

# *City of Bayfield*

**Office of the Clerk and Mayor**

125 South First Street - P.O. Box 1170

Bayfield, Wisconsin 54814

Phone (715) 779-5712

[cityclerk@cityofbayfield.com](mailto:cityclerk@cityofbayfield.com)

---

## **Public Notice**

### **City of Bayfield - 2014 Tree Planting Project Bayfield County, WI**

The City of Bayfield is seeking proposals for the furnishing, planting and initial care of 30 trees. The tree planting sites are at various sites throughout the City in public right of ways and on City Property. Each tree must be 1.5" caliper in 15 gallon pots or B&B. Tree lists, location map, and tree purchase and planting specification are available upon request. All trees must be true to name, no substitutions allowed.

The person or persons performing the tree planting must be a WI Certified Arborist or performing the work under the supervision of such Arborist or the City of Bayfield Forester. All trees shall be planted, staked, mulched, watered and pruned according to the American Association of Nurserymen and Arborist standards and best practices. Contractor responsible to call Digger's hotline.

The City will receive proposals for this work at the office of the City Clerk located at 125 South First Street, P.O. Box 1170 Bayfield, WI 54814 until May 7, 2014 at 2 p.m. Proposals submitted shall include a Bid and Warranty Deposit in the form of a certified check or bank note in the amount of 5% of the total proposal cost. The deposit shall be in effect until the work warranty period has expired. Contractor will be required to complete a City of Bayfield's Contractor Statement form and W-9 and must provide a proper certificate of insurance. Proposals will be reviewed and contracts will be awarded to the vendors whose quotes are most responsive to the solicitation and are most advantageous to the City of Bayfield considering price, quality and other factors. Owner reserves the right to reject any and all quotes.

*The City of Bayfield does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provisions of services, programs or activities.*

Larry J. MacDonald, Mayor  
April 17, 2014

**PROPOSAL FORM FOR THE 2014 TREE PLANTING PROJECT**

**City of Bayfield, City Forester,**

**Bid submittal due May 7, 2014 at 2 p.m.**

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENSION
Flowering crab, <i>Malus</i> 'Red Baron' or 'Firebird'	EACH	10		
Japanese Tree Lilac, <i>Syringa reticulata</i>	EACH	10		
Little leaf Linden, <i>Tilia cordata</i> 'Greenspire'	EACH	5		
Swamp White Oak, <i>Quercus bicolor</i>	EACH	5		
Tree Watering	EACH	6		
			<b>TOTAL BID =</b>	

