

VILLAGE OF ALSIP
COOK COUNTY, ILLINOIS
NOTICE TO CONTRACTORS

The Village of Alsip will receive sealed proposals for the following improvements at the Clerk's office, 4500 W. 123rd Street, Alsip, Illinois, until 4:00 PM, Monday, September 30th, 2024

TREE REMOVAL AND STUMP GRINDING AND RESTORATIONS

Proposals will be publicly read aloud on Monday, September 30th, 2024, at 7:30 PM. No bid shall be withdrawn after the opening of the proposals without the consent of the Mayor and Board of Trustees for a period of thirty (30) days after the scheduled time of closing bids.

All proposals shall be sealed in an envelope, addressed to the Village of Alsip, attention Clerk's office. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope. Proposals must be submitted on the forms provided by the Village of Alsip

The Bid Documents, including specifications, are on file at the Clerk's office, 4500 W.123rd Street, Alsip, Illinois, 60803. The bid documents will be issued until 12:00 PM on the last business day preceding the bid (Friday, September 27th, 2024). They can also be found at: www.villageofalsip.org

A certified check/bank draft or bid bond drawn on a solvent bank, payable without condition to the Village of Alsip in an amount not less than ten percent (10%) of the bid shall be submitted with each proposal, as a guarantee that, if the proposal is accepted, a contract will be entered into, and the performance of the contract is properly secured. Company check accepted.

A performance bond in a sum equal to one hundred percent (100%) of the amount of the bid, with sureties to be approved by the President and Board of Trustees for the faithful performance of the contract must be furnished by the successful bidder. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal.

The right is reserved to reject any or all proposals, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the Mayor and Board of Trustees their best interests will be promoted thereby. All Bids shall remain subject to acceptance for ninety (90) days after the time set for opening bids.

Mayor and Board of Trustees
Village of Alsip
Cook County, Illinois

III. DETAIL SPECIFICATIONS

A. Competitive Sealed Proposals The Village of Alsip, an Illinois municipal corporation (hereinafter referred to as the "Village"), will receive sealed proposals from Contractors for Tree Removal and Stump Grinding and Restoration, and services as identified in the solicitation until 4:00 pm, Monday, September 30th, 2024. Bids will be opened and read publicly in the Office of the Village Clerk at 7:30 PM on September 30th, 2024, in the Village Board Chambers at the address below. The successful bidder(s) will be formally awarded the contract(s) at the regular Village of Alsip Village Board meeting on Monday, October 7th, 2024, beginning at 7:30 PM. Projects consist of removing trees, grinding and restoration within public rights-of-way in the Village of Alsip. Contractor to be compensated for removal based on the diameter/size class of the tree removed respectively. Stump grinding and restoration will be paid on a "per stump" basis. Proposals must be received by the date and time specified.

Submit all proposals marked "**Tree Removal, Stump Removal and Restoration Services**" to:

Village of Alsip Village Hall
Village Clerk's Office
4500 W. 123rd street
Alsip, IL 60803

B. Attendance at Pre-proposal Conference

No pre-proposal meeting is necessary for this project. Questions can be addressed to:

Heather Stevenson
Consulting Municipal Arborist
Great Lakes Urban Forestry Management
(815) 557-1294

C. Objective

This proposal is for the three separate services of tree removal and stump grinding/restoration upon the right-of-way of any street or alley and upon any property owned or maintained by the Village. The specifications contained herein detail how each activity shall occur. This contract is not being performed in conjunction with or as part of a public works construction or demolition project and is **not subject to a prevailing wage**. Tree removal work to be completed by **December 16th, 2024**. Stump removal and restoration to be completed within 90 days of notice to proceed by the Village of Alsip. Contractors may submit proposals on one or both the activities. Award will be based on lowest/most responsible quote for **each activity**.

D. Qualifications of Contractors

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Director of Public Works or the Consulting Municipal Arborist that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give history and references to satisfy the Director of Public Works or Consulting Municipal Arborist regarding the Contractor's qualifications. The Director of Public Works or the Consulting Municipal Arborist shall make reasonable

investigations deemed necessary and proper to determine the ability of the Contractor to perform the work. The Director of Public Works OR Consulting Municipal Arborist reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Director of Public Works or Consulting Municipal Arborist that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. In addition to those requirements set forth in Section 10.1 above, evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill, and resources to perform the work or provide the service required
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference
3. The character, integrity, reputation, judgement, experience, and efficiency of the Contractor
4. The quality of performance of previous removal contracts or services with the Village and other municipalities within the last five (5) years. At least two (2) of the municipal references must be for individual tree and stump removal contracts of more than 200 parkway trees annually.

