



January 16, 2024

INVITATION TO BID

BP 24 - 04

The City of Marquette, Michigan will receive sealed bids for:

TREE PLANTING SERVICES

Deadline and bid opening will be on **Thursday, February 15, 2024 at 10:00 am**. Please email bids to Katie Burnette at kburnette@marquettemi.gov Mailed in submissions will be accepted as long as they are received by Thursday, February 15, 2024 at 10:00 a.m.

Mail bids to:

City of Marquette
Attn: Katie Burnette, Finance Department
300 W. Baraga Avenue
Marquette, MI 49855

The City of Marquette reserves the right to reject any and all bids if judged not to be in the best interest of the City.

Karen Kovacs
City Manager

For technical inquiries or further information, contact:

Dan Carter
City Arborist/Sexton
1100 Wright St.
Marquette, MI 49855
dcarter@marquettemi.gov

SPECIFICATIONS

GENERAL SPECIFICATIONS

INTENT:

It is the intent of the City of Marquette to contract with a vendor to supply nursery stock and provide planting services on street rights-of-way, park and other City property locations.

BASIS OF BIDS:

Bids will be solicited on a unit cost per tree basis for the work specified. Unit prices shall include all labor, equipment, materials and restoration costs required to complete the work as specified, with all other costs being incidental.

PREQUALIFICATION OF BIDDERS:

All bidders, prior to award of contract must present satisfactory evidence that they have been regularly engaged in this type of work, are prepared with the necessary labor, materials and equipment to execute the work, and hold the appropriate State of Michigan Department of Agriculture plant dealer and/or nursery stock dealer's license(s).

INSURANCE AND WORKMAN'S COMPENSATION:

The Contractor shall purchase and maintain Workman's Compensation and Liability Insurance coverage as required by law and deemed necessary for his/its own protection. Said insurance shall be written by an insurance carrier having at least an "A, VII" rating. The Contractor shall further name the City as an additional named insured on all certificates of insurances covering the project.

Said insurances shall be in minimum limits of at least \$1,000,000.00 for both general liability and automobile liability.

The Contractor shall further maintain such insurance as will protect it from claims under worker's compensation acts and other employee benefits acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this contract, whether such operations be by itself or by anyone directly or indirectly employed by the Contractor. This insurance shall be written for not less than any limits of liability specified as part of the Contract Documents. Certificates of such insurance shall be filed with the City prior to execution of the contract and initiation of the work. Neither the Contractor, nor his/its insurance carrier, shall cancel or reduce the coverage of any insurance required herein without providing 30-day prior written notice to the City of Marquette.

COMPLETION AND GUARANTEE:

The work shall commence as soon as weather conditions permit, and must be completed, approved and invoiced prior to June 28, 2024. All trees planted under this contract shall be guaranteed by the Contractor to be healthy and in flourishing condition, absent exterior force, through July 1, 2025.

The Contractor shall remove and replace, without cost to the City of Marquette, all plants not in a healthy and flourishing condition as determined by the City at the end of the guarantee period. The City retains the right to hold a 10% retention until the plants have survived the guarantee period.

OWNER'S RIGHTS:

The City of Marquette reserves the right to accept or reject any or all bids. The City also reserves the right to limit the number of trees planted under this contract.

CLARIFICATION:

Questions regarding ambiguities or the propriety of these specifications shall be addressed, in writing, to the City Arborist no later than 72 hours prior to the formal bid opening. Such questions will not be entertained after said bid opening.

TECHNICAL SPECIFICATIONS

PLANT MATERIAL SPECIFICATIONS:

- A) All trees, shipments and deliveries shall comply with state and federal laws and regulations governing the inspection, shipping, sale, and handling of plant stock. Plant materials shall be inspected by the City Arborist upon delivery, and the City reserves the right to reject any plants that do not meet the standards or that have been damaged during shipment. The City shall be the sole judge of acceptability of stock at any time during the course of this contract.
- B) Plant materials shall be nursery grown in accordance with sound horticultural practices. Plants shall be selected by the Contractor and shall conform to current **American Standard for Nursery Stock, ANSI Z60.1** standards in all respects including, but not limited to, plant height, caliper size, branching structure and height, and minimum number of branches. Plants shall be free of disease, insects, mechanical injury, and structural abnormalities, and also exhibit healthy, vigorous and uniform growth typical of the species and variety.
- C) All trees shall be balled and bur lapped, and be freshly dug with solid balls of standard size, securely wrapped with non-synthetic, untreated, biodegradable burlap, and tightly bound with non-synthetic, biodegradable rope or twine. The root collar shall be within the top 2" of the soil ball. Trees shall be dug, transported and handled so as to provide and maintain a firm ball of earth. Trees with root

balls that are dry, cracked, or broken before or during planting operations will not be accepted.

- D) Individual plants, or bundles of like species and variety, shall be clearly and correctly labeled with their corresponding scientific species and cultivar name as listed in the current edition of **Index of Garden Plants: The New Royal Horticultural Society Dictionary**.
- E) Plant sizes shall fall within the range specified on the Proposal Sheets. Plants of larger size may be used if acceptable to the City Arborist and if root ball dimensions increase proportionally as per **American Standard for Nursery Stock**.
- F) During transportation of plant material, the Contractor shall exercise care to prevent injury and drying out of the trees. Plants must be protected at all times from harmful exposure such as direct sun, drying winds, freezing or other. Trees that cannot be planted immediately on delivery shall be kept in the shade, have their root balls covered with soil, wood chips, or other acceptable material, and kept well watered.