**Notes:**

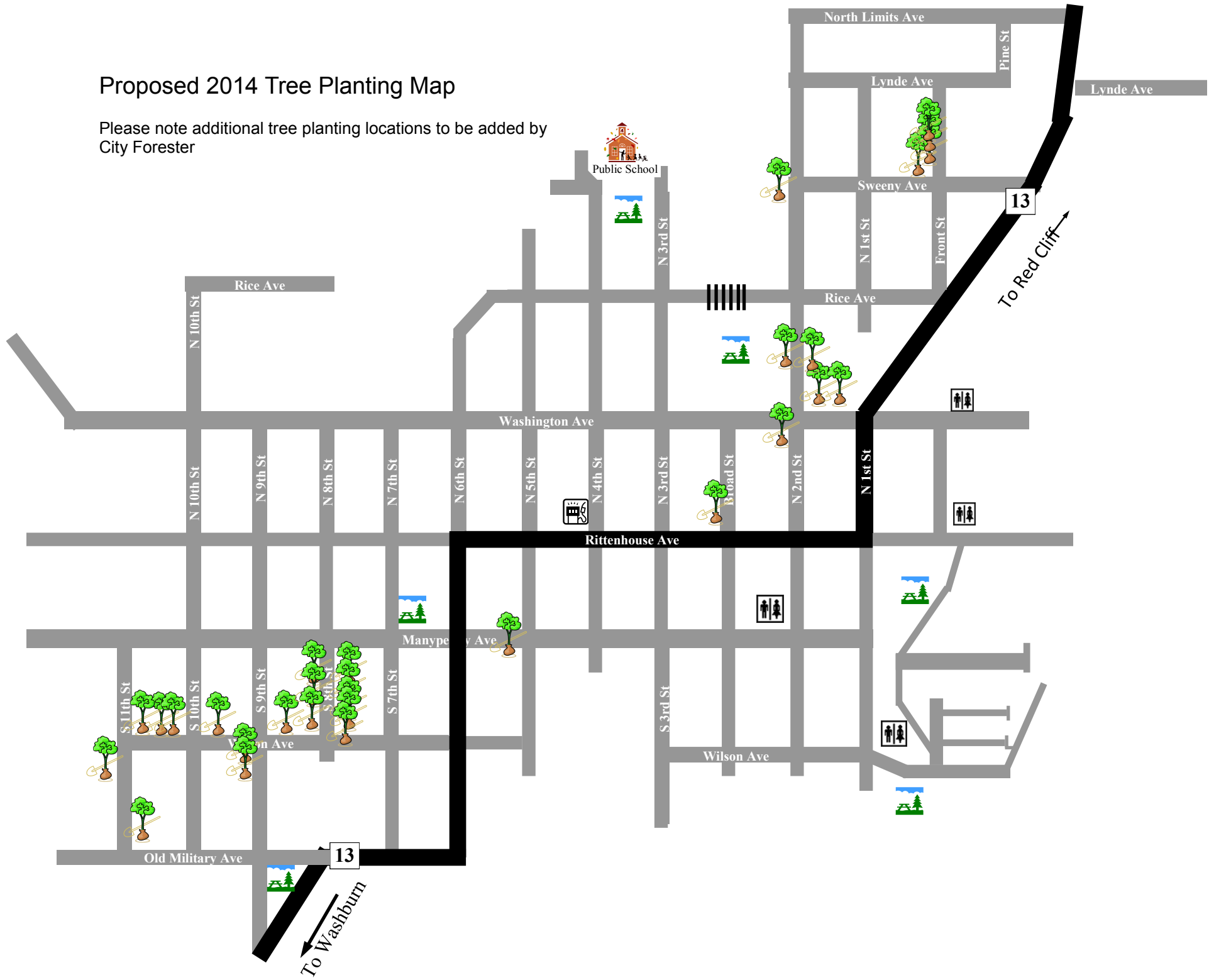
1. Minimum tree size is 1-1/2".
2. All trees must be true to name, individually name-tagged (improperly named, sized or not in excellent condition will not be accepted).
3. No Substitutions without approval of City Forester prior to delivery.
4. Minimum 15 gallon container or B&B trees only.
5. City Forester must approve trees prior to planting.
6. All planting must be completed no later than June 20, 2014.
7. The City reserves the right to increase or decrease tree order quantities by up to 20% without affecting unit bid prices. Increases may be based on availability.
8. Tree watering shall be paid per occurrence. The City will notify the Contractor when watering is needed.

Required forms and documents to be submitted with the Proposal Form:

1. \_\_\_\_\_ Contractors Statement Form
2. \_\_\_\_\_ W-9
3. \_\_\_\_\_ Bid and Warranty Deposit (5%)

