

NOTICE TO CONTRACTORS

Notice is hereby given by the President and Board of Trustees of the Village of Oak Lawn, Illinois that sealed bid proposals will be received for the following tree services contracts:

Bid #2011-09 2012 TREE SERVICES CONTRACT (TSC)

Said bid proposals will be received up to the hour of 10:00 am Monday, the 17th day of October, 2011, in the office of the Finance Department located in the main level in the Municipal Center at 9446 Raymond Avenue, Oak Lawn, Illinois 60453. All sealed bid proposals will be publicly opened and read at 10:30 a.m. on the same day in the Municipal Center Auditorium located on the second floor.

Specifications and Bid Proposal Forms for this project are on file with the Purchasing Agent, of the Department of Finance located on the main level of the Municipal Center. A copy of these documents can also be found at the Village of Oak Lawn website, www.oaklawn-il.gov. HOWEVER, YOU MUST CONTACT THE VILLAGE FOR AN ORIGINAL BID PACKET TO PARTICIPATE. Bid proposals must be submitted with the green envelope provided and on the forms provided and are to include all detailed specification sheets and required supporting documentation. Proof of qualifications must be submitted with bid proposal.

A mandatory pre-bid conference will be held at 3:00 p.m. on Tuesday, October 11th, 2011 in the Municipal Center Auditorium to address any questions which may develop during the course of the preparation of the bid proposal. All potential bidders are required to attend this pre-bid conference.

All bid proposals offered must be accompanied by a bid bond or a cashier's check or certified check in the amount of two thousand dollars (\$2,000) made payable to the order of the President and Board of Trustees of the Village of Oak Lawn as a guarantee that, if the bid proposal is accepted, a contract will be entered into and the performance of the contract properly secured. **No bid proposal shall be considered unless accompanied by such bond or check.**

All Contractors bidding on the project shall be required to be properly licensed to do business in the Village of Oak Lawn and shall furnish sufficient insurance of guaranty of indemnity to the Village of Oak

Lawn, its officers, agents, and employees, against any and all claims which might arise for damages to persons or property due to the negligence of himself, his employees or agents. **No bid proposal shall be considered unless accompanied by such certificate of insurance.**

All laborers and mechanics employed by Contractor or Subcontractor(s) on work for this project shall be paid wages at rates not less than those prevailing on similar work in the locality as determined by the Village of Oak Lawn.

All Contractors for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12)

The Village of Oak Lawn reserves the right to determine the lowest possible bidder, to waive irregularities, and to reject any or all bid proposals.

To obtain a packet, contact Judy Phelan at 708-499-7765 or jphelan@oaklawn-il.gov. For other questions please contact Heather Green, Village Forester at 708-499-7098 or hgreen@oaklawn-il.gov.

Sincerely,

Heather Green,
Village Forester

Village of Oak Lawn
Bid No: 2011-09

BID #2011-09

2012 TREE SERVICES CONTRACT (TSC)

The Village of Oak Lawn is accepting bids for the 2012 LANDSCAPE MAINTENANCE SERVICE & ANNUAL FLOWER INSTALLATION CONTRACT (LMS & AFIC) and the 2012 TREE SERVICES CONTRACT (TSC)

A mandatory pre-bid meeting will be held at 3:00 p.m. on Tuesday, October 11th 2011 in the Municipal Center Auditorium to address any questions which may develop during the course of preparation of the bid proposal. All potential bidders are required to attend this pre-bid conference in order to receive a bid packet.

Bids must be received in the Finance Department by 10:00 a.m. on Monday, October 17, 2011. The bids will be opened publicly at 10:30 a.m. in the Oak Lawn Municipal Center Auditorium located at 9446 S. Raymond Avenue, Oak Lawn, IL 60453 on the 2nd Floor.

BID PROPOSAL SHEET

VILLAGE OF OAK LAWN
2012 TREE SERVICES CONTRACT

A. Unit Prices and Extension for Cycle Pruning

The undersigned Contractor offers to provide to the Village of Oak Lawn cycle pruning services conforming to the terms and conditions set forth herein.

