

## CITY OF GALENA, ILLINOIS

### Request for Bids for Ash Tree Removal, Stump Grinding, and Turf Restoration

November 30, 2018

#### Instructions, Specifications & General Information

The City of Galena is requesting bids for Ash tree removal (and some other species), stump grinding, and turf restoration as detailed below and in attached documents. Plans and specification are also available at [www.cityofgalena.org](http://www.cityofgalena.org) under Departments/Engineering/Bid Documents.

#### Scope of Work

The Work will consist of tree removal and stump removal at various locations throughout the City of Galena. The complete list of trees, sizes and locations is attached at **Exhibit A: Emerald Ash Borer Tree Damage Inventory: Summary of Results and Bid Form**. Work locations include, but are not limited to, public rights-of-way and parks. Trees designated for removal will be marked with a white painted "X" about four feet above the ground on the trunk facing the street. No trees shall be removed unless marked accordingly.

The work to be completed under these specifications includes the furnishing of all supervision, labor, materials, tools, equipment, and machinery necessary to complete the contract in accordance with these specifications. Cleanup and removal of all material resulting from such work shall be included in the prices quoted. Contractor shall exercise all necessary caution to insure the safety and protection of vehicular and pedestrian traffic, as well as all public and private property.

In no case will the blocking or closing of a public street be permitted without first obtaining approval from the Public Works Director or his designee. The Contractor shall take the necessary measures to adequately cover and protect all public and private property, in and around the area of the work to be done.

All debris resulting from tree removal activities shall be cleaned up at the end of each shift or assignment each evening before the crew leaves the work site. This cleanup operation includes the removal of any and all waste product from all pervious and impervious surfaces, generated or deposited as a result of any and all tree removal activities including, but not limited to, the hauling away of all brush trimmings, tree branches, logs, saw dust, equipment, and signs from all public and private property in and around the area of the work. The work area shall be left in as good or better condition than before the work commenced.

Contractor shall legally dispose of all waste material generated from the removal of trees and stumps in compliance with applicable local, state, and federal regulations pertaining to Emerald Ash Borer (EAB). The City of Galena will accept the mulch resulting from the grinding of the trees at the Old City Landfill located on Donegan Street in Galena. The City will also accept trunks and branches of eight-inch diameter or larger and ten feet or less in length at the Old City Landfill. The Contractor shall coordinate with the Public Works Director regarding the placement of mulch and logs at the Old City Landfill. Mulch and logs deposited at the Old City Landfill shall be the property of the City of Galena.

All material resulting from any tree removal operation that is not deposited at the Old City Landfill shall be properly disposed of and hauled away by the Contractor outside the corporate limits of the City.

The Contractor shall follow and adhere to any and all Standard Practices and Safety Requirements as set forth in the latest edition of the ANSI A 300 and Z133.1 Standards.

No vehicles of any kind shall be placed, parked or operated upon or over any unpaved area or private property at any time except as authorized by the Public Works Director or his designee

### **Damage to Property**

Any damage to existing facilities or property, either public or private, resulting from the work shall be the responsibility of the Contractor. All parkways, roadways, driveways, lawns, sidewalks, and all other items or areas, public or private, which are damaged as a result of tree removal activities, shall be restored and paid for by the Contractor, to the satisfaction of the Public Works Director or his designee.

The Contractor shall furnish an Incident Report, in duplicate, which shall be used to notify the City of any damage resulting from tree removal activities. In the event the Contractor damages any private property, the lead crew member shall complete an Incident Report. A copy shall be delivered to the City Hall within 24 hours of the incident. The Contractor shall notify the Public Works Director or his designee, immediately at the time of the incident.

In the event the Contractor damages any public property, the Contractor shall notify the Public Works Director or his designee, immediately at the time of the incident. In either case, the Contractor shall take the necessary action to correct and/or repair any and all damage; it shall be the sole responsibility of the Contractor to complete any and all repairs to the satisfaction of the City as determined by the Public Works Director or his designee.

Should the Contractor fail to take the necessary action to correct and/or repair damage caused by the Contractor within a reasonable period of time as determined by the Public Works Director or his designee, the City may, at its own discretion, complete said repairs or corrections and the Contractor shall be held liable for all associated repair costs including any and all City of Galena staff time associated with completion of this repair or correction.