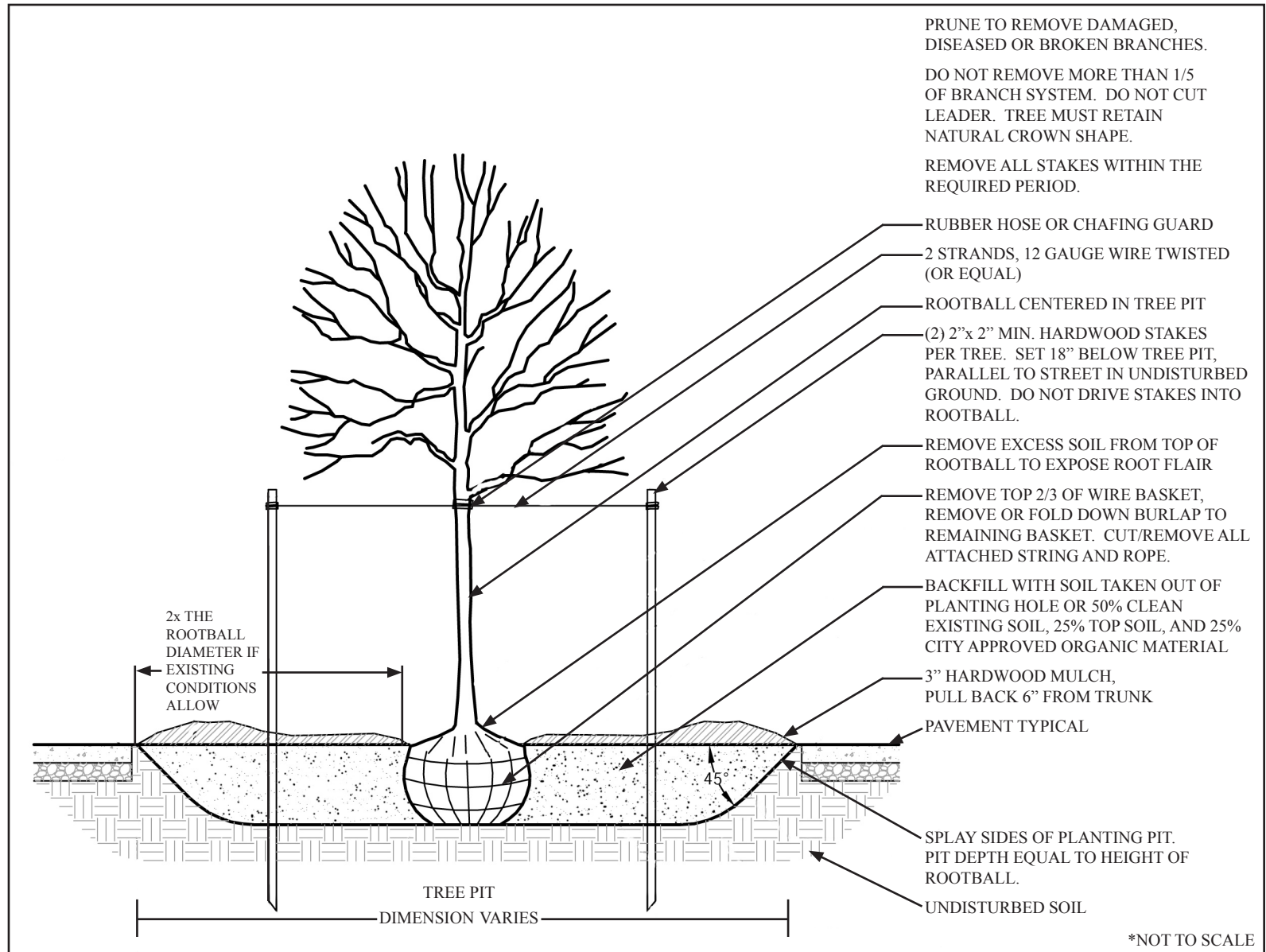
# Proposed 2014 Tree Planting Map

Please note additional tree planting locations to be added by City Forester



## II. Landscape Plan Preparation

Figure II-B. Tree Well



TREE PLANTING IN R.O.W. ADJACENT TO PAVEMENT

**CITY OF BAYFIELD**  
**TREE PURCHASE AND PLANTING SPECIFICATIONS**

**1. PLANT MATERIALS, DELIVERY, STORAGE AND HANDLING**

**1A. Applicable Specifications and Standards**

A. *American Standard for Nursery Stock, ANSI Z60.1*. Current edition. American Association of Nurserymen, Inc., 1250 I St. NW, Suite 500, Washington, D.C.20005

B. *Index of Garden Plants: The New Royal Horticultural Society Dictionary*. By Mark Griffiths.1994. Timber Press, Inc. Portland OR.