E. Proposal Investigations

Before submitting a proposal, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Director of Public Works or upon which the Contractor will rely. If the Contractor receives an award because of their proposal submission, failure to have made such investigations and examinations will in no way relieve the Contractor from their obligations to comply in every detail with all provisions and requirements of the contract documents. Nor will the Village accept a plea of ignorance of such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

F. Quantities

Whenever a proposal is sought for services, the quantities shall be construed as estimates for obtaining unit prices unless otherwise stated. Quantities listed on the proposal form represent trends and needs. The Village reserves the right to increase or decrease the stated quantities.

G. Award of Contract

The Director of Public Works and Consulting Municipal Arborist shall review the submitted proposals and shall rank the submitted proposals by contract activity forecast (sum of unit price multiplied by the quantity of tree inches or stumps). If the submitted unit price and the calculated extension price on the proposal form are at variance, the unit price shall prevail. Additional information including work history, and references shall be reviewed as listed in Section D - Qualifications of Contractors.

The award shall be made separately to the lowest responsive and responsible Proposal for each activity. If a single Contractor submits the low proposal on multiple contracts, those contracts shall be awarded to that Contractor. The Village shall select the proposal which is the most advantageous to the Village.

H. Term of Contract

The contract term for Tree Removal and Pruning shall from the time of award through December 16th, 2024, unless an extension is granted by the Village of Alsip. Stump Removal and restoration must be completed within 30 days of a Notice to Proceed from the Village of Alsip.

I. Proposal Bond

The Contractor shall provide a Proposal Bond in the amount of ten percent (10%) of the total proposal price for each contract proposal on at the time of submission. The Contractor may provide a bond, cash, or an authorized Company check in the amount specified. The Proposal Bonds, cash or checks will be returned once the selected Contractor has entered into an Agreement for this work and provided the Performance Bond.

K. Tree Removal Work

1. **Tree Removal:** The Contractor shall remove all trees designated for removal by the Village of Alsip Director of Public Works or Consulting Municipal Arborist. Designated trees shall be greater than eight inches in diameter at breast height (DBH). Removal shall consist of cutting down each tree in a safe manner to a point four inches above the adjacent ground level. Stumps shall be flush and level without pointed wood fibers projecting upward. The Contractor shall remove and dispose of all tree limbs and tree trunks from the site in accordance with applicable ordinances and regulations of the Village of Alsip, Cook County, and the State of Illinois. The Contractor shall use caution and good judgment during tree removal operations particularly when deciding if it may be appropriate to "flop" a tree, or how to make the final trunk cut of a "limbed" out tree. Sidewalks, curbs, streets, and utility access hole structures shall always be protected from the impact of falling wood by use of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

2. **Tree Measurements:** Trees shall be listed as 0 (zero) to 8 (eight) inches in diameter, 9 (nine) to fourteen (14) inches in diameter, fifteen (15) inches in diameter to twenty-four (24) inches in diameter, twenty-five (25) to thirty-two (32) and thirty-three (33) inches and greater in diameter measured as follows: the diameter shall be measured with a standard measuring tape at a point four and one-half (4-1/2) feet above the highest ground level at the tree. In cases of low-branching trees with a crotch that is four and one-half (4-1/2) feet or lower from the ground, measurement shall be taken below the lowest branch. If a tree becomes multi-stemmed below one (1) foot, it shall be counted as two (2) or more trees and each stem shall be measured independently.

3. **Notification by Village:** Lists containing the address, identification, and diameter of trees to be removed shall be submitted (phone, e-mail, fax, in person, etc.) to the Contractor, with infectious, diseased, and dead trees possibly harboring vectors of infectious diseases being highlighted. Trees requiring removal shall be marked with a white paint mark at each location. Before removal, the Contractor must verify that the tree is both marked in white *and* appears on the list.

4. **Notification by Contractor:** The Contractor shall notify the Director of Public Works or the Consulting Municipal Arborist representative prior to beginning work each day on this contract. Following the completion of a removal list, the Contractor shall submit an invoice for payment with the list attached or referenced.

5. **Timeframes and Completion Requirements:** A list containing infectious diseased trees (if any) and dead trees harboring vectors of infectious diseases (such as Dutch elm disease or Pine Wilt) shall be removed by the Contractor within ten (10) workdays. The Contractor shall remove all other trees on the list within the period stated in these specifications.

