



THE CITY OF
MT. PLEASANT, MICHIGAN

CITY HALL

320 W. Broadway • 48858-2447
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY

804 E. High • 48858-3595
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PUBLIC WORKS

1303 N. Franklin • 48858-4682
(989) 779-5400
(989) 772-6250 fax

PRE-BID ADDENDUM NO. 1

Project Bid: 2016 Tree Trimming & Removal Services

Bid Date: March 1, 2016
Time: 1:30 p.m.

Opening: Office of the City Clerk
City Hall
320 West Broadway Street
Mt. Pleasant, Michigan 48858

Addendum Issued By: Division of Public Works
(989) 779-5401

Date Issued: February 10, 2016

Intent: A. To clarify Base Bid item #2 is for tree removal, clean up and chipping with a three-person crew.

B. To clarify Base Bid item #3 is for stump removal only, not stump removal and clean up.

C. To change the Alternate Bid item #1 from cost per tree to cost per inch.

D. To eliminate Alternate Bid items #2-4.

E. To clarify the bid specifications that authorization for the removal of trees and stumps can be made verbally by the Street Department superintendent or director, instead of written.

Please indicate receipt of this addendum on the proposal sheet when submitting your bid.

Bid Proposal: Revised and attached

Specifications: Revised and attached

**City of Mt. Pleasant
2016 Tree Trimming and Removal Bid**

TO: Office of the City Clerk
City Hall
320 W. Broadway Street
Mt. Pleasant, MI 48858

BID DATE: March 1, 2016
TIME: 1:30 p.m.

The undersigned hereby agrees to provide tree trimming and removal services, as per the specifications heretofore set forth, at the following unit prices. This is a firm bid and not subject to withdrawal or change for a period of sixty (60) days. **Please complete both sections.**

Base Bid:

1. Tree Trimming, Clean Up and Chipping –Three Person Crew*

Crew and equipment Cost per Hour: \$ _____

2. Tree Removal, Clean Up and Chipping –Three Person Crew*

Crew and equipment Cost per Hour: \$ _____

3. Stump Removal

Crew and equipment Cost per Stump: \$ _____

4. Emergency Work –Three Person Crew*

Cost per Hour: \$ _____

Alternate Bid:

1. Tree Removal, Clean Up and Chipping

Up to 12" \$ _____ per inch

12.5" to 18" \$ _____ per inch

18.5" to 24" \$ _____ per inch

24.5" to 32" \$ _____ per inch

32.5" to 40" \$ _____ per inch

40" and Above \$ _____ per inch

*The three-person crew shall be a minimum crew of three (3) persons, including working foreman, climber, grounds person, aerial high-ranger, and trimming equipment. Payment time shall begin when the crew begins trimming, removal, or stump grinding, and end when the work is completed.

****Please acknowledge receipt of Addendum 1 by initialing here: _____**

NOTE: Experience Questionnaire, signed Indemnification Form (Appendix A of Specifications, and Certificate of Insurance must be submitted with this proposal.

Respectfully Submitted by:

COMPANY _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

PRINT NAME & TITLE _____

EMAIL _____

EXPERIENCE QUESTIONNAIRE
TO BE FURNISHED BY BIDDER

The signatory of this proposal guarantees the truth and accuracy of all statements and of all answers hereinafter made.

1. How many years have you been in business as a contractor under your present name?

2. How many years have you been a principal officer of a firm under a different name?

Name of Firm _____

3. What projects of a similar nature has your organization contracted for within the past five years? (NOTE: Fill out each blank completely.)

Name of Owner And Location	Contact Name & Number of Person in Charge	Type of Work	Value of Work	Date Work Completed
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

**CITY OF MT. PLEASANT, MICHIGAN
2016 Tree Trimming and Removal Bid**

SPECIFICATIONS

General

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the City. Contract will be effective January 1, 2016 to December 31, 2016.

