

Request for Bids

Bids for the Fall Planting of Trees

Contact: Bruce K. Hoar, Public Works Director
Due Date: August 29, 2019
Date of issue: August 5, 2019
Address: 7900 Williston Road
Williston, VT 05495

1. Introduction

The Town of Williston is soliciting established Landscaping Companies for the Fall planting of up to 10 trees as replacements to Ash Trees that are being removed by the Town.

2. Scope of Work

This project consists of planting up to 10 Shademaster Honey Locust Trees (*G. triacanthos* var. *inermis*). The location of the plantings will be along Harvest Lane in the Taft Corners area of the town. The trees will be planted in new planting beds which the contractor will be responsible for establishing at a location identified by the Town. The contractor shall follow Attachment F & G, attached, of the grant awarded to the Town by the Vermont Urban and Community Forest Program. The selected company shall be able to meet all the requirements of the grant program. Trees will be a minimum of 2.5" caliper and a maximum of 3.5".

3. Contract period and budget

- 3.1. This work will be completed between as per the guidelines of the grant but no later than October 15, 2019.
- 3.2. The amount of budgeted funds available for this work is \$2,500 to \$4,500.

4. Selection Process

The selection will be based on review and evaluation of bids received. Also but not limited to the following criteria:

- 4.1. Experience and success of past projects.
- 4.2. Demonstration of knowledge of the project and related issues.
- 4.3. Clarity of the bid and thoroughness in addressing the scope of work

5. Submissions

The following are guidelines for statements of qualification submitted in response to this bid:

- 5.1. Bids must be submitted in sealed envelopes with the following printed clearly on the outside:
 - ◆ Name and address of the Company
 - ◆ Project Name

◆ References for past projects.

- 5.2. All bids must be received by the Town no later than 4:00 p.m. on August 29, 2019. Statements and/or modifications received after this time will not be accepted or reviewed. No statements received by facsimile machine.
- 5.3. All bids upon submission become the property of the Town of Williston. The Town reserves the right to reject any or all bids received, to negotiate with any qualified source. This solicitation in no way obligates Williston to award a contract.
- 5.4. Any Questions about the project should be directed to Bruce K. Hoar by August 23, 2019 after which no more questions will be accepted. All questions will be answered by e-mail by August 26 2019:
 - Telephone: 802-878-1239
 - Email: bhoar@willistonvt.org
 - Address: 7900 Williston Road
Williston, VT 05495

Bid Sheet

Name of Company _____

Address _____

Cost per Tree = _____

Total Cost for Project = _____

Nursery Tree coming from _____

Acknowledgement that Bidder has read and understands conditions of Grant:

Must also sign and include Attachment G of Grant.

ATTACHMENT F

Grant # 01630-UCF-CFC-16-18

TREE PLANTING SPECIFICATIONS FOR "COMMUNITIES CARING FOR CANOPY" GRANTS

Part 1. General

1.1 Scope of Work

1.1.1 Planting trees

1.1.2 Initial maintenance and guarantee of plant materials

1.2 Quality and Performance Assurances

1.2.1 The Grantee shall furnish all contractors with a copy of these specifications, and all contractors must read, sign one copy, and agree to follow specifications outlined.

1.2.2 The Grantee shall inspect work periodically to insure that all specifications are adhered to. Changes in specifications can be made only after approval from the Urban and Community Forestry Program.

1.2.3 Grantee shall insure that contractor's use all means necessary to protect all materials before, during and after installation including proper storage. Follow the manufacturer's recommended procedures for unloading, storage and installation where applicable.

1.2.4 Plant materials shall be in accordance with the American Standard for Nursery Stock, ANSI Z60-1-1990, as defined by the American Association of Nurserymen.

1.3 Warranty

1.3.1 All plant material shall remain alive and be in a healthy, vigorous condition for a period of three years after completion of the entire project.

1.3.2 Replace, in accordance with the drawings and specifications, all plants that are dead or, as determined by the Grantee or staff with the Urban and Community Forestry Program, are in an unhealthy or unsightly condition. Grantee or contractor shall bear the cost of replacement(s).

