

CITY OF ANN ARBOR
INVITATION TO BID



STREET TREE PRUNING 2015

ITB4360

Due Date: Tuesday, December 23, 2014
by 10:00 a.m. (Local Time)

Public Services Area/Field Operations Unit
Administering Service Area/Unit

Issued By:
City of Ann Arbor
Procurement Unit
301 E. Huron Street
Ann Arbor, MI 48104

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**ADVERTISEMENT TO BID FOR
STREET TREE PRUNING CITY OF ANN ARBOR
ITB4360**

Sealed Bids will be received by the City of Ann Arbor Procurement Unit, C/O Customer Service First (1st) Floor, Guy Larcom City Hall, on or before Tuesday, December 23, 2014 by 10:00 a.m. for street tree pruning. Bids will be publicly opened and read aloud at this time.

Work to be done under this bid includes pruning of trees within the City street right-of-way and all related work as specified within the bid documents. Approximately 420 street trees within four Areas are to be pruned by September 30, 2015 as part of this contract.

- Area 1 : ~110 trees for pruning
- Area 2: ~100 trees for pruning
- Area 3: ~110 trees for pruning
- Area 4: ~100 trees for pruning

Bidder may bid on any or all of the Areas detailed in the bid documents.

Bid documents, specifications, plans and addendum shall be downloaded by vendors at either of the following web sites, Michigan Inter-governmental Trade Network (MITN) www.mitn.info or City of Ann Arbor web site www.A2gov.org. It is the bidder's responsibility to verify they have obtained all information before submitting bid.

Each Bid shall be accompanied by a certified check, or Bid Bond by a recognized surety, in the amount of 5% of the total of the bid price. A Bid, once submitted, becomes the property of the City. In the sole discretion of the City, the City reserves the right to allow a bidder to reclaim submitted documents provided the documents are requested and retrieved no later than 48 hours prior to the scheduled bid opening

The successful Bidder will be required to furnish a satisfactory performance bond in the amount of 100% of the contract price and satisfactory insurance coverage. Precondition for entering into a Contract with the City of Ann Arbor is compliance with Chapter 112 of Title IX of the Code of the City of Ann Arbor. The successful Bidder may also be required to comply with Chapter 23 of Title I of the Code of the City of Ann Arbor. Further information is outlined in the Contract Documents. All bidders are required to complete and submit the City of Ann Arbor Conflict of Interest Disclosure Form with the bid.

After the time of opening, no Bid may be withdrawn for a period of ninety (90) days. The City reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

Any further information may be obtained from the Ann Arbor Procurement Office,
(734) 794-6500
CITY OF ANN ARBOR PROCUREMENT UNIT

INVITATION TO BID

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including Advertisement, Human Rights Division Contract Compliance Forms, Notice of Pre-Bid Conference, Instructions to Bidders, Bid, Bid Forms, Contract, Bond Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans and understands them. The Bidder declares that it conducted a full investigation at the site and of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

The undersigned proposes to perform all work shown on the plans or described in the bid documents, including any addenda issued, and to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all the materials, and complete the work in strict accordance with all terms of the Contract of which this Bid is one part.

In accordance with these bid documents, and **Addenda numbered _____**, the undersigned, as Bidder, proposes to perform at the sites in and/or around Ann Arbor, Michigan, all the work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the provisions of Chapter 14, Section 1:319 (Prevailing wages) and Chapter 23 (Living Wage) of the Code of the City of Ann Arbor and that it understands and agrees to comply, to the extent applicable to employees providing services to the City under this Contract, with the wage and reporting requirements stated in the City Code provisions cited. Bidder further agrees that the cited provisions of Chapter 14 and Chapter 23 form a part of this Contract.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bonds and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the

Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS _____ DAY OF _____, 2014

Bidder's Name

Official Address

Telephone Number

Authorized Signature of Bidder

(Print Name of Signer Above)

INSTRUCTIONS TO BIDDERS

General

Work to be done under this Contract is generally described through the scope of work and specifications and must be completed in full accordance with the bid documents. All work to be done under this Contract is located in or near the City of Ann Arbor.

Any Bid which does not conform fully to these instructions may be rejected.

Conditions of the Work

Before submitting a Bid, contractors shall review **Appendix A** (Work Areas and Tree Pruning Locations), **Appendix B** (Contractor Qualifications) and visually inspect the Areas to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request. It is advised that the contractor record any sidewalk, drive, curb, landscaping or other defects on the property prior to performing the work. Photos should accompany written documentation of such defects.

Public communications: It is expected that the contractor's employees will, at all times, be courteous and professional when interacting with the Ann Arbor public – residents, pedestrians, motorists and visitors. The contractor is to forward questions not directly dealing with the contractor's tree removal, stump removal or tree pruning operations to the Forestry Field Operations Supervisor or Urban Forest and Natural Resources Planning Coordinator.

Preparation of Bids

Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed and dated in ink by the person signing the Bid.

Bids must be submitted on "Bid Forms" provided with each blank properly filled in. If forms are not fully completed it may disqualify the bid.

Each person signing the Bid certifies that he/she is the person in the Bidder's firm/organization responsible for the decision as to the fees being offered in the Bid and has not and will not participated in any action contrary to the terms of this provision.

Questions or Clarification on ITB Specifications

All questions regarding this ITB shall be submitted via email. Emailed questions and inquires will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be due by December 15, 2014 before by 3:00 p.m. and should be addressed as follows:

Specification questions emailed to kgray@a2gov.org

Bid Process and HR Compliance questions emailed to mberryman@a2gov.org

Any error, omissions or discrepancies in the specification discovered by a prospective contractor and/or service provider shall be brought to the attention of Kerry Gray at kgray@a2gov.org as soon after discovery as possible. Further, the contractor and/or service provide shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

Addenda

If it becomes necessary to revise any part of the ITB, notice of the Addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or City of Ann Arbor web site www.A2gov.org for all parties to download.

Each Bidder must in its Bid, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of; any addenda shall not relieve the Bidder of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

Bid Submission

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before December 23, 2014 at 10:00 AM. Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Bidder must submit one (1) original Bid and two (2) Bid copies in a sealed envelope clearly marked: **ITB 4360 Street Tree Pruning**.

