



**CITY OF CHARLEVOIX**  
210 STATE ST. CHARLEVOIX, MICH. 49720

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**Advertisement for Bids**  
**Tree Planting for the City of Charlevoix**

The City of Charlevoix will accept sealed proposals for planting of trees within the ROW throughout the City. These proposals will be accepted at the City Clerk's office, 210 State Street, Charlevoix, MI 49720 until 10:00 am., Tuesday, September 6, 2016 EDT. Sealed proposals shall be clearly labeled "**Tree Planting Proposal**". Proposals received after 10:00 am on September 6, 2016 EDT will not be opened.

The City will be requesting two separate quotes for this proposal. One will be for the purchase, planting and initial watering per the attached purchase and planting specifications. The second will be for the purchase, planting, and initial watering per the attached specifications, and to provide one season, approximately 26 weeks, of watering and maintenance for the planted trees.

A copy of the City of Charlevoix's "local bidder's preference policy" can be viewed at the City's website, [www.cityofcharlevoix.org](http://www.cityofcharlevoix.org). Bid documents may also be obtained at the City's website or at the City Manager's Office at 210 State Street, Charlevoix, MI

The City of Charlevoix reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix.

Pat Elliott  
Superintendent, DPW  
231-547-3276

## **Bid Specifications for the Fall of 2016 Tree Planting for the City of Charlevoix**

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The City reserves the right to reduce plant quantities as needed to stay within the approved 2016 budget for tree planting.

The Contractor shall also be responsible for the overall health of all trees planted for a one year period from the date of planting. Diseased, damaged or dead trees shall be replaced as a part of this contract at no charge to the City.

**It is the Contractors responsibility to call miss dig prior to planting of any trees.**

All trees to be 2-1/2 to 3" caliper.

### **INSURANCE**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUB-CONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, including claims under workmen's compensation, disability benefit and other similar employee benefit acts.

Claims for damages because of bodily injury, occupational sickness or disease, or death of their employees.

Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to employment of such person by the CONTRACTOR, or (2) by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the OWNER (City of Charlevoix) shall be filed with the OWNER prior to commencement of the work. These Certificates shall contain a provision that coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the

OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified.

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR OR SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$2,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$2,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$200,000,000 for all property damage sustained by any one person in any one accident; and a limit of all liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the ladder employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the PROJECT site is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

## **PURCHASE SPECIFICATIONS**

### **GENERAL**

The following specifications provide the City of Charlevoix direction in the preparation of contracts and guidance for City personnel directing, and/or performing the work.

### **SELECTION OF PLANT MATERIAL**

All plant materials are to be purchased in accordance with these specifications.

1. All trees shall conform to the latest edition of the American Standard for Nursery Stock as published by the American Association of Nurserymen. They shall be "nursery grown," balled and burlapped. All deciduous street trees shall be free of branches to 6 feet above ground.
2. All plant material and sizes shall be as specified on request for quotes. No substitutes shall be made without written specific prior permission from Pat Elliott Superintendent, DPW. The supplier must provide certification for the plant species and/or variety.
3. All plants shall have a growth habit normal for the species and variety, and shall be free of insects, disease and mechanical injury. The City reserves the right to inspect plant material at any time prior to acceptance, and to reject any plants that do not meet the specifications.
4. Narrow crotches, crossing branches, multiple leaders (2 or more) are not acceptable. Exception: narrow crotches of trees which is their natural habit, ie., Liberty Elm, Ulmus americana and multi stem plants ie., Serviceberry, Amelanchier grandefolia

## **PLANTING SPECIFICATIONS**

### **A. SOIL**

Topsoil used in planting pits and for backfilling for trees shall be fertile sandy clay loam soil capable to sustaining vigorous plant growth and have a pH of 6.5 to 7.5. It shall have uniform composition, be free of large stones, wood and other foreign objects and shall not contain substances toxic to plant growth.