Part 2. Products

2.1 Plant Materials

2.1.1 Plant material shall conform to American Standard for Nursery Stock, ANSI Z60.1.

2.1.2 Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least two years. They shall have been freshly dug, oversized balled, and be of the form necessary to meet design standards. They shall be sound, healthy, vigorous, well-branched and densely foliated when in leaf and free of disease and insects (eggs or larvae). They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

2.1.3 Plants shall not be heavily pruned before delivery. Trees with multiple leaders, unless specified, will be rejected. Trees with damaged or crooked leader, abrasion of bark, sunscald, disfiguring knots, insect damage, or cuts of limbs over 3/4" (2 cm) in diameter that are not completely callused should be rejected.

2.1.4 Plants shall conform to the measurements specified, except for plants larger than those specified. If larger plants are used, the root ball shall be increased in proportion to the size of the plant. Caliper measurements shall be taken on the trunk 6" (15 cm) above the natural ground line. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size specified. Balled and burlaped trees shall be a minimum of 2" caliper.

2.1.5 All plants shall be labeled by plant name and size. Labels shall be attached securely to all plants, bundles and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.

2.2 Guying, Staking and Wrapping Materials (OPTIONAL)

2.2.1 Wood Stakes shall be sound, uniform, hardwood, redwood or cedar. Wood stakes shall be a minimum 2" section, 6' long and pointed at one end. Ground anchors, if specified, shall be arrowhead shaped earth anchors of malleable iron castings, aluminum castings, or stamped steel. Support ties shall be 2" or wider bands of polypropylene, or elasticized or webbed strapping. Wrapping materials shall be a standard manufactured tree wrapping paper.

2.3 Mulch

2.3.1 Mulch shall be 6 months old well-rotted bark mulch not larger than 4" in length and 1/2" in width, free from woodchips, sawdust, or twigs.

Part 3. Execution

3.1 Digging and Handling Plant Materials

3.1.1 Plants are to be dug with firm, natural balls of earth of diameter not less than that recommended in the Tree and Shrub Transplanting Manual as published by the International Society of Arboriculture, and of sufficient depth to include fibrous and feeding roots. Plants will not be accepted if the ball is dry, cracked or broken before or during planting operation. The root flare shall be within the top 2" of the soil ball.

3.2 Excavation

3.2.1 Tree pits are to be excavated no deeper than the depth of the root ball and three (3) times the diameter of the root ball.

3.2.2 Sub-grade soils shall be separated from the upper topsoil and if of poor quality, replaced with topsoil when backfilling. Sub-grade soil in pits shall be left undisturbed.

3.2.3 If tree pits are excavated with mechanical equipment, scarify the sidewalls and bottom prior to planting. Care shall be exercised to reduce soil compaction on site.

3.3 Planting Operations

3.3.1 Plants must be protected at all times from sun or drying winds. Plants that cannot be planted immediately on delivery shall be kept in the shade, well-protected with soil, covered with wet mulch or other acceptable material, and kept well watered. Plants shall not remain unplanted any longer than three days after delivery to the site. Plants shall not be bound with wire or rope so as to damage the bark or break branches. Plants shall be lifted and handled with suitable support of the soil ball to avoid damage.

3.3.2 Plants shall be set at the same relationship to finish grade as they were to the ground from which they were dug. Plants must be set plumb and braced rigidly in position until prepared topsoil has been tamped solidly around the ball and roots. Plants shall be set so that they will be the same depth one year. Care should be taken to ensure that root ball has not been covered above root flare during the nursery cultivation. Briefly remove burlap to inspect root ball prior to setting in hole to determine proper hole depth.

3.3.3 Ropes, strings and wrapping from the top 2/3 of the ball are to be removed after the plant has been set. The balance of the wrappings are to be left intact under the ball. All waterproof or non-degradable wrappings shall be removed from the ball. Wire baskets shall be cut and removed from the top 2/3 of ball.