### **Supervision and Scheduling of Work**

The Contractor shall consult with the Public Works Director or his designee concerning the details and scheduling of the work contemplated herein, and shall be governed by the decisions of the Public Works Director or his designee. The Contractor shall give personal attention to the work, and shall at all times have a competent foreman, superintendent, or other representative on the work site who is fluent in the use and understanding of the English language, and who shall have full authority to act for the Contractor and to receive and execute orders from the Public Works Director or his designee. Each crew shall have one designated Lead Person responsible for directing crew and following all terms and conditions of this Contract as detailed within.

## **Tree Removal and Stump Removal (Removal of Dead, Dying, Diseased, Interfering, Objectionable, and Weak Trees and Stumps)**

It shall be the sole responsibility of the Contractor to coordinate with any and all other utility companies that may be in conflict with the tree removal process. Conflicts with other utility companies shall not be just cause for the Contractor to be delinquent with any removal work requirements as set forth in this Contract.

Trees in their entirety shall not be felled by the Contractor. Trunks and branches shall be removed in sections so they may be lowered safely to the ground.

The Contractor shall exercise due care at all times in removing limbs and trunks to minimize damage to public or private property where necessary. The removal of all trees is the responsibility of the Contractor, the disposal of which will be accomplished at their own expense and completed according to all laws and specifications as set forth in this Contract.

The Contractor is not expected to remove stumps if the ground is frozen when the tree is removed. For trees removed before April 1, the Contractor shall remove the stump not later than April 10. For trees removed after April 1, the Contractor shall remove the stump within ten (10) days after removal of the tree. The Contractor shall grind and remove all exposed portions of the stump and roots to a depth of not less than twelve inches (12") below the existing ground level. All stump grindings shall be removed from the property and disposed of properly by the Contractor. The hole resulting from the stumping operation shall be filled with weed free pulverized black dirt to an elevation slightly above the surrounding area. Grass seed shall be planted and covered with straw. Failure to remove said stump within the ten (10) day time frame will automatically create a breach of Contract and can be, if the Public Works Director or his designee chooses, grounds for termination of the Contract. Damages due the City of Galena of \$150/day may be assessed for each day the stump remains within the City, beyond the ten (10) day requirement.

### **Structures Encountered**

The Contractor shall be entirely responsible and liable for all damages to any utility, structure, or area, including natural gas, electricity, telephone, water, sanitary and storm lines, existing structures, drains, sidewalks, curbs, fences, trees, culverts and other structures of any kind, on public and private property, which was damaged as a result of work performed by the Contractor. It is the sole responsibility of the Contractor to contact J.U.L.I.E. to identify any and all buried utilities for the purpose of completing activities include, but not limited to, stump grinding, restoration, root pruning.

### **Notice of Work**

Whenever the Contractor anticipates starting work, the Contractor shall at least 24-hours previous to starting work, notify the Public Works Director or his designee of their intentions to do so.

### **Protection of Work**

The Contractor shall make provisions so far as practicable at all cross streets and private driveways for the free passage of vehicles and foot passengers by bridges or otherwise.

The Contractor shall provide and maintain proper barricades, fences, signal lights and watchmen to properly protect the work, persons, animals and property against injury. The City reserves the right to remedy any neglect on the part of the Contractor as regards the protection of the work after twenty-four (24) hours notice in writing; except in cases of emergency when it shall have the right to remedy any neglect without notice, and in either case to deduct the cost of such remedy from any money due or to become due to the Contractor. The Public Works Director or his designee shall determine whether an emergency exists, and the decision shall be considered final.

In addition, all employees shall wear approved reflective gear when working within any public rights-of-way. If working on IDOT's right-of-way, Contractor must follow Standard Specifications for Road and Bridge Construction, the Supplemental Specifications, the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways.

All employees shall wear required protective equipment as prescribed in the latest version of the ANSI Standard Z.133.1.

### **Change of Plans**

If the City deems it proper or necessary in the execution of work to make any alteration which will increase or diminish the quantity of labor or material or the expense of the work, such alteration shall not annul or vitiate the contract or agreement hereby entered into, nor release the labor and materials to complete the contract as altered. The value of work as added or omitted shall be added to or deducted from the amount otherwise due the Contractor, as the case may be, and the determination of such value shall be based on the rates and prices named in the contract, when such rates and prices can equitably be applied; otherwise, the value shall be determined by mutual agreement between the City and the Contractor.

