

REQUEST FOR BIDS

2025 VILLAGE OF CASS CITY

TREE SUPPLY AND PLANTING SERVICES

DATE:	March 4, 2025
BID DUE DATE:	March 19, 2025, 12:00pm (noon) 6506 Main St. Cass City, MI 48726
BID OPENING:	March 20, 2025, 10:00AM
BID DELIVERY LOCATION:	Village of Cass City ATTN: Debbie Powell, Village Manager 6506 Main St. Cass City, MI 48726
CONTACT:	Debbie Powell, Village Manager (989) 872-2911, ccmanager@casscity.org Melanie Radabaugh, Community Development (989) 872-2911, mradabaugh@casscity.org

Introduction:

The Village of Cass City is requesting sealed bids for tree supply and planting services throughout the village. The successful contractor will provide all trees, equipment, material, and labor for supplying and planting 30+/- trees.

The Village of Cass City does not guarantee a minimum value of the contract. Companies with demonstrated experience in supplying and planting trees with an interest in making their services available to the Village of Cass City are invited to bid. The submitted bids will be used as a basis for awarding work.

The Village reserves the right to reject any or all bids, to award the contract(s) to other than the low bidder, and to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the Village.

Selection Timetable:

- Release Bid: Wednesday, March 4, 2025
- Bid Due Date: Wednesday, March 19, 2025, 12:00pm (noon)
- Bid Opening: March 20, 2025, 10:00AM
- Tentative Bid Award: Monday, March 31, 2025

Submittal of Bid:

Respondents shall submit one (1) copy of the bid response in a package that is sealed and clearly labeled “Bid – 2025 Tree Supply and Planting Services” and mailed or dropped off at the Village Municipal Building, 6506 Main St. Cass City, MI 48726. Respondents shall submit bid responses using the form in Attachment A.

General Description

The Village of Cass City Street Forestry Committee and governing bodies have specified the following guidelines for the supply and planting of trees:

1. Approximately 30 trees will be planted within village limits. The Village will provide a detailed location list to the successful bidder.
2. Contractor shall supply 30 +/- trees that meet the below minimum qualifications:
 - a. All trees must be a minimum of 2” caliper and a minimum height of 10 feet, not to exceed 14 feet.
 - b. The tree supply must equally include each of the following species:
 - i. Eastern redbud, *cercis canadensis*
 - ii. Canada red chokecherry, *Prunus virginiana*
 - iii. Tatarian Maple, *Acer tataricum L*
 - c. All trees must be warranted for at least two (2) years from the date of acceptance by the village.
 - d. Contractor, to the best of its ability, shall supply trees of matching height to maintain uniformity.
3. Contractor shall be responsible for coring the ground and preparing the tree planting sites for planting. Planting sites will vary between empty dirt plots and leveled stumps from previously removed trees. All sites will need to be cored.
4. Contractor shall be responsible for transplanting 5 trees from the downtown district to a new location in the Village limits. If transplanting is not possible upon the Contractor’s review of the specified trees at the commencement of services, these trees shall be removed by the Village.
5. Contractor shall be responsible for reporting all the locations to MISS DIG at least 72 business hours prior to tree planting operations.
6. Contractor shall be responsible for following the Village’s *Code of Ordinances, Sec. 42-31 – 42-40. Trees and Shrubs in Public Areas*, see Attachment B. Contractor shall acknowledge that this ordinance is subject to change between the bid release and bid award. The Village shall notify the Contractor of all changes.
7. The Contractor shall provide all labor, equipment, and materials necessary for the preparation and planting of the trees.

8. Trees shall be planted in April, 2025.
9. All tree holes shall be backfilled with good-quality topsoil provided by the Contractor.
10. Contractor shall exercise appropriate and reasonable care to ensure that no damage will occur to improvements adjacent to the tree planting activity. The contractor shall be fully responsible for any damage caused by tree planting operations. Replacement, repair, or restoration of damaged areas by the contractor which occurs because of operations performed by the contractor will be the responsibility of the contractor.
11. The selected Contractor shall procure and maintain during the life of the contract insurance coverage including Workers Compensation in compliance with Michigan law and Comprehensive General Liability Insurance for Bodily Injury Liability and Property Damage Liability. All certificates of insurance must be forwarded to the Village prior to the commencement of any work. The required policies shall not be changed or cancelled without ninety (90) days prior written notice to the Village of Cass City.

ATTACHMENT A: BIDDER'S BID

This bid is submitted in response to the Village of Cass City Request for Bids: Tree Supply and Planting Services by:	
COMPANY NAME:	
AUTHORIZED SIGNATURE:	
PRINT NAME:	
TITLE:	
BUSINESS ADDRESS:	
BUSINESS PHONE:	
BUSINESS EMAIL:	
DATE:	

	Tree Species Supply	Unit Price/Each	Quantity	Total Cost
	Eastern redbud	\$	10	\$
	Canada red chokecherry	\$	10	\$
	Tatarian maple	\$	10	\$
1	TOTAL COST OF TREES			\$
2	LABOR COSTS FOR PLANTING*	\$_____/TREE	30	\$ _____
3	TOTAL OF LINES 1 & 2			\$

*Labor costs must include coring the tree planting site.

