**"BID FOR ST. CHARLES 2015/2016**
**PARKWAY TREE PLANTING PROGRAM"**

The individual responsible for administering this program is AJ Reineking, Public Works Manager. Questions or requests for additional information should be directed to him at (630)377-4405 or areineking@stcharles.il.gov. The City reserves the right to reject any and all bids, to waive technicalities, and accept the bid deemed to be in the best interest of the City.

Enclosures: General Conditions
General Information
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Bid Form
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## General Conditions

**Insurance Requirements:** The successful bidder shall list the City of St. Charles as additionally insured and meet all of the requirements of the Insurance criteria listed herein.

**Indemnity Hold Harmless Provision:** To the fullest extent permitted by law, the Approved Planting Contractor hereby agrees to defend, indemnify, and hold harmless the City of St. Charles, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

**Payment:** Payment will be made within 30 days of receipt of invoice and upon inspection of the work and provisional acceptance of the work by the Public Works Manager or designee. Adjustments in contract quantities must be pre-approved for payment consideration.

**Prevailing Wage:** None of the trees planted under this program shall be planted related to a construction or public works improvement project. All trees planted are to be replacement trees for those that have been/will be removed due to Emerald Ash Borer or other infestation or disease, trees that are irreparably damaged, or trees that constitute a hazard. As such, this program does not fall under the parameters of the Illinois Prevailing Wage Act per the FAQ section listed on IDOL's website at the following link:

http://www.illinois.gov/idol/FAQs/Pages/Landscaping.aspx

# CITY OF ST. CHARLES
# 2015/2106 PARKWAY TREE PLANTING PROGRAM

## PROJECT UNDERSTANDING AND APPROACH

The City of St. Charles is seeking bids to establish a contract for the provision and planting of specified varieties of quality parkway trees for the City of St. Charles in the Fall of 2015 and the Spring of 2016. This project will be overseen by St. Charles' Urban Forestry Consultant and City staff.

## SPECIFICATIONS FOR PLANTING PARKWAY TREES

### 1. GENERAL INFORMATION

**Submitting Bid:** Planting Contractor is requested to submit a price per unit for each tree type. This contract is a **Unit-Cost** contract. Some plantings may be removed from, or added to the supplied list prior to contract completion. Ample notice will be given to the Approved Planting Contractor if a site is to be removed from or added to the project. A total of 500 trees has been used to best estimate the overall cost of the project for both the fall and spring planting seasons, with approximately 250 trees anticipated to be planted per season. This is an estimate and shall not be interpreted as a minimum guaranteed quantity. The actual quantity will be determined based on bid pricing received, budgetary availability, and removals performed. Subcontractors may be utilized with the consent of City staff.

The timing of the award of this bid is anticipated as follows:

| Milestone | Time/Date |
|---|---|
| Bids Due to the City | 10:00 AM / Monday, August 10, 2015 |
| Recommendation to Government Services Committee | Monday, August 24, 2015 |
| Approval By City Council | Monday, September 7, 2015 |

A purchase order will be issued upon City Council authorization and receipt of insurance documentation and bonds from the successful bidder.

**Timing of planting:** Timing of planting is critical to the success of this project. Timing of planting for the Fall of 2015 shall be between September 8, 2015 and November 15, 2015. The November 15 deadline may be extended (with the consent of the City) in the event of inclement weather conditions during the time of planting. Timing of the Spring planting shall be from the time the final frost has receded to June 1, 2016.

**Locations of Work:** A list of addresses of parkway tree planting locations will be provided to the successful contractor prior to planting. The contractor will be responsible for calling J.U.L.I.E. at (800) 892-0123 to have underground utilities marked prior to planting. Individual tree planting locations will be provided by the Urban Forestry Consultant in the form of Excel Worklists, along with hardcopy, .pdf, and .kml maps for use on Google Earth. These lists and

maps will not be routed. Routing of the lists will be the responsibility of the contractor. The Urban Forestry Consultant will be responsible for any alterations to the supplied plan.

**Hours of Work:** Work shall be performed from 7:00 am to 7:00 pm. Monday through Friday, and 7:00 am to 5:00 pm Saturday. All weekend work must be approved in advance by City of St. Charles staff.

