

**NOTICE OF REQUEST FOR PROPOSALS
CITY OF CARLYLE, ILLINOIS**

COMPLETE TREE REMOVAL

The City of Carlyle will accept bids until 11:00 a.m., January 10th, 2025, at City Hall located at 1110 Mulliken St, Carlyle, Illinois at which time they will be publicly opened and read. After tabulation and review, bids will be presented to the City Council at its next regularly scheduled meeting for consideration. If there are any questions concerning this solicitation, please contact Brad Myers, City Administrator at (618) 594-5204.

Bids shall be submitted in duplicate, in an opaque, sealed envelope with the bidders name and address on the outside and labeled "Sealed Bid, Carlyle Tree Removal" Electronic copies of the bid proposal should also be emailed to admin@carlylelake.com. Facsimile bids will not be accepted.

The City of Carlyle reserves the right to reject any and all, or any part of bids, and to waive any informality therein and to make the award in the best interest of the City. The bid prices shall remain valid and no participating party may withdraw its bid for at least thirty (30) days after the established deadline for receipt of bids.

By submitting this bid, the participating party acknowledges that they are familiar with the specifications and all other applicable regulatory and contract requirements for the work. Any area of concern shall be brought to the Department of Light & Power's attention as soon as possible.

The Certificate of Non-Delinquency of Taxes, Certificate of Compliance, Certificate of Compliance – Substance Abuse and the "Hold Harmless Agreement" forms must be returned with the bid. The City Council is prohibited from awarding the contract without these documents.

BASIS FOR BID

The bid shall include all labor, equipment, material, transportation, and other costs associated with the completion of the requested work. The bid price will include all discounts, preparation costs and all other charges or credits. DO NOT include taxes in the bid price. The city of Carlyle is exempt from Federal Excise, Transportation, and State Sales Taxes.

DESCRIPTION OF PROJECT

The bidder shall provide a proposal, with pricing, for performing complete tree removal, including cleanup, haul away stump grinding and placement of topsoil and sod for each tree removed restoring the area as if a tree was never there for approximately 42 trees from 10 – 75 feet tall. Addresses and location of trees will be provided to the contractor. Prior to work beginning, the successful bidder and appropriate City Officers will mutually identify every designated tree. The City Administrator or Mayor will determine if landscape restoral is acceptable for each location. The contractor will be responsible for providing all labor and equipment necessary to complete the work specified. Contractor shall also coordinate with the City of Carlyle, where necessary for flaggers and contractor will pay for all costs associated with the provision of flaggers when necessary.

Tree removal is to be done in accordance with all industry best practices while performing the work as well as adhering to all safety standards.

EMPLOYMENT REQUIREMENTS AND WAGE RATES

The Contractor must agree to pay the most current prevailing wage as set forth by the Illinois Department of Labor.

This contract is governed by Prevailing Wage regulations and the bidder shall comply with the Illinois Prevailing Wage Act. The CONTRACTOR and their subcontractors shall comply with all Illinois statutes pertaining to the selection of labor.

and fully qualified bid that meets the provided specifications shall be deemed the successful bidder and the contract will be awarded to that bidder (subject to City Council approval).

SAFETY AND HEALTH

The CONTRACTOR shall be responsible for enforcing all O.S.H.A. Safety and Health Standards (29 CFR 1926/1910), pertaining to the construction industry, as established by the United States Department of Labor, Occupational Safety and Health Administration 2207.

The operation of the CONTRACTOR shall be done in such a manner as to avoid hazards to persons and property and interference with the use of adjacent properties or the interruption of free passage to and from such properties.

The CONTRACTOR shall, at all times, observe and comply with all Federal and State laws, local ordinances, and regulations which affect the conduct of this work. The CONTRACTOR shall be solely responsible for all claims and liabilities arising from or based upon the violation of such laws, ordinances or regulations whether by himself or his employees.

SAFETY AND PROTECTION

CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety and precautions and programs in connection with the Work. CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

1. All employees on the work site and other persons and organizations who may be affected thereby;
2. All the work and materials and equipment to be incorporated therein, whether in storage on or off the site; and
3. Other property at the site adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities and underground facilities not designated for removal or trimming.

The CONTRACTOR shall comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons and property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. CONTRACTOR shall notify owners of adjacent property when prosecution of the work may affect them and shall cooperate with them in the protection, removal, relocation and replacement of their property. All damage, injury or loss to any property referred to in paragraph 2 or 3 caused, directly or indirectly, in whole or in part, by CONTRACTOR, any Subcontractor, Supplier or any other person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts either of them may be liable, shall be remedied by CONTRACTOR. CONTRACTOR's duties and responsibilities for the safety and protection of the Work shall continue until such time as all the Work is completed and the city has issued a notice to CONTRACTOR that the Work is acceptable.

