



Town of Greenville
Parks, Recreation and Forestry Department

P.O. BOX 60
GREENVILLE, WI 54942
PHONE (920) 757-7266 FAX (920) 757-6342
www.townofgreenville.com

REQUEST FOR PROPOSALS
PLANTING OF STREET TREES

Proposals for the planting of street trees will be received by the Town of Greenville Parks, Recreation and Forestry Department, W6895-B Parkview Dr, PO Box 60, Greenville, WI 54942, at the Greenville Municipal Building until 4:00 pm on March 2, 2018. The proposals will be reviewed by the Town Forester with a final recommendation being made to the Town Board. After the proposals have been considered by the Town Board, a contract will be awarded to the successful contractor.

All proposals shall be submitted on Town proposal forms and sealed in an envelope clearly marked **“Proposal for Town of Greenville Street Tree Planting – 2018”** and the name of the contractor. Proposal forms and detailed specifications are included in this packet.

The Town of Greenville reserves the right to reject any and all proposals, make alterations to these specifications, and to accept the proposal deemed most advantageous to the Town of Greenville.

Dated this 14th day of February, 2018.

Tony Nowak, Director and Town Forester
Greenville Parks, Recreation and Forestry Department

DETAILED SPECIFICATIONS

A. Request for Proposals

The Town of Greenville, Wisconsin (hereinafter referred to as the "Town"), will receive proposals from Contractors for tree planting services identified in this solicitation. Proposals must be received by the date and time listed on the cover sheet. All proposals must be sent to the name and address on the cover sheet.

B. Objective

This contract is for the planting of street trees in the Town of Greenville. The specifications herein detail how planting operations will take place to ensure services are provided to the Town's expectations.

C. Qualifications of Contractors

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Town Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Town Forester in regard to the Contractor's qualifications. The Town Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Town Forester reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Town Forester that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous planting contracts or services.

D. Insurance

The Contractor shall furnish evidence of all listed Workers Compensation, General Liability, Auto and Umbrella insurance coverage's. Certificates of insurance shall be filed with the submitted proposal/contract forms with the Town of Greenville named as an "additional insured".

Minimum limits of insurance shall be as follows:

1. Workers' Compensation Insurance

Each Accident/Employee	State Statutory Limits
Policy Limit	State Statutory Limits
2. General Liability Insurance

General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000

Personal and Advertising Injury	\$1,000,000
Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
Fire Damage (Any One Fire)	\$100,000
Medical Expense (Any One Person)	\$5,000
3. <u>Auto Liability Insurance</u>	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
4. <u>Umbrella Liability</u>	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town and its agents, against all injuries, deaths, strikes, losses, damages, claims, suits, liabilities, judgments, costs and expenses which may arise from any negligence of the contractor, its employees or subcontractors.

E. Quantities

Whenever a proposal is sought seeking a request for services, the quantities shall be construed as estimates for the purpose of obtaining unit prices unless otherwise stated. The Town reserves the right to increase or decrease the stated quantities to meet its budget.

F. Award of Contract

The Town reserves the right to reject any or all bids and award multiple contracts as deemed advantageous to the Town.

The Town Forester will review the proposals and rank the contractors according to price, references, past experience, source of materials and species availability. The Town Forester will make a recommendation of award to the Town Board, who will approve and award the contract.

G. Contract Life

The contract life shall be from award through December 31, 2018 or until all work is completed to the satisfaction of the Town. Any additional work added to the original contract amount shall be completed at the original contract unit prices and documented through a change order. Upon mutual agreement between both parties, the contract may be extended to include tree planting for 2019.

H. Timeline

The contractor shall submit with this proposal an approximate timeline and estimated time required to complete the project. While the Town realizes that weather can impact the tree planting timeline, the contractor shall make a reasonable effort to complete the work within the timeline. The contractor shall notify the Town Forester of any delays and the reason for the delays.

