

**BID DOCUMENTS**  
**FOR**  
**2024 SPRING TREE REMOVAL BID**



**CITY OF OWOSSO**  
**301 W. MAIN STREET**  
**OWOSSO, MICHIGAN 48867**

**January 25, 2024**

**NOTICE TO BIDDERS  
2024 SPRING TREE REMOVAL BID  
FOR THE CITY OF OWOSSO, MICHIGAN**

Sealed proposals will be received by the city of Owosso for the **2024 SPRING TREE REMOVAL BID** and should be addressed to:

Bid Coordinator  
City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

**Major items include:** The removal of trees in various locations throughout the city.

Bids will be accepted until **3:00 p.m. TUESDAY, FEBRUARY 13, 2024**, for the **2024 SPRING TREE REMOVAL BID** at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are **NOT** acceptable.

The bidder agrees that if the city accepts their proposal, the bidder will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

**2024 SPRING TREE REMOVAL BID**

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) or on the MITN website at [www.mitn.info](http://www.mitn.info).

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

No work can begin before **MARCH 5, 2024**, and all work is to be completed by **MAY 15, 2024**.

**INQUIRIES/ADDENDUMS**

Addendums will be available on the city's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) and on the MITN website at [www.mitn.info](http://www.mitn.info).

All inquiries regarding this bid request must be received at least five (5) calendar days prior to the submission and shall be received in, and responded to, in writing, or via FAX at 989-729-6137 or by e-mail to [thomas.wheeler@ci.owosso.mi.us](mailto:thomas.wheeler@ci.owosso.mi.us) Call 989-725-0556 to arrange a field inspection.

## INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition seven (7).
6. Proposals should be mailed or delivered to: Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Insurance coverage – The winning bidder, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso **as an additional insured party**, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*
10. **The following items must be included with the bid response:**
  - a. **Bid Proposal**
  - b. **Signature Page & Legal Status/ Acknowledgement of Addendum(s)**
  - c. **Local Preference Affidavit**
  - d. **W-9 Request for Taxpayer ID No. and Certification**

## **BID PROPOSAL**

### **2024 SPRING TREE REMOVAL PROGRAM**

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

CITY has full trees to be cut. Option 1 trees shall be removed. Option 2 trees are optional for removal.

- 1) Bidder shall price Option 1 and Option 2 trees separately, as owner may select only partial quantity of trees from the Option 2 list, in the event bids are higher than available budgeted funds. Option 1 trees shall be the minimum removed.
- 2) Bidder shall also price Option 3 as a combination of Options 1 and 2, in the event bids received do not exceed available budgeted funds.
- 3) Bidder must provide pricing for each Option listed.

**The undersigned, having examined the bid proposal forms and specifications, proposes to furnish all materials and equipment to do all work shown in the said drawings and specifications at and for the following unit prices:**

<b>OPTION 1 – MUST REMOVE – TREE TAKEDOWN LIST</b>						
Item	Location of Tree	DIAMETER OF TREE			NOTES	PRICE
		Under 18"	18-24"	24" OR LARGER		
1	1232 N Shiawassee St			43"	Oak - Nails in Trunk	
2	526 E Mason St			25"	Maple	
3	1220 N Washington St			42"	Maple	
4	600 N Washington St			26"	Maple	
5	539 N Chipman St			42"	Maple	
6	528 Comstock St			35"	Maple	
7	811 E Comstock St			37"	Maple	
8	811 E Comstock St			26"	Maple	
9	307 W North St			42"	Oak	
10	524 E Oliver St			33"	Maple	
11	432 E Exchange St			30"	Maple	
12	607 E Exchange St			31"	Maple	
13	913 N Adams St			27"	Maple-Next to Driveway	
14	408 W King St			30"	Maple-On N Adams St	
15	652 N Adams St			34"	Maple	
16	422 W Williams St			48"	Maple	
17	202 N Elm St			32"	Maple-On Bradley St	
18	202 N Elm St			25"	Maple-On Bradley St	
19	621 N Saginaw St			26"	Maple	
20	630 N Park St			36"	Maple	
21	1129 George St			32"	Maple-On Freeman St	
22	120 W Ridge St			27"	Maple	
23	620 Glennwood Ave			31"	Maple	
<b>OPTION 1 TOTAL TREES</b>		<b>0</b>	<b>0</b>	<b>23</b>		
					<b>OPTION 1 TOTAL</b>	<b>\$</b>

<b>OPTION 2 –SELECTIVE REMOVAL</b>						
Item	Location of Tree	DIAMETER OF TREE			NOTES	PRICE
		Under 18"	18"-24"	24" OR LARGER		
24	520 W Mason St			30"	Maple	
25	1323 N Washington St			33"	Maple	
26	809 N Washington St			29"	Walnut	
27	1001 N Chipman St			44"	Maple	
28	502 Jennett St			37"	Maple	
29	1025 Summit St			32"	Maple – Nails in trunk	
30	409 Huggins St			35"	Maple	
	Option 2 Total Trees			7		
					<b>OPTION 2 TOTAL</b>	<b>\$</b>

