



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Award the Bid for Fall 2015 & Spring 2016 Tree Planting to St. Aubin Nursery

Presenter: AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 08.24.2015
	Planning & Development		City Council

Estimated Cost:	Bid Unit Price Not to Exceed \$150,000.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

On August 10, 2015, bids were opened for tree purchase and planting services for the Fall 2015 and Spring 2016 Parkway Tree Planting Programs. The invitation to bid was publicly posted and published in addition to being directly sent to seven nurseries and landscape companies. This advertisement furnished three bids, of which St. Aubin Nursery (Kirkland, IL) was the lowest responsive, responsible bidder.

While inspections and removals are being performed on a daily basis throughout the year, it is anticipated that between 200 and 250 trees will be planted in each of the program seasons this fiscal year. The replacements include 54 recent Ash Tree removal sites. The remaining 216 public Ash trees that were surveyed in June will be monitored to ensure their continued viability. Given that the EAB removals have tapered, \$75,000 was budgeted for each of the spring and fall plantings.

Staff has worked with consultant arborist group, Graf Tree Care, to develop a planting list that will improve the diversity of the City's urban forest, which will add an aesthetic diversity to the canopy, but will also help to minimize the impacts of diseases or infestations that affect a single species of tree more than another.

The unit price includes the cost of the tree, the installation, mulching, initial watering, as well as a two-year warranty.

Attachments: *(please list)*

*Bid Tabulation *St. Aubin Itemized Bid *Bid Specification Details

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award the bid for Fall 2015 and Spring 2016 Tree Planting Program to St. Aubin Nursery in the submitted bid amounts, not to exceed \$150,000.00.

For office use only: Agenda Item Number: 4.a

Fall 2015 & Spring 2016 Parkway Tree Planting Program
 Bid Tabulation

	Fall 2015 Trees (Based on 253 Trees)	Spring 2016 Trees (Based on 256 Trees)	Mulch	Labor	Total
St. Aubin Nursery	\$ 79,507.50	\$ 85,070.00	Included	Included	\$ 164,577.50
Brancato Landscaping Inc.	\$ 85,215.00	\$ 89,025.00	Included	Included	\$ 174,240.00
Pedersen Company*	\$ 92,106.00	\$ 99,589.00	\$ 5,130.00	Included	\$ 196,825.00

**Added Three (3) Additional Trees to Spring 2016 Planting List*

FALL 2015 TREE PROGRAM BID FORM

2 1/2"

Species	Count	Unit Cost In Dollars (\$)	Total Cost (Unit Cost x Count)
Elm-Hybrid	25	\$297.50	\$7437.50
Hackberry	25	\$297.50	\$7437.50
Kentucky Coffeetree	25	\$297.50	\$7437.50
Ginkgo	19	\$397.50	\$7552.50
Catalpa-Northern	13	\$297.50	\$3867.50
Dogwood spp	13	Sub	—————
Hawthorn	13	\$297.50	\$3867.50
Serviceberry	13	\$297.50	\$3867.50
Tree Lilac	13	\$297.50	\$3867.50
Horsechestnut	13	Sub	—————
Linden-Littleleaf	10	\$297.50	\$2975.00
Alder	8	\$297.50	\$2380.00
Buckeye-Ohio	6	\$347.50	\$2085.00
Buckeye-Yellow	6	\$347.50	\$2085.00
Honeylocust	6	\$297.50	\$1785.00
Black Locust	6	\$297.50	\$1785.00
Larch	6	\$367.50	\$2205.00
Maple-Miyabei	6	\$297.50	\$1785.00
Maple-Shantung	6	\$297.50	\$1785.00
Yellowwood	6	\$397.50	\$2385.00
Zelkova	6	\$367.50	\$2205.00
Hardy Rubber Tree	3	\$367.50	\$1102.50
Katsura	3	\$327.50	\$982.50
Pagodatree	3	Sub	—————

TOTAL COST OF FALL TREES:\$ 70,880.00

*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

Proposed Fall Substitute Species:

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Iowa Crab Malus Ioensis (Native)	Dogwood (shouldn't be planted in fall)	13	\$ 297.50	\$ 3867.50
Black Maple	Horse chestnut	13	\$ 297.50	\$ 3867.50
Basswood	Pagoda tree	3	\$ 297.50	\$ 892.50
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