I. Tree Planting Specifications

1. Plant Material

- a. All plant material shall be true to name and type, and first-class representatives of their species or variety. They shall have normal, well-developed branches, be healthy, vigorous plants free from defects, plant disease, and all forms of infestation or objectionable disfigurements. All plant material shall conform to *American Standard for Nursery Stock*.
- b. Trees may be bareroot or balled and burlapped.
- c. Balled and burlapped plants shall be freshly dug with firm, natural balls of earth of diameter not less than that recommended in the current edition of *American Standard for Nursery Stock*, securely wrapped with non-synthetic, untreated, biodegradable burlap, and tightly bound with non-synthetic, untreated, biodegradable rope or twine. The root system within the root ball shall contain a sufficient balance of support, conducting, and fibrous roots. Trees with manufactured balls or balls that are dry, cracked or broken before or during installation will not be accepted.
- d. Trees are to appear symmetrical in shape and have a single, straight leader. Trees with multiple leaders, unless specified, will be rejected. Trees with a damaged, cut, or crooked leader, excessive abrasion of bark, sunscald, disfiguring knots, insect damage, mold, prematurely opened buds will also be rejected.
- e. Plants shall be 1.5" – 2" in caliper, except that plants larger than those specified may be used if approved by the Town Forester. If larger plants are approved, the root ball and root spread, shall be increased in proportion to the size of the plant, conforming to ASNS standards.
- f. Caliper measurements shall be taken on the trunk 6 inches (15 cm) above the root flare for trees up to 4 inches (10 cm) in caliper. Plant material larger than 4 inches (10 cm) shall be callipered at standard d.b.h. (4.5'). Plants shall be of normal height and spread as this compares to caliper. Plants that have great discrepancies and do not possess a normal balance between height and spread shall be rejected.
- g. Substitutions of plant materials will not be permitted unless authorized in writing by the Town Forester. If proof is submitted, substantiated in writing, that a plant specified is not obtainable, consideration will be given to the nearest available size or similar variety, with a corresponding adjustment of the contract price.
- h. Plants shall be inspected upon delivery, and the Town Forester reserves the right to reject any plants that do not meet the standards or that have been damaged during shipment. Such approval shall not impair the right of inspection and rejection during progress of the work.
- i. The Town Forester shall be the sole judge of acceptability of stock at any time during the course of this contract.
- j. Plants must be protected from damage during moving. Plants shall be tied and/or padded to prevent rubbing or scrapping damage during transit. Plants shall be protected from wind damage to foliage if trees are not dormant.
- k. Plants stored on site shall be mulched and watered. Roots balls are not to dry out. Trees shall not remain unplanted for more than 3 days.

2. Planting Operations

- a. The Town Forester will mark all planting areas prior to planting and provide the Contractor with detailed maps of planting locations.
- b. The Contractor shall notify Diggers Hotline to verify location of underground utilities before planting begins.
- c. All planting holes shall be dug with a stump grinder to pulverize soil.
- d. All planting holes shall be at least 3 times the size of the root ball in diameter.
- e. All planting holes shall be dug to a depth that allows for proper tree planting with the root flare at final grade. The soil pad on which the soil ball or root ball will be placed shall be of undisturbed soil, the depth of which shall correspond to the distance from the bottom of the soil ball to the root flare, or slightly less. If the hole has been dug too deeply soil should be compacted in the bottom of the hole to sufficiently prevent the root ball from settling, which would result in the tree being planted too deeply.
- f. If turf is present, the first pass with stump grinder shall skim off turf grass as to not allow for clods of sod in soil backfill.
- g. The Contractor shall notify the Town Forester, in writing, of soil conditions or other obstructions the Contractor considers detrimental to tree growth. Such conditions shall be described, as well as suggestions for correcting them. Proper water drainage must be assured.
- h. Where soil conditions or below ground obstructions which cannot be remedied are encountered, the Town Forester shall designate alternate planting locations.
- i. Plants shall be set with the top of the root flare (not graft) at finished grade. If the root flare is buried in the soil ball, soil shall be carefully removed to expose root flare. Plants shall be set so that they will be at the same depth 1 year after planting.
- j. All ropes, strings, wire baskets, burlap, and other wrappings shall be removed from ball after the plant has been set. This material shall be removed from the hole.
- k. Planting holes shall be backfilled with excavated soil. Remove all sod, large clods, and stones/concrete from backfill. When holes are approximately two-thirds full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, excavated soil shall be installed to the top of the hole and watered.
- l. Excess soil must be removed from the site daily.
- m. All plants shall be mulched over the root system with a 3-4" layer of wood chips or bark mulch immediately after planting. Mulch rings shall encompass excavated hole and be circular in appearance. Mulching material shall be pulled back no less than 3" and no more than 6" from the trunk.
- n. Plants shall be thoroughly watered immediately after planting.
- o. All twine, rope, transit guards or wrappings, and plant labels secured around the trunk or branches shall be removed after planting is completed.
- p. Only broken or dead branches shall be cut off the trees at time of planting.
- q. Removal of any branches, binding and wrap material, rejected trees, and all other debris associated with and derived from the planting of the trees shall be completed at the end of each working day.