A Cycle Pruning				
	Size	*Quantity	Per Tree	Ext
A1	0-5"	171	\$	\$
A2	6-15"	242	\$	\$
A3	16-25"	138	\$	\$
A4	26-35"	120	\$	\$
A5	36" +	36	\$	\$
A6	Total	707	-	-
				\$

B. Unit Prices and Extension for Time & Material Pruning

The undersigned Contractor offers to provide to the Village of Oak Lawn pruning for demand, emergency pruning & clean up pruning services conforming to the terms and conditions set forth herein.

B Time & Materials Pruning			
	Type	Quantity	\$/hour
B1	Crew Leader *	1	\$
B2	Grounds Person*	1	\$
B3	Aerial Truck*	1	\$
B4	Box Truck*	1	\$
B5	Chipper*	1	\$
B6	Total (lines, 1,2,3,4,& 5)		\$
B7	Climber	1	\$
B8	Crane	1	\$
B9	Pickup	1	\$
B10	Log Loader	1	\$
B11	semi	1	\$
B12	stumper	1	\$

F. Equipment

List of equipment

Cranes

Semi Trailer

Tower Trucks

Box Trucks

Chippers

Pickups

Clam/ Log Loader

Small Equipment

Tub Grinder

Other

You may attach a list of equipment in substitution for completing this page, if desired.

G. Personnel

The approximate number of personnel who will be available.

Certified Arborist	Who shall be present every workday:
	Name:
	Number:
	Years Experience:
2 nd Employee	Years Experience as Cert Arborist:
	Name:
	Years Experience:
	Certified Arborist Number:
3 rd Employee	Years Experience as Cert Arborist:
	Name:
	Years Experience:
	Certified Arborist Number:
4 th Employee	Years Experience as Cert Arborist:
	Name:
	Years Experience:
	Certified Arborist Number:
5 Employee	Years Experience as Cert Arborist:
	Name:
	Years Experience:
	Certified Arborist Number:
	Years Experience as Cert Arborist:

Provide an attachment or add below and comments supporting ability to meet staffing needs

You may attach a document with the requested material in substitution for completing this page, if desired.

Please list all Certified Arborists on staff

Certified Arborist Who shall be present every workday:

Name:
Number:
Years Experience:
Years Experience as Cert Arborist:

Additional Certified Arborists:

Name:
Number:
Years Experience:
Years Experience as Cert Arborist:

Additional Certified Arborists:

Name:
Number:
Years Experience:
Years Experience as Cert Arborist:

Additional Certified Arborists:

Name:
Number:
Years Experience:
Years Experience as Cert Arborist:

Additional Certified Arborists:

Name:
Number:
Years Experience:
Years Experience as Cert Arborist:

Municipal Reference List –

Municipality: _____
Address: _____
Telephone # / e-mail address: _____
Contact Title/ Name: _____
Year, Type of work, & Number of trees in contract: _____
1. _____
2. _____
3. _____

Municipality: _____
Address: _____
Telephone # / e-mail address: _____
Contact Title/ Name: _____
Year & Number of trees in pruning contract: _____
1. _____
2. _____
3. _____

Municipality: _____
Address: _____
Telephone # / e-mail address: _____
Contact Title/ Name: _____
Year, Type of work, & Number of trees in contract: _____
1. _____
2. _____
3. _____

Municipality: _____
Address: _____
Telephone # / e-mail address: _____
Contact Title/ Name: _____
Year, type of work and # of trees in contract: _____
1. _____
2. _____
3. _____

You may attach a document with the requested material in substitution for completing this page, if desired.



**VILLAGE OF OAK LAWN
TREE SERVICES CONTRACT
(TSC)
2012 SPECIFICATIONS**

BID # 2011-09

**PREPARED 9-26-11
BY
HEATHER GREEN**