Bids must be addressed and delivered to:

City of Ann Arbor
Procurement Unit,
c/o Customer Service, 1st Floor
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

All Bids received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Bids should be date/time stamped/signed at the address above in order to be considered. Normal business hours are 8:00 a.m. to 3:00 p.m. Monday through Friday, excluding holidays. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines that circumstances warrant it.

Bidder Qualifications

The City will evaluate Bids based on cost as well as experience. Bidders that have not included the required list of similar work experience, associated references and credentials/certification documentation with the Bid Form may have their bid rejected.

Bidders shall be required to self-perform the tree pruning under the Scope of Work.

As part of the bid, Bidders shall provide documentation that the Bidder's company, and/or its proposed subcontractor, has at least 3 years of experience in arboriculture, urban tree removal, stumping and tree pruning, including working in proximity to electrical hazards and in streets requiring Michigan Department of Transportation (MDOT) approved traffic control. Bidder shall also provide 3 references from similar projects completed within the past 5 years.

Bid proposals shall include a list of all persons that will be performing tree pruning as outlined in this bid. Personnel must be qualified and trained in tree pruning. Indicate crew leaders and other supervisors and list their qualifications including Utility Line Clearance Specialists, Journeymen or Apprentice; ISA Certified Arborist, Certified Tree Worker, Aerial Lift Specialist or other ISA credential; TCIA Certified Tree Care Safety Professional; years of experience; professional organization memberships; hands-on training; classes or conference sessions in tree work. Bidder shall also submit documentation that its personnel performing tree pruning have, at a minimum, **electrical hazard training** or one member that is **line clearance certified**, and otherwise meets applicable MIOSHA and other organization regulations for conducting such work.

All bidders must have in their possession or available to them by formal agreement at the time of bidding, trucks, chippers, chain saws, hand tools, aerial and other equipment and supplies that are necessary to perform the work as outlined in the specifications. All necessary and **required traffic control** signage and flaggers is the responsibility of the selected Contractor.

Key personnel and subcontractors must be acceptable to the City.

Award

The City will award the bid to the responsive and responsible bidders who best meet the City's requirements and who offer the most advantageous combination of low price and highest qualifications for the criteria described in this ITB document. The work may not be awarded to the lowest bidder(s). The City may award the contract for work in an Area to multiple contractors.

The City may utilize alternative offered in the Bid Forms, if any, to determine the lowest

responsible Bidder, For unit price bids, the contract will be awarded based upon the unit prices and the lump sum prices stated by the Bidder for the work items specified in the bid documents, with consideration given to any alternates selected by the City. If the City determines that the unit price for any item is materially different for the work item bid than either other bidders or the general market, the City, in its sole discretion, in addition to any other right it may have, may reject the bid as not responsible or non-conforming.

All Bids submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the ITB or in the Respondent's response shall be documented and included as part of the final contract.

The City reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

Contract Term

The term of this contract will be for one (1) year, commencing with the issuance of the Notice to Proceed.

At the city's option the contract may be renewed for an additional period of one (1) year. At the beginning of the renewal period, the City reserves the right to adjust the total Contract Sum.

The renewal is subject to the terms and conditions of the original contract.

Official Documents

The City of Ann Arbor shall accept no changes to the bid documents made by the Bidder unless those changes are set forth in the "Alternate" section of Bid form.

The City of Ann Arbor officially distributes bid documents from the Procurement Unit or through the Michigan Intergovernmental Trade Network (MITN). Copies of the bid documents obtained from any other source are not considered Official copies. Only those Bidders who obtain bid documents from MITN system are guaranteed access to receive addendum information if any issued. If you obtained City of Ann Arbor Bid documents from other sources, it is recommended that you register on www.MITN.info and obtain an official Bid

Bid Security

Each bid must be accompanied by a certified check, or Bid Bond by a surety licensed and authorized to do business within the State of Michigan, in the amount of 5% of the total of the bid price.

Withdrawal of Bids

After the time of opening, no Bid may be withdrawn for the period of 90 days, as specified in the Advertisement

Human Rights Information

The selected bidder must comply with Ann Arbor City Code requirements for fair employment practices under City of Ann Arbor contracts. To establish compliance with this Ordinance, the Bidder should complete and return with its bid completed copies of the Human Rights Division Contract Compliance Forms (or EEO Report). In the event forms are not submitted with bids they must be provided within 24 hours of notice.

Wage Requirements

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a “covered employer” as defined therein to pay those employees providing services to the City under this agreement a “living wage” as defined in Chapter 23 of the Ann Arbor City code; and, if requested by the City, provide documentation to verify compliance. The contractor agrees to comply with the provisions of Section 1:1815 of Chapter 23 of the Ann Arbor City Code, Attachment A.

Insurance Requirements

Included with this bid are the insurance requirements which must be kept in place for the duration of this awarded work. Awarded contractor must produce all required insurance certificates within five (5) days of award and before work can be started. Please attach, with the submitted bid, one copy of current Certificate of Insurance

Conflict Of Interest Disclosure

The City of Ann Arbor Purchasing Policy requires that prospective Vendors complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected Vendor unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Vendor Conflict of Interest Disclosure Form is attached.

Assignment

The Contractor shall not assign this agreement or any part thereof without written

consent of the City.

Subcontractors

No contract may be sublet without the written consent of the City of Ann Arbor. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Ann Arbor for such acts or omissions.

Surety Bonds

Bonds will be required from the successful bidder as follows:

- (1) A Performance Bond to the City of Ann Arbor for the amount of the contract.

Bonds shall be executed on forms supplied by the City in a manner and by a Surety Company satisfactory to the City Attorney.

Debarment

Submission of a Bid in response to this ITB is certification that the Bidder is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

Disclosures

All information in a submitter's bid is subjected to disclosure under the provisions of Public Act No. 442 of 1976 know as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

Invoicing

Detailed invoices must indicate each address location serviced and type of tree work performed (tree pruning).

NOTE: If cost exceeds \$10,000.00 this bid will require Human Rights compliance and if it is greater than \$25,000.00 it will require City Council approval. Therefore, the bid could be approved after the date stated above. The Notice to Proceed will be issued as soon thereafter as possible

Bid Protest

All Bid protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The vendor must clearly state the reasons for the protest. If a vendor contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the vendor to the Purchasing Agent. The

Purchasing Agent will provide the vendor with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

Reservation of Rights

The City of Ann Arbor reserves the right to accept any bid or alternative bid proposed in whole or in part, to reject any or all bids or alternatives bids in whole or in part and to waive irregularity and/or informalities in any bid and to make the award in any manner deemed in the best interest of the City.