TOTAL COST OF PROPOSED SUBSTITUTE TREES: \$ 8627.50

SPRING 2016 TREE PROGRAM BID FORM

Species	Count	Unit Cost <i>In Dollars (\$)</i>	Total Cost <i>(Unit Cost x Count)</i>
Elm-Hybrid	20	\$297.50	\$5950.00
Hackberry	15	\$297.50	\$4462.50
Kentucky Coffeetree	15	\$297.50	\$4462.50
Bald Cypress	15	\$337.50	\$5062.50
Dogwood spp	10	\$367.50	\$3675.00
Ginkgo	10	\$397.50	\$3975.00
Hawthorn	10	\$297.50	\$2975.00
Oak, Swamp White	10	\$337.50	\$3375.00
Serviceberry	10	\$297.50	\$2975.00
Tree Lilac	10	\$317.50	\$3175.00
London Planetree	5	\$327.50	\$1637.50
Alder	5	\$297.50	\$1487.50
Birch, River	5	\$327.50	\$1637.50
Buckeye, Ohio	5	\$347.50	\$1737.50
Buckeye, Yellow	5	\$347.50	\$1737.50
Hornbeam, European	5	\$337.50	\$1687.50
Horsechestnut	5	\$347.50	\$1737.50
Maple, Hedge	5	\$337.50	\$1687.50
Maple, Miyabei	5	\$317.50	\$1587.50
Maple, Shantung	5	\$307.50	\$1537.50
Oak, Burr	5	\$337.50	\$1687.50
Oak, English	5	\$337.50	\$1687.50
Oak, Red	5	\$337.50	\$1687.50
Oak, White	5	\$367.50	\$1837.50
Sweetgum	5	\$347.50	\$1737.50
Tuliptree	5	\$337.50	\$1687.50
Yellowwood	5	\$397.50	\$1987.50
Zelkova	5	\$367.50	\$1837.50
Blackgum	5	\$357.50	\$1787.50
Beech, European	3	\$407.50	\$1222.50
Hornbeam, American	3	\$367.50	\$1102.50

Oak, Shingle	3	\$347.50	\$1042.50
Dawn Redwood	3	\$347.50	\$1042.50
Golden Raintree	3	Sub	_____
Horsechestnut, Red	3	Sub	_____
Ironwood	3	\$407.50	\$1222.50
Katsura	3	\$337.50	\$1012.50
Larch	3	\$347.50	\$1042.50
Pagodatree	3	Sub	_____
Persian Ironwood	3	Sub	_____
Persimmon	3	\$387.50	\$1162.50

TOTAL COST OF SPRING TREES: \$ 81,350.00

*Please draw a line through any species above that you are unable to procure and fill out the table below with your proposed substitute.

Proposed Spring Substitute Species:

Substitute tree species	Substituted For	Count	Unit Cost	Total Cost
Black Walnut	Golden Raintree	3	\$297.50	\$892.50
Chinkapin Oak	Red Horsechestnut	3	\$337.50	\$1012.50
China Snow Lilac	Pagodatree	3	\$307.50	\$922.50
New Harmony American Elm	Persian Ironwood	3	\$297.50	\$892.50
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

TOTAL COST OF PROPOSED SUBSTITUTE TREES: \$ 31,720.00

Total Cost Schedule:

In accordance with Specifications on file with St. Charles Public Works, we propose to supply, install, and establish a 2-year warranty for the following tree species at the following costs:

ITEM	DESCRIPTION	COST
Materials	Cost of Trees (sum of above Spring & Fall tree lists and Substitutes)	\$ 164,577.50
	Cost of Mulch Materials	\$ 0.00
Labor	Cost of Labor (planting, watering, mulching)	\$ 0.00
TOTAL COST: (Mulch + Labor Included)		\$ 164,577.50
AVG. UNIT COST	Total Cost/500	\$ 329.15

PLEASE PRINT:

VENDOR: St. Aubin Nursery

ADDRESS: 35445 Irene Road, Kirkland, IL 60146
City Zip Code

PHONE: (815) 522-3535 CELL: (815) FAX: (815) 522-6663
(Area code) (Area code) (Area Code)

NAME: Todd Sullivan TITLE: President

AUTHORIZED SIGNATURE:  DATE: 8-5-15

**“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
 Specifications
 Bid Form
 Planting Detail
 Affidavits and Certifications

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.