



**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
9641 BELLEFONTAINE ROAD
ST. LOUIS, MISSOURI 63137**

BID FORM

DATE: August 9, 2021

PROJECT TITLE: Removal of Critical Risk Trees

SUBMISSION OF BIDS:

Sealed Bids for the above project shall be received at City Hall, 9641 Bellefontaine Rd, St. Louis, MO 63137, **Attention: Fran Stevens, City Clerk**, no later than **Noon on Monday, September 13, 2021**.

Sealed envelopes shall be identified with the following information:

"Removal of Critical Risk Trees/ Attn: Ms. Fran Stevens, City Clerk / From: <Company Name>".

General or technical questions should be directed to:

- Jimmy Kirincich, Parks and Recreation Director, (e-mail: jkirincich@cityofbn.com, tel 314-822-0044).
AND
- Jeff Ross, Street Department Supervisor (e-mail: jross@cityofbn.com, tel 314-805-1294). Site visits can be scheduled by contacting him.

All corrections and/or clarifications will be answered by addendum.

BACKGROUND:

Begin management of the city-owned tree population. While a tree inventory typically comes first, The City has an obligation to its citizens to mitigate risk prior to long-term planning critical risk trees located on city property. These trees were identified by an ISA Certified Arborist on March 24, 2021 with Street Department Director Jeff Ross (Street Department Supervisor), and Jimmy Kirincich (Director of Parks and Recreation) also in attendance. Bellefontaine Neighbors next steps after completion of this project are tree inventory, working towards becoming a Tree City USA, and assessing the need for the next generation of trees in Bellefontaine Neighbors.

The City of Bellefontaine Neighbors (hereinafter "the City") is soliciting proposals for removal, trimming, grinding stumps to below grade, leveling area and removing excess chips.

All contractors are expected to perform housekeeping on a daily basis or more often if the nature of work requires it. The City's grounds & facilities shall remain free of construction debris & waste except when transporting same to the removal containers. Any debris/waste dropped along the way must be picked up & removed by the Contractor immediately.

Every effort should be made to minimize the damage to the Park grounds during the tree removal process.

Safety glasses, safety shoes and other OSHA-required personal protective equipment (PPE) shall be used at all times.

The parks and surrounding area is occupied and reasonable accommodations must be made for the City's activities within it. The job site locations are adjacent to residential buildings. Unless otherwise approved by the City, starting time shall be 7:30 AM.

All contractors are advised that, while reasonable efforts will be made by the City to consolidate the work to minimize the number of mobilizations required, it is understood the work may require multiple trips.

Timing:

- Proposals should be submitted no later than Noon on Monday, September 13, 2021. The bid opening meeting will take place on September 13, 2021 at 1:00 p.m. at City Hall Council Chambers located at 9641 Bellefontaine Rd, St. Louis, MO 63137.
- It is expected that approval will come in September 2021 and a purchase order for the work will be issued shortly thereafter.
- All work, invoices, and supporting documents must be completed between November 1, 2021-March 31, 2022.

SCOPE OF WORK:

Contractors will be responsible for all on-site management, labor, materials, equipment, supplies & lawful disposal needed to perform the following work, some of which is not shown or described in detail:

Tree Locations: All trees are marked with an orange X at each location for easy identification

1. Oak (2 DEAD TOTAL) Remove to ground level, grind stump to below grade, level area and remove excess chips. Trees are located at Tanglewood Park at end of parking lot. (1180 Chambers Rd, St. Louis, MO 63137)
2. Oak (3 Total) Remove to ground level, grind stump to below grade, level area and remove excess chips. Trees are located Bissell Hills Park. (10237 Ashbrook, St. Louis, MO 63137)
3. Pin Oak (1 Dead Total) Remove to ground level, grind stump to below grade, level area and remove excess chips. Tree is located at Bel Grove Park. (1246 Bel Grove Dr, Saint Louis, MO 63137)
4. Ash (1 Dead Total) & Austrian Pine (1 Dead Total) Remove to ground level, grind stump to below grade, level area and remove excess chips. Trees are located at Allen S. Pruett Park. (1167 Foxlair Dr., St. Louis, MO 63137)
5. Oak (1 Total) Prune deadwood 2" and greater, clean cut stubs and broken limbs, clear houses 10-12' and elevate 20-25' from ground. Tree is located at 1110 Duneke, St. Louis, MO 63137.
6. Oak (1 total) Remove to ground level, grind stump to below grade, level area and remove excess chips. Tree is showing signs of hypoxylon canker. Tree is located at 1143 Siebe, St. Louis, MO 63137.
7. Oak (1 total) Remove to ground level, grind stump to below grade, level area and remove excess chips. Tree is located behind tennis courts at St. Cyr Park. 1037 Hopedale, St. Louis, MO 63137.