### **Conditions**

1. All Work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including the latest revisions and the Illinois Preference Act. Contractors are required to maintain copies of their payroll and make them available upon request.
2. The City of Galena shall be exempt from any liability for loss incurred by unsuccessful bidders in preparation for this proposal.
3. The City shall receive sealed bids to complete the proposed work until: **10:00 AM, Wednesday, December 19, 2018**, at City Hall, 101 Green Street, Galena, Illinois 61036.
4. All bids shall be submitted on the attached ***Emerald Ash Borer Tree Damage Inventory: Summary of Results and Bid Form (Exhibit A)***, attached hereto and made part hereof.
5. The City of Galena will make monthly progress payments within thirty (30) days after invoicing and acceptance of the completed work.
6. The City of Galena reserves the right to reject any or all quotes or remove items from the scope of work prior to contracting.
7. Questions concerning the project should be directed to: Mark Moran, City Administrator, at 815-777-1050 or [mmoran@cityofgalena.org](mailto:mmoran@cityofgalena.org)
8. **NOTE – All work must be completed during period: January 15, 2019 to June 30, 2019. No work will be allowed outside this period.**
9. Attachments to this bid document include:
  - a. **Exhibit A: Emerald Ash Borer Tree Damage Inventory: Summary of Results and Bid Form**



## Emerald Ash Borer

### Tree Damage Inventory: Summary of Results and Bid Form



The following tables summarize the results of an inventory of dead and dying trees in the City of Galena street right-of-ways. The inventory was conducted between August 16 and August 27, 2018. The purpose of the inventory was to document the effect of the Emerald Ash Borer on the population of ash trees, but any dead or dying tree was recorded in the inventory. Only right-of-ways with open streets were inventoried.

Species	Number	Percent
Ash	125	82%
Other	34	22%
<b>TOTAL</b>	<b>153</b>	<b>104%</b>

Trunk Diameter	Number	Percent
Under 12"	51	33%
12"-20"	67	44%
Over 20"	35	23%
<b>TOTAL</b>	<b>153</b>	<b>100%</b>

Percent Dead	Number	Percent
10-25	38	25%
26-50	30	20%
51-75	18	12%
76-100	67	44%
<b>TOTAL</b>	<b>153</b>	<b>100%</b>

Trunk Size	In Utility Lines	Not in Utility Lines
Under 12"	6	45
12"-20"	29	38
Over 20"	12	23
<b>TOTAL</b>	<b>47</b>	<b>106</b>

### Bidder Instructions

Insert your price for tree removal, grinding, and turf restoration for each tree in the far right column beginning on page 2. Enter total cost for all work on page 8. Sign and date your bid on page 8.

Completed bids should be returned to City Hall, 101 Green Street, Galena, not later than 10:00 a.m., Wednesday, December 19, 2018.

Questions regarding the bidding should be directed to Mark Moran, City Administrator, at [mmoran@cityofgalena.org](mailto:mmoran@cityofgalena.org) or 815-777-1050.

EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address	Location Notes	Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	+20"	Yes	Maybe		
1	Park Avenue	908		10			X	X		No	
2	Park Avenue	908		10			X	X		No	
3	Park Avenue	904		50	X			X		No	
4	Park Avenue	516		50		X		X		No	
5	Adams Street	300		50		X		X		Yes	
6	Third Street	310		35		X		X		Yes	
7	Third Street	310		35		X		X		Yes	
8	Third Street	310		35	X			X		Yes	
9	Madison Street		Near RR tracks	50			X	X		No	
10	Bogges Street	9810	Adjacent to cemetery	50	X			X		No	
11	Bogges Street	9810		75	X			X		No	
12	Bogges Street	9810		75	X			X		No	
13	Bogges Street	9810		75	X			X		No	
14	Bogges Street	9810		100	X			X		No	
15	Fifth Street	402 Bogges		50		X		X		No	
16	Fifth Street	520		75		X		X		No	
17	Fifth Street	505		100			X	X		No	
18	Fourth Street	402	Not painted	95	X			X		No	
19	Fourth Street	401		95		X		X		No	
20	Fourth Street	401		95		X		X		No	
21	Fourth Street	401		95		X		X		No	
22	Fourth Street	401		95		X		X		No	
23	Bouthillier Street	91	Depot Park	35	X			X		No	
24	Bouthillier Street	512		80		X		X		No	
25	Fourth Street	2170	Blackjack Road	80		X		X		Yes	