BID CHECKLIST

Prior to bid submission, thoroughly review all bid specifications and appendices

The following items must be in submitted bid package:

- Invitation to Bid Form – Addendum Acknowledgement

- Bid Bond in the amount of 5% of the total of the bid price

- Contractor Qualifications (Appendix B)

- Street Tree Pruning Bid Sheets (Appendix C)
 - Bid Alternates Form - Any proposed changes to the bid specification, if applicable

- City of Ann Arbor Human Rights Compliance Forms (Appendix D)

- City of Ann Arbor Living Wage Compliance Form (Appendix E)

- Vendor Conflict of Interest Disclosure Form (Appendix F)

Please keep bid submittal package to 30 pages or less

SCOPE OF WORK

To provide all supervision, material, labor, equipment, service operations and expertise required to prune street trees in the City of Ann Arbor, as specified herein. These specifications, including drawings and tree locations, apply to those items necessary for and incidental to the execution and completion of the tree pruning. Contractor has responsibility to:

- A. Prune street trees in four Areas as outlined in the bid documents.
 - a. Area 1: ~ 110 trees
 - b. Area 2: ~ 100 trees
 - c. Area 3: ~ 110 trees
 - d. Area 4: ~ 100 trees

Bidder may bid on any or all of the Areas detailed in the bid documents

- B. Exercise reasonable care during tree pruning and clean-up, to protect from damage all existing trees, shrubs, vegetation, and other site features, improvements, structures, and utilities.
- C. Work safely and adhere to all applicable standards and permit requirements.
Note: Permissible working hours for all activities within this bid are 7:00 a.m. to 7:00 p.m. Monday through Friday. Contractor shall notify the City of intended work hours prior to commencement of work. Saturday work will not be permitted unless prior authorization is granted by the city. Sunday or holiday work is not permitted.
- D. Take all precautions to ensure the safety of the public.
- E. Interact with the public in a professional and courteous manner.
- F. Any work incidental to above.

Applicable Specifications and Standards (include, but are not limited to):

- A. ***Manual of Woody Landscape Plants.*** By Michael Dirr. 2009. Stipes Publishing,LLC.
- B. ***American National Standard for Tree Care Operations, ANSI A300*** -most current edition. International Society of Arboriculture, PO Box 3129, Champaign IL 61826-3129.
- C. ***American National Standards for Arboricultural Operations- Safety Requirements, Z133***- most current edition. International Society of Arboriculture, PO Box 3129, Champaign IL 61826-3129.
- D. **Michigan Manual of Uniform Traffic Control Devices**-current edition- for traffic control requirements.
- E. **Applicable MIOSHA provisions.**

SPECIFICATIONS- ALL OPERATIONS

The Contractor(s) will perform the work with due care taking precautions against injury to persons, damage to public/private property and interference with vehicular or pedestrian traffic. The Contractor(s) shall take necessary precautions to ensure the safety of all persons engaged in the work of this Contract. All equipment to be used and all work to be performed must be in full compliance with provisions outlined in all applicable industry standards and regulations.

Equipment and tools must not be left unsecured at any time. All equipment and tools must be stored in such manner to ensure that residents and the public do not have access to them.

The Contractor shall provide notification to the City Representative and personnel directly affected by the work of any potentially dangerous situations. In the event of an emergency affecting the safety of persons or property, the Contractor shall act immediately to prevent threatened loss or damage. The Contractor shall immediately stop any activity or operation affecting safety until the situation(s) is corrected.

Where work is conducted in streets or other public thoroughfares, the Contractor(s) shall so plan and schedule work as to cause as little interference as possible with general public traffic, both vehicular and pedestrian. Street surfaces shall be maintained and kept clean. Access to Fire, Police, ambulance and other emergency vehicles shall be maintained at all times.

Work on State Trunklines (Washtenaw Ave., Huron St., Jackson Ave, and Main Street) and major roads (including, Geddes, Stadium and Packard) must occur between 9 a.m. and 3 p.m.; work is not permitted on these roads outside of these times. No work is to be conducted near the University of Michigan Football Stadium on football game Saturdays, or during other major stadium events.

Blocking of public streets shall not be permitted unless prior arrangements have been made by submitting an **Application for Traffic Detour or Lane Closure for each job**. A sample permit is included in this bid package (Appendix G). The form is available online at the city website www.a2gov.org.

Whenever working in the street the Contractor must provide the **required traffic control signage and flaggers** as described in the Michigan Manual of Uniform Traffic Control Devices. **Bids should account for the cost of flagging personnel and traffic control devices as applicable.**

It is the responsibility of the Contractor(s) to post temporary "No Parking" signs according to City regulations (see Appendix H for sample permit). Contractors may obtain signs from the City, but must provide their own posts. Note that Miss Dig must be called prior to digging post holes. Information about the form and process to post temporary no parking signs is available online at www.a2gov.org; Departments; Engineering; Private Development; Work in the Right-of-Way.

The City shall inspect work periodically to insure that all specifications are adhered to.

Payment; Retainage

- A.** The Contractor shall be paid on the basis of the bid price. The total fee to be paid the Contractor for the services will be a not to exceed dollar amount. The Contractor shall submit each month, or at longer intervals, if it so desires, an invoice covering work performed for which it believes payment, under the Contract terms, is due. Invoices for tree and stump removal must indicate each address location where the tree service occurred, and the total cost for the invoiced location.

The submission shall be to the City's Finance Department - Accounting Division. The Contract Administrator will, within 21 days following submission of the invoice, prepare a certificate for payment for the work in an amount to be determined by the Contractor Administrator as fairly representing the acceptable work performed during the period covered by the Contractor's invoice. Following the receipt of the Contract Administrator's Certificate, and subject to the City retaining a percentage of the estimate as provided in this paragraph, the City will make payment to the Contractor as soon as feasible, which is anticipated will be within 15 days. To insure the proper performance of this Contract, the City will retain a percentage of the estimate in the same manner as is done for construction contracts under Act 524, Public Acts of 1980. If the City fails to retain a percentage from one or more of the estimates it pays, the City reserves the right to retain the amount from a subsequent payment. Final payment shall be made after completion of the project. In no case shall the final payment be made until the Contractor has complied with all requirements set forth and the City has made final inspection of the entire work and is satisfied that the entire work is properly and satisfactorily complete per plans, specifications, and ready for City acceptance.