- A. CONTRACTOR shall designate a responsible representative at the site whose duty shall be the prevention of accidents. This person shall be CONTRACTOR's superintendent, unless otherwise designated in writing by CONTRACTOR to OWNER.
- B. In EMERGENCIES affecting the safety or protection of persons or the Work or property at the site or adjacent thereto, CONTRACTOR, without special instructions or authorization from OWNER, is obligated to act to prevent threatened damage, injury or loss. CONTRACTOR shall give city prompt, written notice if CONTRACTOR believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby.

PROTECTION OF PROPERTY

The CONTRACTOR shall be responsible for repairing any infrastructure that is damaged during the performance of the contracted trimming work. This infrastructure would include all property along the streets including city sidewalks.

DISPOSAL

If necessary, the City can provide a location where chips can be dumped. Chips that are accumulated from the work contracted within this agreement are the only chips that will be accepted at city dump site. The city will delay final acceptance and payment until all unauthorized clearance debris remaining on the project premises at

the completion of the clearance work has been removed from the site. The CONTRACTOR shall leave the premises in an orderly and clean condition, hauling away all brush as is considered standard for the industry.

BASIS OF PAYMENT

Payment will be made only after all work is completed and accepted, as specified, and within 30 days of receipt of invoice for the same. **Contractor to provide Certified Payroll with all invoices.**

Proposals received after 10:00 A.M. CST, January 10th, 2025, will not be accepted and will be returned to the proposer unopened. The City of Carlyle reserves the right to reject any and all responses and waive minor irregularities. No proposal may be withdrawn for a period of thirty (30) days.

By the order of the Mayor and City Council

Brad Myers
City Administrator
City of Carlyle

“Sealed Bid, Carlyle Tree Removal”
Attn: Brad Myers, City Administrator
1110 Mulliken St.
Carlyle, Illinois 62231

BID SHEET

Bid of _____
Company Name

Address	City	State	Zip Code
---------	------	-------	----------

To: City of Carlyle, Illinois Date: _____

We hereby certify that we are the only party interested in this Bid as principals and examined all the Contract documents, including the Invitation & Instructions to Bidders and the Specifications.

AUTHORIZED
SIGNATURE: _____ TITLE: _____

Print Name: _____

City of Carlyle Tree Remobval

Lump Sum Price \$ _____

List of Subcontractors: _____

City of Carlyle Tree Removal List to accompany Tree Removal RFP

No.	Street	# of trees	Comments:
891	10 th	2	Two trees in front of house.
211	11 th	2	Nearest ball diamonds by sidewalk.
691	14 th	2	On South East corner of lot.
491	15th St.	1	SE corner of lot in front of garage.
1010	16 th	1	On South West corner of lot.
211	16 th	1	Between shed and carport by road
690	2 nd	1	pine tree right in front.
410	7 th	1	Next to Washington St between sidewalk and Washington
791	9 th	1	North West tree on livingston side.
771	9 th	1	In front
1031	Bond	1	In front of house
410	Fairfax	1	Pecan or Pine. South of Carport
590	Fairfax	1	West side: Could take out all of it on the side
1110	Fairfax	1	On 11th Street side towards post office
	Fairgrounds	1	Should be there's-Between fence and road
1490	Franklin	3	West site of house on 15th Stree
1691	Franklin	1	West Side of Lot near 17th Street
1311	Franklin	2	Two trees-1 for sure on SW side, Maybe SE in yard
1390	Jefferson	1	south side-by alley
1691	Jefferson	1	SE corner of light at 17th and Jefferson Intersection
1490	Kane	2	Two trees- 1 on South & 1 on West side on 15th
1491	Livingston	2	2 west trees-on 15th
1291	livingston	1	Not Sure
811	Livingston	2	2-Front of house between road & SW
TBD	Maple Hill Park	2	Two/South by building-only see 1 for sure

1370	Mulliken	2	Two trees-Between SW & Street on West side. Another in back SW. corner
710	Ridge	1	galled/dead on top-one the corner, close to garage
1190	Ridge	1	Between driveway and highway
1950	washington	1	maybe
490	washington	1	west side of house-next to utility pole guy wire
1431	Washington	1	On west side of garage, maybe 1 in front of house.

Total: 42