= Species other than Ash

EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address	Location Notes	Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
26	Fourth Street	307		25		X		X		No	
27	Chetlain Lane	11661		100			X	X		No	
28	Cobblestone Blvd.	100		20	X			X		No	
29	Elm Street	1429		100	X			X		No	
30	Elm Street	1429		100	X			X		No	
31	Elm Street	1429		100	X			X		No	
32	Elm Street	1429		100	X			X		No	
33	Elm Street	1009		100	X			X		No	
34	Bridge Street	101	Across from Blackhawk	25		X		X		No	
35	Bridge Street	101	Across from Blackhawk	100		X		X		No	
36	Campbell Street	1001		10		X		X		Yes	
37	Campbell Street	1001		10		X		X		Yes	
38	Campbell Street	1001		10		X		X		Yes	
39	Campbell Street	1001		10			X	X		Yes	
40	Campbell Street	1001		10		X		X		Yes	
41	Campbell Street	1001		10		X		X		Yes	
42	Campbell Street	1001		10		X		X		Yes	
43	Campbell Street	1001		10		X		X		Yes	
44	Fulton Street	926		50		X		X		Yes	
45	Field Street		Rec Park	80			X	X		No	
46	Field Street		Rec Park	80		X		X		No	
47	Field Street		Rec Park	20			X	X		No	
48	Field Street		Rec Park	40			X	X		No	
49	Field Street		Rec Park	80		X		X		No	

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EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address		Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
50	Field Street		Rec Park	100			X	X		No	
51	Field Street		Rec Park	100		X		X		No	
52	Field Street		Rec Park (inside pool)	35		X		X		No	
53	Field Street		Rec Park (inside pool)	35	X			X		No	
54	Field Street		Skatepark	50	X			X		No	
55	Field Street		Behind diving board	100			X	X		No	
56	Field Street		Behind diving board	100		X		X		No	
57	Field Street		Pool parking lot	100		X		X		No	
58	Field Street		Pool parking lot	100	X			X		No	
59	Jo Daviess Street	507	Above address	100	X			X		No	
60	Jo Daviess Street	1814	Past address	100			X	X		No	
61	Turney Street	1031	Across from address	100		X		X		No	
62	Turney Street	1031	Across from address	90	X			X		No	
63	Ridge Street		Near abandoned house	100		X		X		No	
64	Dodge Street	1037	Across from address	100	X			X		No	
65	Dodge Street	1037	Across from address	100	X			X		No	
66	Hill Street	905	Across from address	10	X			X		No	
67	Hill Street	915	Corner of Barry and Hill	10			X	X		No	
68	Hill Street		Behind 921 Ridge	20			X	X		No	
69	Summit Street	518	Across from address	80	X			X		No	
70	Summit Street	518	Across from address	80	X			X		No	
71	Summit Street	518	Across from address	80	X			X		No	

= Species other than Ash

EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address		Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
72	Summit Street	518	Across from address	80	X			X		No	
73	Summit Street	518	Across from address	80	X			X		No	
74	Summit Street	309	Across from address	25				X		No	
75	Summit Street	309	Across from address	25				X		No	
76	Summit Street	309	Across from address	100	X			X		No	
77	Summit Street	309	Across from address	100	X			X		No	
78	Summit Street	309	Across from address	80		X		X		No	
79	Washington Street	701	Across from address	100				X		Yes	
80	West Street	107		90				X		No	
81	Hill Street	500		50				X		Yes	
82	Hill Street	427		25				X		Yes	
83	Hill Street		Cemetery Park	75		X		X		No	
84	Elk Street	902		100				X		No	
85	Elk Street	841	Down from address	80		X		X		No	
86	Elk Street	841	Down from address	80		X		X		No	
87	Elk Street		Cemetery Park	40		X		X		No	
88	Alexander Street	950		100	X			X		No	
89	Alexander Street	950		100	X			X		No	
90	Alexander Street		Behind 911 Campbell	80		X		X		Yes	
91	Campbell Street	901		50				X		No	
92	Clinton Street	815		20		X		X		Yes	
93	Clinton Street	815		75	X			X		Yes	
94	N. West Street	428		50		X		X		No	
95	Clay Street	1002		40		X		X		Yes	
96	Clay Street	1002		10	X			X		Yes	