- B.** If the Contract Administrator decides it is inexpedient to correct work that has been damaged or that was not done in accordance with the Contract, an equitable deduction from the Contract price shall be made.
- C.** The Contractor shall promptly remove from the premises all trees and materials determined by the Contract Administrator as failing to meet Contract requirements and the Contractor shall promptly replace and re-execute the work in accordance with the Contract and without expense to the City.
- D.** The inspection or lack of inspection of any material or work pertaining to this Contract shall not relieve the Contractor of its obligation to fulfill this Contract and defective work shall be made good. Unsuitable trees and materials may be rejected by the Contract Administrator notwithstanding that the work, trees and/or materials have been previously overlooked by the Contract Administrator and accepted or estimated for payment or paid for. If the work or

any part shall be found defective at any time before the final acceptance, the Contractor shall forthwith make good the defect in a manner satisfactory to the Contract Administrator. The judgment and the decision of the Contract Administrator as to whether the materials supplied and the work done under this Contract comply with the requirements of the Contract shall be conclusive and final.

TREE PRUNING SPECIFICATIONS

Note: All tree pruning must be completed by **September 30, 2015**. Any extension must be approved by the City. Bidders shall be required to self-perform the tree pruning as outlined under this Scope of Work.

All pruning must be performed in accordance with the latest revision of the ANSI A300 and Z133.1. Note: unacceptable trimming practices include peeling or tearing of the bark, topping or pollarding, lion's tailing, rounding-over or shearing. Extreme care shall be taken so as to prevent limbs, and branches from falling and creating damage to adjacent homes, driveways, sidewalks, streets and other property, both public and private.

In general,

- trees shall be pruned to remove all dead, diseased, broken and crossing branches that are 2" in diameter or larger.
 - live branches shall be removed to maintain the natural form and appearance of the tree.
 - mutilation and loss of characteristic shape of the tree is prohibited. "Drop crotch" technique shall be used when removing or shortening branches.
 - no hangers shall be left in trees after trimming is complete
 - remove old stubs leaving the branch collar intact.
 - raise lower scaffold branches for a minimum of 8' of clearance to the ground under the drip line from street curb to residence.
 - raise lower scaffold branches for a minimum of 12' of clearance to the ground under the drip line over the street.
 - to avoid unnecessarily large cuts do not remove limbs that are greater than one-third (1/3) the diameter of the trunk unless directed by the City.
 - trim to allow for several years growth before smaller secondary and tertiary limbs will be below the required clearance height
 - oak trees are only to be pruned between November and March to prevent the spread of oak wilt. If, with City permission, an oak must be pruned between April and October wound/latex paint must be applied to the pruning cut to avoid the spread of oak wilt.
- A.** Appendix A provides a list of trees requiring pruning by Area. The List of trees is furnished to provide the Bidder with information on the species, size and location of trees that will be encountered in each Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request.

- B.** In the event a tree on the Contractor's list is pruned or removed by the City prior to the Contractor pruning the tree, the City will provide an alternate tree of comparable size within the Area for pruning by the Contractor.
- C.** Trees must be pruned using acceptable industry practices for pruning. Contractor(s) should expect that it might be necessary to climb trees to perform the tree trimming for this specification including provisions outlined in ANSI A-300 and Z133 standards. Extreme care shall be taken so as to prevent limbs, branches, and trunks from falling and creating damage to adjacent homes, driveways, sidewalks, streets and other property, both public and private.
- D.** Tree climbing with spikes or any equipment that can damage the tree is prohibited.
- E.** Limbs and branches larger than four (4) inches in diameter shall be lowered to the ground through the use of ropes or other mechanical devices.
- F.** It is the responsibility of the contractor to arrange for no parking or access to any property out of the street right-of-way.
- G.** The Contractor is expected to follow City of Ann Arbor ordinances and laws including noise and traffic control. For City of Ann Arbor Ordinances visit <http://www.a2gov.org/departments/city-clerk/Pages/Ordinances-and-City-Code.aspx>.
- H.** It is the Contractors' responsibility to repair any damages to property including walks, roads, drives, structures, lawn, landscaping, trees, fencing and other improvements. Ruts, divots and holes in the lawn and landscape areas caused by removal operations are to be repaired, including reseeding with turf grass.
- I.** No wood or debris may be left overnight on the extension, unless arrangements have been made with the City Contact prior to each incidence.
- J.** Equipment may be parked in Ann Arbor at the city yard, 720 N Main. There are no facilities at the yard, but it is fenced and crews may receive a swipe card for the gate. Hours the city yard will be open and accessible will be provided to the winning Bidder(s).
- K.** The bidder will be responsible to pay for the disposal of all wood waste generated from tree pruning activities. The City encourages Bidders to consider wood utilization options for some larger branches generated during tree pruning (e.g. woodworker/artisan use; local sawmills, etc.). Wood utilization options may be discussed with winning Bidder(s).

The Bidder can use the City of Ann Arbor's Material Recover Facility (MRF), 4150 Platt Rd, to dispose of the wood waste, if they choose. Contact the MRF Scale House at 734-971-8600 for the current per ton cost or to arrange other payment options.

Ensure that the bid prices for tree pruning reflect the Bidders responsibility to pay for the cost of wood waste disposal.

L. The Contractor(s) is expected to follow safety precautions as outlined in ANSI Z133 section 5 - Electrical Hazards, including but not limited to:

- i. If the minimal approach distance cannot be maintained during pruning operations, electrical system owner/operator shall be advised before any work is performed in proximity to energized electrical conductors. The Contractor(s) is also responsible for notifying the utility companies as to when service can be restored and to cooperate with the utility companies to ensure service is restored prior to night fall each day.
- ii. Only qualified line-clearance arborists or trainees shall be assigned to work where an electrical hazard exists.
- iii. If the utility company must remedy a hazard before tree work can commence, the Contractor shall notify the City to establish a work plan and scheduling.