Contractor Inclusions

1. Insurance:
Name the City of Bellefontaine Neighbors Missouri as "additional insured" on Contractor's insurance certificate for the duration of this work after authorization to proceed.
2. Contractor shall include a **Contract Bond** to guarantee fulfillment and performance of all work promised in the contract.
3. Barricading to keep bystanders out of harm's way.
4. All labor, expertise, materials and equipment needed for safe removal of trees.
5. Contractor shall haul away & dispose of all crating, dunnage and debris.
6. Provide lien waivers at time of billing. Copies of material, labor & equipment tickets for all work to repair all out-of-scope, concealed damage shall be submitted with billing.
7. There may be homeowners or public near the parks. Coordination, communication and working harmoniously with others shall be considered **essential requirements** for this work.

Contractor Exclusions

8. Other services, materials or equipment not associated with the core work previously described.

CITY COMPLIANCE REQUIREMENTS:

The City seeks to ensure that the highest quality workmanship will be performed on its projects and to do so, encourages bidders to use employees on the projects who have satisfactorily completed apprenticeship programs developed and operated in accordance with the policy recommendation, dated January 28, 1992, of the Federal Committee on apprenticeship, U.S. Department of Labor, Employment and Training Administration, Office of Work-based Learning, Bureau of Apprenticeship and Training (the "policy recommendation"). All bidders are required to certify in their bids the percentage of their prospective employees for the project which have satisfactorily completed such a program for the type of work they will be performing.

It is the policy of the City that it will affirmatively encourage minority business enterprise and women's business enterprise participation in contracts and programs which it administers with the objective of increasing the participation by businesses owned or controlled by minorities and women and the City will assure that all reasonable efforts are made within the confines of the law which will aid in meeting this objective.

CONTRACT TIME:

If this Bid is accepted, we will complete the work in (_____) calendar weeks from acceptance of this Bid.

ADDENDA:

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sums.

Addendum # _____ Dated _____

Addendum # _____ Dated _____

APPLICATIONS FOR PAYMENT:

Applications for Payment shall be submitted on AIA documents "G702 Application and Certificate for Payment" and "G703 Continuation Sheet".

ACCEPTANCE:

This offer is open to acceptance and is irrevocable for ninety (90) days from the bid date. If this bid is accepted by the City of Bellefontaine Neighbors Missouri, we will authorize the work within 30 days and commence on-site work as scheduled with the Project Management Staff.

OFFERS:

Having examined the Place of Work and all matters referred to in the Instruction to Bidders and the Contract Documents prepared by the City of Bellefontaine Neighbors Missouri for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

Removal of Critical Risk Trees \$ _____
_____ dollars

Amounts below should total amount above.

=====
Amount of Materials & Components included above \$ _____
_____ dollars

Amount of Labor included above \$ _____
_____ dollars

These amounts are all in lawful money of the United States of America.

Attach a labor rate sheet showing each craft and material mark-up percentages for all "extra", out-of-scope work.

Contractor Exclusions or Substitutions from Bid Specifications (put on separate letterhead if insufficient space below):

BID FORM SIGNATURE(S): Submitted by:

Company Name _____

Address _____

City, State & Zip _____

Phone Number _____ Fax Number _____

E-mail Address _____

We are a (Proprietorship, Partnership or Corporation) _____

If Incorporated, State Incorporated in _____

We (are/are not) licensed for work in St. Louis County. License or Federal ID Number: _____

Authorized Signing Officer
(If Corporation, SEAL here)

Title

Date

Authorized Signing Officer

Title

Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member in the appropriate form or forms as above.