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EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address		Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
97	N. West Street	400		10			X	X		Yes	
98	N. West Street	400		10			X	X		Yes	
99	Meeker Street	726		100			X	X		No	
100	Dodge Street	502	Across from address	90	X			X		No	
101	Harrison Street	430	Across from address	60		X		X		No	
102	Harrison Street	434	Across from address	30		X		X		No	
103	Dewey Avenue	760	Below address	10	X			X		No	
104	Dewey Avenue	760	Below address	10	X			X		No	
105	Dewey Avenue	760	Below address	10	X			X		No	
106	Dewey Avenue	760	Below address	10	X			X		No	
107	N. Dodge Street	408		90		X		X		Yes	
108	N. Dodge Street	408		90		X		X		No	
109	Meeker Street		Near 400 Dodge	75			X	X		No	
110	Elk Street	418	Across from address	100		X		X		Yes	
111	S. Dodge Street	235	Across from address	10		X		X		Yes	
112	S. Dodge Street	235	Across from address	10		X		X		Yes	
113	Locust Street	302	Tree not marked	80		X		X		Yes	
114	Locust Street	224	Behind S. High Street	90			X	X		Yes	
115	S. High Street	228		80		X		X		Yes	
116	S. High Street	219		20			X	X		No	
117	S. High Street	219		20			X	X		No	
118	S. Dodge Street	416		15			X	X		Yes	
119	Green Street	211		100		X		X		No	
120	Green Street	211		75	X			X		No	
121	S. Dodge Street	113	Near water tower	100		X		X		Yes	

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# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address		Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
122	S. Dodge Street	113	Near water tower	100		X		X		Yes	
123	Washington Street	621		35	X			X		No	
124	Washington Street	621		35	X			X		No	
125	Washington Street	621		35	X			X		No	
126	Washington Street	621		35	X			X		No	
127	Washington Street	621		35	X			X		No	
128	Division Street	240	Back of address	70			X	X		No	
129	Division Street	208		100			X	X		Yes	
130	Division Street	218		75		X		X		No	
130	Oak Street	214		75		X		X		Yes	
131	Hill Street	701		85		X		X		Yes	
132	Gear Street	618		100			X	X		Yes	
133	Gear Street	618		50		X		X		Yes	
134	Bench Street	1000		50		X		X		No	
135	Bench Street	919		10		X		X		No	
136	Bench Street	919		100	X			X		No	
137	Bench Street	919	Past Mississippi	75	X			X		No	
138	Bench Street	919	Past Mississippi	75	X			X		No	
139	Mississippi Street	226		65		X		X		No	
140	Mississippi Street	226		65		X		X		No	
141	Mississippi Street	226		100			X	X		No	
142	S. Dodge Street	528	Across from address	85			X	X		Yes	
143	S. West Street	542		50		X		X		No	
144	S. West Street	518	Across from address	50		X		X		No	

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EXHIBIT A



# Emerald Ash Borer

## Tree Damage Inventory and Bid Form



No.	Street	Nearest Address		Percent Damage	Trunk Size			Right-of-Way		Utility Lines?	Bid Amount
					Under 12"	12-20"	" +20	Yes	Maybe		
145	S. West Street	518	Across from address	50		X		X		No	
146	S. West Street	514		75		X		X		Yes	
147	S. West Street	513		25		X		X		Yes	
148	S. High Street	521		80		X		X		Yes	
149	S. High Street	402		75	X			X		Yes	
150	S. High Street	402		20		X		X		Yes	
151	S. High Street	301		70			X	X		Yes	
152	Bench Street	224		10	X			X		Yes	
153	Bench Street	224		10	X			X		Yes	
								<b>TOTAL BID AMOUNT</b>			

- A. All work to be completed in accordance with instructions, specifications, and information described in this request for bids.
- B. The contractor is advised to visit the tree locations to view the proposed work in order to determine the extent and nature of the listed work items.
- C. Contractor agrees to complete specified work at the prices listed.

Respectfully submitted:

\_\_\_\_\_  
 Company Title Date Signature

\_\_\_\_\_  
 Address

= Species other than Ash

## BIDDER LIST

### ASH TREE REMOVAL, STUMP GRINDING, AND TURF RESTORATION

November 30, 2018

	CONTRACTOR
1	Cole's Tree Service 1380 N Ferry Landing Rd. Galena, Illinois 61036  815-777-0526
2	Ben Wiene Excavating and Landscaping 144 Stone Quarry Lane Galena, Illinois 61036  815-541-4741
3	Chris Jackson Chris Jackson Landscaping, Inc. 9402 W US Highway 20 Galena, Illinois 61036  815-238-2321
4	Elite Tree PO Box 145 Tama, Iowa 52339  641-651-0194
5	H & H Services 644 Rocky Hill Rd. Galena, Illinois 61036  815-238-2432
6	Lyon's Tree Care 96 Valley Street Dubuque, Iowa 52003  563-588-2432
7	Tree Wise Men 1115 N Blackjack Rd Galena, Illinois 61036  815-777-1761
8	White's Lawn Care Landscaping & Tree Service 404 South Street Galena, Illinois 61036  815-777-9403