



**ADVERTISEMENT FOR BIDS FOR  
FURNISHING LABOR, TOOLS, AND EQUIPMENT  
FOR ANNUAL TREE MAINTENANCE  
IN THE CITY OF WASHINGTON, ILLINOIS**

The City of Washington, Illinois, will receive sealed bids for the furnishing of all labor, tools, and equipment for the City's Annual Tree Maintenance Program until **11:00 a.m. on Tuesday, February 6<sup>th</sup>, 2024**, at City Hall, 301 Walnut Street, Washington, Illinois 61571, at which time and place all bids will be publicly opened and read aloud.

Award of bid is anticipated to be on **Monday March 4<sup>th</sup>, 2024**.

Specifications, Contract Documents, and Proposal Forms for the Public Work's Bid Document **No. PW-24-05** are on file and may be obtained from the Office of the Public Works Director at the above address.

The City of Washington, Illinois, reserves the right to reject any or all bids and waive any informality in bidding.

January 23<sup>rd</sup>, 2024  
Date of Publication

Valerie Brod  
City Clerk  
City of Washington



**SPECIFICATIONS AND CONTRACT DOCUMENTS NO. PW-24-05**

**FOR FURNISHING ALL LABOR, TOOLS, AND EQUIPMENT**

**FOR ANNUAL TREE MAINTENANCE**

**IN THE CITY OF WASHINGTON, ILLINOIS**

<b>BID OPENING:</b>	<b>Tuesday, February 6<sup>th</sup>, 2024 at 11:00 a.m.</b>
<b>BID DEPOSIT:</b>	<b>Not Required</b>
<b>PERFORMANCE BOND:</b>	<b>Not Required</b>

**REQUIRED FOR USE BY THE**

**CITY OF WASHINGTON PUBLIC WORKS DEPARTMENT**

## **SPECIAL CONDITIONS**

### **CONTRACT ADMINISTRATOR**

This contract shall be under the direction of the City of Washington, Public Works Director, or designated representative. The designated representative that will administer this contract shall be the Streets Supervisor, 115 West Jefferson Street, Washington, IL 61571, phone: (309) 634-8050.

All actions or modifications concerning contract language, extensions, cost adjustments, or other technicalities regarding the contract shall be administered by the City of Washington, Public Works Director, 301 Walnut Street, Washington, IL 61571, phone: (309) 745-3503.

### **LENGTH OF CONTRACT**

This Contract shall take effect on May 1<sup>st</sup>, 2024 and expire on April 30, 2025.

### **CONTRACT EXTENSION**

Upon expiration of this contract, and at the discretion of the City of Washington, the bidder may be required to extend the terms of this contract for a period not to exceed twelve (12) months. In the event the City of Washington desires to extend the terms of this contract, a notification will be sent by certified mail to the contractor's address of record, thirty (30) days prior to termination of this contract.

### **ESTIMATED AMOUNT OF WORK**

The City of Washington does not make any guarantees to the contractor about the amount of work that may be available under this contract. The amount of work performed under this contract will be governed by the City's operating budget as amended annually. Nothing contained herein shall be construed as an obligation of the City of Washington to order or pay for any work other than that which is determined to meet the actual requirements of the City. The City will be obligated to only pay for that work ordered and completed by the contractor.

### **BASIS OF AWARD**

Bids will be canvassed on the basis of the unit prices as indicated on Page P-1 of the Proposal. The City reserves the right to waive technicalities or to reject any and all bids when, in the opinion of the City Council, the best interests of the City of Washington will be served by such action.

### **WORK ORDERS**

The City will issue a purchase order for each tree removal, stump removal, or tree trimming. The purchase order will specify the street address, tree location, diameter breast height measurement of tree, and any pertinent details about removal. The work is to be completed within two (2) weeks from date of issuance of the purchase order.

### **INVOICING**

The contractor shall prepare and submit an invoice monthly upon completion of assigned tree removal, stump removal, or tree trimming and acceptance of work. The invoice shall include the following information: City's **purchase order number**, date job started, date job completed, and total number and size of trees. All invoices shall be submitted to the City of Washington, 301 Walnut Street, Washington, Illinois 61571.

### **METHOD OF PAYMENT**

Within thirty (30) days of submission, the City of Washington shall pay the contractor from invoices submitted and approved for completed work. Invoices that are submitted without the required

documentation will not be considered for payment and will be returned to the contractor for re-submittal.

**PRICE ESCALATION**

The unit prices quoted herein shall remain firm for the contract period.

**CERTIFICATION OF COMPLIANCE**

In accordance with Article 33E of the Criminal Code of 1961, as amended, the bidder is required to fill out and submit with his proposal the Certification of Compliance included with this bid document.

