



CITY OF ANN ARBOR, FIELD OPERATIONS-FORESTRY
INVITATION TO BID # **ITB-4137**
PLANT MATERIAL – SPRING, 2011
DUE: Wednesday, February 16, 2011

This is an invitation to bid on specified plant material for planting in spring 2011 for delivery in March and April. The bid sheet on pages 5, 6 and 7 specifies each species requested.

Sealed bids will be received (**Original plus one (1) copy**) by Procurement/Finance Division, 100 N. Fifth Ave. (48103) or P.O. Box 8647, Ann Arbor, MI (48107), on or **before 2:00 p.m., Wednesday, February 16, 2011** at which time they will be opened and publicly read aloud.

Enclosed are Human Rights Work Utilization Forms (or you may submit an updated EEO-1) to be filled out and returned with your bid.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City. No bidder may withdraw a bid within 60 days after the date set for the opening thereof.

Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your bid (see attached specifications).

The decision of the City of Ann Arbor, acting through the Field Operations Manager, or his/her authorized representative, shall be final as to what constitutes acceptable deviations from specifications.

All envelopes must be marked, "**ITB-4137 SPRING 2011 PLANT MATERIAL.**" We cannot be responsible for any bid not marked as stated above.

CONTACT PERSON: Any questions concerning this bid must be directed to **Kay Sicheneder, Field Operations Supervisor at (734) 845-0636 during business hour only.**

NOTE: The Plant Material you bid shall be free of deleterious insects and/or diseases and nursery grown. The trees shall be in accordance with the American Association of Nurserymen standards as to size, form, and specimen quality.

DELIVERY AND SHIPPING REQUIREMENTS:

Delivery Destination: City Tree Nursery, 1035 Ellsworth Road, Ann Arbor, Michigan

Directions: Exit I-94 at the State Street Exit #177, turn south on State Street ½ mile, at Ellsworth Road turn right (west) 1/3 miles and nursery is on the left side (red barn).

SPRING 2011 PLANT MATERIAL ARE TO BE F.O.B. DESTINATION, FREIGHT PREPAID, ANN ARBOR, MICHIGAN AND DELIVERED BY APRIL 21 FOR BAREROOT AND CONTAINER STOCK, AND BY APRIL 30 FOR B&B STOCK.

The successful bidder shall guarantee that All bare root plant material must be shipped in an enclosed trailer with roots in a moist condition at all times, and delivered in dormant condition. All B&B stock must be fresh dug. All B&B and containerized material must be covered during shipping and have adequate, but not excessive, moisture in the root ball. The City of Ann Arbor reserves the right to refuse receipt of any plant material that does not conform to said standards and delivery schedule.

The successful bidder must notify Kay Sicheneder, at (734) 845-0636 one (1) week prior to delivery. The city allows weekday deliveries only, before to 1:30 p.m.

Yes, delivery and shipping requirements can be met _____
No, delivery and shipping requirements cannot be met _____

Alternative:

NOTE: The City of Ann Arbor reserves the right to reject bids which offer an unsatisfactory delivery schedule.

ERRORS/DISCREPANCIES: Any errors or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of **Kay Sicheneder, Field Operations Supervisor, at (734) 845-0636** as soon after discovery as possible. Further, the contractor and/or service provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

AWARD: The award will be based on the lowest total bid and material availability, split on an item-by-item basis or in any manner deemed to be in the best interest of the City of Ann Arbor. The City of Ann Arbor reserves the right to reject low bids which do not meet specifications. NOTE: Previous experience and performance may be factors in making the award.

CERTIFICATION: We hereby certify that the "Plant Material ITB-4137 – SPRING, 2011" provided will meet or exceed specifications in every respect.

Authorized Representative's Signature

Printed Name

MAILING: All bid envelopes must be labeled "**ITB-4137 SPRING, 2011 Plant Material**" and received at the City Hall office by 02/16/2011 – 2:00 PM. We cannot be responsible for any bid not labeled as stated above.