C. *American National Standard for Tree Care Operations, ANSI A300* -most current edition. International Society of Arboriculture, PO Box 3129, Champaign IL 61826-3129.

**1B. Materials**

A complete list of plants, including a schedule of quantities, sizes, and other requirements is included. In the event that discrepancies occur between quantities of plants indicated in the Plant List, and/or as indicated on the Drawings, the plant quantities indicated on the Drawings shall govern.

Nursery stock must originate from a dealer or grower licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP) in accordance with Wisconsin Statutes 94.10, or from a dealer or grower licensed or certified by the State where the nursery is located. The contractor shall furnish a copy of the dealer or grower license/certification upon request.

At the City's request the Contractor shall furnish a written list of the proposed sources of nursery stock. Such list may not be added to or altered without the consent of the Purchaser.

All plant material shall conform to *American Standard for Nursery Stock* and the most current edition of ANSI Z60.1. Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least 2 years. They shall have been freshly dug (during the most recent favorable harvest season). Plants shall be so trained in development and appearance as to be unquestionably superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, well branched and densely foliated when in leaf, and free of disease and insect adults eggs, pupae or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth. Trees with multiple leaders, unless specified, will be rejected. Trees with a damaged, cut, or crooked leader, included bark, abrasion of bark, sunscald, disfiguring knots, insect damage, mold, prematurely opened buds, or cuts of limbs over 3/4 inch (2 cm) diameter that are not completely callused are cause for rejection.

Acceptable trees may be either Ball and Burlapped or Containerized and meet the specified size requirements.

Use of larger plants shall not increase the contract price nor allow the Contractor to use smaller than specified material on other plants. If larger plants are approved, the root ball, root spread, or container shall be increased in proportion to the size of the plant. Caliper measurements shall be taken on the trunk 6 inches (15 cm) above the root collar for trees up to 4 inches (10 cm) in caliper, and 12 inches (30 cm) above the root collar for trees over 4 inches (10 cm) in caliper.

Height and spread dimensions, when specified, refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size, and no less than 50 percent of the plants shall be as large as the maximum size specified. Plants that meet measurements but do not possess a normal balance between height and spread shall be rejected.

**1C. Substitutions**

Substitutions of plant materials will not be permitted unless authorized in writing by the City. If proof is submitted, substantiated in writing, that a plant specified is not obtainable, consideration will be given to the nearest available size or similar variety, with a corresponding adjustment of the contract price.

All plants shall be labeled by size and scientific plant name as listed in the current edition of *Index of Garden Plants*. Labels shall be attached securely to all plants, bundles, and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.

#### **1D. Certification**

All plant materials, shipments, and deliveries shall comply with state and federal laws and regulations governing the inspection, shipping, selling, and handling of plant stock. A certificate of inspection, or a copy thereof, for injurious insects, plant diseases, and other plant pests shall accompany each shipment or delivery of plant material. The certificate shall bear the name and address of the source of the stock.

#### **1E. Digging and Handling Plant Materials**

Balled-and-burlapped shall be dug with firm, natural balls of earth of diameter not less than that recommended in the current edition of *American Standard for Nursery Stock*, and of sufficient depth to include fibrous and feeding roots. The root collar shall be within the top 2" of the soil ball. Balled and burlapped plants with manufactured balls or balls that are dry, cracked, or broken before or during planting operation will not be accepted.

Containerized trees shall be well established in the container with a root system sufficiently developed to retain its shape and hold together when removed from the container. Tree roots shall not be have kinked, circling, or bent roots. The roots shall be easily separated from the edge of the plant soil.

