

# Stump Removal Request for Quotes



**Quotes are due by: 10:00 am: Wednesday, April 3, 2024**

1122 S. Burchard Ave; PO Box 417  
Freeport, IL 61032

Freeport Park District is accepting quotations for stump grinding and removal for stumps in parks located in Freeport, Illinois. All questions concerning specific work to be done should be directed to Bruce Cubberley, Superintendent of Parks and Natural Resources at [bcubberley@freeportparkdistrict.org](mailto:bcubberley@freeportparkdistrict.org) or (815) 801-8703.

Freeport Park District reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of Freeport Park District.

## **I. GENERAL CONDITIONS**

### **BASIS OF AWARD:**

Selection of the Contractor will be based on the following considerations in order of importance:

1. Cost
2. References with preference awarded to references from Public Sector Agencies and/or Corporate Organizations served
3. Years of relevant experience

### **WAGE RATES AND OTHER APPLICABLE CONDITIONS:**

Freeport Park District understands that stump removal is exempt from the Illinois Department of Labor's Prevailing Wage Requirements.

Bidders must comply with all other applicable federal, state and local laws, rules and regulations including but not limited to:

- DRUG FREE WORKPLACEACT
- ILLINOIS HUMAN RIGHTSACT

### **SUBCONTRACTORS:**

The Contractor shall not employ any subcontractor, supplier or other person or organization, whether initially or as a substitute, against whom the Park District may have reasonable objection. The selected Contractor shall submit to Freeport Park District within ten (10) days after the receipt of proposals, a list of the names of Contractor's proposed subcontractors along with a description of the work to be performed by each.

### **APPLICATION FOR PAYMENT:**

The Contractor shall furnish with his/her final application for payment a complete release of all liens arising out of this contract, or receipts in full in lieu thereof and an affidavit that the releases and receipts include all labor and material for which a lien could be filed.

### **WORKING HOURS:**

Working hours are 7:00 AM to 5:00 PM Monday thru Friday. The Contractor cannot perform any work on Saturday or Sunday.

### **INSURANCE:**

The successful contractor must provide the Park District with a certificate of general liability insurance in the amount of \$2,000,000 naming the Park District as additionally insured.

### **PROTECTING UTILITIES:**

Stump grinding operations may be conducted in areas where various above or underground utilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility company if damage should occur, and shall be responsible for all claims for damage due to the stump removal contractor's operations.

The Contractor is responsible for contacting JULIE (Joint Utility Locating Information for Excavators) for marking the location of any underground utilities which are in the work area. **JULIE does not mark for park owned utilities.** The Contractor will be responsible for calling the Freeport Park Maintenance Supervisor to mark any park utilities which are in the work area. The Park Maintenance Supervisor can be contacted at (815) 990-9019.

### **CONTRACT TERM:**

This Agreement shall be for a one (1) fiscal year term commencing **April 17, 2024** and ending **March 31, 2025**. Freeport Park District has a one (1) year renewal option, which can be exercised at the end of the contract if both parties agree. Upon exercise of the option, this agreement shall be renewed with no change in any of its provisions, except for the contract term.

## **II. STUMP REMOVAL SPECIFICATIONS**

### **1. SCOPE OF WORK**

These Detailed Specifications are for the removal and restoration of park stumps within Freeport Park District.

The Contractor shall furnish all labor, supervision, supplies, tools, equipment and other means necessary or proper for performing and completing the work. The Contractor shall be responsible for the cleaning up of the job site and shall repair

or restore all structures and property that may be damaged or disturbed during performance of the work to the satisfaction of Freeport Park District.

**2. LOCATION OF STUMP REMOVAL AND RESTORATION WORK**

The location of the work is known as: PUBLIC PARKS within Freeport, Illinois. All stump removal and restoration work are to be done in accordance with these specifications.

The Contractor shall protect sidewalks, curbs, streets, manhole covers and catch basins, structures and automobiles from the stump grinding debris.

**3. DETERMINING STUMP DIAMETER**

Stump diameter is calculated using two measurements to establish an average. The length of the longest diameter is added to the length of the shortest and then divided by 2.

**4. STUMP REMOVAL**

The contractor shall remove all tree stumps and buttress roots as designated by the Superintendent of Parks and Natural Resources or appointed representative, to a point EIGHT inches (8") below the adjacent ground level. Additionally, the contractor shall remove all surface and adjacent subsurface roots as may be necessary to eliminate "humps" or mounds in the turf area adjacent to the stump. All park areas are to be left flat and meet original grade. The area will then be backfilled with clean, pulverized topsoil to the level of the adjoining grade and seeded.

**5. SITE APPEARANCE AND DISPOSAL OF STUMP GRINDINGS**

After grinding (removal) of a tree stump and all associated roots, the Contractor shall remove all stump grindings and associated debris from the site with appropriate tools and equipment for the job. **The contractor shall clean up the site and remove all grindings and debris and complete backfilling within TWENTY-FOUR (24) hours of grinding.** Grinding debris generated by the work described in this contract shall be the responsibility of the contractor.