FINAL INSPECTION AND ACCEPTANCE

A. Within 14 days after receipt of written notice from the Contractor that the work is ready for final inspection and acceptance, the City shall inspect all work for final acceptance. When the Contract Administrator finds the work acceptable under the Contract and the Contract fully performed, including completion and re-inspection of all repairs and replacements necessary in the judgment of the Contract Administrator, the Contract Administrator will promptly sign and issue a final certificate stating that the work required by this Contract has been completed and is accepted by the City under the terms and conditions of the Contract. Subject to the requirements below, the entire balance found to be due the Contractor, including the retained percentage shall be paid to the Contractor by the City within 30 days after the date of the final certificate.

Before issuance of final certificates, the Contractor shall file with the City:

- (1) The consent of the surety to payment of the final estimate;
- (2) The Contractor's Affidavit (Appendix K)

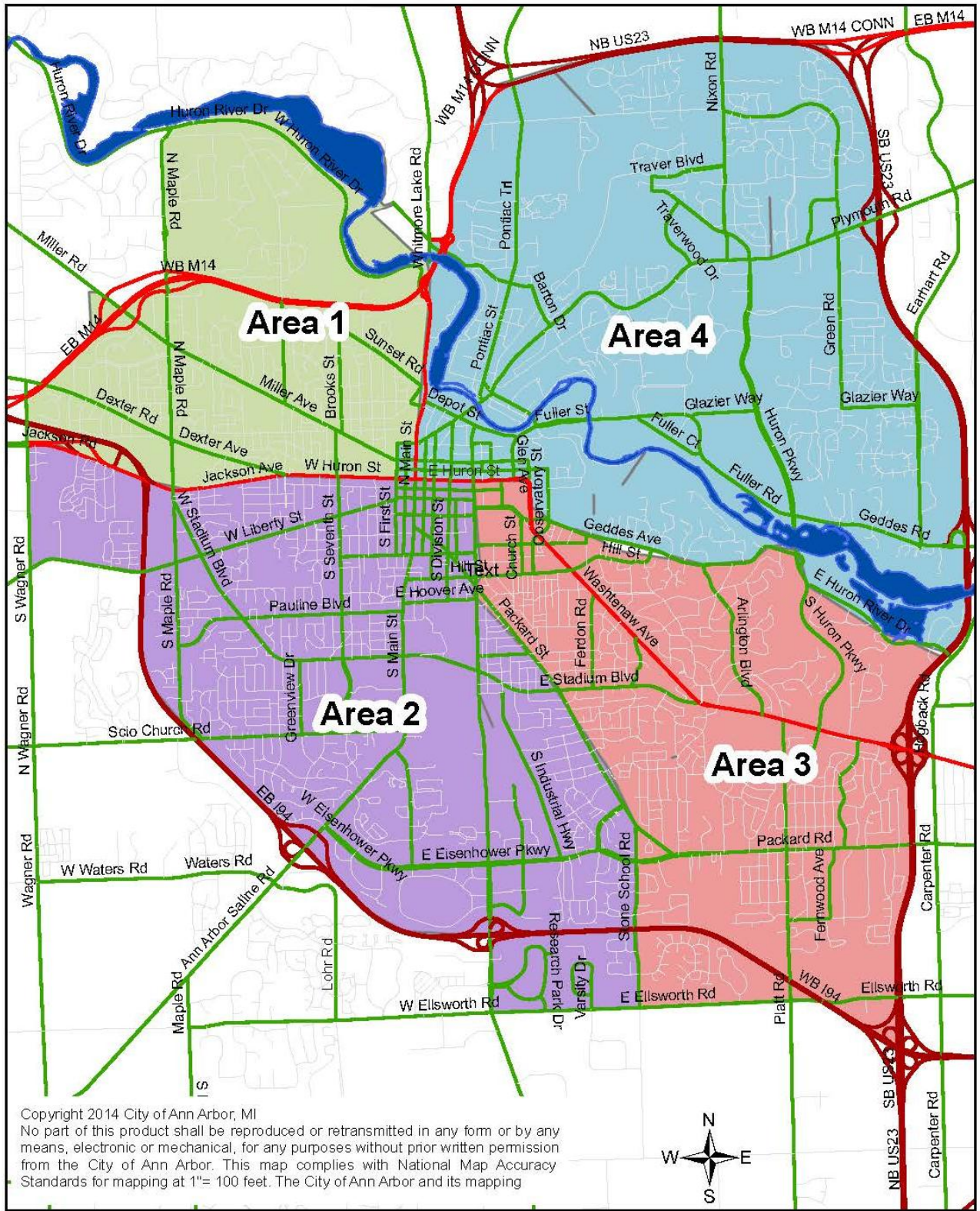
In case the Affidavit or consent is not furnished, the City may retain out of any amount due the Contractor, sums sufficient to cover all lienable claims.

The making and acceptance of the final payment shall constitute a waiver of all claims by the City except those arising from:

- (1) unsettled liens;
- (2) faulty work appearing within 12 months after final payment;