#### **1F. Transportation and Storage of Plant Material**

Fresh dug material is given preference over plant material held in storage. Plant material held in storage will be rejected if excessive growth or dieback of branches has occurred in storage.

Branches shall be tied with rope or twine only, and in such a manner that no damage will occur to the bark or branches.

During transportation of plant material, the Contractor shall exercise care to prevent injury and drying out of the trees. Should the roots be dried out, large branches broken, balls of earth broken or loosened, or areas of bark torn, the City Urban Forester or his representative may reject the injured tree(s) and order them replaced at no additional cost to the Purchaser.

#### **1G. Delivery & Storage**

Bid prices shall include delivery. Upon delivery, plants may be off loaded and temporarily stored at a Contractor selected holding facility. The holding facility shall provide conditions that will not be detrimental to the health of the plants including but not limited to ample shade, water, and mulch. Off-loading from trucks shall be done in a manner that will not damage or harm the plant in any way. Root balls shall remain intact until the time of planting. **Plants shall not remain unplanted any longer than 7 days after delivery.**

Plant materials shall not be shipped C.O.D., and any shipment so made will be refused by the City.

All plants shall be labeled by size and scientific plant name as listed in the current edition of Index of Garden Plants. Labels shall be attached securely to all plants, bundles, and containers of plant materials when delivered. Plant labels shall not be removed until after planting.

#### **1H. Inspection and Acceptance**

The City shall be notified of delivery of the trees at least one day ahead of delivery. Trees shall be inspected by the City prior to unloading. The City may reject delivery of specific trees found not to be in an acceptable condition or otherwise not in compliance with the specifications. The City will not pay for trees that are rejected at time of delivery.

## **2. PLANTING**

### **2A. Planter Qualifications**

The person or person's planting the trees must be a Certified Arborist or working under the direction of a Certified Arborist or City Forester.

## **2B. Planting Site Locations**

The Owner will mark all planting sites. A list of the planting locations and map will be provided to the Contractor as soon as site locations have been determined. The contractor shall be responsible to become familiar with the planting sites and existing conditions prior to submitting a bid.

## **2C. Underground Utility Locates**

The Contractor shall be responsible to notify Digger's Hotline to verify location of underground utilities before excavation begins. The Contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement. If a conflict exists with an underground utility the Contractor shall notify the City and get approval of a new planting site.

## **2D. Planting Season**

Planting shall be done within the following dates: May 1 to June 7 of the current year unless otherwise approved by the City.

If special conditions exist that warrant a variance in the above planting dates, a written request shall be submitted by the Contractor to the City project coordinator requesting a change to the planting schedule. The City will review and respond to the request accordingly.

## **2E. Delivery to Planting Site**

The Contractor shall be responsible to deliver the plants to the planting sites. The Contractor shall use care when handling and delivering the plants. Plants found to be damaged due to mishandling shall be replaced by the Contractor at no additional expense.

## **2F. Planting Operations**

The Contractor shall excavate planting areas as shown on the drawings. Excavation may be done by hand digging or backhoe. A soil auger may not be used. The planting hole shall be at least 2 times the diameter of the soil ball and to a depth that is no deeper than the distance from the bottom of the soil ball to the trunk root flare. Expose the trunk root flare if needed to measure this height.

Handle plants carefully when moving them from the truck to the planting hole. The bottom of the planting hole shall be firm so that plants will not settle due to loose soils in bottom of hole. Remove all tags, ribbons, and trunk guards. On Ball and Burlap trees remove at least the top two-thirds of the wire basket, burlap and twine assuring that roots will be able to spread outward as the tree grows. Plants shall be set so that the exposed trunk root flare is 1''-2'' above the adjacent grade. Finished grade shall be the height of the existing ground adjacent to the planting hole. Plants must be centered in the hole and set plumb.