	Additional Service(s) If applicable, please list. Leave blank otherwise.	Price per service	Service unit (if applicable)
4	Tree transplanting utilizing tree spade or other methodology. This includes coring a fresh bed at the relocation site. (5 trees)		
5			
6			
7			

TOTAL COST OF PROJECT:	\$
SUM OF LINES 3 THROUGH 7	

	Additional Requested Pricing	Unit Price/Each	Quantity
	Japanese snowbell (white) **	\$	1

**The Village is seeking a quote on Japanese snowbell trees that are not included in the 30 planned trees.

ATTACHMENT B: Code of Ordinances

Chapter 42 - VEGETATION^[1]

ARTICLE II. - TREES AND SHRUBS IN PUBLIC AREAS^[2]

Footnotes:

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State Law reference— *Planting of trees along highways, MCL 247.231 et seq.; care of trees and shrubs along highways, MCL 247.241 et seq.*

Sec. 42-31. - Definitions.

(a)

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Park means all public parks and all areas owned by the village, or to which the public has free access.

Public utility means any person, organization, firm or corporation, public or private, duly authorized to supply electric, gas, telephone, telegraph, or water service to, or for the general benefit of the public.

Right-of-way means any public street, highway, alley or avenue of the village.

Trees and shrubs means all woody vegetation.

(b)

The terms of this article, unless otherwise specifically stated, shall apply only to public streets, alleys, highways, highway easements, parkways, parks and other land publicly owned or controlled by the village.

(Ord. No. 59, § 1, 7-27-1965)

Cross reference— Definitions generally, [§ 1-2](#).

Sec. 42-32. - Administration; control.

The village council shall have control over the planting, pruning, spraying, cultivating, preserving, and removal of all trees, shrubs, and plants in the streets, alleys, parks, and other public areas of the village.

(Ord. No. 59, § 2, 7-27-1965)

Sec. 42-33. - Enforcement of article provisions.

The superintendent of the department of public works shall be charged with the duty of enforcing the provisions of this article as directed or required by the village council.

(Ord. No. 59, § 3, 7-27-1965)

Sec. 42-34. - Prohibited acts.

It shall be unlawful for any person to do any of the following acts:

(1)

No person shall plant, cut down, destroy, or remove any shrubs or trees on the streets, alleys, parks, and other public areas of the village at any time without first obtaining a written permit from the superintendent of public works.

(2)

No person shall have the right to plant any trees in such a location that their roots are likely to injure sewers or heave walk or street surfaces.

(3)

No person shall plant any tree that will exceed a maximum growth height of 40 feet in a public right-of-way where police, fire, street lighting, traffic signal or public utility overhead wires and equipment are located.

(4)

No person shall use any tree as an anchor and no material shall be fastened to or hung on any tree in any right-of-way or park. No electrical wires or insulation, or any other lines or wires shall be attached to any tree in any manner that shall cause damage thereto.

(5)

No person shall keep any building material and other debris less than four feet from any tree or shrub.

(6)

No person shall break, injure, mutilate, kill or destroy any tree or shrub on public property and rights-of-way, or permit any fire or the heat thereof, to injure any portion of any tree.

(7)

No person shall allow any toxic chemicals or other injurious materials to seep, drain, or be emptied on, near or about any tree; provided, however, that this shall not prohibit the use of village approved chemical control of trees and brush growth.

(Ord. No. 59, § 4, 7-27-1965)

Sec. 42-35. - Interference with spread of light, visibility of wires and equipment; right to trim.

The village shall have the right to trim any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight, or interferes with visibility of any traffic control device or sign, or visibility at street intersections, or interferes with any public utility wires or equipment necessary to serve police or fire communication systems or street lighting or traffic control systems.

(Ord. No. 59, § 5, 7-27-1965)

Sec. 42-36. - Removals.

The village council is authorized to direct the superintendent of public works to remove any trees or shrubs growing on any rights-of-way, park or public place in the village when such trees or shrubs interfere with fire hydrants, sewers and water mains, visibility at street intersections, traffic control devices or construction affecting the public health and safety within rights-of-way.

(Ord. No. 59, § 6, 7-27-1965)

Sec. 42-37. - Growth controlled at intersections.

All shrubs or plants located on the triangle formed by two right-of-way lines at the intersection of two streets, and extending for a distance of 25 feet each way from the intersection of such streets on any corner lot within the village, shall not be permitted to grow to a height of more than two feet above the surface of the roadway, in order that the view of the driver of a vehicle approaching a street intersection shall not be obstructed. Trees may be maintained in this area, provided that all branches are trimmed to maintain a clear vision for a vertical height of ten feet above the roadway surface.

(Ord. No. 59, § 7, 7-27-1965)

Sec. 42-38. - Public improvements; special assessments.

Whenever deemed necessary by the village council, the superintendent of public works shall lay out and plant trees and shrubs upon any public rights-of-way within the village, or remove undesirable species of trees therefrom. Such planting or removal shall be deemed to be a public improvement. The cost of it may be paid, in whole or in part, by levying and collecting special assessments upon property especially benefited thereby, in accordance with the provisions in the Charter governing special assessments.

(Ord. No. 59, § 8, 7-27-1965)

Sec. 42-39. - List of acceptable trees and shrubs.

The village council shall prescribe the acceptable variety of trees and shrubs to be planted in public rights-of-way and parks. A list of such trees and shrubs shall be available for inspection at the office of the village clerk.

(Ord. No. 59, § 9, 7-27-1965)

Sec. 42-40. - Planting strips.

No tree shall be planted in planting strips between the curb and sidewalk less than three feet from the sidewalk.

Trees on private property adjacent to the sidewalk should be planted not less than three feet therefrom. No tree shall be planted in planting strips where the distance between the back of the curb and the sidewalk is less than six feet in width. No tree shall be planted nearer to the intersection of any two or more streets than 30 feet from the point of intersection of the two right-of-way lines.

(Ord. No. 59, § 10, 7-27-1965)