

**SPECIFIC TERMS, CONDITIONS & INSTRUCTIONS  
FOR**

**PARKWAY TREE TRIMMING &  
DEMAND PRUNING/CABLING SERVICE  
PWO 0515**

**Scope:**

This contract is for both area-wide block trimming in the winter of 2005 and for the trimming of individual parkway trees throughout the Village of Lombard from June 1, 2004 to May 31, 2005. Unless otherwise stated, the specifications contained herein detail how the pruning work shall be accomplished for both types of trimming. This demand service may also include the installation of cabling systems when needed.

**Locations:**

Various locations throughout the Village of Lombard (see attachment #1-LIST & attachment #2-MAP for area scheduled to be trimmed in January 2005).

**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 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 trim all trees on or prior to the set deadlines in Section 2B, 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. Chip & Debris Disposal:**

Disposal of chips and 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  
Forestry/Electrical & Streets Supervisor  
VILLAGE OF LOMBARD  
(630) 620-5985

**M. Costs:**

The undersigned hereby affirms and states that the price quoted herein constitutes the total cost to the Village for all work involved in this contract.

**N. Quantities and Measurements:**

The quantities and measurements contained in this bid document are estimates. The Village reserves the right to increase or decrease quantities and make payment on unit price basis as outlined in section 3A, Renewal.

**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.

**Section 2: Tree Trimming**

**A. Trimming of Trees:**

All pruning shall follow the *ANSI A300 Part 1 Pruning* Standard and the ISA's *Best Management Practices: Tree Pruning*. The **CONTRACTOR** shall trim all trees designated by using a combination of the following pruning types: **Crown Cleaning, Crown Thinning and Crown Raising**, which involves removal of *dead, dying, diseased,*

*crowded, weakly attached, low vigor branches, one inch in diameter and larger, major interfering limbs, and sucker growth* from the base up to a height of 14 feet. The tree is to be elevated to **14 feet above the street**, based on structure of the tree and overhanging limbs. The crew will uniformly balance the tree structure on the sidewalk side.

All final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar, that leave oval exposed wound, shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.

All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning method. All limbs shall be brought to the ground in such a manner as to prevent any damage to real or personal property, publicly or privately owned.

Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be placed on each branch to obtain the proper pruning cut. This shall be done in a way that will not to cut, rip, or harm adjacent bark areas.

No person working in trees shall use shoes with spikes, or any other footwear which will, in the opinion of the Village Forester, injure the tree being pruned. At no time shall any person working in trees for pruning purposes, wear spurs or climbing irons.

**Area Trimming** - A preliminary list containing the tree, location and identification is attachment #1, enclosed within bid package. **Only trees contained on this list for trimming shall be trimmed. A final list will be sent in December 2004.** Attachment #2 is a map of the Village of Lombard with the proposed streets to be trimmed highlighted in green.

**Demand Pruning/Cabling** – At this time, there is no list for Demand Pruning/Cabling activities. An initial list of trees will be sent to the **CONTRACTOR** via fax or mail sometime after June 1, 2004. Subsequent lists will be sent every 2 weeks thereafter.

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

**B. Completion Requirements:**

**Area Trimming** -All trees are to be trimmed between January 2, 2005 and April 1, 2005. Failure to complete the work by set date will subject the **CONTRACTOR** to the penalties stated in Section 1D.

**Demand Pruning/Cabling** – All trees contained on these lists will be trimmed within 2 weeks of receipt of the list. Failure to complete the work by set date will subject the **CONTRACTOR** to the penalties stated in Section 1D.

**C. 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 trimming operation shall be removed from the site and from the Village of Lombard the same day it is generated. 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 trimming 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 tree trimming operation, the site should be returned to the same state it existed in prior to the trimming.**

**D. Notification of Utility Companies:**

All tree trimming 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 trimming of these trees will not be delayed.

Tree trimming 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**.

**E. 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 with a turf grass seed lawn mix.

**F. Basis of Payment:**

The **CONTRACTOR** shall be paid for the work described at a lump sum price of trimming consisting of six (6) through twenty (20) inches in diameter, twenty-one (21) through thirty-five (35) inches in diameter and/or greater than thirty-six (36) inches in diameter.

**G. 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, 2005 until 12:00 midnight, May 31, 2006, 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.

If the Village chooses to extend this contract for a period of one year, the contractor will be paid on a unit price per tree basis for each item calculated as follows: e.g. Tree Trimming 6" to 20" - divide item total bid price by 1,222 trees. If the contract is renewed for one year, the Village will update locations and the completion requirement in Section 2C will be revised upon mutual agreement of the Village and the contractor.