- r. If staking of the tree is needed for support, the Contractor shall place stakes outside the planting hole in undisturbed soil. Webbing material, with a minimum size of 1", shall be placed around the tree trunk and tied taut to stakes using poly twine or wire. At no time will garden hose be accepted for staking operations.
- s. Continued watering, after the date of planting, will be done as needed by the homeowner.
- t. All other maintenance following planting will be done by the Town of Greenville.
- u. Contractors shall take all precautions necessary to prevent damage to existing lawns. Any damage must be repaired with topsoil and seed.

3. Acceptance

- a. The Town Forester shall perform an inspection off all plant material after the original planting to note and correct any discrepancies.
- b. Those plants that are alive and healthy following the inspection shall be accepted.
- c. Upon completion and re-inspection of all repairs or renewals necessary in the judgment of the Town Forester, the Town Forester shall certify that the work has been accepted. Any plant work so accepted will be paid within 30 days at the contract price, unless previously negotiated otherwise.

4. Guarantee Period and Replacement

- a. All plants shall be guaranteed to be healthy and in flourishing condition for **two years** from the date of acceptance. The guarantee does not include vandalism, storm damage or animal damage.
- b. The Contractor shall remove and replace, and as soon as weather conditions permit, and within a specified planting period, all plants not in a healthy and flourishing condition as determined by the Town Forester any time during the guarantee period. The replacement trees will be furnished by the Contractor that supplied that plant material, unless it is shown and agreed upon that the contractor (if different) that did the planting was at fault for the death of the tree. Replacements shall be subject to all requirements stated in this specification.
- c. The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during or at the end of the said extended guarantee period, the Town Forester may elect subsequent replacement or credit for that item.

J. Site Appearance and 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 sod, excess soil, rocks, branches, binding and wrapping material, rejected plants or other debris resulting from any tree planting from the street, curb, terrace, sidewalk, private lawns and driveways with the appropriate tools for the job. The site shall be returned to the same state it existed in prior to the planting work. Under no circumstances shall any materials be allowed to lie on the terrace overnight.

K. Damage to Public or Private Property

Should any damage to private or public property occur as a result of the service performed or work done by the Contractor, the Contractor shall immediately notify the Town Forester or other Town representative of such damage. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Town Forester, the Town reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

L. Contractor Personnel and Equipment

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period. All vehicles shall have the Contractor's name in a visible location and all vehicles and equipment shall abide by the Traffic Control standards listed in Section Q.

All individuals shall be familiar with the planting specifications identified in this document and shall be experienced in planting operations. The Town Forester or other Town representative shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Town Forester rejects staff, the Contractor must provide replacement staff satisfactory to the Town Forester in a timely manner and at no additional cost to the Town. The day-to-day supervision and control of the Contractor's employees is the sole responsibility of the Contractor.

M. Working Hours

The Contractor shall schedule work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless authorized by the Town Forester.

N. Inspection of Work

All work shall be completed to the satisfaction of the Town Forester, or other Town representative, and same shall resolve any questions as to proper procedures or quality of workmanship.

O. Unsatisfactory Work

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Town to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Town shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Town reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

P. Safety Standards

All equipment to be used and all work to be performed shall be in full compliance with the most current revision of the ANSI Z-133.1 Standards. Proper PPE shall be worn at all times while performing tree work.

Q. Traffic Control

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Town. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to reduce any hazard to traffic or pedestrians to a minimum. The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, 1988 Edition, Revision 3. All personnel, signs, barricades, and any other items or devices necessary shall be provided by the Contractor. The Town shall make no separate payment for this work.

R. Questions

All questions should be directed to:

Tony Nowak, Town Forester

Phone: (920) 757-7266

Email: tnowak@townofgreenville.com

S. Proposal Form

Each contractor shall submit the original proposal form in a sealed envelope no later than the time and date specified on the cover sheet. Proposals received after the specified time shall be rejected and returned to the contractor unopened. Each proposal shall contain all the information requested in section II to include:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given work day and a list of equipment and ISA Certified Arborists to be used on the project.
3. Estimated timeline.
4. Four (4) references who can attest to the Contractor's ability to fulfill this contract. Include names, addresses, phone numbers and email addresses. At least one (1) reference that can attest to the Contractor's previous satisfactory performance of a municipal or other governmental tree planting contract is preferred.
5. Applicable insurance information supplied.
6. Signature block completed.