**Communications/Public Relations:** Contractor is required to notify the Public Services Division Manager one week in advance of beginning work and to check in weekly to report progress of work and any issues or problems. Contractor shall at all times maintain good relations with the public and respectfully answer questions from the public. Contractor will be required to direct inquiring residents to the Public Services Division Manager.

**Water Source:** Contractor will be permitted access to water at the St. Charles Wastewater Treatment Facility for the purpose of filling tanks to water during initial planting of trees free of charge.

**Safety:** The contractor shall exercise every precaution for the protection of persons and properties. The contractor shall provide their work crews with the necessary personal protective equipment to safely complete their work.

## 2. ASSURANCES/SPECIFICATIONS

**Species:** The species selected for this project, and their specific locations, were determined by the Urban Forestry Consultant using industry Best Management Practices (BMPs). If species that are called for in the attached Species List cannot be procured in full, substitution may be made by the Planting Contractor, but only at the discretion of the Urban Forestry Consultant and City staff.

**Inspection:** The Urban Forestry Consultant and/or City staff will visit the nursery with the Planting Contractor, and identify one or more trees for each species on the Species List that conform to health and aesthetic parameters set forth in the following section. This consultation will serve as a benchmark for what stock will be considered acceptable. Upon delivery of nursery stock by the Planting Contractor, the Urban Forestry Consultant will inspect all delivered material, and reserves the right to reject any item which is deemed to not meet specifications. Any material deemed unacceptable will be replaced at no cost to the City. During and after planting, the Urban Forestry Consultant will inspect planting practices and end results, and retains the right to notify the Planting Contractor of noncompliance, at which point the nursery must take corrective action at no charge to the City.

**Health and Aesthetic Parameters:** All stock shall be between 2.5" and 4" Balled and Burlapped (B&B) trees, unless otherwise approved. 2.5" caliper trees shall be the preferred size, but other sizes may be approved by consent of the Urban Forestry Consultant. Trees which have a multi-stem growth habit will be judged by adding the diameters of the individual stems, or by height above the root collar. For trees judged by height above the root collar, a height of no less than 5' shall be considered acceptable. All stock shall be in good to excellent condition, and have good to excellent architecture for the species in question. No multiple leaders, cracked major branches, leans of greater than 15 degrees, dead major limbs, moderate to severe wounding, diseased or infested stock, degraded root balls, or other such defect shall be accepted. Trees not in compliance with these guidelines will not be accepted.

**Planting:** The Planting Contractor's crew shall be comprised of experienced plantsmen with at least one year of prior tree planting experience. Planting pits shall be hand dug by the Approved

Planting Contractor with sloped sides and flat bottoms. Sides will be gently roughed with a shovel or similar implement prior to installation. Excavated soil will be used as backfill. All trees shall be planted to the depth of the root collar. After backfilling, excess soil shall be removed before watering and mulching. See attached diagram for proper planting specifications. No wrapping, staking, or other modifications to the prescribed planting shall be performed by the Planting Contractor without the express prior consent of the Urban Forestry Consultant or City staff. **See Attached Detail.**

**Mulch:** All trees shall be mulched with no more than a 3" deep layer of shredded hardwood mulch after the initial watering. Mulch rings shall conform to attached specifications. Each site shall be cleared of all debris, excess soil, containers or tools before moving to the next planting site. If during post-planting inspection, mulch has been applied incorrectly, it will be identified and remedied at the Planting Contractor's cost.

**Watering:** The Approved Planting Contractor will provide a minimum of 5 gallons of water to each new planting immediately after planting (within 1 day preferred). Since some of the planting may occur during dormancy, continued watering may not be necessary.

**Replacement Guarantee:** The contract will guarantee all installed material for a period of no less than two (2) years after installation. Details of how the Replacement Guarantee will function must be established before this contract will be finalized and an order to proceed is issued. Replacement Guarantee details will depend on the Approved Planting Contractor's existing warranty specifications. It is generally anticipated that the City of St. Charles will assume financial responsibility for replacement costs after the Approved Nursery's warranty period has ended. The Planting Contractor will not be responsible for replacing trees which did not survive due to any reason other than planting practice or vigor, such as (but not limited to) automobile accident, vandalism, gross homeowner neglect, or other such activities.