6. **Emergency Service:** Occasionally, various trees shall require immediate removal or shall need to be "limbed" out to ensure public safety. Upon notice, crews shall arrive within 4 hours to the site when possible. Final removal of fallen logs and debris shall be mutually consented upon between the Contractor and the Director of Public Works, generally in the range of two (2) workdays.

7. **Site Appearance and Clean up:** Limbs and trunks temporarily placed in the parkway areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lie on the parkway overnight. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Brush, logs, and woodchips generated by work described in this contract shall be the responsibility of the Contractor. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns, and driveways with the appropriate tools for the job. For large tree removals that may require a log truck (or equivalent), all debris is to be removed from the site and the logs stacked in a neat pile that does not obstruct traffic or storm water until pickup. All logs must be picked up that same day.

8. **Protection of Property:** The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real or personal property. Holes made in lawns, regardless of size, shall be filled with black dirt and seeded with a turf grass lawn seed mix. Any damage shall be rectified within ten (10) days. Equipment shall not enter upon private property unless the property owner(s) consent, or the Director of Public Works has obtained signed right-of-entry release forms for the required removal. Vegetation surrounding a tree marked for removal shall be disturbed as little as possible.

9. **Wildlife Considerations:** Except for infectious diseased trees or structurally hazardous trees, should the Contractor discover a tree marked for removal has interesting wildlife such as owls or songbirds or any birds protected by the Migratory Bird Treaty Act, the trees are to be "limbed" out to ensure public safety and the Director of Public Works notified. Forestry staff will coordinate any public relations. The remaining stem or trunk shall be removed later once wildlife has vacated the tree.

**IV. BID AND CONTRACT FORM
TREE REMOVAL**

The undersigned Contractor offers to provide to the Village of Alsip, an Illinois municipal corporation, **Tree Removal Services** conforming to the terms and conditions set forth herein.

**A. Unit Prices and Extensions - Completion Date December 16th, 2024
TREE REMOVAL**

SIZE CLASS	AVG. DIAMETER	QUANTITY	PRICE PER INCH	TOTAL INCHES	EXTENDED PRICE
0"-8"	5"	33		170	
9"-14"	12"	46		539	
15"-24"	19"	80		1548	
25"-32"	28"	27		760	
33" +	37"	13		487	
TOTAL		199		3,504	