**VILLAGE OF LOMBARD  
 BID PROPOSAL  
 Area Parkway Tree Trimming  
 PWO 0515**

Proposal for Contract Document Number PWO 0515. We hereby agree to furnish to the Village of Lombard PARKWAY TREE TRIMMING in accordance with provisions, instructions and specifications of the Village of Lombard for prices as follows:

<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>ITEM</u>
<u>TOTAL</u>		
TREE TRIMMING 6 TO 20 INCHES Per Tree IN DIAMETER AT DBH OF 4.5' Lump Sum	     (908 trees)	     \$ _____  \$ _____
TREE TRIMMING 21 TO 35 INCHES Per Tree IN DIAMETER AT DBH OF 4.5' Lump Sum	     (210 trees)	     \$ _____  \$ _____
TREE TRIMMING OVER 36 INCHES Per Tree IN DIAMETER AT DBH OF 4.5' Lump Sum	     (21 trees)	     \$ _____  \$ _____
TOTAL CONTRACT PRICE: Lump Sum		   \$ _____

**The quantities and measurements contained in this bid document are estimates. The Village reserves the right to increase or decrease quantities and make payment on unit price basis as outlined in section 3A, Renewal.**

**VILLAGE OF LOMBARD  
 BID PROPOSAL  
 Demand Pruning/Cabling Service  
 PWO 0515**

Proposal for Contract Document Number PWO 0515. We hereby agree to furnish to the Village of Lombard DEMAND PRUNING/CABLING SERVICE in accordance with provisions, instructions and specifications of the Village of Lombard for prices as follows:

<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>ITEM</u>
<u>TOTAL</u>		
TREE TRIMMING 6 TO 20 INCHES Per Tree		\$ _____
IN DIAMETER AT DBH OF 4.5'	(287 trees)	\$ _____
Lump Sum		
TREE TRIMMING 21 TO 35 INCHES Per Tree		\$ _____
IN DIAMETER AT DBH OF 4.5'	(60 trees)	\$ _____
Lump Sum		
TREE TRIMMING OVER 36 INCHES Per Tree		\$ _____
IN DIAMETER AT DBH OF 4.5'	(6 trees)	\$ _____
Lump Sum		
CABLING Per Tree	(5 trees)	\$ _____
TOTAL CONTRACT PRICE: Lump Sum		\$ _____

**The quantities and measurements contained in this bid document are estimates. The Village reserves the right to increase or decrease quantities and make payment on unit price basis as outlined in section 3A, Renewal.**

**VILLAGE OF LOMBARD  
BID PROPOSAL (continued)**

Certified Arborist who shall be present each workday:

Name and number \_\_\_\_\_

Additional Certified Arborists:

Name and number \_\_\_\_\_

Name and number \_\_\_\_\_

Name and number \_\_\_\_\_

**A. Unit Prices and Extensions**

**YEAR 1**

May 1, 2004 - April 30, 2005

<u>Extended SERVICE Cost</u>	<u>Estimated Usage</u>	<u>Hourly Rate Regular Demand</u>	<u>Extended Cost</u>	<u>Hourly Rate Emergency Cost</u>
Bucket reach 50' & personnel \$ _____	45 hrs	\$ _____	\$ _____	\$ _____
Climber \$ _____	15 hrs	\$ _____	\$ _____	\$ _____
Chipper truck & personnel \$ _____	45 hrs	\$ _____	\$ _____	\$ _____
Prentice clam loader (or equal) & personnel \$ _____	8 hrs	\$ _____	\$ _____	\$ _____
Crane & personnel \$ _____	8 hrs	\$ _____	\$ _____	\$ _____
<b><u>TOTAL for Year 1</u></b> \$ _____			\$ _____	

**YEAR 2**

May 1, 2005 - April 30, 2006

<u>Extended SERVICE Cost</u>	<u>Estimated Usage</u>	<u>Hourly Rate Regular Demand</u>	<u>Extended Cost</u>	<u>Hourly Rate Emergency Cost</u>
Bucket reach 50' & personnel \$ _____	45 hrs	\$ _____	\$ _____	\$ _____
Climber \$ _____	15 hrs	\$ _____	\$ _____	\$ _____
Chipper truck & personnel \$ _____	45 hrs	\$ _____	\$ _____	\$ _____
Prentice clam loader (or equal) & personnel \$ _____	8 hrs	\$ _____	\$ _____	\$ _____



**IV. BID/CONTRACT FORM  
DEMAND PRUNING (continued)**

**B. Personnel**

Certified Arborist who shall be present each workday:

Name and number \_\_\_\_\_

Additional Certified Arborists:

Name and number \_\_\_\_\_

Name and number \_\_\_\_\_

Name and number \_\_\_\_\_