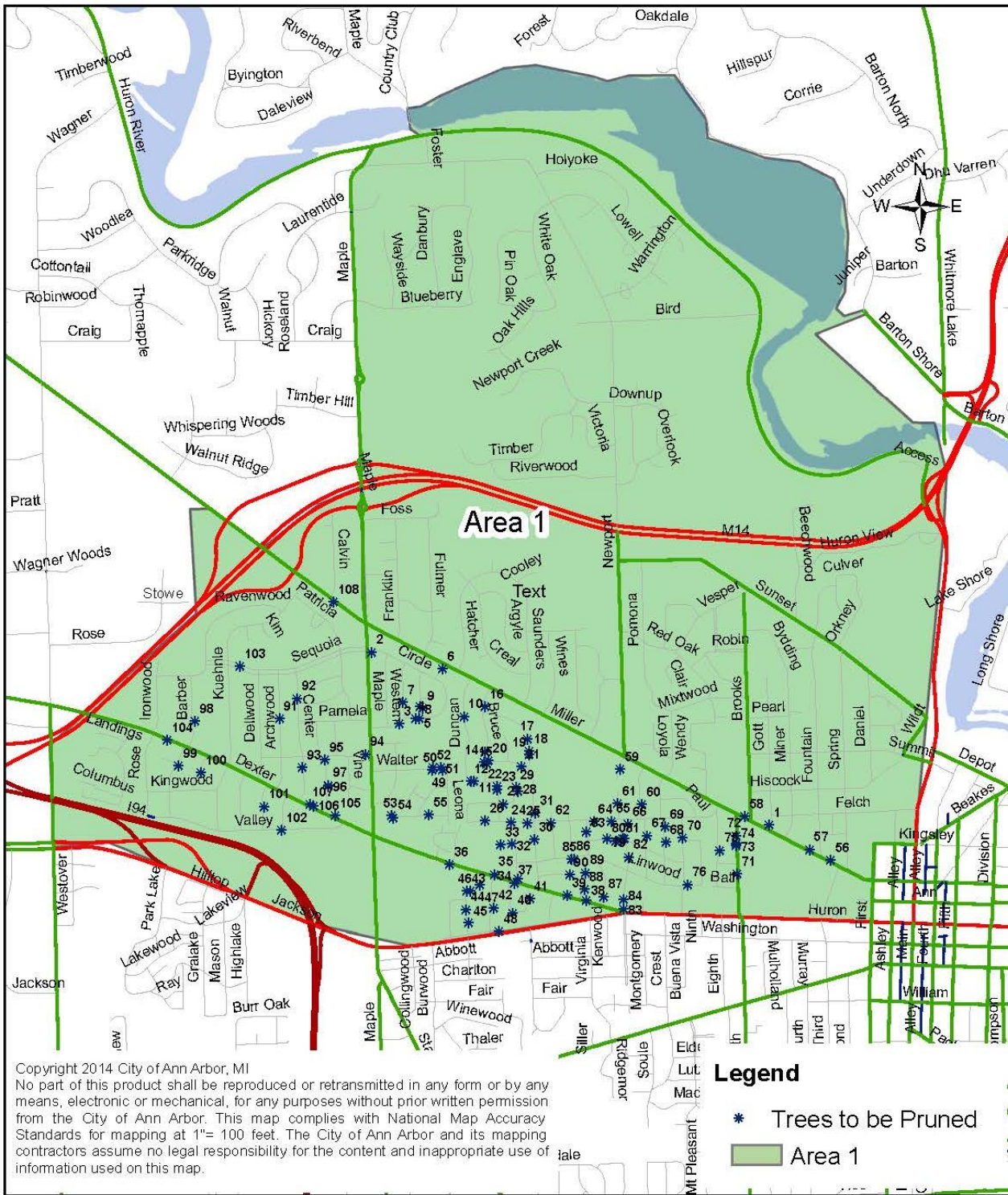
The making and acceptance of the final payment shall also constitute a waiver of all claims by the Contractor, except those previously made and still unsettled.

APPENDIX A: MAPS OF TREE MAINTENANCE AREAS AND STREET TREE PRUNING LOCATIONS



APPENDIX A: MAP OF TREE MAINTENANCE AREA #1 AND STREET TREE PRUNING LOCATIONS

Note: Tree numbers correspond with the "Map #" column in the List of Trees to be Pruned table



APPENDIX A: LIST OF TREES TO BE PRUNED* AREA #1

*This list is furnished to provide the Bidder with information on the species, size and location of trees to be pruned in this Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request. The finalized list of trees to be pruned for each Area will be provided to the winning Bidder(s) of each Area.

