

REQUEST FOR QUOTATION	<b>TROY SCHOOL DISTRICT</b> 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. <b>9425</b>		
DUE DATE <b>6-28-07</b> NO LATER THAN <b>3 p.m.</b>		DATE <b>6-13-07</b>

**REQUEST FOR QUOTE – NOT AN ORDER**

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST  
 BID ENVELOPE ENCLOSED

**THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER**

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with <b>TREE / STUMP REMOVAL</b> per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at:  <a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a></p> <p style="text-align: center;">Bid recaps will be available at:  <a href="http://troy.k12.mi.us/purchasing/index.htm">troy.k12.mi.us/purchasing/index.htm</a></p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

**THIS AREA MUST BE FILLED IN**

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE



# TROY SCHOOL DISTRICT BID 9425 TREE / STUP REMOVAL

## Part 1 – General

### 1.01 WORK SCOPE

A. Provide labor, materials, and equipment necessary to remove trees safety without damaging district and residential property from the locations specified below. All trees, stumps and downed debris to be removed are of various diameters:

- **Wass Elementary** – 2340 Willard. One dead tree located on northeast corner of property across the street from the facility. Remove dead trees located on both the east and west side of the property. Contact person on site Mel Sledzinski. (Approximately 34 trees to be cut down based on initial inspection). All trees or exposed stumps that are located in areas that could potentially cause damage to lawn care equipment or pose a hazard to children must be removed as specified below.
- **Athens High School** – 4333 John R. Remove dead trees and fallen debris located on the west side of the Wattles Road entrance/exit. Contact person on site – George Leemhuis. Remove all dead trees that could become a (Approximately 12 trees to be cut down based on initial inspection).
- **Baker Middle School** – 1291 Torpey. Northeast corner of property between residents on Harmony Street. Removal all potential hazards (dead trees) that could reach the residential property boarding this area. (Approximately 37 trees to be cut down based on initial inspection).
- **Vacant Land** – Located between 5325 Allison and 5373 Allison. Removal all potential hazards (dead trees) that could reach the residential property boarding this area. (Approximately 24 trees to be removed based on initial inspection). All trees or exposed stumps that are located in areas that could potentially cause damage to lawn care equipment or pose a hazard to children must be removed as specified below.
- **Barnard Elementary** – 3601 Forge Drive. Remove dead trees and fallen debris located on the east side of the front parking lot and drive. Contact person on site is Mike Giles. (Approximately 6 large trees and 49 small trees to be cut down based on initial inspection).
- **Schroeder Elementary** – 3541 Jack Drive. Remove dead trees and fallen debris located on the north and west side of the main playground behind the facility. Contact person on site is Ken Smith. (Approximately 24 trees to be cut down based on initial inspection). All trees or exposed stumps that are located in areas that could potentially cause damage to lawn care equipment or pose a hazard to children must be removed as specified below.

## **WORK SCOPE - CONTINUED**

- **Morse Elementary** – 475 Cherry. Remove dead trees and fallen debris located on the playground area and in front of the facility. Contact person on site is Nathan Fisher. (Approximately 8 trees to be cut down based on initial inspection). All trees or exposed stumps that are located in areas that could potentially cause damage to lawn care equipment or pose a hazard to children must be removed as specified below.

### **1.02 SCHEDULING**

- A. The completion date for the project is **01 September 2007**. Project will be ready to start on the day the bid is approved by the Troy School District Board of Education.

### **Part 2 – Service**

#### **2.01 SERVICE SCOPE**

- A. Remove all trees and debris authorized by the Director of Operations.
- B. Provide a list that identifies the number of trees to be removed, number of stumps to be ground out and cost of cleaning up the fallen and/or dumped debris for each site listed above.
- C. Remove all trees and debris (logs, branches, etc) from district and/or residential property in accordance with local and state regulations.
- D. Repair any and all areas damaged during the removal of the specified trees and/or brush. Make sure to take every precaution to safely remove the trees without harming humans, wildlife or surrounding environment. Any damage to structures, sidewalks, curbs, grass, street pavement, etc will be repaired with like materials at the contractor's expense.
- E. All debris must be removed and the area cleaned up before moving to the next site. No debris should be left in the flow-line of the street, walkway or play areas.
- F. No obstruction to vehicular or pedestrian traffic will remain at the end of the daily work period. The contractor will be permitted to utilize the sidewalk area, parking lots as necessary if it does not create a hazard to pedestrian traffic.
- G. All stumps will be ground to a minimum depth of 10" below surrounding ground level outside of the root flare! All holes resulting from the removal of stumps will be backfilled by the end of the daily work period. No such holes will be allowed to remain open overnight. Backfill material must be approved by the Director of Operations and should be of sufficient quality to support grass cover and contain no debris (glass, sawdust, large rock, etc.). The contractor must fill the holes with good quality topsoil, free of stones, rake and compact topsoil to grade, and seed the disturbed area with an approved mixture. All surface roots and/or raised areas from the root flare must be ground out or leveled and filled to match the surrounding grade. If settlement of the backfill material occurs, it will be the contractor's responsibility to repair the area again at their expense.

