

**TOWN OF STRATFORD**  
**RFP - #2017 - 007**  
**TREE PLANTING SERVICES FOR VARIOUS TOWN OWNED PROPERTIES**

**PROPOSAL TERMS**

The Town of Stratford reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the Town of Stratford may consider. The Town does not intend to award a contract fully on the basis of any response made to proposal; the Town reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Town's specifications and needs.

1. Proposal must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
2. In the event it becomes necessary to revise any part of the RFP, addenda will be provided and posted on Town of Stratford website. The Contractor should routinely check the Town of Stratford Purchasing website for updates. No addenda will be issued at least 3 days prior to the bid. To be considered, one (1) original proposal and two (2) copies must be submitted to the Town of Stratford Purchasing Department on or before the date and time specified.
3. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or type written. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
4. The Town of Stratford reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate costs, terms, or conditions of any bid determined by the Town to be in the interest of the Town even though not the lowest bid.
5. No pre-bid meeting will be conducted as part of this RFP.

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**SCOPE OF WORK**

The Town of Stratford Department of Public Works proposes to contract tree-planting services for various Town owned properties including parks and recreation areas, town owned buildings, and median strips. The exact locations and quantities of the plantings will be determined in the field by the Director of Public Works and the Town of Stratford Deputy Tree Warden. All labor, materials and equipment necessary to perform the work required for the supplying, planting, and maintenance of the trees shall be provided by the successful bidder.

1. **Tree Species** - Nine (9) species of tree will be required for planting at various locations. Species include Northern Red Oak, London Planetree, American Linden, Kousa Dogwood, Eastern Redbud, Paper Birch, White Oak, Weeping Beech, and Shagbark Hickory. The trees shall be at least 2.0" to 2 ½" caliper in size and shall be balled and burlapped. At least two weeks prior to delivery of trees to the respective planting sites, the Town of Stratford Deputy Tree Warden must approve the selected and tagged trees. The Deputy Tree Warden will verify the trees for accuracy of species, good form, vigor, and overall condition of the tree. The contractor will notify the Deputy Tree Warden when the trees have been tagged and are ready for inspection.
2. **Tree Planting and CBYD** - In general the trees will be planted in readily accessible areas including town parks and median strips as determined by the Director of Public Works or Town Deputy Tree Warden. All areas will be easily accessible by light vehicles and power equipment to facilitate the planting of trees. Tree plantings need to conform to the guidelines as established in Appendix A. Staking will be required only in areas determined to have heavy clay soils and/or on windy, exposed sites as directed by the Town. The contractor must also contact Call Before You Dig prior to the planting of trees and will be responsible for any damage to utilities and town property during the tree installations. Planting should take place between May 8, 2017 and June 16, 2017.
3. **Soil Testing**- The contractor is required to perform soil testing at the locations selected for planting to ensure that soil conditions are appropriate for the species chosen. The Morgan Soil Test (as described on the Connecticut Agricultural Experiment Station website <http://www.ct.gov/caes/cwp/view.asp?a=2836&q=378202>) is sufficient for the soil analysis. If soil analysis indicates that soil conditions at any location may not be appropriate for the proposed species, the contractor will suggest an alternative species (of similar price to the proposed tree) that could thrive under

the conditions in-situ. The Town will stake proposed tree planting locations in the field by April 21, 2017.

4. **Tree Maintenance** – The contractor will be required to maintain the trees for a one (1) year period after planting. The contractor must follow the planting procedures as outlined in CT DOT Form 816 and Appendix A of this document. Watering will be required to keep the root zone moist during the first growing season. The contractor must replace any trees that die within the first year after planting. The Town will begin maintaining the trees as of May 1, 2018.
5. **Performance Bond** – The contractor will be required to post a performance bond with the Town of Stratford for the value of the contract. The bond will be maintained for one-year after the plantings are completed.

All proposals must be received no later than by **3:00 p.m. on April 13, 2017**. Bidders should mail or hand deliver (email or fax will not be accepted) their proposals to:

Attention: Michael Bonnar  
Purchasing Agent  
2725 Main Street, Room 202  
Stratford, Connecticut 06615

Each Proposer shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its proposal, and the Town of Stratford shall have no responsibility or liability whatsoever for any such costs and expenses. Neither Town of Stratford nor any of their directors, officers, employees or authorized agents shall be liable for any claims or damages resulting from the solicitation or collection of proposals. By submitting a proposal, Proposer expressly waives: (i) any claim(s) for such costs and expenses, and (ii) any such claims or damages.

