

INSTRUCTIONS TO BIDDERS

1. INTERPRETATION OF CONTRACT DOCUMENTS:

A. No oral interpretation will be given to any Bidder. Every interpretation requested shall be made in writing to the Project Manager and, to be given consideration, all requests must be received at least five days prior to the date fixed for the opening of Bids.

B. Every interpretation made to the Bidder will be in the form of an Addendum to the Specification, which, if issued, will be sent to all persons to whom Contract Documents have been issued. All such Addenda shall become a part of the Contract Documents. Failure of the Project Manager to send, or of any Bidder to receive, such Addenda or interpretation shall not relieve any Bidder from any obligation under his/her Bid as submitted.

C. Project Manager: Rich Wurpel
City Arborist, City of Augusta
16 Cony Street
Augusta, ME 04330
(207) 626.2352 Cell Phone (207) 242-9869
E-Mail: rich.wurpel@augustamaine.gov

D. Before submitting a bid, each Bidder is encouraged, to fully inform himself/herself as to all laws, ordinances, and regulations affecting this Proposal. Failure of any Bidder to fully inform themselves as to all specifications, Bidding documents, applicable laws, ordinances, and regulations shall in no way relieve the Bidder from any obligations with respect to his/her Bid.

3. REJECTION OF BIDS, WAIVER OF FORMALITIES:

A. The City of Augusta reserves the right to reject any or all Bids, and to waive any formalities in the Bidding procedures.

4. SUBMISSION OF BIDS:

A. Bids shall be submitted at the place and not later than the time stipulated in the separate Notice to Bidders.

B. Bids, on forms supplied, shall be enclosed in a sealed opaque envelope bearing the Bidder's name and address, and plainly marked with the **Bid # 231137**.

C. Bids may be mailed, at risk of Bidder, addressed as follows:

René St. Jean
Development Services Department
City Center
16 Cony Street
Augusta, ME 04330-5298

Bids should be enclosed in the opaque envelope as specified herein before as well as a separate outer envelope similarly identified in the lower left hand corner; plus, in large red letters, the following: **TREE STOCK AND PLANTING BID # 231137- DO NOT OPEN.**

D. If the Bid is awarded, the City of Augusta will award it to a responsible qualified low Bidder. The Contract will require the delivery of stock and panting F.O.B. according to the Bid Documents.

6. STATEMENT OF BIDDER'S QUALIFICATIONS:

The City of Augusta shall have the right to take such steps, as it deems necessary to determine the ability of the Bidder to perform his/her obligations under the Bid. The Bidder shall furnish the City of Augusta all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the City of Augusta that the Bidder is qualified to carry out properly the terms of the Bid.

7. TIME FOR RECEIVING BIDS:

Bids received prior to the advertised hour of opening will be kept sealed in a secure manner. The officer whose duty is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered.

8. OPENING OF BIDS:

At the time and place fixed for the opening of Bids, the City of Augusta will cause to be opened and publicly read aloud every Bid received within the time set for receiving Bids, irrespective of any irregularities therein. Bidders and other persons interested may be present, in person or by representative.

9. WITHDRAWAL OF BIDS:

Bids may be withdrawn by the Bidder, provided that the City received notification of such withdrawal prior to the time fixed for Bid opening, either by written or telegraphic request.

10. **Certificates of Insurance**

- Certificates of Insurance will be required prior to issuing a letter of intent, contract and / or purchase order. The City shall be named as an Additional Insured on the General Liability. Commercial General Liability Insurance requirements are as follows:

- Bodily Injury and Property Damage \$1,000,000
- Personal Injury \$1,000,000
- General Aggregate \$2,000,000

Business Automotive Requirements on all owned, non-owned leased or rented vehicles are as follows:

- Bodily Injury and Property Damage \$1,000,000

Worker's Compensation Insurance requirements is as follows:

- Coverage A: Statutory
- Coverage B: \$500,000/500,000/500,000

- The City of Augusta shall be held harmless from any liability directly or indirectly caused by the performance of the contractor or his / her agents.

