

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

November 18, 2024

NOTICE TO BIDDERS

REQUEST FOR PROPOSALS

It is the intent of the City of Grand Haven to receive bids for “Oak Wilt Tree 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 **10:30 a.m. local time, Wednesday, December 4, 2024**, 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 “Oak Wilt Tree 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  
Grounds and Facilities Manager  
Department of Public Works  
City of Grand Haven,

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DEPARTMENT OF PUBLIC WORKS**

**November 18, 2024**

**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 to the City of Grand Haven within 10 days of the date of sending, the Bid Surety, if required,

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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 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 Clerk's 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 Clerk's 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. **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
Property Damage Each Accident	\$1,000,000.00

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**End of Instructions to Bidders Section**

## Scope of Work

The City of Grand Haven, Michigan, will be accepting proposals from qualified contractors for the removal of trees to slow the spread of oak wilt in three locations, detailed below. In comparing proposals, consideration will not be confined to price only. The successful bidder will be one whose product is judged to best serve the interests of the City of Grand Haven when standardization, price, product, safety, quality and delivery are considered. The City of Grand Haven reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the lowest responsible bid meeting the requirements of this specification.

- Removal will need to take place during the dormant months to mitigate the spread of oak wilt.
- Additional trees that need to be removed are listed in “EXHIBIT A”
- Spore producing trees will need to be chipped on site or removed and transported to a designated area on Harbor Island to be burned.
  - Trees designated to be chipped or burned will be marked with a blue X.

## Permitting

- The City holds a EGLE permit for the purpose of controlling oak wilt and other invasive species within the 139 acres of Mulligans Hollow within the Critical Dune Area.

## Site visit

There will be an opportunity to do a walk of the areas needing tree removal. Contractors are encouraged to visit the location to ensure an accurate bid is submitted. The date for the site visit will be on November 26, 2024 at 11am. City officials will meet contractors at Lake Forrest Cemetery Office. Please see EXHIBIT B. Contractors planning to attend are asked to let **Derek Lemke (616-847-3493)** know on or before November 25, 2024 by end of day.

## Site access

- The city will provide a leaf clean-up service on the access road to the water tower up to one week before the work is scheduled.
- Contractor will have the ability to store equipment inside the fenced-in water tower area locked overnight Monday through Friday.

## Bid

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, ATTN: Maria Boersma, City Clerk, before **10:30 a.m. local time, Wednesday, December 4, 2024**, 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 "Oak Wilt Tree Removal".

Time line

- Work needs to be completed during the dormant season. Work may begin December 17, 2024 and needs to be completed no later than March 1,2025.
- Bids will be awarded at the December 16, 2024 City Council Meeting. The winning contractor will be informed after.

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



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**BID FORM**

Ms. Maria Boersma, City Clerk  
519 Washington Avenue

\_\_\_\_\_ Date

Grand Haven, Michigan 49417

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish and deliver to the City of Grand Haven the apparatus listed below. The City of Grand Haven may, at its sole discretion, buy the proposed product that is in the best interest of the City of Grand Haven.

<b>Description</b>	<b>Unit Price</b>	<b>Item Total</b>

NET  
TOTAL: \_\_\_\_\_

Attached are complete specifications and warranty information on the equipment quoted above. All changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

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(Bidder's Company Name)

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(Bidder's Telephone Number)

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(Street/Mailing Address)

---

(City/State/Zip)

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(Bidder's Signature)

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(Print Bidder's Name)

Exhibit A

Digital ID number	Tagged	Species	DBH	trunks	height	Lat.	Lon.
1	120	Oak, Red	45	1	90	43.05095544	-86.23771733
2	123	Oak, Red	23.5	1	90	43.05102391	-86.23769926
3	122	Oak, Red	32	1	80	43.05106162	-86.23773878
4	121	Oak, Red	26.5	1	90	43.05109696	-86.23773556
5	120	Oak, Red	17	1	55	43.05113813	-86.23775488
6	119	Oak, Red	19.5	1	80	43.05118278	-86.23769774
7	118	oak, Red	28	1	90	43.05123556	-86.2376314
8	117	oak, Red	31.5	1	90	43.05124491	-86.23765554
9	no tag found	oak, Red	24	1	99	43.05125864	-86.23776176
10	115& 115	oak, Red	25	2	90	43.05118792	-86.23784238
11	no tag found	oak, Red	18	1	60	43.0514448	-86.23789591
12	no tag found	oak, Red	22	1	80	43.051504	-86.2376902
13	no tag found	oak, Red	33	1	80	43.05147117	-86.23754536
14	116	oak, Red	38	1	100	43.05113163	-86.23790958
16	128	oak, Red	45	1	80	43.05096632	-86.23756
17	129	oak, Red	37	1	70	43.0509899	-86.23736319
26	127	oak, Red	24	1	80	43.05098733	-86.23764625
27	no tag found	oak, Red	18	1	55	43.05150585	-86.23752256

Exhibit B



Lake Ave

Lake Ave

Cemetery Rd

Lake Forest Cemetery

Cemetery Rd

Lake Forest Cemetery