### **B. PLANTING SEASON**

Planting shall be undertaken during September 15 to December 15, 2016 and April 15 to June 1, 2017. Should it be necessary to alter the aforementioned time spans, written permission must be obtained from Pat Elliott Superintendent, DPW prior to planting. No planting shall be done during abnormally hot weather or when the ground is frozen.

### **C. PLANT INSTALLATION**

1. The diameter of all planting excavation shall be at least 2/3 greater than the ball diameter. Topsoil meeting the requirements of Section "A" shall be provided at a minimum depth of 3" and maximum of 6" below the ball or root system. Soil beneath the roots must be tamped prior to installation to prevent air pockets and settling.
2. Plants shall be planted at the same finish depth as previously grown.
3. Prior to planting, all damaged branches shall be removed by pruning. All nursery tags shall also be removed
4. All plastic material (including synthetic burlap), string, and containers shall be removed at the time of planting. Plastic liners of container grown trees must be completely removed. Wire baskets must be removed to the bottom 1/3 of root ball. Burlap and rope must also be removed to the bottom 1/3 of root ball.
5. After balled and burlapped plants are set at the proper level in the holes all cord and burlap shall be untied from the trunk base. All plants shall be backfilled with topsoil which meets the requirements of Section "A". All plants shall be thoroughly watered at the time of planting from the bottom up and additional topsoil placed as the topsoil settles to prevent air pockets and settling.
6. No container grown material shall be accepted if it is rootbound. The container material shall be vertically cut to a depth of 1" in three-places and removed from the upper 1/3 of root ball.
7. Each tree planted shall include one "gator bag" or equivalent and be filled one time after the initial tree watering.
8. All trees planted shall have a topsoil ring created at the outside edge of the root ball and the ring shall be no less than 6" above the surrounding soil line or natural grade.

### **D. STAKING**

Staking trees shall follow the Michigan Nursery and Landscape Association, guidelines for staking methods.

### **E. FERTILIZER**

A slow release tablet, packet or granular fertilizer of 20-10-5 or equal shall be applied, following manufacturers recommendations.

**F. MULCHING**

Mulch shall be applied around all plants, to the outside of the topsoil ring, and to a minimum depth of 2", maximum depth of 4". Aged shredded hardwood bark or aged woodchips can be used. Any mulch containing preservatives is unacceptable. Any variation must be approved by Pat Elliott Superintendent, DPW prior to application.

**G. INSPECTION**

Plant material shall be inspected no sooner than two weeks after installation. Inspections shall be made by Pat Elliott Superintendent, DPW, or his designee. Inspections will only be made on deciduous and/or evergreen material when it is in full leaf during growing season.

**TREE SUMMARY**

6 – Sugar Maple	Cost per tree planted_____
31 – Red Maple	Cost per tree planted_____
1 – Amur Maple	Cost per tree planted_____
17 – Red Oak	Cost per tree planted_____
15 - Horse chestnut	Cost per tree planted_____
3 – Northern Catalpa	Cost per tree planted_____
2 - Japanese Lilac Tree	Cost per tree planted_____
6 – Ginko Biloba	Cost per tree planted_____
4 – Kousa Dogwood	Cost per tree planted_____
5 – Little Leaf Liden	Cost per tree planted_____
1 – Cornus Mas (Cornelian Cherry Dogwood)	Cost per tree planted_____
5 – Katsura	Cost per tree planted_____

**Total for proposal to purchase, plant and initial watering per the attached purchase and planting specifications.**

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**Total for proposal to purchase, plant and initial watering per the attached purchase and planting specifications and watering/maintenance specification is as follows: maintenance is to be provided by the Contractor and shall include watering the trees for one season. The Contractor must fill the “gator bag” or an approved equal once weekly from the initial planting until the first freeze of the fall and then from spring to the first freeze of the following fall. If the contractor does not fulfill this requirement, they shall be billed by the City on a time and material basis for completing that seasons watering.**

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Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_