3.3.4 Plant pits shall be backfilled with on-site excavated material unless directed otherwise. When pits are approximately 2/3 full, they shall be thoroughly watered to eliminate air pockets.

After this initial watering, topsoil is to be installed to the top of pit and watered.

Puddled soil

conditions are to be avoided.

3.3.5 Planting areas are to be finish-graded to conform to grades after full settlement has occurred.

3.3.6 Plantings shall receive a 3" (10 cm) layer of shredded bark mulch in minimum of a 24" diameter circle around the -trunk of the tree.

3.3.7 Plants shall be thoroughly watered immediately after planting.

3.4 Staking/Guying, Wrapping and Pruning (OPTIONAL)

3.4.1 Staking shall be done only if the tree requires support in strong winds or protection from equipment, vehicles or vandals. If staking is necessary, stakes of non-rusting metal or untreated wood shall be driven outside the root ball and attached to the tree with broad straps, not wires, about six inches above the lowest level at which the trunk can be held and still return upright after the top is deflected. The Contractor shall be responsible for removing, staking and guying materials no later than one year after planting.

3.4.2 Trees shall not be wrapped except in extreme weather zones or where reflective heat could be a problem. Wrapping shall only be used during, the winter months. It is the responsibility of the Contractor to remove the wrap in the spring.

3.4.3 Plants shall not be pruned at the time of planting except to remove broken or crossing branches. Broken or crossing branches shall be pruned with a sharp tool and in a manner to retain and encourage the plant's natural growth characteristics. The crown of a young tree should not be cut back to compensate for root loss. Wound paint or dressing shall not be used.

3.5 Maintenance of Plant Materials

3.5.1 Maintenance shall consist of pruning, watering, cultivating, weeding, mulching, tightening and repairing straps and stakes, stake and wrap removal after one growing season, resetting plants to proper grades or upright position, and furnishing and applying such sprays or other materials as are necessary to keep plantings free of insects and disease and in healthy and thriving condition.

3.6 Guarantee Period and Replacements

3.6.1 The guarantee period for plant materials shall begin at the date of planting.

3.6.2 The contractor shall guarantee all plant material to be in healthy and thriving condition for a period of three years from the date of acceptance.

3.6.3 The Contractor shall replace, without cost and as soon as weather conditions permit, and within a specified planting period, all plants determined by the supervisor to be dead or dying during the guarantee period. Plants with dead or dying branches or branch tips, or with foliage showing abnormal density, size or color shall be replaced. Replacements shall be subject to requirements stated in this specification.

3.6.4 The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during the extended guarantee period, the supervisor may elect subsequent replacement or credit for that item.

3.7 Planting Season

3.7.1 All deciduous material shall have been dug when dormant and prior to bud swelling.

3.7.2 All conifers shall be dug in the spring, prior to bud elongation or in late summer after new growth has hardened off.

3.7.3 Planting should take place as soon as possible after trees have been dug. Typically, planting season shall be from April 15 through June 15, depending upon the region.

3.7.4 Although discouraged, summer planting may be performed, however it will be the responsibility of the contractor to provide proper irrigation. Softwoods need 30 days of frost free weather.

3.8 Plant Establishment

3.8.1 It is the responsibility of the Contractor to ensure the resumption and continued growth of transplanted material.

3.8.2 The Contractor shall make periodic inspections, at no extra cost, during the guarantee period to determine what changes, if any, should be made in the maintenance program.

3.9 Watering and Care

3.9.1 The plants shall be watered at least weekly during the dry season. Contractor shall keep the area immediately surrounding the tree free from weeds and turf. The contractor shall install a fresh top coat of bark mulch not to exceed 3". The Contractor shall provide after care maintenance for a minimum of one year.

ATTACHMENT G

SUB-CONTRACTOR SIGN-OFF

Grant # 01630-UCF-CFC-16-18

I, the undersigned contractor, have read the enclosed tree planting and/or tree maintenance specifications for

“Communities Caring for Canopy” grants, and do hereby agree to follow the specifications as outlined.

Name _____

Date _____