TOTAL _____

PROPOSAL FORM (Pricing) continued

Please provide alternate bid price for EMERGENCY CALL-OUT RATES

Emergency call out rate,

Per hour – 2 men,

Chipper truck w/chipper \$ _____

Emergency call out rate

Per hour – 1 man, Aerial

Lift truck \$ _____

Emergency call out rate,

Per hour - 1 man, Log Loader \$ _____

Emergency call out rate,

Per hour - 1 man,

Semi tractor-trailer \$ _____

Laborer, per hour \$ _____

Proposal Signature: _____

Date: _____

L. Stump Removal and Restoration Work

1. **J.U.L.I.E.:** The Contractor shall ensure that all appropriate J.U.L.I.E. locates are obtained in the appropriate time frames required by law.
2. **Measurements:** Restorations shall be listed and paid for on a "Per Stump" basis.
3. **Stump Removal:** The Contractor shall remove all tree stumps and buttress roots designated by the Director of Public Works or Forestry representative to a point eight inches (8") below the adjacent ground level. Additionally, the Contractor shall remove all surface and sufficient subsurface roots as may be necessary to eliminate "humps" in the lawn area adjacent to the stump.
4. **Site Appearance and Disposal of Stump Grindings:** After the grinding (removal) of a tree stump and all associated roots has been completed, Contractor shall remove **all stump grindings and associated debris** from the site with the appropriate tools for the job within 24 Hours. Grindings, and debris shall be placed away from the curb and gutter, street, sidewalk, and private property immediately to eliminate hazards to the motoring public and pedestrians and to eliminate damage to private property. The Contractor shall also remove and dispose of any flags left by utility companies responding to J.U.L.I.E. locate requests. Disposal of Grinding debris generated by work described in this contract shall be the responsibility of the Contractor.
5. **Backfilling:** All areas where stumps have been removed and areas disturbed by the removal operation shall be back filled to the level of the adjoining grade with pulverized black dirt (topsoil). This shall occur on the same day grindings are removed, otherwise the site shall be properly barricaded overnight to ensure the safety of the public. All holes must be filled with topsoil by the second day after chip removal. The Contractor shall supply his own topsoil. The topsoil shall be properly leveled and compacted to ensure a minimum amount of settlement of the backfill material. **Grindings (chips) and debris shall not be used as backfill material.**
6. **Seeding:** All adjacent disturbed areas and areas where backfill material was installed shall be seeded. The seed shall be of lawn mixture composed of fifty (50%) percent Kentucky Bluegrass, thirty (30%) Perennial Rye grass, and twenty (20%) Creeping Red Fescue. Application shall not be less than 100 lbs./acre. Seeded areas may be covered with straw seeding mat or equivalent with prior approval of the Director of Public Works.
7. **Notification by Village:** Lists containing the address of stumps to be removed and restored shall be submitted (phone, e-mail, fax, in person, etc.) to the Contractor.
8. **Notification by Contractor:** The Contractor shall notify the Director of Public Works or the Consulting Municipal Arborist representative prior to beginning work each day on this contract. Following the completion of a removal list, the Contractor shall submit an invoice for payment with the list attached or referenced.
9. **Protection of Property:** The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real or personal property. Holes made in lawns, regardless of size, shall be filled with black dirt and seeded with a turf grass lawn seed mix. Any damage shall be rectified within ten (10) days. Equipment shall not enter upon private property unless the property owner(s) consent or the Director of Public Works

L. Damage to Public or Private Property

Should any damage to private or public property occur because of the service performed or work done by the Contractor, the Contractor shall immediately notify the Director of Public Works, the Consulting Municipal Arborist, or other Village representative of such damage. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the period agreed upon or to the satisfaction of the Director of Public Works, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor and deduct these costs from any payment due the Contractor

M. Contractor Personnel and Equipment

The Contractor shall supply all material, equipment, and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time. All vehicles and equipment shall have the Contractor's name in a visible location. All vehicles and equipment shall abide by the standards listed in the Traffic Control section. All vehicles and equipment shall have the appropriate items to avoid damage to public and private property (example – boards or pads for outriggers to avoid depressions, etc.)

The Contractor shall employ only competent and efficient employees. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification. All individuals shall be familiar with the removal specifications. The Director of Public Works or other Village representatives shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Director of Public Works, Consulting Municipal Arborist or other Village representative rejects staff, the Contractor must provide replacement staff satisfactory to the Director of Public Works or other Village representative in a timely manner and at no additional cost to the Village. The day-to-day supervision and control of the Contractor's employees is the responsibility solely of the Contractor.

The Contractor shall always endeavor to maintain good relations with the public and respectfully answer questions. If work and equipment must block a driveway, the Contractor shall contact the property resident to inform them of the work, shall keep the time of blockage to a minimum and shall move equipment promptly if requested.

N. Work Crew Supervision

The Contractor shall always provide qualified supervision of each crew while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Director of Public Works or other Village representative.

O. Workdays, Working Hours, and After-Hours Contact

The Contractor shall schedule work between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, unless authorized by the Director of Public Works or another Village representative. Any work within a two-block radius of a school shall be performed between the hours of 9:00 a.m. and 2:00 p.m. It is preferred that work is scheduled on days when school is not in session. Any work along a street with significant traffic during rush hours shall be performed between the hours of 9:00 a.m. and 4:00 p.m.

P. Safety Standards

All equipment to be used and all work to be performed shall be in full compliance with the most current revision of the *ANSI Z133.1-2012 Safety Requirements for Arboricultural Operations*, or as amended.

Contractor personnel exposed to public vehicular traffic shall wear warning vests or other suitable garments marked with or made of reflectorized material. At a minimum, this includes ANSI Class 2 garments.

Q. Traffic Control

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians. The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD) current edition, the State of Illinois *Illinois Vehicle Code*, the Illinois Department of Transportation *Highway Standards*, and the Illinois Department of Transportation *Handbook of Traffic Engineering Practice for Small Cities*. All personnel, signs, barricades, and any other items or devices necessary shall be provided by the Contractor. The Village shall make no separate payment for this work. Traffic control shall include but not be limited to the following:

1. All work vehicles shall be positioned on the same side of the street as the work site.
2. Whenever possible the work site on a two-lane street or highway shall be confined to one traffic lane leaving the opposite lane open to traffic.
3. Work area protection shall consider the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
4. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection that may be necessary.
5. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
6. Warning signs such as "Men Working" shall be diamond shaped having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 36 inches by 36 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
7. Cones used as daytime channeling devices shall be at least 18 inches tall, conical or tubular in shape with a broadened base, and orange in color. Cones shall be spaced equal in feet to the posted speed limit or closer along the taper length.
8. Channeling devices such as cones shall be positioned to provide adequate taper length before the work area to guide traffic through the work area. Tapers approaching the work zone shall be:

* 150' minimum for posted speed limits 35 mph or higher

* 50' minimum for posted speed limits 30 mph or less

9. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.
10. For lane closures on busy streets, appropriate signal boards and warning signs such as "Right Lane Closed" and channeling devices at the appropriate intervals shall be used depending on the speed limit.
11. Should complete street closure be required to complete contract work, the Contractor shall notify the Public Works Department to coordinate and to plan appropriate actions. At the time the road is closed, the Contractor shall use appropriate barricades (at least 3 Type II barricades at each intersection), and "Road Closed" and "Detour" arrow signs shall be used to direct traffic around the work area.
12. Flaggers shall be appropriately dressed (orange vest, etc.) to alert motorists, shall stand in a conspicuous position facing approaching traffic, and shall use the proper traffic control sign and IDOT flagging procedures when directing traffic.

R. Inspection of Work

All work shall be completed to the satisfaction of the Director of Public Works or the Consulting Municipal Arborist and same shall resolve any questions as to proper procedures or quality of workmanship.

S. Unsatisfactory or Unsafe Work

If, at any time during the contract, the service performed, or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

T. Costs and Basis of Payment

The Contractor affirms and states that the prices submitted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, inspection costs, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the Contract Documents considered severally and collectively.

The Contractor shall be paid for all stump restoration work described herein at the contracted unit price per stump restoration. Each stump regardless of size shall be counted as one (1) stump. The accumulated total of stumps removed and restored shall be the quantity paid.

In no case shall payment be made on stumps not restored or completed to the satisfaction of the Director of Public Works or the Consulting Municipal Arborist and in accordance with these specifications.

The contract unit prices shall remain firm for the contract term, or until all removal work is complete.

The Awarded Contractor shall send all invoices to the Director of Public Works. The Village shall pay the Contractor after receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets the contract requirements, whichever occurs later.

U. Liquidated Damages

The Village and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal or arbitration proceeding. Instead, the Contractor shall be liable and shall pay the Village as liquidated damages the amount shown in the following schedule. The liquidated damage amount specified will accrue and be assessed until completion of the total physical work of the contract. The Village shall deduct these liquidated damages from any monies due or to become due to the Contractor for breach of this contract.

1. \$200.00 per day for failure to complete the work in the time frames required by this contract.
2. \$200.00 per day for failure to clean up and restore each site as required by this contract

V. Failure to Enforce

Failure by the Village at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Village to enforce any provision at any time in accordance with its terms.

W. Questions during the Proposal Process

All questions shall be directed to:

Heather Stevenson – Consulting Municipal Arborist
Great Lakes Urban Forestry Management
(815) 557-1294

W. Proposal Form Submission

Each proposal shall be submitted by email no later than the time and date specified on the cover sheet. Proposals received after the specified time shall be rejected. Each proposal shall contain:

1. Unit prices and extensions
2. A statement of the approximate number of personnel to be at the work site on a given workday, a list of equipment to be used on the project, and a list of the certified arborists.
3. A letter indicating capability of obtaining a performance bond or letter of credit attached.
4. At least four (4) municipal or other governmental references who can attest to the Contractor's previous satisfactory performance with similar contracts for the removal of parkway trees and stumps annually. Include names, addresses and phone numbers.

5. At least two (2) of the four (4) municipal references are to have employees titled as “Forester”, “Forestry Superintendent” or equivalent. Ideally, these employees are Certified Arborists or Municipal Specialists. These “Foresters” need to verify the Contractor's previous satisfactory performance of individual tree and stump removal contracts of more than 200 parkway trees annually within the last five (5) years. List specific individuals and the municipality on the reference sheet including their office address and phone number. Include the year of each individual removal contract and the number of trees removed.
6. Applicable insurance information supplied, and forms completed including W-9 form
7. Completed Suspension or Debarment Certificate, and Campaign Disclosure Certificate.
8. Cover page and Signature block completed including an after-hours phone number other than an answering machine

**IV. PROPOSAL AND CONTRACT FORM
STUMP REMOVAL AND RESTORATION SERVICES**

The undersigned Contractor offers to provide to the Village of Alsip, an Illinois municipal corporation, **Stump Removal and Restoration Services** conforming to the terms and conditions set forth herein.