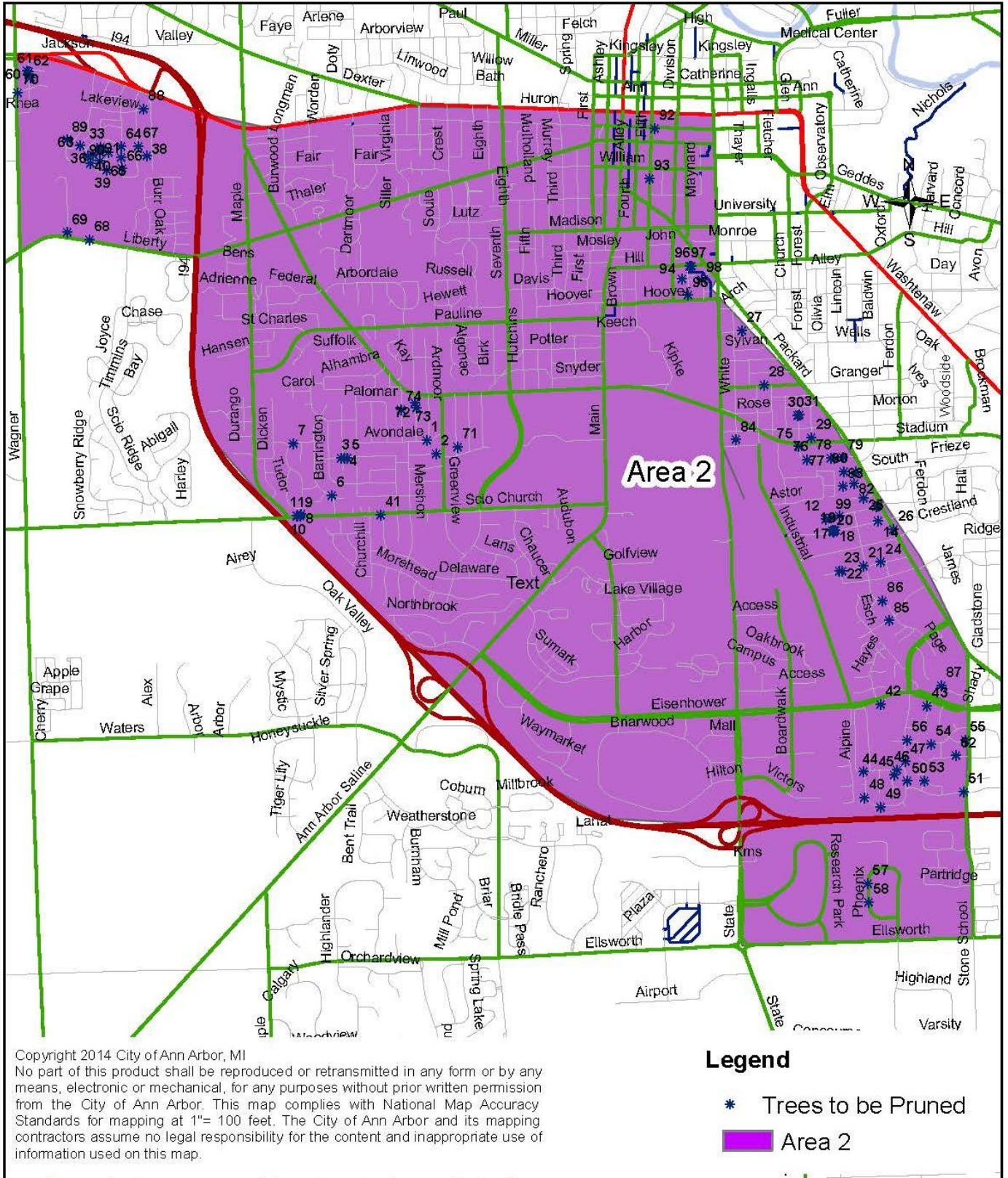
Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
1	1	11-014263	806	MILLER AVE	GOTT ST	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	GT70	Yes
1	2	11-015180	2425	N CIRCLE DR	N CIRCLE DR	planetree, London	Platanus x acerifolia	Priority 1 Prune	16 - 20	51-70	No
1	3	11-015221	2335	S CIRCLE DR	S CIRCLE DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	4	11-015226	2311	S CIRCLE DR	S CIRCLE DR	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	GT70	No
1	5	11-015227	2305	S CIRCLE DR	S CIRCLE DR	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	No
1	6	11-015250	1218	CITY DR	CITY DR	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	Yes
1	7	11-015316	1035	HASPER DR	HASPER DR	maple, sycamore	Acer pseudoplatanus	Priority 1 Prune	11 - 15	31-50	No
1	8	11-015340	1029	WESTAIRE WY	WESTAIRE WAY	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
1	9	11-015344	1024	WESTAIRE WY	WESTAIRE WAY	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
1	10	11-015370	925	DUNCAN ST	DUNCAN ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	11	11-015404	2110	ALICE ST	ALICE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	12	11-015405	2112	ALICE ST	ALICE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	13	11-015453	817	BRUCE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	14	11-015457	717	BRUCE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	15	11-015467	1931	SUNRISE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	16	11-015482	1006	BRUCE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	17	11-015501	837	WESTWOOD	WESTWOOD A	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
1	18	11-015505	821	WESTWOOD	WESTWOOD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	19	11-015506	817	WESTWOOD	WESTWOOD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	20	11-015536	1930	SUNRISE ST	SUNRISE ST	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
1	21	11-015547	1807	SUNRISE ST	SUNRISE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	22	11-015576	511	BRUCE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	23	11-015577	509	BRUCE ST	BRUCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	24	11-015614	329	DOTY AVE	ARBORVIEW	walnut, black	Juglans nigra	Priority 1 Prune	GT35	GT70	No
1	25	11-015618	1901	ARBORVIEW	ARBORVIEW	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	Yes
1	26	11-015638	2108	ARBORVIEW	ARBORVIEW	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
1	27	11-015667	2009	ARLENE ST	ARLENE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	28	11-015687	508	ALICE ST	GRACE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	29	11-015689	508	ALICE ST	ALICE ST	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	GT70	No
1	30	11-015741	313	WESTWOOD	WESTWOOD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	GT70	No
1	31	11-015781	404	WESTWOOD	WESTWOOD	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	GT70	Yes
1	32	11-015811	315	DOTY AVE	PENNCRAFT CT	linden, littleleaf	Tilia cordata	Priority 1 Prune	11 - 15	51-70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
1	33	11-015817	2000	PENNCRAFT CT	PENNCRAFT CT	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
1	34	11-015827	1920	DEXTER AVE	DOTY AVE	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	GT70	Yes
1	35	11-015838	2102	DEXTER AVE	DEXTER AVE	honeylocust	Gleditsia triacanthos	Priority 1 Prune	GT35	GT70	Yes
1	36	11-015858	2301	DEXTER AVE	DEXTER AVE	elm, American	Ulmus americana	Priority 1 Prune	26 - 30	GT70	Yes
1	37	11-015874	1927	DEXTER AVE	DEXTER AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
1	38	11-016052	1614	DEXTER AVE	DEXTER AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	39	11-016058	1718	DEXTER AVE	DEXTER AVE	walnut, black	Juglans nigra	Priority 1 Prune	26 - 30	GT70	No
1	40	11-016071	111	ALLEN DR	ALLEN DR	walnut, black	Juglans nigra	Priority 1 Prune	31 - 35	GT70	No
1	41	11-016080	119	GLENDALE DR	GLENDALE DR	pear, callery	Pyrus calleryana	Priority 1 Prune	16 - 20	31-50	No
1	42	11-016118	110	WORDEN AVE	WORDEN AVE	elm, American	Ulmus americana	Priority 1 Prune	26 - 30	GT70	No
1	43	11-016140	127	FAIRVIEW DR	FAIRVIEW DR	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	44	11-016148	115	FAIRVIEW DR	FAIRVIEW DR	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	45	11-016161	104	FAIRVIEW DR	FAIRVIEW DR	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	46	11-016174	124	FAIRVIEW DR	FAIRVIEW DR	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
1	47	11-016178	130	FAIRVIEW DR	FAIRVIEW DR	elm, American	Ulmus americana	Priority 1 Prune	GT35	GT70	Yes
1	48	11-016195	1901	JACKSON PL	JACKSON PL	crabapple	Malus spp.	Priority 1 Prune	16 - 20	21-30	Yes
1	49	11-016424	2221	WALTER DR	WALTER DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	50	11-016427	719	LEONA DR	WALTER DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
1	51	11-016429	2210	WALTER DR	WALTER DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	52	11-016431	2220	WALTER DR	WALTER DR	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	No
1	53	11-016469	2409	FAYE DR	FAYE DR	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
1	54	11-016470	2405	FAYE DR	FAYE DR	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
1	55	11-016580	2222	FAYE DR	FAYE DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	56	11-044590	514	MILLER AVE	MILLER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	Yes
1	57	11-044598	616	MILLER AVE	MILLER AVE	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
1	58	11-044619	908	MILLER AVE	MILLER AVE	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	51-70	No