PLANTING SPECIFICATIONS

- A) The City will mark all planting locations. **It is the responsibility of the Contractor to properly notify the Miss Dig system prior to initiating any digging operations. The Contractor shall be responsible for assuring that Miss Dig marking is complete prior to excavating, and shall be solely responsible for all damage resulting from neglect or failure to comply with this requirement.**
- B) Tree planting pits shall be centered on the marked locations, and shall conform to the following:

Street rights-of-way planting conditions:

Planting pits shall be dug to a diameter at least twenty-four (24) inches greater than that of the root ball.

Park and other City property planting locations:

Planting pits shall be dug to a diameter either:

- a) At least three (3) times that of the root ball, or
- b) At least two (2) times that of the root ball, and the soil shall be loosened at least one ball diameter's distance beyond the hole to a depth of 6" to 12" using a rotary tiller or by turning with a shovel.

The sides of the planting hole shall slope gradually to undisturbed soil to a center depth corresponding to the distance from the bottom of the root all to the root collar.

- C) To protect root ball integrity, trees shall not be dropped to the ground from a truck or loader, nor dragged, lifted, or pulled into the planting hole by the trunk.

- D) Trees shall be planted as vertically straight as possible given trunk and crown characteristics, and stand in line with adjacent trees, or as directed by the City Arborist.
- E) Trees shall be backfilled with soil excavated while digging, excluding any stone, brick, asphalt, wood or other foreign material. **After the tree has been set and one half of the backfilling completed to support the ball, the wire basket shall be removed or folded down, and ropes and burlap shall be removed from the top half of the ball.** The balance of the wrappings may be left intact around the bottom half of the ball. If the root collar is deep in the ball, excess soil must be carefully removed to expose the collar. Soil shall be lightly tamped and **thoroughly watered-in** (water supplied by Contractor) at intervals during the remainder of backfilling.
- F) Immediately upon completion of the planting work, the Contractor shall remove all rope, transit guards, and plant labels secured around the trunk or branches, and thoroughly clean up the planting site to a broom-clean condition, including the removal and disposal of all surplus and foreign materials.
- G) All trees shall be mulched with a four (4) inch layer or aged or composted wood chips or shredded bark over the entire planting pit area. Mulching materials shall be pulled back no less than three (3) and no more than six (6) inches from the base of the trunk.

PROPOSAL SHEETS

The quantities listed for each species are estimates for bidding purposes only. The City reserves the right to increase, decrease or eliminate any of these quantities. Costs are to **supply and plant** designated tree species at street rights-of-way or other City property locations per specifications.

Bids will be awarded based upon the **Grand Total** found at the bottom of this **PROPOSAL SHEET**. **All blanks must be completed.** Substitutions and/or the inability to provide a cost for a particular species will result in rejection of the entire bid.

COST TO SUPPLY & PLANT DESIGNATED TREE SPECIES PER SPECIFICATIONS:

<u>SPECIES</u>	<u>SIZE</u>	<u>QTY</u>	<u>UNIT PRICE EACH</u>	<u>TOTAL COSTS</u>
AUTUMN RADIANCE MAPLE <i>rubrum</i> 'Autumn Radiance'	2-2 ½"	7	_____	_____
STATE STREET MAPLE <i>miyabei</i> 'Morton'	2-2 ½"	7	_____	_____
PACIFIC SUNSET MAPLE x <i>A. plananoides</i> 'Warrenred'	2-2 ½"	7	_____	_____
ACCOLADE ELM <i>Ulmus j. x w.</i> 'Morton'	2-2 ½"	7	_____	_____
REDMOND LINDEN <i>americana</i> 'Redmond'	2-2 ½"	7	_____	_____
BUR OAK <i>macrocarpa</i>	2-2 ½"	7	_____	_____
NORTHERN RED OAK <i>Quercus Rubra</i>	2-2 ½"	7	-----	-----
SPRING SNOW CRAB <i>Malus</i> 'spring snow'	2-2 ½"	7	_____	_____

GRAND TOTAL _____

PROPOSAL SHEETS

Proposal of _____ (hereinafter called

Bidder), organized and existing under the laws of the State of _____,

doing business as a _____ to the City of Marquette,
(corp., part., indiv.)

Michigan (hereinafter called the City), and holding Michigan Department of Agriculture

Plant dealer license number _____.

1. In compliance with the City's Invitation to Bid, Bidder hereby proposes to perform all work in accordance with the Contract Documents for the unit prices submitted here in.
2. The undersigned, as Bidder, hereby declares that the Proposal is made in good faith, without fraud or collusion with any person or persons bidding on the same contract, that he has read and examined the Invitation To Bid, Specification/Price Sheets, Technical Specifications, and Proposal, and understands all of the same; that he or his representative has informed himself fully with regard to conditions to be met in executing this Contract, and the undersigned agrees to furnish all labor, materials, power, transportation, and equipment necessary for the Contract.

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

BIDS SHALL BE IN A SEALED ENVELOPE CLEARLY IDENTIFYING THE BID TITLE