**EXCEPTIONS TO SPECIFICATIONS**

Any exceptions to these specifications shall be clearly explained on a separate page prepared by the bidder on his firm's letterhead, to be attached to and submitted with these documents prior to or at the time of the bid opening. Should a bidder submit a proposal without a separate statement of exception, it shall be assumed the proposal is in full compliance with these specifications.

**CORRECTIONS**

All prices and notations must be typed in or written in ink on the Proposal Forms. Mistakes may be crossed out, and corrections typed in or written in ink adjacent and initialed in ink by the person signing the proposal.

**INSURANCE REQUIREMENTS**

Insurance shall be written for not less than the following, or greater if required by law:

1. Comprehensive General Liability:

(a) Coverage to include Premise/Operations, Broad Form Property Damage, Contractual and Personal Injury, and XCU (where applicable).

2. Limits

(b)	General Aggregate	\$1,000,000.00
(c)	Each Occurrence	\$1,000,000.00
(d)	Personal Injury	\$1,000,000.00

3. Coverage is to be written on an "occurrence" basis.

4. Owners and Contractors Protection:

(a)	Bodily Injury:	
	Annual Aggregate	\$2,000,000.00
	Each Occurrence	\$1,000,000.00
(b)	Property Damage:	
	Annual Aggregate	\$2,000,000.00
	Each Occurrence	\$1,000,000.00

5. Worker's Compensation shall be in accordance with the provisions of the laws of the State of Illinois, Workmen's Compensation Act.

6. Comprehensive Automobile Liability:

- (a) Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed.
- (b) Limits:

Combined Single Limit \$2,000,000.00

7. Umbrella:

(a) Limits:  
Aggregate \$1,000,000.00

(b) Cover all claims arising out of contractor's operations or premises, anyone directly or indirectly employed by the contractor or subcontractor, and the contractor's obligations under indemnification under this contract.

8. The City of Washington, Illinois, shall be included as a named insured party under the Contractors Liability Insurance. The following paragraph is required to appear unaltered on the Certificate of Insurance:

“The City of Washington, Illinois, is hereby named Additional Insured under the terms of this policy.”

9. A thirty (30) day Notice of Cancellation is required and must be stated on the Certificate of Insurance.

10. The Certificate of Insurance shall be issued to the City of Washington, Illinois, at the following address:

City of Washington  
301 Walnut Street  
Washington, IL 61571

**QUALIFICATIONS OF BIDDERS**

To demonstrate qualifications to perform the work, each bidder shall be prepared to submit within five (5) days of the City's request written evidence of previous experience particularly as it relates to governmental/public authorities, commercial/industrial institutions, and/or private service agreements. This evidence should include, but not be limited by, agency/business/owner information including contact person, address, and phone number, contract price/value of work performed, type of work/service provided.

## CERTIFICATION OF COMPLIANCE

The undersigned, being first duly sworn on oath, deposes and states that he has the authority to make this certification on behalf of the bidder.

\_\_\_\_\_  
(Name of Company)

- (a) That in connection with this procurement,
  - (1) the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose or restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder prior to opening directly or indirectly to any other bidder or to any competitor; and
  - (3) no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
  
- (b) The undersigned further states
  - (1) he is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or
  - (2)(a) he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify; and (b) that he has not participated, and will not participate in, any action contrary to (a)(1) through (a)(3) above.
  
- (c) The undersigned certifies that the bidder is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.
  
- (d) It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

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

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## PROPOSAL

The undersigned proposes, in accordance with the terms and conditions of the Contract Documents, of which this proposal is a part, to furnish all labor, tools, and equipment necessary to remove trees/stumps and trim trees on the City of Washington rights-of-way, all in accordance with the General and Special Conditions, the Detailed Specifications, and at the unit prices set forth below:

**Alternate Bid:** The City will also consider a time and material bid proposal. Please indicate the cost per hour for tree removal and tree trimming in various locations. This cost should include employees and equipment on a per hour basis.

TREE REMOVAL PRICE PER TREE D.B.H	UNIT PRICE	STUMP REMOVAL	Alternate Bid Price Per Hour	TREE TRIMMING Price Per Hour
6" - 18"	\$	\$	\$	\$
19" - 30"	\$			
31" - 42"	\$			
43" and Up	\$			

D.B.H = Trunk Diameter at Breast Height Measurement

Cash Billing Terms: \_\_\_\_\_

Person to Contact Regarding this Proposal: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The undersigned also acknowledges having received a full set of the Contract Documents and Addenda Nos. \_\_\_\_\_ (None unless indicated.)

Signature: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_