11. AWARD OF BID:

The Bid will be awarded to the responsible Bidder submitting the lowest Bid complying with the conditions of the Invitation for Bids. The Bidder to whom the award is made will be notified at the earliest possible date.

SECTION 1 - GENERAL TERMS AND CONDITIONS AND SPECIFICATIONS

Preamble: The City of Augusta is bidding the purchase of tree stock and planting for installation on Water St. in downtown Augusta. The trees will be planted in pre-existing tree wells. **We encourage all bidders to inspect the sites on Water Street.** The vendor will also amend the soils in the tree well with soils designed and blended for said purpose to help tree survival success. The time period for purchasing the trees and installation will be effective when the “Notice of Award” has been processed and the Water St. project is ready to have the trees planted. All prices will be for trees 3”DBH, no smaller than 2”DBH, delivered to Augusta, Maine. It is required of the bidder awarded this bid, to furnish a guided tour of the stock prior to loading and or digging of purchased stock for selection by the city arborist. It is further required that all stock to be delivered must be covered during transport with a breathable mesh/fabric to prevent wind damage.

1. Water St planting
 - a. We are looking to purchase fairly large caliper tree stock
 - b. We will purchase and have planted approximately 18 trees as specified.
 - i. Six (6) Ginkgo biloba ‘Fastigiata’ 2.5-3”
 - ii. Six (6) Acer rubrum ‘Bowhall’ 2.5-3”
 - iii. Six (6) Everclear Lacebark Elm 2.5-3”
2. Soil Amendments: We strongly recommend using the mix of ¾-1 ½” angular crushed stone and loam. With a blend of 3 part crushed stone to one part loam.

A. Basis of Payment

The supplier shall be paid for the stock and planting described herein on a lump-sum basis **F.O.B.** per order. Partial payment shall not be made to the supplier. All payment is made on trees once delivered **F.O.B.** and planted to the satisfaction of the city arborist and in accordance with these specifications and accepted American Nursery Stock Standards.

B. Delivery Dates and Requirements

The Water St. tree plantings will be done mid to late June will be the time period for planting the Water St. trees. The time for delivery of stock **may be extended** upon written request from the supplier to the city arborist, provided request is based on delays or suspensions that are not of the supplier; and such delays shall include, but not limited to, acts or neglects of the City or others performing additional work, or to fires, floods, weather conditions, epidemics or acts of God; or the request is based upon a significant change in the scope of the work which has been approved by the City, shall be the equivalent number of working days or lost hours or in proportion to the amount of extra work compared to the amount of the original contract. Request for extensions in delivery dates shall be made within ten (10) days of occurrence.

C. Working Hours

The Supplier will schedule delivery of stock and planting between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, unless authorized by the city arborist.

D. Inspection of Stock

All stock must be delivered on site to the satisfaction of the city arborist, or representative. Any questions as to proper procedures or quality of stock will be resolved by same.

E. Questions

All questions should be directed to:

Bruce Chase
City of Augusta
16 Cony Street
Augusta, ME 04330
Office: (207) 626.2352
E-Mail: bruce.chase@augustamaine.gov

SECTION 2 –TREE AND PLANTING SPECIFICATIONS

A. Tree and Planting Standards

All trees/shrubs shall comply with federal and state laws and regulations requiring inspection for plant disease, pests and weeds. Inspection certificates required by law shall accompany each shipment of plants. All plant material will meet the American Nursery Stock Standard ANZI Z 60.1.