Inspect the plant root system. Loosen and spread out the roots around the entire soil ball being careful not to cause permanent damage or tearing of the roots. Bare root plants shall have their roots spread into a natural position, free of bunching, kinking, or circling. All broken or damaged roots shall be cut back to the point where they are clean and free of rot. No other root pruning shall be done.

Excavated soils may be used as initial backfill as long as this soil is approved as suitable by the City. Break down large soil clods greater than 3'' in diameter. Backfill the planting hole approximately one-half the depth while providing light compaction. Verify that the tree is plumb. Continue backfill up to the existing grade elevation while providing light compaction. The top 3''-4'' depth shall be filled with topsoil or salvaged topsoil like material.

The Contractor shall provide replacement soil in the event that the existing soil is not suitable for the initial backfill.

## **2G. Traffic Control**

Traffic flow shall be maintained on all streets affected by the work unless otherwise approved by the Owner.

## **2H. Watering While Planting**

The Contractor shall provide an initial watering at the time of planting after backfill has been placed. Water shall be free from

ingredients that are harmful to plant life. Add water slowly but do not over saturate.

## **2I. Mulching**

The Contractor shall provide and install mulch material, 3''-4'' in depth for each plant. The mulch material shall consist of aged wood chips or bark suitable for use as tree planting mulch. Cover the entire planting hole. Leave a 6'' ring un-mulched around the trunk. The mulch shall be placed within 2 days of planting.

## **2J. Staking & Trunk Wrapping**

Stake newly planted trees with two opposite stakes using wide webbing material or other suitable material that will not cause damage to the tree. There should be some freedom of movement so that the tree can shift slightly in wind but not pull from the planting hole. Trunk wrapping is not required.

Staking shall remain in place until September of the following year. If the Contractor does not want the staking materials the City will remove and retain or dispose of the staking materials.

## **2K. Site Clean-up**

Soil, branches, binding and wrapping material, rejected plants, or other debris resulting from any tree planting shall be promptly cleaned up and removed by the Contractor.

## **3. INSPECTION, ACCEPTANCE, AND WARRANTY**

### **3A. Inspection**

The planting operations are to be inspected by the Owner or its representative. The Contractor shall notify the at least 24 hours in advance of planting. Initial planting shall not be started unless the City's representative is on site to inspect initial planting procedures.

### **3B. Acceptance**

The Owner shall perform an inspection within one week of when all trees have been planted. The inspection will review the general condition of the tree, condition of the staking materials and planting height. If all work and materials appear acceptable the City will issue a NOTICE OF ACCEPTANCE for the work. The warranty period shall begin at this time.

Acceptance of plant material by the Owner shall be for general conformity to specified size, character, and quality and shall not relieve the Contractor of responsibility for full conformity to the contract document.

### **3C. Care and Maintenance**

The Contractor shall water the trees on an as needed basis until October 1, 2014. The City will notify the Contractor when watering is needed. The Contractor shall water the trees within 3 days of notification by the City. Water can be provided by the City.

### **3D. Warranty Period and Replacement**

The Contractor shall include a one year warranty for all plants. The warranty provides that the trees shall be healthy and in flourishing condition until one year from date of acceptance. The warranty does not cover issues related to vandalism, storm damage, animal damage, or mechanical damage.

The Contractor shall remove and replace without cost to the Owner, all plants not in a healthy and flourishing condition as determined by the Owner during the guarantee period. Replacement plants shall be subject to all requirements stated in these specifications.

The City shall provide written notice to the Contractor of any trees needing replacement prior to the end of the warranty period.

The 5% Proposal/Work Compliance Guaranty in the form of a certified check or bank note shall remain in force until the warranty period has expired.



### **3E. Payment**

The Owner shall pay the Contractor for all acceptably completed work. Stored materials may be paid for providing that an invoice is submitted by the Contractor and approved by the City. The City may elect to withhold retainage as follows: Up to 5% when total payment is less than 75% of the approved contract amount. Retainage will be zeroed out upon project acceptance by the City.