

CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
Department of Public Works

April 22, 2026

NOTICE TO BIDDERS

REQUEST FOR PROPOSALS

It is the intent of the City of Grand Haven to receive bids for Stump Removal for the City of Grand Haven.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, ATTN: Ms. Maria Boersma, City Clerk, before 10:15 a.m. local time, Wednesday, May, 6, 2026, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside Stump Removal

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417; at the Department of Public Works, 1120 Jackson St. Grand Haven Mi. 49417; or online from the City's Web site: [www.grandhaven.org](http://www.grandhaven.org).

Any questions regarding this RFP or the minimum specifications shall be directed to Derek Lemke, Facilities and Grounds Manager, at 616-847-3493.

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Derek Lemke  
Facilities and Grounds Manager  
Department of Public Works  
City of Grand Haven,

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DEPARTMENT OF PUBLIC WORKS**

**April 22, 2026  
INSTRUCTIONS TO BIDDERS**

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. He/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth in the Instructions to Bidders (See Item 21).

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to

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increase or decrease the quantity as best fits its needs.

8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
9. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal and approved by the City.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be, and was deemed to have been, included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.
12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder, and to award the bid in its determination of its best interest.
13. **AWARD:** Unless otherwise specified in the Bid Document, the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the award is made, an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the City of Grand Haven within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages.

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14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. Increases in contract costs shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.
15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquiries involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least five (5) days prior to the scheduled bid opening. Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

Proposals to receive consideration must be received prior to the specified time of opening and reading as designated in the Notice to Bidders.

***Bidder must use the Proposal Form furnished by the City as none other may be accepted.***

***The Proposal Form must be returned intact.***

***Removal of any Proposal Form thereof may invalidate the bid.***

Specifications and plans referred to in this bid document by reference only, need not be returned with the Proposal Form, however, no excision of material physically incorporated in the bid document will be permitted.

Bids are to be submitted in sealed envelopes and identified as requested in the Notice to Bidders.

Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

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17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerks office of the City of Grand Haven. In addition, copies will be kept on file at the City Clerk's office and posted on the City website. All bidders shall be bound by such interpretations whether or not received by the bidders.
18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerks Office of the City of Grand Haven and posted on the City website. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the City Clerk's office and the City website.
19. **Permitting:** The contractor will be responsible for all permitting necessary, and calling for Miss Dig at all locations.
20. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:
- A. Workers Compensation Insurance in the amount required by Michigan Law.
  - B. General Liability:
    - Bodily Injury and Property Damage combined:

Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
  - C. Automobile Insurance for Vehicles:

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00

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Property Damage Each Accident \$1,000,000.00

**End of Instructions to Bidders Section**

## 2026 Stump Removal List

(As of March 30, 2026)

### Quote Specifications

The City of Grand Haven will accept quotes for stump removal within the City limits. There are 92 tree stumps of various sizes, listed below.

- All stumps are to be ground to a minimum of six inches below surrounding grade
- Material may be left on site and will be removed by City staff
- Site restoration including top soil and seeding will be handled by City staff
- Contractor is responsible for all permitting and Calling Miss Dig at all locations
- Work is to be completed by June 30, 2026
- Contractor is required to obtain a right of way permit through the Department of Public Works

<u>Address</u>	<u>Size of Tree</u>	<u>Kind of Tree</u>
<u>East Side</u>		
1147 Ottawa	Medium	Maple
1132 Ottawa	Medium	Maple
1132 Oakes	Medium	Maple
1335 Oakes	Small	Red Bud
1350 Taylor	Medium	Maple
1235 Marion	Medium	Locust
1050 Marion	Medium	Maple
718 S. Ferry (on Park by driveway)	Medium	Maple
1302 Woodlawn	Small	London Plane
612 S. Ferry (on Woodlawn middle tree)	Med/Large	Hackberry
600 S. Ferry (on Waverly)	Medium	Maple
1406 Colfax	Medium	Maple
1243 Colfax	Large	Maple
938 Colfax	2 Medium	Maple
1633 Colfax	Medium	Maple
937 Grant	Large	Maple
1604 Slayton	Medium	Maple
1400 Slayton	Small	Maple
1401 Slayton	Small	Maple
1332 Slayton	Medium	Maple
124 Eastern (on Pennoyer)	Medium	Maple
1817 Colfax	Medium	Maple
1556 Franklin	Medium	Maple
100 S. Beechtree	Medium	Maple
1119 Franklin	Medium	Maple

1111 Franklin	Small	Willow
1023 Franklin	2 Large	Maples
1327 Washington	2 Large	Maple
1308 Washington (east of property)	Small	Linden
1047 Washington	Small	Linden
1331 Columbus	Large	Maple
1415 Columbus	Large	Maple
1333 Fulton	2 Small	Red Bud
1137 Fulton	Small	Maple
704 Despelder (south tree)	Medium	Maple
944 ½ Washington (on Despelder)	Large	Maple
1203 Waverly (on Albee)	Large	Maple
295 N. Beechtree	Small	Linden
1249 Pennoyer (on S. Griffin)	Large	Maple
1226 Pennoyer (by driveway)	Medium	Maple

<u>Address</u>	<u>Size of Tree</u>	<u>Kind of Tree</u>
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East Side

1001 Franklin	Medium	Maple
932 Franklin	Small	Maple
930 Franklin	Large	Maple
1030 Ohio on S. Ferry	6 Large	Linden

West Side

416 Jackson	Small	Maple
222 Franklin	Medium	Maple
520 Pennoyer	Small	
823 Slayton	Medium	Maple
518 Grant	Large	Maple
519 S. 7 <sup>th</sup> St. (on Grant)	Large	Maple
608 Clinton	Medium	Maple
511 Ohio	Small	Maple
439 Ohio	Large	Maple
421 Ohio	Small	
632 Lake	Small	Maple
209 N. 3 <sup>rd</sup>	Large	Maple
426 Grant	2 Large	Maples
534 Washington	Large	Maple
1601 Pine Ridge	Medium	Maple
505 Arlington	Medium	Maple
219 Jackson (west of 219 Jackson broken pear)	Medium	Pear
742 Grant	Small	Rosa Sharon
515 S. Beacon (on Colfax)	Large	Maple

City Parks and Properties

Hatton (behind bench by gazebo)	Medium	Maple
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Tip Lot (east entrance west tree)	Medium	Maples
2 <sup>nd</sup> St. Bathrooms	2 Medium	Pears
Harbor Island (East of Railroad Tracks on Coho)	6 Large	Willows
Harbor Island (West of Railroad Tracks on Coho)	5 Large	Willows

Cemetery

Blk 30	Large	Beech
Blk 26	Large	Beech
Blk 29	Large	Maple
East of east gate	Large	Beech

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Ms. Maria Boersma, City Clerk  
Grand Haven City Hall  
519 Washington Ave.  
Grand Haven, Michigan 49417

Dear Ms. Maria Boersma

Completely in accordance with your notice, instructions and specifications dated May 6, 2026, for "Stump Removal -2026", we propose to provide a complete stump removal service at the net price quoted below:

Complete removal of 92 stumps at the locations provided. \$ \_\_\_\_\_  
The entire job will be completed with \_\_\_\_\_ days from  
The date of order.

For any additional stumps to be removed, the charge \$ \_\_\_\_\_  
Is (per hour, including labor, machinery and materials)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street/ mailing address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name