<b>OPTION 3 – COMBINATION OF OPTION 1 AND OPTION 2 TREES</b>						
Item	Location of Tree	DIAMETER OF TREE			NOTES	PRICE
		Under 18"	18"-24"	24" OR LARGER		
1	1232 N Shiawassee St			43"	Oak - Nails in Trunk	
2	526 E Mason St			25"	Maple	
3	1220 N Washington St			42"	Maple	
4	600 N Washington St			26"	Maple	
5	539 N Chipman St			42"	Maple	
6	528 Comstock St			35"	Maple	
7	811 E Comstock St			37"	Maple	
8	811 E Comstock St			26"	Maple	
9	307 W North St			42"	Oak	
10	524 E Oliver St			33"	Maple	
11	432 E Exchange St			30"	Maple	
12	607 E Exchange St			31"	Maple	
13	913 N Adams St			27"	Maple-Next to Driveway	
14	408 W King St			30"	Maple-On N Adams St	
15	652 N Adams St			34"	Maple	
16	422 W Williams St			48"	Maple	
17	202 N Elm St			32"	Maple-On Bradley St	
18	202 N Elm St			25"	Maple-On Bradley St	
19	621 N Saginaw St			26"	Maple	
20	630 N Park St			36"	Maple	
21	1129 George St			32"	Maple-On Freeman St	
22	120 W Ridge St			27"	Maple	
23	620 Glennwood Ave			31"	Maple	
24	520 W Mason St			30"	Maple	
25	1323 N Washington St			33"	Maple	
26	809 N Washington St			29"	Walnut	
27	1001 N Chipman St			44"	Maple	
28	502 Jennett St			37"	Maple	
29	1025 Summit St			32"	Maple – Nails in trunk	
30	409 Huggins St			35"	Maple	
<b>OPTION 3 TOTAL TREES</b>		<b>0</b>	<b>1</b>	<b>30</b>		
					<b>OPTION 3 TOTAL \$</b>	

## GENERAL SPECIFICATIONS – TREE REMOVAL SCHEDULE

The contractor shall propose a schedule to accomplish the work on or before **May 15, 2024**. The schedule should be based on a **March 4, 2024**, award date.

The work may be done between the hours of 7:00 am and 7:00 pm and shall not be done on Sunday. The city shall be informed no later than noon on Friday of the schedule for the next week.

The contractor is responsible for calling MISS DIG @ 811 before proceeding with any work.

### TREE REMOVAL

#### 1. DESCRIPTION

The contractor shall furnish all necessary supervision, labor, vehicles, and equipment capable of effective and efficient removal of specified trees. In addition, the contractor shall remain on site at all times while work is being performed, or a site supervisor who represents the contractor and can adequately communicate in English, both orally and in writing. Contractor must dispose of ash trees under the requirements of the EAB Quarantine.

#### 2. EQUIPMENT

The equipment used shall be specified by the contractor and the contractor must describe equipment to be assigned to the project. The contractor shall plan and prepare for the use and positioning of equipment to accomplish the safe, effective, and efficient removal of trees and sections of trees while not damaging improved property.

Whenever any tree, or large tree sections, being removed may endanger people or property, an adequate area shall be cordoned off with tape or rope and clearly marked to prohibit access by the public or other unauthorized persons.

#### 3. UTILITIES

The contractor is responsible for contacting utility companies to obtain clearance/location of utilities in any tree removal areas.

#### 4. TREE REMOVAL

The work will consist of removal of trees specified by the city of Owosso. All tree trimming and removal will be done in accordance with the **National Arborists Association Standards** for health and safety.

Removal of trees will consist of clearing of logs, branches, limbs and brush and the area to be swept clean of all tree debris after completion of work on site.

The tree lawn and turf area shall be left in a "lawn raked clean" condition upon completion of each day. Sidewalks, curbs, gutters, and pavement areas will be left in a "broom cleaned" condition upon completion of work each day.



### **ADDITIONAL REQUIREMENTS:**

- Chip all brush and limbs up to 6 inches in diameter.
- Tree is to be removed to within 6 inches of surrounding grade.
- Cut lengths will not exceed 6 foot in length.
- City will remove wood; homeowner has rights to wood if wanted.
- Traffic control and public safety is responsibility of contractor.
- City will remove stumps and restore right of way. Contractor is responsible for damage to private property.

**VARIANCE FROM SPECIFICATIONS:** If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of **\$200.00** a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than **March 5, 2024**, and will substantially complete the entire work under this contract by **May 15, 2024**. This schedule may be extended for rain days or cold weather for calendar days after **May 15, 2024**, only as approved by the city of Owosso.

**SIGNATURE PAGE AND LEGAL STATUS**

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

**Bid proposal by (Name of Firm):** \_\_\_\_\_

**Legal status of bidder.**

**Please check the appropriate box and USE CORRECT LEGAL NAME.**

Corporation                      State of Incorporation: \_\_\_\_\_

Partnership                      List of names: \_\_\_\_\_

DBA                                      State full name: \_\_\_\_\_

Other                                      Explain: \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

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

**Signature of Bidder:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signed this                                      Day of                                      2024**

**Bidder acknowledges receipt of the following Addenda:**

**ADDENDUM NO:** \_\_\_\_\_

**BIDDER'S INITIALS:** \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>1</b>	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
<b>2</b>	Business name/disregarded entity name, if different from above		
<b>3</b>	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b>	Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
<b>6</b>	City, state, and ZIP code		
<b>7</b>	List account number(s) here (optional)		

**Part I**

**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>OR</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 85%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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**Part II**

**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*