## **Part 3 – Execution**

### **3.01 INSPECTION**

- A. All work will be performed to the satisfaction of the Director of Operations. If upon inspection by the Director of Operations or his representative and the work is found to be unsatisfactory, the work will be corrected at the contractor's sole expense and at no cost to the Troy School District within 20 days from the date of notice. The decision of the Director of Operations or his representative will be final.
- B. Once the project is completed the company rep will be required to walk the sites with the Director of Operations (Kenneth D. Miller) for final approval.

### **3.02 SAFETY GUIDELINES**

- A. It is recommended that you walk the sites to verify scope of work, provide a final count of the number of trees to be cut down, a count of the number of stumps to be ground down and cost of cleaning up the fallen and/or dumped debris noted during your inspection. During normal school hours all bidders will be required to check in with the main office at each of the sites before entering school district playground areas.
- B. Must maintain a safety zone around areas being serviced at all times.
- C. You will be required to check with the Director of Operations prior to the start of this project for approval to store or create a staging area for heavy equipment, trailers and materials.
- D. The contractor will be solely responsible and abide by all federal, state, and local laws pertaining to the safety of all employees and observers and will maintain workers compensation as required.

### **3.03 QUALITY ASSURANCE**

- A. Work areas must be kept safe, clean and organized at all times.
- B. Contractor will be responsible for any and all damage caused during the removal and/or staging process.
- C. Hours of work will require prior approval from the Director of Operations and are based on the City of Troy local code guidelines.

## Part 4 - Insurance

### **4.00 INSURANCE REQUIREMENTS**

As a condition of performing work under the Agreement, Contractor will keep in force, at all times during performance of the Work, policies of insurance covering all Basic Insurance Requirements and any applicable Supplemental Insurance Requirements. The requirements identified below are minimum requirements. If the Agreement or other Contract Documents impose additional or higher standards. Contractor shall meet those as well. Where a Controlled Insurance Program ("CIP") is specified in the Contract Documents, these insurance requirements shall not apply to coverages supplied by the CIP, but shall apply to coverages which Contractor is required to carry outside the scope of the CIP.

#### **4.01. Basic Insurance Requirements**

Workers' Compensation covering Contractor's statutory obligations in the State(s) in which the Work is to be performed or Federal statutory obligations, if applicable to the Project and Employers' Liability insurance with limits of liability of \$1,000,000 per accident. Where applicable, a US Longshore and Harborworker's Compensation Act endorsement must be included.

If Contractor employs the services of leased employees for the Work or for a portion of the Work, it will be required to submit evidence, to the satisfaction of the Troy School District, that such leased employees are fully covered by the minimum limits of Workers' Compensation and Employers' Liability Insurance. Such evidence shall include, but not be limited to, submission of the applicable leasing agreement.

Automobile Liability insurance with the limit of \$1,000,000 per accident covering Contractor's owned, non-owned and hired automobiles.

Commercial General Liability Insurance written on the 1988 ISO OCCURRENCE policy form or subsequent versions with the limits of liability as follows:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury	\$2,000,000
Each Occurrence	\$2,000,000

This coverage shall include coverage for premises-operations, independent contractors' protective products and completed operations, personal injury and broad form property damage (including coverage for explosion, collapse, and underground hazards), and Contractual Liability protection with respect to Contractor's indemnification obligations under the Contract Documents. Products-completed operations coverage must be maintained for at least two years after final completion of the Project.

## **Part 5 – General Provisions**

### **5.0. General Provisions**

Every policy must be written by an insurance company licensed in the state of Michigan and is reasonably acceptable to the Troy School District.

For Employer's Liability, Commercial General Liability and Automobile Liability may be attained by a combination of an underlying policy with an umbrella or excess liability policy.

The Troy School District shall be endorsed as additional insureds on Contractor's liability insurance (including general liability, excess liability, automobile liability and pollution liability, where applicable, with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage provided by the additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional insured, Form B CG 20 10 11 85 or CG 20 26 11 85. Forms that do not provide additional insured status for completed operations will not be accepted.

Contractor will furnish, before any work is started, certificates of insurance showing the required coverages Receipt by Troy School District of a non-conforming certificate of insurance without objection, or Troy School District's failure to collect a certificate of insurance, shall not waive or alter Contractor's duty to comply with the insurance requirements. Modifications to these insurance will not be effective unless made in a writing executed by an authorized representative of the Troy School District. Upon written requested by Troy School District. Contractor will provide copies of its insurance policies.