II. PROPOSAL/CONTRACT FORM

Pages 9-14 of this packet must be completed and returned by 4:00 pm on March 2, 2018 to the Greenville Municipal Building in a sealed envelope marked “**Proposal for Town of Greenville Tree Planting – 2018**”.

The undersigned Contractor offers to provide to the Town of Greenville, Street Tree Planting services conforming to the specifications, terms and conditions set forth herein.

A. Unit Prices and Extensions for Street Tree Planting

Qty.	Tree	B&B or Bareroot	Size	Price per tree	Total
4	Autumn Gold Ginko <i>Ginko biloba 'Autumn Gold'</i>				
16	Hackberry <i>Celtis occidentalis</i>				
1	Redmond American Linden <i>Tilia americana 'Redmond'</i>				
1	Regal Prince English Oak <i>Quercus robur 'Long'</i>				
0	Marmo Freeman Maple <i>Acer x freemanii 'Marmo'</i>				
1	Skyline Honeylocust <i>Gleditsia triacanthos 'Skyline'</i>				
5	Turkish Filbert <i>Corylus colurna</i>				
4	Greenspire Littleleaf Linden <i>Tilia cordata 'Greenspire'</i>				
0	Dawn Redwood <i>Metasequoia glyptostroboides</i>				
0	Bur Oak <i>Quercus macrocarpa</i>				
18	Baumann Horsechestnut <i>Aesculus hippocastanum 'Baumanni'</i>				
0	Prestige Littleleaf Linden <i>Tilia cordata 'Norbert'</i>				
2	Swamp White Oak <i>Quercus bicolor</i>				
3	Espresso Kentucky Coffeetree <i>Gymnocladus dioica 'Espresso'</i>				
0	Sterling Silver Linden <i>Tilia tomentosa 'Sterling'</i>				
0	Accolade Hybrid Elm <i>Ulmus x 'Accolade'</i>				
2	Red Oak <i>Quercus rubra</i>				

21	Autumn Blaze Callery Pear <i>Pyrus calleryana 'Autumn Blaze'</i>				
0	Macho Amur Corktree <i>Phellodendron amurense 'Macho'</i>				
0	Swamp Bur Oak <i>Quercus x schuettei</i>				
7	State Street Miyabe Maple <i>Acer miyabei 'Morton'</i>				
0	Chinkapin Oak <i>Quercus muehlenbergii</i>				
0	Yellowwood <i>Cladrastis kentukea</i>				
0	Green Mountain Sugar Maple <i>Acer saccharum 'Green Mountain'</i>				
0	Pacific Sunset Shantung Maple <i>Acer truncatum 'Warrenred'</i>				
1	Glenleven Linden <i>Tilia flavescens</i>				
0	Autumn Brilliance Serviceberry <i>Amelanchier x grandiflora 'Autumn Brilliance'</i>				
0	Cockspur Hawthorne <i>Crataegus crus-gali inermis</i>				
0	Deborah Norway Maple <i>Acer platanoides 'Deborah'</i>				
86	Grand Total of Plant Material				

D. References

1. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

2. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

3. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

4. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____

***THIS PROPOSAL WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE TOWN OF GREENVILLE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.

Entire Block Must Be Completed When a Submitted Proposal Is To Be Considered For Award

CONTRACTOR:	
_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	

Signature of Corporation Secretary	

TOWN OF GREENVILLE:

_____	ATTEST:
Authorized Signature	_____
_____	Signature of Town Clerk
Title	_____
_____	Date
Date	_____

In compliance with the specifications, the undersigned offers and agrees, if this proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

(TOWN OF GREENVILLE COPY)

***THIS PROPOSAL WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE TOWN OF GREENVILLE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

CONTRACTOR:	
_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	

Signature of Corporation Secretary	

TOWN OF GREENVILLE:

_____	ATTEST:
Authorized Signature	_____
_____	Signature of Town Clerk
Title	_____
_____	Date
Date	

In compliance with the specifications, the undersigned offers and agrees, if this proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

(CONTRACTOR COPY)