Specifications

A. Location and Schedule of Work

The City reserves the rights to change, add, or delete areas or quantities to be trimmed or removed as it deems to be in its best interest. The amount of tree trimming and removal to be performed is conditioned upon the total amount of funds budgeted for this work. The City shall give notice to the contractor of the areas to be trimmed, the approximate number of each size of tree to be trimmed or removed in the area, and the total amount of the annual contract, which shall not be exceeded by the contractor. Tree trimming shall begin on or after May 1, 2016 and shall be completed no later than December 31, 2016. Tree removals shall begin within two (2) weeks of contract execution, weather permitting, and shall be completed within a two (2) week period, unless otherwise authorized by the City. Failure of the contractor to comply with the approved trimming and removal schedule shall be sufficient cause to give notice that the contractor is in default of the contract.

B. Working Hours

The contractor will schedule work between the hours of 7:30 a.m. and 5:00p.m., Monday through Friday, unless otherwise authorized by the City.

C. Certified Arborist

The City contracts with a certified Arborist for advice on the maintenance and planting of all trees within the City rights-of-way. The Arborist makes the final determination on all tree removals and methods of tree trimming. The Arborist may consult with the tree trimming crew on occasion if concerns arise about trimming procedures and/or the extent of trimming needed for certain species of tree. The Arborist works under the direct supervision of the Street Superintendent. As such, the tree-trimming contractor shall follow any suggestions or advice given by the Arborist.

D. Contract Supervision

This contract will be under the direct supervision of the City or its authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the contractor and the City authorized representatives and shall be made prior to commencement of the altered or modified work. No claims for any work or materials shall be allowed unless covered by written agreement.

E. Documentation of Work

The contractor shall submit a **legible, daily** report to the City each day on a form approved by the street superintendent that lists the following:

- Tree Trimming - Document the street name, nearest cross street with direction (north, south, east or west) of the tree location, quantity of trees trimmed, hours worked, and the crew and equipment used on the job.
- Tree Removal - The address (or closest approximation) of each tree removed, quantity of trees removed, number of hours worked, and the crew and equipment used to remove the tree(s)
- Stump Removal – The exact address and quantity of each stump removed
- Emergency Work - Use the aforementioned form format
- **Tree trimming, removal, stump grinding and emergency work may not be combined and listed same sheet or report. Each type of work must be documented on a separate sheet or report and submitted daily.**
- **Illegible forms will not be accepted.**

F. 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. Failure of the supervisor to act on said directive shall be sufficient cause to give notice that the contractor is in default of the contract unless such directives would create potential personal injury or safety hazards.

G. Tree Trimming

1. Only trees within the City rights-of-way shall be trimmed or removed unless otherwise directed. The right-of-way shall be defined as the area between the curb and sidewalk. If no sidewalk exists, the contractor shall request instruction from the City as to the right-of-way limits.
2. Trees shall be pruned by removing all dead, diseased, broken and crossing branches. Trimming shall be done by the "drop crotch" method. No stubs over one inch (1") shall be permitted when completed. Live branches shall be removed to maintain the natural shape and appearance of the trees. A collar should be maintained on lateral branches. Flush cuts are to be avoided on larger branches.
3. Mutilation and loss of characteristic shape of the tree shall be prohibited. Selective removal of complete limb(s) shall be performed rather than excessive clipping with pruners, i.e. hedge trimming effect shall be avoided. Saw or pruner cuts shall be flush with the parent limbs or trunk of the tree. Limbs shall be pre-cut using a three-cut technique to prevent splintering or peeling of bark.
4. Ropes shall be used for lowering cut branches when necessary to prevent damage to trees, conductors, fences, cars and other property. No hangers shall be left in the trees after pruning is completed.