Evidence of the required insurance is to be provided to Troy School District on ACORD Certificate Form 25-S and must indicate:

Any coverage exclusions or deviations from the 1988 ISO commercial general liability form or subsequent versions;

Best's rating for each insurance carrier at A minus VII or better;

That the issuing insurance company will provide thirty (30) days written notice of cancellation to the certificate holder and the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" do not apply or have been removed;

That additional insured endorsements have been provided as required under the Contract Documents;

and

Any deductibles over \$10,000 applicable to any coverage.

## **General Provisions - Continued**

All coverage must be primary and not excess over or contributory with any other valid, applicable and collectible insurance in force for Troy School District, or other insureds.

Contractor will provide full coverage for all of Contractor's equipment, property and tools used in the Work.

Contractor shall waive, and shall require (by endorsement or otherwise) its insurers providing the coverage required by these insurance requirements to waive, subrogation rights against Troy School District, and all other additional insureds for losses and damages incurred and/or paid under the insurance policies required by these insurance requirements or other insurance applicable to Contractor or its Subordinate Parties, and will include this same requirement in contracts with its Subordinate Parties. If the policies of insurance referred to in this paragraph require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owners of each policies will cause them to be so endorsed.

Contractor will send or fax a copy of these insurance requirements to its agent when an insurance certificate is requested to assure that the policies comply with the insurance requirements.

If Contractor requires its Subordinate Parties to provide additional insured endorsements in favor of Contractor, those endorsements shall be extended to Troy School District and all other required additional insureds.

Contractor's duty to provide the insurance coverage set forth in these insurance requirements is a severable obligation from Contractor's indemnification obligations under the Contract Documents. Nothing in these insurance requirements shall be deemed to limit Contractor's liability under the Agreement.

**COST SHEET:**

**Wass Elementary** – 2340 Willard. \$ \_\_\_\_\_  
One dead tree located on northeast corner of property across the street from the facility. Remove dead trees located on both the east and west side of the property. Contact person on site Mel Sledzinski. (Approximately 34 trees to be cut down based on initial inspection). All trees or exposed stumps that are located in areas that could potentially cause damage to lawn care equipment or pose a hazard to children must be removed as specified below.

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**Baker Middle School** – 1291 Torpey. \$ \_\_\_\_\_  
Northeast corner of property between residents on Harmony Street. Removal all potential hazards (dead trees) that could reach the residential property boarding this area. (Approximately 37 trees to be cut down based on initial inspection).

**Vacant Land** – Located between 5325 Allison and 5373 Allison. \$ \_\_\_\_\_  
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<b>TROY SCHOOL DISTRICT Bid 9425 Tree/Stump Removal</b>	<b>Co. Wonsey Tree Service Terms: Net 15 Firm: 60 Days</b>	<b>Co. J.H. Hart Urban Forestry Terms: Net 30 Day upon completion Firm: 90 Days</b>	<b>Co. Interlake Landscaping Service Terms: Net 30 Firm:</b>	<b>Co. Owen Tree Service Inc. Terms: 30 Days Net Firm: Year of 2007</b>	<b>Co. Advanced Tree Service Terms: Net 30 Days Firm: 30 Days</b>	<b>Co. Metropolitan Tree Inc. Terms: 2% Net 30 Firm:30 Days</b>	<b>Co. Raymond's Trees &amp; Service Terms: Firm:</b>	<b>Co. Harry Fox, Inc. Terms: 30 Days Firm: 90 Days</b>
<b>Wass Elementary</b> – 2340 Willard	2,500.00	3,895.00	4,560.00	4,050.00	5,225.00	7,956.00	5,000.00	12,285.00
<b>Athens High School</b> – 4333 John R.	1,200.00	2,745.00	2,210.00	2,775.00	2,700.00	2,927.00	3,300.00	7,785.00
<b>Baker Middle School</b> – 1291 Torpey	3,400.00	2,895.00	4,060.00	9,500.00	4,050.00	8,769.00	16,000.00	15,285.00
<b>Vacant Land</b> – Located between 5325 Allison and 5373 Allison	3,200.00	2,590.00	2,860.00	6,250.00	2,650.00	3,474.00	7,500.00	15,285.00
<b>Barnard Elementary</b> – 3601 Forge Drive	4,200.00	5,320.00	4,560.00	5,000.00	4,050.00	10,825.00	15,000.00	12,285.00
<b>Schroeder Elementary</b> – 3541 Jack Drive	3,000.00	3,395.00	3,620.00	5,000.00	15,000.00	5,777.00	22,000.00	6,285.00
<b>Morse Elementary</b> – 475 Cherry	2,600.00	4,155.00	3,970.00	5,500.00	5,450.00	2,247.00	6,000.00	9,285.00
<b>TOTAL</b>	<b>20,100.00</b>	<b>24,995.00</b>	<b>25,840.00</b>	<b>38,075.00</b>	<b>39,125.00</b>	<b>41,975.00</b>	<b>74,800.00</b>	<b>78,495.00</b>

Quinlan Tree Service - No response

Aaron's Tree Service - No Response

Parker Brothers Tree Service - No Response

Joshua's Tree Service - No Response