#### 4.1.3 NUMBER OF PROPOSAL COPIES

Each Proposer shall submit one (1) original and one (1) copy of its proposal to the Town of Stratford.

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**BID SHEET**

DESCRIPTION	SCIENTIFIC NAME	QUANTITY	TOTAL PRICE PER UNIT	TOTAL PRICE
<b>Northern Red Oak</b>	<i>Quercus rubra</i>	3	\$	\$
<b>London Plane</b>	<i>Platanus x acerifolia</i>	1	\$	\$
<b>American Linden</b>	<i>Tilia americana</i>	9	\$	\$
<b>Paper Birch</b>	<i>Betula papyrifera</i>	2	\$	\$
<b>Kousa Dogwood</b>	<i>Cornus kousa</i>	18	\$	\$
<b>Eastern Redbud</b>	<i>Cercis Canadensis</i>	9	\$	\$
<b>White Oak</b>	<i>Quercus alba</i>	2	\$	\$
<b>Weeping Beech</b>	<i>Fagus sylvatica pendula</i>	1	\$	\$
<b>Shagbark Hickory</b>	<i>Carya ovata</i>	1	\$	\$
<b>Total Aggregate</b>				\$
<b>Maintenance (1 Year) Lump Sum</b>				\$
<b>Total Cost</b>				\$

**\*Note:** Costs shall include all labor, the proper preparation of the planting site, and all materials.  
Specific cultivars/varieties of the listed species shall be provided to the Town prior to planting.  
A performance bond will be posted with the Town to warranty the trees for the period of one year.

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**SIGNATURE PAGE**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
TELEPHONE #

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
FEDERAL TAX ID #

\_\_\_\_\_  
EMAIL ADDRESS

**I represent that the above individual is authorized to sign on behalf of the company submitting the proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90-days.**

## APPENDIX A

### TOWN OF STRATFORD TREE MAINTENANCE GUIDELINES

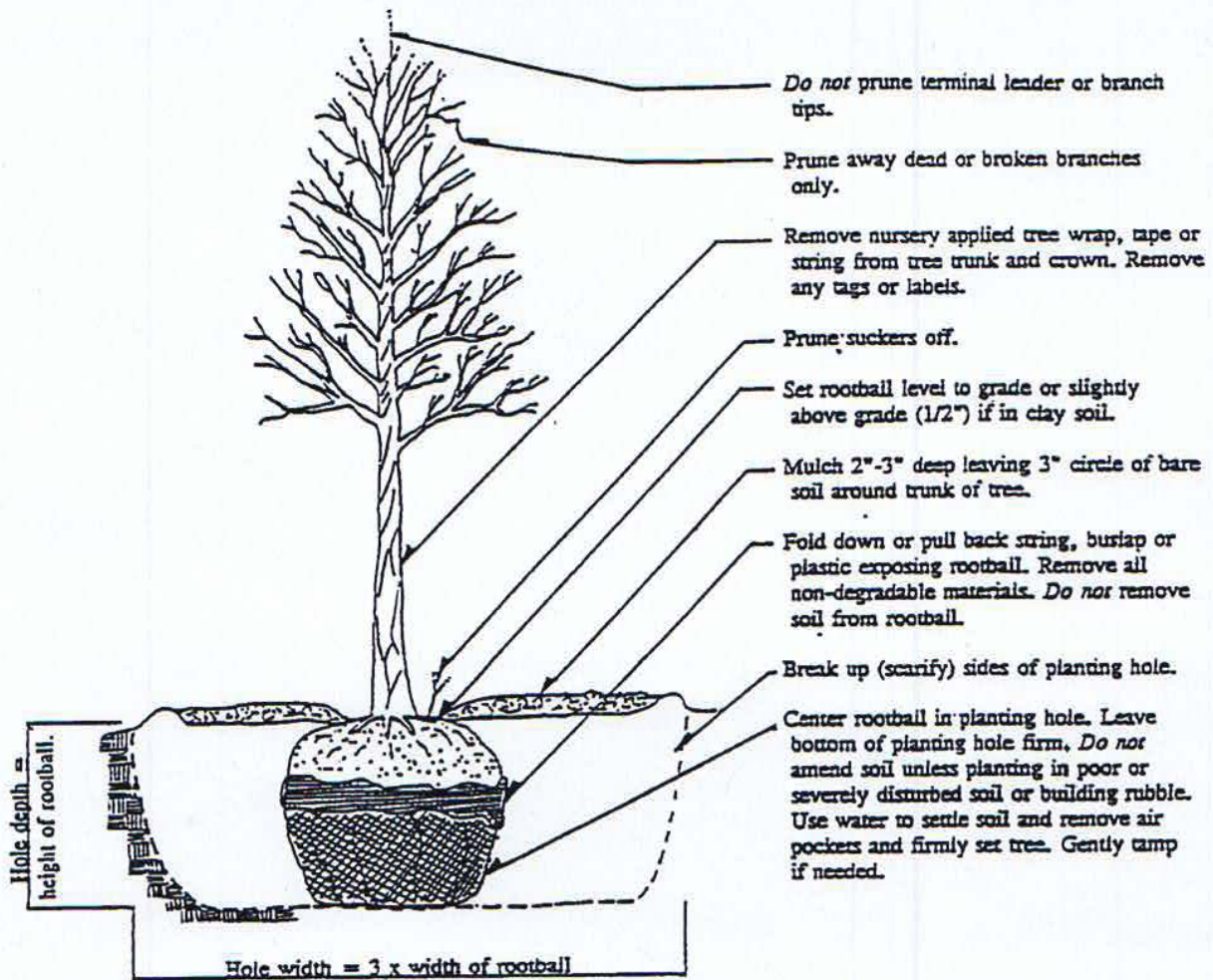
To ensure success from your tree planting, the tree must be properly cared for after the initial planting. A properly maintained tree grows well, has fewer problems, and provides many benefits to people and the environment.

