

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
Duncan Park Commission

March 20, 2026

NOTICE TO BIDDERS

REQUEST FOR PROPOSALS

It is the intent of the Duncan Park Commission in the City of Grand Haven to receive bids for a Hemlock Woolly Adelgid survey and treatment plan as indicated in the request for proposal titled **“Duncan Park Hemlock Woolly Adelgid Survey and Treatment”**.

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 **10:00 a.m. local time, Wednesday, April 8, 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 **“Duncan Park Hemlock Woolly Adelgid Survey and Treatment”**.

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 or online from the City’s Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications can be directed via email to the **Duncan Park Commissioner- duncanpark@grandhaven.org or Georgette Sass at 616 405 3691**.

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.

Georgette Sass
Duncan Park Commission, President

Michael England
Duncan Park, City Liaison
Department of Public Works

City of Grand Haven,
Michigan 49417

Duncan Park Hemlock Survey and Treatment

Duncan Park – City of Grand Haven

PROJECT OVERVIEW

The Duncan Park Commission is seeking qualified contractors to provide professional arboricultural/forestry services for the survey, assessment, and treatment of Eastern Hemlock (*Tsuga canadensis*) trees located at:

Duncan Park
1300 Sheldon Road
Grand Haven, Michigan 49417
Coordinates: 43.0535745869, -86.2309228129

The project includes updating the 2019 hemlock inventory, assessing current pest pressures, administering appropriate treatments for Hemlock Woolly Adelgid (HWA) and providing a comprehensive report with the optional inclusion of management recommendations. 2019 survey data will be provided to the selected contractor.

SCOPE OF SERVICES

The successful bidder shall provide all labor, materials, equipment, supervision, and reporting necessary to complete the following services:

1) Site Survey and Inventory Update

Update the 2019 hemlock inventory and conduct a current field assessment. Deliverables shall include:

A. Tree Inventory Verification

- Confirm and update tree locations
- Update or replace tree tags as necessary
- Record Diameter at Breast Height (DBH)
- Note any new, missing, or removed trees

B. Pest Assessment

- Classify infestation severity using a consistent and clearly defined rating system (see Attachment #2, for an example)
- Document presence of Elongate Hemlock Scale (EHS; *Fiorinia externa*)

C. Tree Health Evaluation

- Document overall tree health and canopy condition (see Attachment #2, for an example)
- Identify stress factors that may impact treatment efficacy
- Note excessive pest pressure or declining tree health
- Identify trees recommended for removal, if applicable

2) Hemlock Treatment Services

Treatment shall be performed in accordance with all current federal and state pesticide regulations and label requirements.

A. Standard Treatment

- Administer trunk injections of imidacloprid for all trees with low to moderate HWA infestation and sufficient health to respond to systemic treatment.

B. Elevated Infestation Treatment

- Trees exhibiting excessive HWA infestation would be treated with dinotefuran, if appropriate.
- Trees treated with dinotefuran must be clearly marked and documented to ensure proper follow-up with imidacloprid in future treatment cycles.

C. Treatment of Small Diameter Trees

- Trees below approximately 5 inches DBH require an alternative treatment method when appropriate, which may include - Soil drench, Soil injection or Basal bark treatment (where label permits)

D. Application Requirements

- All product selection and application rates must comply with current label instructions.
- Contractor shall follow industry best practices for trunk injection to minimize tree injury.
- Contractor shall ensure environmental protection measures are implemented during application.

3) Reporting and Deliverables

The contractor shall provide a comprehensive written report and GIS-compatible mapping files summarizing survey findings and treatment actions. The selected contractor shall present survey findings and treatment recommendations to the Duncan Park Commission in a clear and concise format, including treatment rationale and anticipated outcomes. At minimum, the report shall include:

1. Total number of hemlock trees (with DBH data) aligned with the 2019 survey
2. Summary of HWA infestation severity across the site
3. Documentation of EHS presence, if applicable
4. Number of trees:
 - Treated with imidacloprid or dinotefuran
 - Recommended for removal
5. GIS-compatible map(s) showing:
 - Tree locations
 - Treatment types
 - Infestation levels
6. Recommendations for:
 - Monitoring intervals
 - Retreatment schedules

4) QUALIFICATIONS

The City may require bidders to demonstrate:

- Valid Michigan pesticide applicator licensing
- ISA Certified Arborist credentials (or equivalent)
- Experience with HWA treatment and management
- Experience with municipal or public park projects
- Proof of insurance and bonding required with bid

Attachment #1



Attachment #2

HWA Infestation Severity Rating

Rating	Description
0 – None	No visible HWA present
1 – Low	Isolated ovisacs present on <10% of branch tips
2 – Moderate	Ovisacs present on 10–40% of branch tips
3 – High	Ovisacs present on 40–75% of branch tips; visible throughout canopy
4 – Severe	>75% of branch tips infested; heavy populations with visible canopy thinning

Tree Health Classification

Class	Description
Good	Full canopy, minimal dieback (<10%), vigorous growth
Fair	Some thinning or dieback (10–30%) but recoverable
Poor	Significant canopy decline (30–50%)
Critical	Severe decline (>50% canopy loss)

Duncan Park Hemlock Survey and Treatment
Duncan Park – City of Grand Haven

BID FORM

Bidders shall submit pricing using the structure below. The City reserves the right to award all or part of the scope of services.

Item	Description	Unit	Unit Cost	Extended Cost
1	Hemlock survey and inventory (field work)	Lump Sum	\$	\$
2	GPS mapping and tree tagging (as needed)	Lump Sum	\$	\$
3	Written report and treatment plan	Lump Sum	\$	\$
4	Imidacloprid treatment	Per DBH inch	\$	\$
5	Dinotefuran treatment	Per DBH inch	\$	\$
6	Removal estimates (optional)	Lump Sum	\$	\$

Total Bid Price: \$ _____

Pricing shall include all labor, equipment, materials, travel, mobilization, pesticide products, regulatory compliance, disposal (if applicable), and reporting costs unless otherwise noted. Federal and State taxes have been deducted and prices reflect the **Total Bid Price**. Attach any additional descriptions or clarifications.

The undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish and deliver to Duncan Park, City of Grand Haven the service listed below. The Duncan Park Commission may, at its sole discretion, buy the proposed service that is in the best interest of Duncan Park.

 (Bidder's Company Name)

 (Bidder's Telephone Number)

 (Street/Mailing Address)

 (City/State/Zip)

 (Bidder's Signature)

 (Print Bidder's Name)

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
DEPARTMENT OF PUBLIC WORKS**

MARCH 20, 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.

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7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to 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

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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.

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

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over the signature of the bidder

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. **MANDATORY MEETING:** Representatives of the successful bidder, including the individual directly responsible for implementation of the work, will attend a meeting with the Duncan Park Commission.
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

21. **REFERENCES:** Please list three (3) references wherein your company has provided services such as listed in the Scope of Services. Failure to list references may result in your company being disqualified.

NAME	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____

NOTE

Previous experience and performance may be a factor in making the award.

End of Instructions to Bidders Section