cuts which produce large wounds or weaken the tree at the cut shall not be made. Sharp pruning tools and saws shall be kept sharpened to result in final cuts with smooth wood surface and secure bark remaining intact.

4. It is necessary to precut branches that are too heavy to handle to prevent splitting or peeling the bark. Where necessary, to prevent tree or property damage, branches shall be lowered to the ground by proper ropes or equipment.
5. On trees known to be diseased, tools are to be disinfected with methyl alcohol at 70% (denatured wood alcohol diluted appropriately with water) or bleach solution after each cut and between trees where there is known to be a danger of transmitting the disease on tools.
6. Equipment that will damage the bark and cambium layer should not be used on or in the tree. For example, the use of climbing spurs is not an acceptable work practice for tree pruning operations on live trees.
7. Stumps are to be ground following tree removal. The City will allow stumps to be removed at one should the contractor chose to do so. Stump removal must take place before final payment is submitted.

The Contractor shall remove all tree debris and stump grindings from the site and dispose of in the City's Green Waste Facility located at 904 Allerton Road, Monticello, IL 61856

The Contractor shall refrain from the practice of "free falling" the trees. All trees shall be limbed out prior to the final cutting of the trunk. Homes, lights, streets and other manmade structures shall always be protected from 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.

Limbs and trunks temporarily placed in the boulevard areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging a curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lay on the boulevard or sidewalks overnight.

#### **B. Site Clean-Up**

The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, parkway, and sidewalks with appropriate tools for the job. After the stump is removed, the site shall be returned to the same state it existed in prior to the removal.

#### **C. Protection of Property**

The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, or other real or personal property. Holes made in the lawn, regardless of size, shall be filled with sandy loam soil and seeded with a turf grass lawn seed mix. Vegetation surrounding a tree marked for removal/pruning shall be disturbed as little as possible.

#### **D. Protection of Overhead Utilities**

Removal/pruning operations may be conducted in areas where overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operation. The Contractor shall make arrangement with the

utility for removal of all necessary limbs, and branches which may conflict with or create a hazard in conducting the operations of this contract. If the contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

**E. Additional Information**

**All questions should be directed to:**

Jim Grabarczyk, Director of Public Works

City of Monticello

Phone: 217-762-7512

Mobil: 217-480-6090

**SECTION 3 - BID SHEET**

Provide individual costa as well as a total for all trees to be limbed and or removed.

Trees to remove

Area	Address	Street	Comments	Cost
1	203	N Chase	Tree in alley	
1	820	N Union		
1	113	N Hamilton	Utility lines present	
1	804	E Lincoln		
1	436	W Wilson	Along Walnut (pic 0109)	
1	712	N State	@ corner of Grant	
2	1012	E Railroad		
2	511	E Marion	Large tree power line	
2	217	S Hamilton	Remove hackberry	
2	415	S Hamilton	Cluster tree in utility lines	
2	802	Washington	On Chase St.	
2	802	Washington	On Chase St.	
3	303	Monroe St	Utility line present	
3	617	S Centennial	Tree is on Bond	
3	610	S Park		
3	702	S Park	Southern most tree	
3	210	W. William	Large tree (pic 0111)	
Sub Total				

Trees to Limb

Area	Address	Street	Description of work	Cost
1	250	West Grant St.	Limb tree	
2	805	E Washington	Limb tree	
2	716	S Charter	Limb tree	
2	717	S Charter	Limb tree	
Sub Total				

Bidder's total Proposal \_\_\_\_\_  
 (Use numbers) (Use words)

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the City for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, supervision, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

The undersigned contractor offers to provide the City tree pruning and removal services conforming to the specifications and in accordance with the terms and conditions herein specified.

Contractor: \_\_\_\_\_  
(Company Name)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
Contact Person Phone/Fax Numbers

ATTEST: \_\_\_\_\_  
Submitted by: (Signature) (Date)  
\_\_\_\_\_  
(Title) (Print Name)

City ATTEST: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature) (Name)  
\_\_\_\_\_  
(Title) (Date)

THIS BID, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE CITY, SHALL BECOME A CONTRACT BINDING UPON BOTH THE PERSON, PARTNERSHIP OR CORPORATION, TO SUPPLY OR PERFORM AS SPECIFIED AND UPON THE CITY TO ACCEPT THE SERVICE.