



# Request for Proposals Tree Supply and Planting Program

The City of Altoona is seeking proposals from qualified contractors for providing and planting street trees which will be located in areas as shown on the attached map. The impetus for the project is to plant tree varieties which will further diversify Altoona's street tree population and replace ash trees that have been removed in anticipation of the emerald ash borer.

## General Requirements

- **Proposals are due by Wednesday, October 20, 2021 at 1:00 p.m.**
- **All work shall be completed by November 22, 2021.**
- **Please send your proposal to Altoona City Hall, 1303 Lynn Avenue, Altoona, Wisconsin 54720 or email them to [davidw@ci.altoona.wi.us](mailto:davidw@ci.altoona.wi.us)**
- **The City of Altoona reserves the right to reasonably increase or decrease the quantity of trees to be purchased based upon availability and budget.**
- **The City reserves the right to reject any and all proposals at its sole discretion, and to award the contract based upon the City's best interest.**
- **If you have questions, please contact David Walter at 715-839-6092 or [davidw@ci.altoona.wi.us](mailto:davidw@ci.altoona.wi.us).**

## Contractor Requirements

The selected contractor shall be licensed in the state of WI and shall carry the following minimum insurance:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

Insurance certificates shall be provided to the City one week prior to beginning any work.

## Tree Specifications

- All plant material must be obtained from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) in accordance with *Wisconsin Statutes 94.10*, or from a dealer or grower licensed or certified by the state where the nursery is located.
- All plant material shall conform to ***American Standards for Nursery Stock*** (ANSI Z60.1).
- Plants shall be sound, healthy, vigorous, well branched, and free of disease and insects.
- Plants shall have healthy, well-developed root systems and shall be free from physical damage. Trees with multiple leaders, unless specified, will be rejected.
- Nursery stock shall be container grown.
- **Trunk size shall be 3/4" to 1½" caliper** delivered in a minimum of 10-gallon pots. Caliper measurement of the trunk will be taken at six inches (6") from the soil line, which should be at or near the top of the root flare.
- Average height range of the trees shall be 6' to 12'.
- Stock shall have been transplanted no more than 3 times.
- A complete list of tree species, including quantities, and other requirements can be found on page 3 of this form. If bidder is unable to provide one or more varieties of the specified species, bidder may propose substituting another specified species, which, such substitution may be approved or denied in the sole and absolute discretion of the City of Altoona.

## Delivery

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- Plants must be protected from excessive vibrations during transportation. Plants shall not be thrown or bounced off a truck or loader to the ground, or dragged, lifted, or pulled by the trunk or foliage in a manner that will disturb the roots or harm any part of the tree.
- At delivery, the City will inspect each individual tree with the selected contractor for compliance with the specifications.
- All discrepancies noted must be corrected before any payment will be made.

### Planting

- **The attached Exhibit A depicts the locations of trees to be planted along OakLeaf Way. In addition to OakLeaf Way, trees will be planted at the following addresses. The City will mark specific locations with flags.**

Address	Number of Trees	Note
2857 Fairway Drive	1	
1303 Garfield Avenue	2	Japanese Lilacs
612 9 <sup>th</sup> Street West	2	
2543 Lynn Avenue	2	
2328 Daniels Avenue	1	

- Contractor shall place quality, enriched soil, high in organics in the bottom of the planting hole prior to planting the tree.
- **Contractor shall thoroughly water the trees after planting.**
- Contractor shall plant trees to industry standards.



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## Contractor Proposal

### Note to Contractor:

Quotes are due by Wednesday, October 20, 2021 at 1:00 p.m.

The City is requesting the contractor plant an estimated total of 41 trees. Please provide the per unit cost of providing and planting each tree species listed below along with the number of each species you can provide with the total number of trees provided equaling 41. The contractor may use their discretion to determine the number of each species to provide as long as the number of trees totals 41. The City understands that each contractor may not be able to provide a specific species, in which case, please specify 0 for the quantity of that tree species and leave the cost line blank.

	Per Unit Tree Cost for Delivery and Planting	Quantity
Kentucky Coffeetree	\$_____	_____
Thornless Honey Locust	\$_____	_____
Common Hackberry	\$_____	_____
American Linden (Basswood)	\$_____	_____
Flowering Crab	\$_____	_____
Japanese Lilac	\$_____	_____
Elm	\$_____	_____
Pin Oak	\$_____	_____
Red Maple	\$_____	_____
Other Species (please specify) _____	\$_____	_____
Total		41

\* The City of Altoona reserves the right to reasonably increase or decrease the quantity of trees to be purchased based upon availability and budget.