5. Saw cuts need not be treated with dressing or disinfectant unless abnormal conditions exist in reference to disease or insects. All old stubs shall be removed and all old scars shall be inspected. If old scars are not healing properly, they shall be retraced and treated. The lower branches of trees shall be raised if the tops are sufficient to maintain a balanced life to a height of 14 feet above the travel portion of the street at the curb line. Tools used to prune suspected or diseased trees shall be disinfected before being used on other trees.

H. Pruning Procedures and Scope of Work

Any tree large enough to support a trimmer shall be climbed and trimmed. It is considered inefficient for the trimmer to remain on the ground and trim trees with a pruning pole unless agreed upon by the Director of Public Works.

1. Light Pruning - The removal of dead wood, suckers, cross branches and stubs up to one inch (1") in diameter.
2. Medium Pruning - Shall include all items listed under "Light Pruning" plus branches up to four inches (4") in diameter.
3. Heavy Pruning - Shall include all items listed under "Light Pruning" and "Medium Pruning", in addition to removal of limbs over four inches (4") in diameter.

All types of pruning will include topping, tracing point, treatment for girdling roots, installment of supporting cables and/or bolting, and necessary repair work when specifically requested by the Director of Public Works.

I. Shaping

If, in obtaining the desired shape, trees are rendered unsightly due to lack of symmetry, further pruning to restore their appearance shall be performed. The location and types of trees, the nature of their surroundings, etc shall govern the extent of such shaping. Full shaping shall consist of the removal or shortening by natural methods of branches in the crown of the trees. Sufficient growth must be left on cutback branches to keep them alive, and, when possible, the branches being shortened shall be cut back far enough to preserve the natural appearance of the trees. Side pruning shall not be so severe as to restrict the trees' ability to produce the food necessary for healthy growth. Top growth shall not be reduced by an amount greater than that permissible for the species, as listed below:

Fifty Percent (50%) - Silver Maple, Willow, Poplar, and other fast growing varieties.

Forty Percent (40%) - Basswood, Elm, and Walnut.

Fifteen to Twenty Percent (15-20%) - Beech, Norway and Sugar Maple, and other slow growing species.

J. Hazardous Trees

1. Reporting - Any person engaged in trimming or pruning who becomes aware of a tree of doubtful strength, that could be dangerous to persons and property, shall report

such tree(s) to the City's street superintendent. Such trees shall include those that are over mature, diseased, or showing signs of decay.

2. Diagnosis - Any hazardous tree(s) should be reported immediately to the street superintendent so it/they may be inspected and a decision made whether to remove the tree(s) or to refer to the City's tree consultant.

K. Tree Removal

1. The removal of trees shall only be made by authorization from the City of Mt. Pleasant. A list of trees and the location of each, bearing the signature of an authorized representative of the City of Mt. Pleasant, must be in the possession of the contractor's crew before removing any tree(s). The decision to remove trees shall be made by the City. The contractor may make suggestions. However, written authorization must be obtained before removing any tree(s).
2. **Prior to removing any tree, the contractor shall be responsible for notifying MISS DIG to have all of the utilities staked to avoid damaging utility services.**

L. Stump Removal

1. The removal of tree stumps shall be made by authorization from the City of Mt. Pleasant. A list of stumps and locations of each must be in the possession of the contractor's crew before any stumps can be removed.
2. Stump diameter will be determined by the diameter of the tree itself (roots not included). Exceptions to this rule may be made at the discretion of the street superintendent only. Any request for an exception must be made before removal of the tree.
3. Prior to removing any stump, the contractor shall be responsible for notifying MISS DIG to have all of the utilities staked to avoid damaging utility services.
4. The stumps and roots shall be ground down a minimum of twelve (12) inches below normal ground level. Any stump grindings strewn on the street or sidewalk shall be removed and placed on the grass area around the stump hole by the contractor before leaving the site.
5. The contractor shall place a MDOT Type II lighted barricade in each hole and also surrounding the hole before leaving the site.
6. The contractor shall notify the street superintendent of the completion of the stump and root removal work within 24 hours of completion.