**6. BACKFILLING**

All areas where stumps have been removed and areas disturbed by the removal operation shall be backfilled to the level of the adjoining grade with pulverized black dirt (topsoil). All holes must be backfilled within **twenty-four (24) hours** of debris removal. The Contractor shall supply his/her own topsoil. The topsoil shall be properly leveled and compacted to ensure a minimum of settling of the backfill material. **Grindings (chips) and debris must not be used as backfill material.**

**7. SEEDING**

All adjacent disturbed areas and areas where backfill material was installed shall be seeded. Seed shall be a mixture composed of fifty (50%) percent Kentucky Bluegrass, thirty (30%) thirty percent Perennial Rye Grass, and twenty (20%) percent Creeping Red Fescue.

#### **8. BILLING & PAYMENT**

Freeport Park District will pay all undisputed invoices within 30 days of approval. Bills for services rendered shall be itemize by stump number, park location, and diameter of each stump removed.

### **III. GENERAL DETAILS**

#### **1. EXAMINATION OF SITE**

Contractors shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles that may be encountered, and all other relevant matters concerning the work to be performed under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to submitting a proposal. The successful Contractor must employ, so far as reasonably possible as determined by Freeport Park District, such methods and means in the carrying out of his/her work as will not cause any interruption or interference with any other contractor.

#### **2. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

Any damage of public or private property caused by the Contractor's operations shall be resolved by the Contractor with the property owner within ten (10) days after damage occurs and shall be resolved to the satisfaction of Freeport Park District. The Contractor shall inform Freeport Park District of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of Freeport Park District, Freeport Park District reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

#### **4. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to Freeport Park District and shall be repaired promptly by the vendor when ordered to do so by Freeport Park District at no cost to Freeport Park District. This includes ruts created by running equipment over lawn areas. All repairs of damage to existing facilities shall be made to the satisfaction of Freeport Park District. Failure to repair damage shall be just cause for withholding payment for work.

#### **5. CONTRACTOR'S REPRESENTATIVE**

Competent supervisory personnel who can communicate effectively with Park District staff shall always be present on the job. The supervisory personnel shall have full authority to act for the Contractor and receive and execute orders from the Superintendent of Parks and Natural Resources or appointed representative. The Contractor shall properly schedule and train all its personnel. It is required

that the supervisor be on site to ensure all work has been completed in a satisfactory manner. Freeport Park District reserves the right to have the contractor assign a new contact person, supervisor, and/or staff, for Freeport Park District's account if the current representative(s) are deemed unacceptable.

#### **6. ACCESSIBILITY OF CONTRACTOR**

Contractor shall supply cell phone numbers and daytime office numbers of supervisors handling this contract. The Contractor shall return all calls within one hour of Freeport Park District placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by Freeport Park District.

#### **7. WORKERS**

The Contractor is reminded that its employees are to work in a courteous and respectful manner. **Inappropriate behavior or examples of unproductive work effort will not be tolerated.** Freeport Park District has the right to request that a Contractor's employee be immediately removed from the work crew if the above behavior is exhibited.

#### **8. SAFETY**

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by Freeport Park District as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

#### **9. TRESPASS ON LAND**

The Contractor shall confine his/her operations and storage of materials and equipment to the job site park. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. If the Contractor is to enter upon the property of third parties in the execution of the work, he shall obtain written permission prior to doing so and submit evidence of said written permission to Freeport Park District.

#### **10. WORKING HOURS**

The Contractor shall work between the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. If work must occur outside of these working hours, the Contractor must request written permission from the Superintendent of Parks before the work begins.

#### **11. SUBLETTING CONTRACT**

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his/her right, title, or interest therein, or his/her power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of Freeport Park District; but in no case shall consent relieve the Contractor from his/her obligations or change the terms of the contract.

**12. DEFAULT**

The contract may be canceled or annulled by Freeport Park District in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by Freeport Park District, shall constitute contract default.

**13. WORKMANSHIP**

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Park District staff members, and the general public.

**14. COSTS**

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to Freeport Park District for all work involved in the respective items.

**15. EQUIPMENT CONDITION**

The Contractor is responsible for keeping all equipment in good, safe operating condition. All equipment will be kept in such a condition so that the gas/oil is not leaking.

**16. FUEL/OILING**

Spilling gasoline and oil kills the grass. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean-up and restoration and/or reimbursement for any damages that may occur.

## Quote

1. Prices shall include all removal and restoration work as specified in sections I, II, and III of these documents.
2. Prices shall be based on the diameter of stump as determined in Section II, Item 3.
3. The cost per stump will be calculated by multiplying the cost per inch by its diameter in inches.

**Cost per diameter inch for stump removal: \$ \_\_\_\_\_**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title: *(Please Print)* \_\_\_\_\_

Date: \_\_\_\_\_