

**SPECIFIC TERMS, CONDITIONS & INSTRUCTIONS
FOR**

TREE & STUMP REMOVAL PWO 0314

Locations:

Various locations throughout the Village of Lombard.

Section 1: General Provisions

A. Mandatory Prebid Meeting:

The purpose of the Mandatory Prebid Meeting is to familiarize the bidders with the project. The mandatory prebid meeting will be held at the Public Works Conference room, 1051 S. Hammerschmidt, Lombard, Illinois 60148. The date and time of the mandatory meeting is listed on the cover sheet.

No questions will be answered after the mandatory prebid meeting.

B. Personnel and equipment:

The **CONTRACTOR** shall supply all material, equipment and personnel necessary to complete the work specified.

C. Commencement of Work:

The **CONTRACTOR** shall rent equipment as needed to cover any equipment breakdowns which would cause delay of completion of contract by deadline.

D. Penalty for Non-completion:

Should the **CONTRACTOR** fail to remove all trees and stumps on or prior to the set deadlines in Section 2C, a penalty of \$100.00 per day will be assessed and deducted from payment due until which time the list is completed. Extensions may be granted by the Village Forester under **extreme** circumstances.

E. Chips/Grinding Debris Disposal:

Disposal of chips and grinding debris generated by work described within this contract will be the responsibility of the **CONTRACTOR**. Any logs wanted by the residents shall be given free of charge, and shall not be from elm or diseased trees. Logs left at the homeowners request, must be placed on the resident's property and **not** the parkway.

F. Safety Standards:

1. All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards, Institute Standard Z-133.1-2000, or amended (Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing and for Cutting Brush).

2. Blocking of public streets shall not be permitted unless prior arrangements have been made with the Village and is coordinated with proper departments.

3. Proper warning signs, barricades, and/or other protective devices must be provided by the **CONTRACTOR**. These shall be in accordance with the Manual of Uniform Traffic Control Devices.

G. Working Hours:

No work shall be performed prior to 7:00 AM and shall be completed by 6:00 PM. Normal work days shall be Monday through Friday. No work will be allowed on Saturdays, Sundays or Holidays.

H. Inspection of Work:

All work must be completed to the satisfaction of the Village Forester or his representative and any questions as to proper procedures or quality of workmanship will be resolved by same.

I. Discontinuance of Work

Any practice of obviously hazardous work as determined by the Forester or his representative shall be immediately discontinued by the **CONTRACTOR** upon receipt of either written or verbal notice to discontinue such practice.

J. Work Crew Supervision:

The **CONTRACTOR** shall provide qualified supervision of each crew at all times while working under the terms of this contract. Each supervisor shall be fluent in English and have the authorization by the **CONTRACTOR** to accept and act upon all directives issued by the Village Forester or his representative.

K. Damage to Public or Private Property:

Any damage caused by the **CONTRACTOR'S** operation shall be resolved with property owner or the Village within ten (10) days after damage has occurred.

L. Questions after the Contract is Awarded:

All questions related to the operation shall be directed to the Village Forester:
Mr. Steven Kremske
Urban Landscape & Forestry Supervisor
VILLAGE OF LOMBARD
(630)620-5985

M. Costs:

The undersigned hereby affirms and states that the unit price bid herein constitutes the cost to the Village for all work involved in this contract. **The prices supplied on the bid sheet will remain the same for the entire duration of the contract.**

N. Quantities and Measurements:

The quantities and measurements contained in this bid document are approximate quantities averaged over the past 3 years. However, the Village of Lombard reserves the right to increase or decrease the quantities shown and make payment on a unit price basis as specified in the bid proposal.

O. Additional Information:

Each bidder shall provide with his/her bid a list of items of equipment they propose to use on the project. Along with this list they are asked to note which of the items contained on the list are owned by the company and which items they are planning to rent.

P. Emergency Work:

The Village may employ the **CONTRACTOR** for emergency tree removals. During hours of regularly scheduled tree work a maximum response time of 1 hour shall be allowed. During hours other than the regularly scheduled program, a maximum response time of 3 hours shall be allowed. Emergency work shall include but not limited to tree damage due to weather conditions or for any other reason. A 4 person minimum crew will be required for all emergency work.

Section 2: Tree Removal

A. Removal of Trees:

The **CONTRACTOR** shall remove all trees designated for removal to a point four inches (4") above the adjacent ground level.

Trees contained on the list for removal will be marked with a painted **red dot** and only those corresponding to the list shall be removed.

The **CONTRACTOR** shall notify the Village Forester or his representative prior to beginning work each day on this contract. Following the completion of the removal list, the **CONTRACTOR** shall submit a report stating the date of removal of each tree on the list.

B. Stump Grinding:

The **CONTRACTOR** shall remove all tree stumps and buttress roots to a point **twelve inches (12")** below the adjacent ground level. Additionally, the **CONTRACTOR** shall remove all surface roots and sufficient subsurface roots as may be necessary to eliminate "**HUMPS**" in the lawn area adjacent to the stump. Each tree that is on the removal list shall also have the stump ground as part of this contract. **No stump holes, depressions or tire ruts will be left unfilled as to cause a trip hazard.**

C. Completion Requirements:

All trees and stumps given to the **CONTRACTOR** are **to be removed within 30 days of receipt of the list** by the **CONTRACTOR**. All invoices shall be submitted no later than May 1, 2003. Failure to complete the work by the set date will subject the **CONTRACTOR** to the penalties stated in Section 1D.