Trees shall be planted according to the specifications in these planting guides:

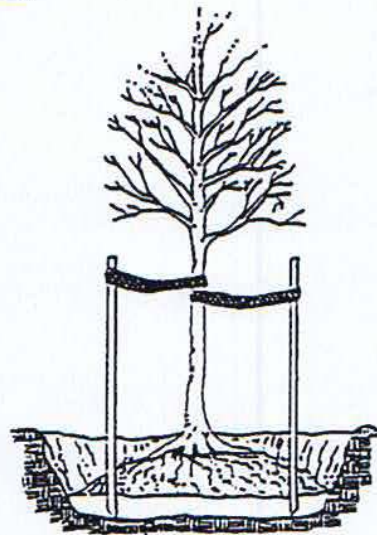
- **American National Standards Institute**
- **Connecticut Department of Transportation (CTDOT) Form 816 -**  
(<http://www.ct.gov/dot/cwp/view.asp?a=1385&q=455784>)
- **United States Department of Agriculture - Forest Service - Tree Owners Manual for the Northeastern and Midwestern United States.**  
([www.treeownersmanual.info](http://www.treeownersmanual.info))

**Over the course of the year following tree planting, these maintenance specifications shall be followed:**

- **Water.** Check soil moisture a few inches below the surface in the root ball
- **Mulch.** Layer to 3 to 4 inches above the ground around the tree but not touching the tree trunk. The area should be four times the area of the root ball. Do not use treated or dyed mulch.
- **Prune** only if necessary. Follow specification in the above referenced manuals.
- **Stake** only if necessary or as directed by the Town. Follow the specifications as listed in the above referenced manuals.
- **Check** for mower or weed whip, vandal damage, and animal damage.
- **Check** for insects or disease problems on the tree and surrounding trees. Contact forester or arborist if problem exists.
- **Do not fertilize.** Fertilizer applied to newly transplanted trees can excessively dry roots (burning).
- **Remove** all tags and twine from the tree to prevent girdling.



- Do not stake unless in heavy clay soil, windy conditions, 3" or greater diameter tree trunk or large crown. If staking is needed due to these conditions:
- Stake with 2 X 2 hardwood stakes or approved equal driven 6"-8" outside of rootball.
  - Loosely stake tree trunk to allow for trunk flexing.
  - Stake trees just below first branch with 2"-3" wide belt-like, nylon or plastic straps (2 per tree on opposite sides of tree, connect from tree to stake horizontally. Do not use rope or wire through a hose.)
  - Remove all staking materials after 1 year.



## TREE PLANTING DETAIL