M. Additional Trimming and Removal

At various times throughout the year, additional needs for trimming or tree removals may be requested. The City will make every effort to have enough work for at least a full day's work, unless an existing condition is hazardous to the public or their property. Such requests will be considered Emergency Work and paid as such, accordingly, that is if the work takes less than four (4) hours to complete. All other work requests will be paid for at the Trimming and Tree Removal unit prices.

N. Cleanup

All twigs, branches, chips, and other debris caused by the removal or trimming shall be immediately cleaned up before moving to a new location. Cleanup for stump removal will be the City's responsibility, as well as chip removal from stump grinding, bringing in dirt to fill holes, leveling and grading of the site, final cleanup and grass seeding. All 6" and larger diameter branches and trunks are to be left in the grass area for utilization by the adjacent property owner. The contractor shall not remove any large diameter wood suitable for firewood. All other materials shall be cleaned up and removed. Disposal of chips from removal or trimming of the tree shall be the contractor's responsibility.

O. Emergency Work

1. Need and Response - Throughout the term of the contract, it may become necessary for the contractor to assist the City in providing emergency tree services. The contractor shall provide telephone numbers at which he can be reached on a 24-hour emergency basis. When severe winds, ice storms, or other conditions require emergency assistance, the contractor shall respond and commence work within six (6) hours of receiving the emergency request notification. The contractor shall provide emergency assistance in the manner as set forth by the City.
2. Emergency and Time and Material Work - Such work shall be bid on an hourly basis. The contractor shall be able to furnish a two to three person crew, fully equipped with aerial equipment, trucks, chipping equipment, and power and hand tools, as specified by the City. Personnel shall include:
 - a. Grounds Person – Who has the skills necessary in grounds operation, such as loading trucks, cutting limbs on the ground, operating chipper, raking, and cleaning up the area.
 - b. Climber/Trimmer - Who has the skills necessary for working in trees from an aerial lift/tower or by the use of ropes, saddles, and other hand climbing equipment, and have proficiency in operating all other related mechanical equipment, such as loaders, etc.
 - c. Foreman (Working) - Who shall provide supervision of the emergency work force and shall have responsibility for giving directions, making decisions, and assuming responsibility for all work completed by the contractor.

P. Signage and Safety

All equipment to be used and all work to be performed must be in full compliance with the most current revision of American National Standards Institute Standard Z-133.1 (Safety Requirements for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and Cutting Brush). These standards are made part of this contract by this reference.

Barricading and signing for traffic control must be in accordance with the Michigan Manual of Uniform Traffic Control Devices, "Barricading for Construction". The contractor shall meet all requirements for barricading, and when the contractor does not conform to such requirements, the City will stop the contractor from working until proper signing and barricading is provided. The contractor shall control street closings and will notify the Police and Fire

Departments of the same. The contractor shall be responsible for notifying all utilities for locations of any underground utilities that may be damaged during stump removal. The contractor shall also be responsible for notifying all utilities of any damage to any overhead lines.