A. Unit Prices and Extensions

STUMP REMOVAL AND RESTORATION – Completion within 30 Days of Notice to proceed.

QUANTITY	UNIT COST	TOTAL
199		

TOTAL _____

Proposal Signature: _____

Date: _____

B. Personnel and Equipment

The approximate number of personnel who will be at the work site daily is _____

List of equipment _____

C. Letter Of Capability

Attach a letter indicating capability of obtaining a performance bond or letter of credit for the tree removal portion of the contract.

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF ALSIP SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

CONTRACTOR:

Company Name

Date: _____

Street Address of Company

Email Address

City, State, Zip

Contact Name (Print)

Business Phone

24-Hour Telephone

Fax

Signature of Officer, Partner or Sole Proprietor

ATTEST: If a Corporation

Print Name & Title

Signature of Corporation Secretary

VILLAGE OF ALSIP:

ATTEST:

Authorized Signature

Signature of Village Clerk

Title

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

MUNICIPAL REFERENCE LIST

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

Municipality: _____
Address: _____
Telephone # _____
Forestry Contact Name _____
Year of the removal contract and number of trees removed _____

VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (please print or type):

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____ **Fax:** _____

tax id #(tin): _____

(If you are supplying a social security number, please give your full name)

Remit to Address (if different from above):

Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

TYPE OF ENTITY (circle one):

Individual	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	Corporation
Charitable/Nonprofit	
Government Agency	

Date: _____

Signature: _____

CONTRACTOR'S CERTIFICATION (page 1 of 3)

With regard to _____, Contractor _____ hereby
certifies
(Name of Project) (Name of Contractor)

the following:

1. Contractor is not barred from proposing this contract as a result of violations of Section 720 ILCS 5/33E-3 (Proposal Rigging) or 720 ILCS 5/33E-4 (Proposal-Rotating);
2. Contractor certifies that it has a written sexual harassment policy in place and full compliance with 775 ILCS 5/2-105(A)(4);
3. Contractor certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C.F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules;
4. Contractor further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Contractor is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Contractor further certifies that if it owes any tax payment(s) to the Department of Revenue, Contractor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Contractor is in compliance with the agreement.

BY: _____
Contractor's Authorized Agent

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this _____ day of _____,
20__.

Notary Public

CONTRACTOR'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Contractor is a corporation organized and existing under the laws of the State of _____, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____ which name is registered with the office of _____ in the state of _____.

(c) Sole Proprietor

The Contractor or Supplier is a Sole Proprietor whose full name is:

_____ and if operating under a trade name, said trade name is: _____ which name is registered with the office of _____ in the state of _____.

CONTRACTOR'S CERTIFICATION (page 3 of 3)

5. **Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract?** _____

INSURER'S NAME _____

AGENT _____

Street Address _____

City, State, Zip Code _____

Telephone Number () _____

I/We hereby affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: _____

Print Name and Title of Authorizing Signature: _____

Signature: _____

Date: _____

PROPOSAL CERTIFICATION (page 1 of 3)

Regarding _____, Proposal _____ hereby certifies
(Name of Project) (Name of Proposal)
the following:

1. Proposal is not barred from proposing this contract as a result of violations of Section 720 ILCS 5/33E-3 (Proposal Rigging) or 720 ILCS 5/33E-4 (Proposal-Rotating);
2. Proposal certifies that it has a written sexual harassment policy in place and full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposal certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C.F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules;
4. Proposal further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposal is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposal further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposal has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposal is in compliance with the agreement.

BY: _____
Proposal's Authorized Agent

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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this _____ day of _____,
20__.

Notary Public

PROPOSAL CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposal is a corporation organized and existing under the laws of the State of _____,
which operates under the Legal name of _____,
and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____.

(c) Sole Proprietor

The Proposal or Supplier is a Sole Proprietor whose full name is:

_____ and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____.

PROPOSAL CERTIFICATION (page 3 of 3)

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? _____

INSURER'S NAME _____

AGENT _____

Street Address _____

City, State, Zip Code _____

Telephone Number () _____

I/We hereby affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: _____

Print Name and Title of Authorizing Signature: _____

Signature: _____

Date: _____