The Village of Lombard retains the right to hire additional contractors, if necessary to complete the work.

D. Disposal of Debris:

The **CONTRACTOR** shall arrange to keep sidewalks open for pedestrian traffic when possible.

The **CONTRACTOR** shall remove all surplus materials and debris from the streets as the work progresses so that the public may have the use of the street a maximum amount of time.

All debris from the tree removal operation shall be removed from the site and from the Village of Lombard **the same day it is generated**. During the stump grinding operation the grindings may be left on site for a time period not to exceed twenty-four hours (24), at which time the excess grindings are to be removed and the area leveled off. Payment for the removal and disposal of all debris is to be included in bid price.

All applicable State and Local laws and ordinances related to the hauling, handling and disposition of such material will be complied with by the **CONTRACTOR**.

At the completion of each tree removal or stump grinding operation the entire area shall be cleaned up including removal of saw dust, small twigs, chips, grindings, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job. Upon completion of the entire removal and stump grinding operation, the site should be returned to the same state it existed in prior to the removal.

E. Notification of Utility Companies:

All removals will be made on Village parkways or Village owned properties at various addresses. It will be the responsibility of the **CONTRACTOR** to ensure that overhead and/or underground gas, electric, street light, water, telephone, cable TV telecommunication and all other such utility lines are cleared by the respective agency and any fees required paid for by the **CONTRACTOR** so that final removal of these trees will not be delayed.

Tree removal operations may be conducted in areas where overhead electric, telephone and cable TV facilities exist. The **CONTRACTOR** shall make arrangements with the utility for removal of all necessary limbs and branches which may conflict with or create a hazard in conducting the operations of this contract. If the **CONTRACTOR** has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays that are encountered by the **CONTRACTOR** in waiting for the utility to complete its work shall not be the responsibility of the **CONTRACTOR**.

Protection of Property:

The **CONTRACTOR** shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or personal property. Limbs and branches larger than six (6) inches in diameter shall be lowered to the ground through the use of ropes or other mechanical devices. Holes made in lawns, regardless of size, shall be filled with black dirt and seeded.

G. Basis of Payment:

The **CONTRACTOR** shall be paid for the work described on the lists submitted by the Village throughout the term of the contract at a **per unit price**. The per unit price for **tree removal** will be per tree (measured at DBH of 4.5') for the following categories: eleven (11) through twenty-four (24) inches in diameter, twenty-five (25) through thirty-two (32) inches in diameter, and/or greater than thirty-three (33) inches in diameter. The per unit price for **stump removal** will be per diameter inch (measured at grade level).

The **CONTRACTOR** shall be paid for any tree and stumps removed on an as invoiced basis.

H. Certified Arborist:

At least one individual must be on the job site who has passed and received "Arborist Certification" from the International Society of Arboriculture prior to the award of this contract. Their name(s) and certification number(s) must be included in the bid document to be considered for this project. Failure to have a certified arborist on site at all times will result in termination of the contract.

Section 3 Contract

A. Renewal

The Village of Lombard also reserves the right to extend this contract for a period of one year from 12:01 a.m., June 1, 2003 until 12:00 midnight, May 31, 2004, under the same terms and conditions as the original contract upon thirty days notice in writing of its intention to exercise this option for the second year. The Contractor, however, shall have the privilege of rejecting an extension of the contract period. Such a rejection shall be made at least ninety (90) days prior to the expiration of the contract period and shall state his unwillingness to continue under the same terms and conditions.

**VILLAGE OF LOMBARD
BID PROPOSAL**

**TREE REMOVAL INCLUDES THE REMOVAL OF THE STUMP AND ANY
EXCESS GRINDINGS, LEAVING THE STUMP HOLE LEVEL**

Proposal for Contract Document Number **PWO 0314**. We hereby agree to furnish to the Village of Lombard **tree & stump removal** in accordance with provisions, instructions, and specifications of the Village of Lombard for the prices as follows:

<u>ITEM</u>	<u>3-YEAR AVERAGE QUANTITY</u>	<u>ITEM TOTAL</u>
TREE REMOVAL 11 TO 24 INCHES IN DIAMETER Tree AT DBH OF 4.5'	(19 trees/year)	\$_____Per
TREE REMOVAL 25 TO 32 INCHES IN DIAMETER Tree AT DBH OF 4.5'	(16 trees/year)	\$_____Per
TREE REMOVAL OVER 32 INCHES		

IN DIAMETER (10 trees/year) \$ _____ Per
Tree
AT DBH OF 4.5'

TREE STUMP REMOVAL ONLY
STUMP DIAMETER INCHES 1,310 inches/year
IN DIAMETER (78 stumps/year) \$ _____ Per
Inch
AT GRADE

TOTAL CONTRACT PRICE: \$ _____ Lump Sum

*****REMINDER - The prices supplied on this sheet will remain the same for the entire duration of the contract.**