Q. Working in Proximity to Electrical Hazards

1. Before climbing, entering, or working around any tree, a close inspection shall be made by the tree worker and by the supervisor to determine whether an electrical conductor passes through the tree or passes within reaching distance by the tree worker.
2. If an electrical hazard exists, only a qualified line clearance tree trimmer or qualified line clearance tree trimmer trainee shall be assigned to the. A trainee shall be under the direct supervision of qualified personnel. A qualified line clearance tree trimmer is a tree worker who, through related training and on-the-job experience, is familiar with the special techniques and hazards involved in line clearance. A trainee is a worker regularly assigned to a line clearance tree trimming crew and undergoing on-the-job training, who, in the course of such training, has demonstrated his ability to perform his duties safely at his level of training.
3. There shall be a second qualified line clearance tree trimmer or line clearance tree trimmer trainee within normal voice communication during line clearing operations aloft when the line clearance tree trimmer or line clearance tree trimmer trainee must approach more closely than 10 feet (3m) to any conductor or electrical apparatus energized in excess of 750 volts or (a) when branches or limbs being removed cannot first be cut with a pole pruner/pole saw sufficiently clear of the primary conductors and apparatus so as to avoid contact, or (b) when roping is required to remove branches or limbs from such conductors or apparatus. This does not apply to utility workers engaged in tree trimming incidental to their normal occupation.
4. Tree workers shall maintain a minimum clearance of 10 feet (3m) from energized conductors rated 50 kV phase-to-phase or less. For conductors rated over 50 kV phase-to-phase, the minimum clearance shall be 10 feet plus 4/10 inch (3m plus 10mm) for each kilovolt over 50 kV.
5. Ladders, platforms, and aerial devices, including insulated aerial devices, shall not be brought in contact with an electrical conductor.
6. When an aerial lift device contacts an electrical conductor, the truck supporting the aerial lift device shall be considered as energized, and contact with the truck shall be avoided, except when emergency rescue procedures are being carried out. Only those people who have been properly trained about electrical hazards should attempt emergency rescue.

R. Accident Investigation

The Contractor shall report any duty-related incident that results in injury shall be reported to the City's representative within one (1) hour. The Contractor shall cooperate fully with the City in the investigation of any incident, injury or death occurring on City property,

including a complete written report submitted by the Contractor to the City's representative or assignee within 24 hours following the occurrence.

S. Damages

Any damage caused by the contractor, including, but not limited to, broken sidewalk, curb, rutted lawn, broken water shut-offs, wire damage, building damage, street damage, etc., will be repaired or replaced in a timely manner, to the City's satisfaction, and all costs paid by the contractor.

T. Irrigation Systems, Plantings, Etc.

Special attention shall be made to existing irrigation systems, plant material, landscape features, lights and utility boxes located in the City's rights-of-way, parks, and public landscape areas in order to avoid damage. Any damage that occurs must be repaired no later than 24-hours after the damage occurs. The Contractor may perform such work on irrigation systems **only** upon approval and acceptance of such work by the City's designated representative.

U. Discontinuance of Work

Upon receipt of either written or oral notice by the City, the contractor shall immediately discontinue any practice as determined by the City as obviously hazardous.

V. Subcontracts

The contractor will not be allowed to subcontract work under this contract unless the City grants written approval. The subcontractor, as approved, shall be bound by the conditions of the contract between the City and the contractor. The authorization of a subcontractor is to perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the contractor. All directions given to the subcontractor in the field shall bind the contractor as if the notice had been given directly to the contractor.

W. Payments

Partial billings are acceptable, but not more than every two (2) weeks. Payment is made according to actual number of prunings, removals, stumps ground or hours worked, since these totals may vary from the estimated quantities as listed in the bid.

The City may withhold payment in the case of property damage resulting from an incident that has not been repaired.

X. Contract Termination

The City shall have the right to terminate a contract, or a part thereof, before the work is completed in the event:

- A. Previous unknown circumstances arise making it desirable in the public interest to

- void the contract.
- B. The contractor is not adequately complying with the specifications.
 - C. Proper arboricultural techniques are not being followed after warning notification by the City or its authorized representative.
 - D. The contractor refuses, neglects, or fails to supply properly trained or skilled supervisory personnel and/or workers or proper equipment of the specified quality and quantity.
 - E. The contractor, in the judgment of the City, is unnecessarily or willfully delaying the performance and completion of the work.
 - F. The contractor refuses to proceed with work when and as directed by the City.
 - G. The contractor abandons the work.

Y. Indemnification

The successful bidder awarded the contract shall be required to sign an indemnification statement, a copy of which is attached for review (**See Appendix A**).

Z. Insurance Conformance

The contractor shall meet and maintain throughout the term of the contract all of the City's minimum insurance requirements for contractors working in the street right-of-way as set forth in Administrative Memo No. 8-78.