**RETURN BID TO: CITY OF ANN ARBOR
PROCUREMENT/FINANCE DIVISION 5TH FLOOR
P.O. BOX 8647
100 N. FIFTH AVENUE
ANN ARBOR, MI 48107-8647**

NOTE: If cost exceeds \$10,000.00 this bid will require Human Rights and if \$25,000.00 or more will require City Council approval. Therefore, the bid could be approved after the date stated above. The purchase order will be issued as soon thereafter as possible. Purchase orders, for orders over \$3,000, will be issued after material availability is confirmed.

DEFAULT: If defined as the failure of the bidder to fulfill the obligations of the contract, including but not limited to: failure to deliver on time, poor quality, or the unauthorized substitution of articles other than those quoted and specified in the bid; or failure to deliver specified quantities. Due to the perishable nature of the materials, Kay Sicheneder will determine length of time allowed to correct default(s).

TERMINATION: The City shall have the privilege, with or without cause, to cancel and annul this agreement at any time on 10 days notice to the bidder. The City shall provide notice of termination by first-class mail to the bidder at the address listed in the bid documents. If the contract is terminated for reasons other than breach of contract by the bidder, the bidder shall be compensated for services provided prior to the date of the notice of termination.

TREE NURSERY _____

BID # ITB-4137

CITY OF ANN ARBOR

Note: all stock will be single stem (unless noted) 1.75"-2" CALIPER, Evergreens 6-8'

	Spring 2011, Planting	# Bareroot Available	Bareroot Price/tree	# Container Available	Container Price/tree	# B&B Available	B&B Price/tree
white fir	<i>Abies concolor</i>		\$		\$		\$
fraser fir	<i>Abies fraseri</i>		\$		\$		\$
trident maple, Single Stem	<i>Acer buergerianum</i>		\$		\$		\$
bigtooth sugar maple	<i>Acer grandidentatum</i>		\$		\$		\$
paperbark maple	<i>Acer griseum</i>		\$		\$		\$
Miyabel maple	<i>Acer miyabel</i>		\$		\$		\$
striped maple	<i>Acer pensylvanicum</i>		\$		\$		\$
sycamore maple	<i>Acer pseudoplatanus</i>		\$		\$		\$
tatarian maple, Single stem	<i>Acer tataricum</i>		\$		\$		\$
shantung maple	<i>Acer truncatum</i>		\$		\$		\$
speckled alder	<i>Alnus rugosa</i>		\$		\$		\$
serviceberry, Single Stem	<i>Amelanchier</i>		\$		\$		\$
yellow buckeye	<i>Aesculus octandra</i>		\$		\$		\$
river birch, Single stem	<i>Betula nigra</i>		\$		\$		\$
hornbeam	<i>Carpinus sp</i>		\$		\$		\$
hickory	<i>Carya</i>		\$		\$		\$
American chestnut	<i>Castanea dentata</i>		\$		\$		\$
hackberry	<i>Celtis occidentalis</i>		\$		\$		\$
Redbud, Single Stem	<i>Cercis Canadensis</i>		\$		\$		\$
katsuratree	<i>Cercidiphyllum japonicum</i>		\$		\$		\$
fringetree	<i>Chionathus sp.</i>		\$		\$		\$
hardy rubber tree	<i>Eucommia ulmoides</i>		\$		\$		\$
American beech	<i>Fagus grandifolia</i>		\$		\$		\$