1. TREE CHARACTERISTICS AT THE TIME OF SALE OR DELIVERY

A. TREE HEALTH

As typical for the species/cultivar, trees shall be healthy and vigorous, as indicated by an inspection for the following:

- i. Trees shall be relatively free of pests (*insects, pathogens, nematodes or other injurious organisms*).
- ii. An inspection of the crown, trunk, and roots shall find the following characteristics:

a. Crown Form: The form or shape of the crown is typical for a young specimen of the species/cultivar. The crown is not significantly deformed by wind, pruning practices, pests or other factors.

b. Leaves: The size, color and appearance of leaves are typical for the time of year and stage of growth of the species/cultivar. Leaves are not stunted, misshapen, tattered, discolored (*chlorotic or necrotic*) or otherwise atypical.

c. Branches: Shoot growth (*length and diameter*) throughout the crown is typical for the age/size of the species/cultivar. Trees do not have dead, diseased, broken, distorted or other serious branch injuries.

d. Trunk: The tree trunk should be fairly straight, vertical and **free of wounds** (*except properly-made pruning cuts*), **sunburned areas**, conks (*fungus fruiting bodies*), **wood cracks**, bleeding areas, **signs of boring insects**, galls, cankers/lesions and girdling ties.

e. Tree height and trunk diameter are typical for the age, species/cultivar and container size.

f. Roots: The root system is free of injury from biotic (*insects, pathogens, etc.*) and abiotic agents (*herbicide toxicity, salt injury, excess irrigation, etc.*). Root

distribution is uniform throughout the soil mix or growth media and growth is typical for the species/cultivar.

At time of inspection and delivery, the root ball shall be moist throughout. The crown shall show no signs of moisture stress as indicated by wilted, shriveled or dead leaves or branch dieback. The roots shall show no signs of excess soil moisture conditions as indicated by poor root growth, root discoloration, distortion, death or foul odor.

2. TREE WELLS

The city will cut down and removed any tree stock that is to be removed from the Tree Wells. The vendor will remove the old root system, (**some of this work may have to be hand digging of the root systems**), and soils and replace the old soil with soils designed and blended for said purpose to help tree survival success. We strongly recommend using the mix of $\frac{3}{4}$ -1 $\frac{1}{2}$ " angular crushed stone and loam. With a blend of 3 part crushed stone to one part loam.

3. INSPECTION

The City of Augusta reserves the right to reject trees that do not meet specifications as set forth in these guidelines or as specified by the buyer even until delivery.

4. DELIVERY

The City of Augusta needs to be notified 72 hours prior to delivery and planting of the trees.

City of Augusta
Community Services Department
Parks & Recreation Bureau
Tree Stock and Planting
BID # 231137

BID OF: _____
Company Name

Contact Name: _____

Address: _____

Telephone Number(s) _____

E-Mail: _____

The name and address shown on the above lines shall be the official name and address of the business submitting this Bid and must agree with the "Signature of Bidder".

To: Reneé St. Jean
Development Services Department
City Center Plaza
16 Cony Street
Augusta, Maine 04330-5298

Dear City Manager/Purchasing Agent:

The undersigned having carefully examined the Standard Specifications, including all current amendments or revisions thereof, contained herein for the completion of the **Bid** which proposals will be received **May 23, 2023** and in case of award does hereby agree to **supply all the tree stock, amendment materials and planting of the trees** in strict accordance with the terms and conditions of this Bid at the prices stated. The City of Augusta may accept this Bid at any time within sixty (60) calendar days after opening of the Bids.

Please fill out prices in ink, in figures CLEARLY

All species, sizes, and tree quantities are subject to change upon need, availability and subject to available funds. Thus quantities may go up or down.

Type	Caliper	Quantity	Cost/ Tree Planted	Sub-Total
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Water Street Tree Installation

Ginkgo biloba 'Fastigiata' 2.5-3"DBH		<u>6</u>	X \$ _____ =	_____
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Acer rubrum 'Bowhall' 2.5-3"DBH		<u>6</u>	X \$ _____ =	_____
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Everclear Lacebark Elm 2.5-3" BDH		<u>6</u>	X \$ _____ =	_____
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TOTAL COST FOR TREES AND INSTALLATION: \$ _____

The undersigned also agrees to follows:

The undersigned as Bidder, declares that the only persons or parties interested in this BID are those named herein: that the Bidder is not financially interested in, or otherwise affiliated in a business with any other Bidder on this contract; and that this BID is made without collusion with any other person, firm or corporation.

Respectfully submitted this _____ day of _____ 2023.

PRINT/SIGN HERE:

Print Name: _____

Signature of Bidder _____