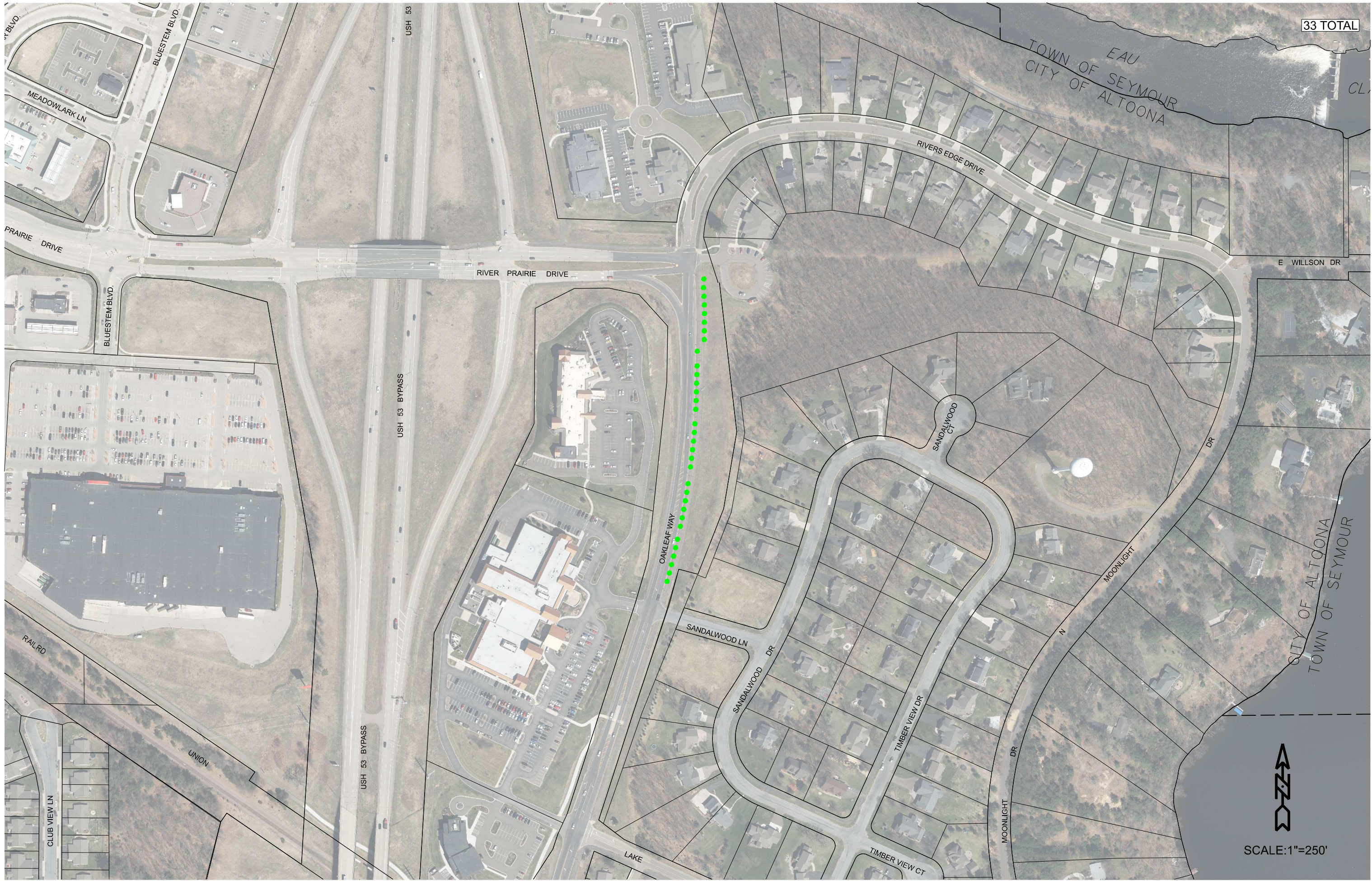
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## Contractor Information

Please provide your company name, mailing address, phone number, email address, contact name and signature in the space provided below. Thank you.

Company Name	
Mailing Address	
Phone #	
E-mail Address	
Contact Person	
Title of Contact Person	
Signature	





33 TOTAL

TOWN OF SEYMOUR  
CITY OF ALTOONA

E WILLSON DR

CITY OF ALTOONA  
TOWN OF SEYMOUR



SCALE: 1"=250'