Tree Nursery _____
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gingko, male only	<i>Gingko biloba</i>		\$		\$		\$
Kentucky coffeetree	<i>Gymnocladus dioicus</i>		\$		\$		\$
Goldenrain Tree	<i>Koelreuteria paniculata</i>		\$		\$		\$
sweetgum	<i>Liquidambar styraciflua</i>		\$		\$		\$
tuliptree	<i>Liriodendron tulipifera</i>		\$		\$		\$
amur maackia	<i>Maackia amurensis</i>		\$		\$		\$
saucer magnolia	<i>Magnolia x soulangiana</i>		\$		\$		\$
dawn redwood	<i>Metasequoia glyptostroboides</i>		\$		\$		\$
blackgum	<i>Nyssa sylvatica</i>		\$		\$		\$
hophornbeam	<i>Ostrya virginiana</i>		\$		\$		\$
Persian parrotia	<i>Parrotia persica</i>		\$		\$		\$
Oriental spruce	<i>Picea orientalis</i>		\$		\$		\$
Japanese white pine	<i>Pinus parviflora</i>		\$		\$		\$
Ponderosa pine	<i>Pinus ponderosa</i>		\$		\$		\$
red pine	<i>Pinus resinosa</i>		\$		\$		\$
London plane	<i>Platanus X acerfolia</i>		\$		\$		\$
ornamental cherry	<i>Prunus sp.</i>		\$		\$		\$
Douglas fir	<i>Pseudotsuga menzeisii</i>		\$		\$		\$
sawtooth white oak	<i>Quercus acutissima</i>		\$		\$		\$
swamp white oak	<i>Quercus bicolor</i>		\$		\$		\$
gamble oak	<i>Quercus gambelii</i>		\$		\$		\$
shingle oak	<i>Quercus imbricaria</i>		\$		\$		\$
bur oak	<i>Quercus macrocarpa</i>		\$		\$		\$
chinkapin oak	<i>Quercus muehlenbergii</i>		\$		\$		\$
Shumard oak	<i>Quercus shumardii</i>		\$		\$		\$
Northern black oak	<i>Quercus veluntina</i>		\$		\$		\$
Japanese pagoda	<i>Sophora japonica</i>		\$		\$		\$
Japanese tree lilac	<i>Syringa reticulata</i>		\$		\$		\$
bald cypress	<i>Taxodium disitchum</i>		\$		\$		\$

Tree Nursery _____

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linden	<i>Tilia sp.</i>		\$		\$		\$
American elm	<i>Ulmus americana</i>		\$		\$		\$
elm hybrids	<i>Ulmus sp.</i>		\$		\$		\$
Chinese elm	<i>Ulmus parvifolia</i>		\$		\$		\$
yellowhorn	<i>Xanthocerus sorbifolium</i>		\$		\$		\$

**CITY OF ANN ARBOR PROCUREMENT OFFICE
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**

Form #1

Entire Organization (Totals for All Locations where applicable)

Name of Company/Organization _____ Date Form Completed _____

Name and Title of Person Completing this Form _____ Name of President _____

Address _____ County _____ Phone # _____
 (Street address) (City) (State) (Zip) (Area Code)

Fax# _____ Email Address _____
 (Area Code)

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)												TOTAL COLUMNS A-M
	Male						Female						
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													

**CITY OF ANN ARBOR PROCUREMENT OFFICE
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**
Local Office (Only those employees that will do local or on-site work, if applicable)

Form #2

Name of Company/Organization _____ Date Form Completed _____

Name and Title of Person Completing this Form _____

Fax# _____ Email Address _____
(Area Code)

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or LatinO	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													

City of Ann Arbor Procurement Office

INSTRUCTIONS FOR CONTRACTORS

For Completing CONTRACT COMPLIANCE FORM

City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor’s labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Office Contract Compliance Forms (attached).***

To complete the form:

1) If a company has more than one location, then that company must complete 2 versions of the form.

- **Form #1** should contain the employment data for the **entire corporation.**
- **Form #2** should contain the employment data for those employees:
 - who will be working on-site;
 - in the office responsible for completing the contract; or,
 - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).

2) If the company has only one location, fill out Form #1 only.

3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization’s president.

4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.

5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

For assistance in completing the form, contact:

Procurement Office of the City of Ann Arbor
734/994-2719

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.