1	59	11-045697	1415	MILLER AVE	NEWPORT PL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	60	11-045740	602	LINDA VISTA	LINDA VISTA	elm, American	Ulmus americana	Priority 1 Prune	31 - 35	GT70	No
1	61	11-045775	617	REVENA PL	REVENA PL	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	62	11-045814	1801	ARBORVIEW BL	ARBORVIEW BL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
1	63	11-045856	405	WILDWOOD	WILDWOOD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
1	64	11-045877	1527	ARBORVIEW BL	ARBORVIEW BL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	31-50	Yes
1	65	11-045883	1507	ARBORVIEW BL	ARBORVIEW BL	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	Yes
1	66	11-045907	1415	ARBORVIEW BL	N REVENA BL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
1	67	11-045921	406	LINDA VISTA	LINDA VISTA	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	GT70	No
1	68	11-045947	406	WESLEY ST	WESLEY ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	GT70	No
1	69	11-045952	1215	ARBORVIEW BL	WESLEY ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
1	70	11-045968	409	ARBANA DR	ARBANA DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
1	71	11-046148	215	N SEVENTH ST	N SEVENTH ST	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	Yes
1	72	11-046209	417	N SEVENTH ST	N SEVENTH ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	Yes
1	73	11-046212	401	N SEVENTH ST	N SEVENTH ST	linden, littleleaf	Tilia cordata	Priority 1 Prune	11 - 15	51-70	Yes
1	74	11-046213	401	N SEVENTH ST	N SEVENTH ST	linden, littleleaf	Tilia cordata	Priority 1 Prune	11 - 15	21-30	Yes
1	75	11-046230	308	MAPLE RIDGE	MAPLE RIDGE	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	Yes
1	76	11-046287	201	MARK HANNAH	MARK HANNAH	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	No
1	77	11-046331	1500	HARBROOKE	HARBROOKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	78	11-046332	1500	HARBROOKE	HARBROOKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	79	11-046339	1514	HARBROOKE	HARBROOKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	GT70	No
1	80	11-046360	1505	HARBROOKE	HARBROOKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	GT70	No
1	81	11-046362	315	N REVENA BL	HARBROOKE AVE	walnut, English	Juglans regia	Priority 1 Prune	26 - 30	51-70	No
1	82	11-046378	304	N REVENA BL	N REVENA BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	No
1	83	11-046461	1500	DEXTER AVE	N REVENA BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
1	84	11-046465	1500	DEXTER AVE	N REVENA BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	31 - 35	51-70	No
1	85	11-046550	1809	LINWOOD AVE	LINWOOD AVE	walnut, black	Juglans nigra	Priority 1 Prune	21 - 25	51-70	Yes
1	86	11-046551	1809	LINWOOD AVE	LINWOOD AVE	walnut, black	Juglans nigra	Priority 1 Prune	16 - 20	51-70	Yes
1	87	11-046562	208	WILDWOOD	WILDWOOD AVE	pear, callery	Pyrus calleryana	Priority 1 Prune	11 - 15	31-50	Yes
1	88	11-046607	208	PINE RIDGE ST	PINE RIDGE ST	honeylocust	Gleditsia triacanthos	Priority 1 Prune	16 - 20	51-70	Yes
1	89	11-046616	311	PINE RIDGE ST	PINE RIDGE ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	GT70	No
1	90	11-046625	1708	MARYFIELD DR	MARYFIELD DR	linden, littleleaf	Tilia cordata	Priority 1 Prune	21 - 25	51-70	Yes
1	91	11-046663	681	ARCHWOOD	ARCHWOOD DR	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
1	92	11-046731	801	CENTER DR	CENTER DR	planetree, London	Platanus x acerifolia	Priority 1 Prune	31 - 35	51-70	No
1	93	11-046749	579	CENTER DR	CENTER DR	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	31-50	No
1	94	11-046865	995	N MAPLE RD	HOLLYWOOD DR	oak, white	Quercus alba	Priority 1 Prune	16 - 20	51-70	Yes
1	95	11-046887	693	ALLISON DR	ALLISON DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	51-70	No
1	96	11-046902	580	ALLISON DR	ALLISON DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	51-70	No
1	97	11-046903	580	ALLISON DR	ALLISON DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	51-70	No
1	98	11-047102	620	BARBER AVE	BARBER AVE	locust, black	Robinia pseudoacacia	Priority 1 Prune	11 - 15	51-70	Yes
1	99	11-047252	430	BARBER AVE	BARBER AVE	cherry, black	Prunus serotina	Priority 1 Prune	11 - 15	51-70	No
1	100	11-047274	454	PARKWOOD ST	PARKWOOD ST	boxelder	Acer negundo	Priority 1 Prune	GT35	51-70	No
1	101	11-047347	444	EVERGREEN DR	EVERGREEN DR	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	GT70	No
1	102	11-047419	2721	VALLEY DR	VALLEY DR	maple, sugar	Acer saccharum	Priority 1 Prune	31 - 35	51-70	Yes
1	103	11-047479	2903	SEQUOIA PKY	SEQUOIA PKWY	Jap. pagodatree	Sophora japonica	Priority 1 Prune	16 - 20	31-50	No
1	104	11-047848	3249	DEXTER AVE	DEXTER AVE	honeylocust	Gleditsia triacanthos	Priority 1 Prune	31 - 35	GT70	No
1	105	11-047945	2588	DEXTER AVE	DEXTER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
1	106	11-047959	2652	DEXTER AVE	DEXTER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	51-70	No
1	107	11-047961	2652	DEXTER AVE	DEXTER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	No
1	108	11-048016	2631	MILLER AVE	MILLER AVE	locust, black	Robinia pseudoacacia	Priority 1 Prune	16 - 20	51-70	No

APPENDIX A: MAP OF TREE MAINTENANCE AREA #2 AND TREE PRUNING LOCATIONS

Note: Tree numbers correspond with the "Map #" column in the List of Trees to be Pruned table



APPENDIX A: LIST OF TREES TO BE PRUNED* AREA #2

*This list is furnished to provide the Bidder with information on the species, size and location of trees to be pruned in this Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request. The finalized list of trees to be pruned for each Area will be provided to the winning Bidder(s) of each Area.

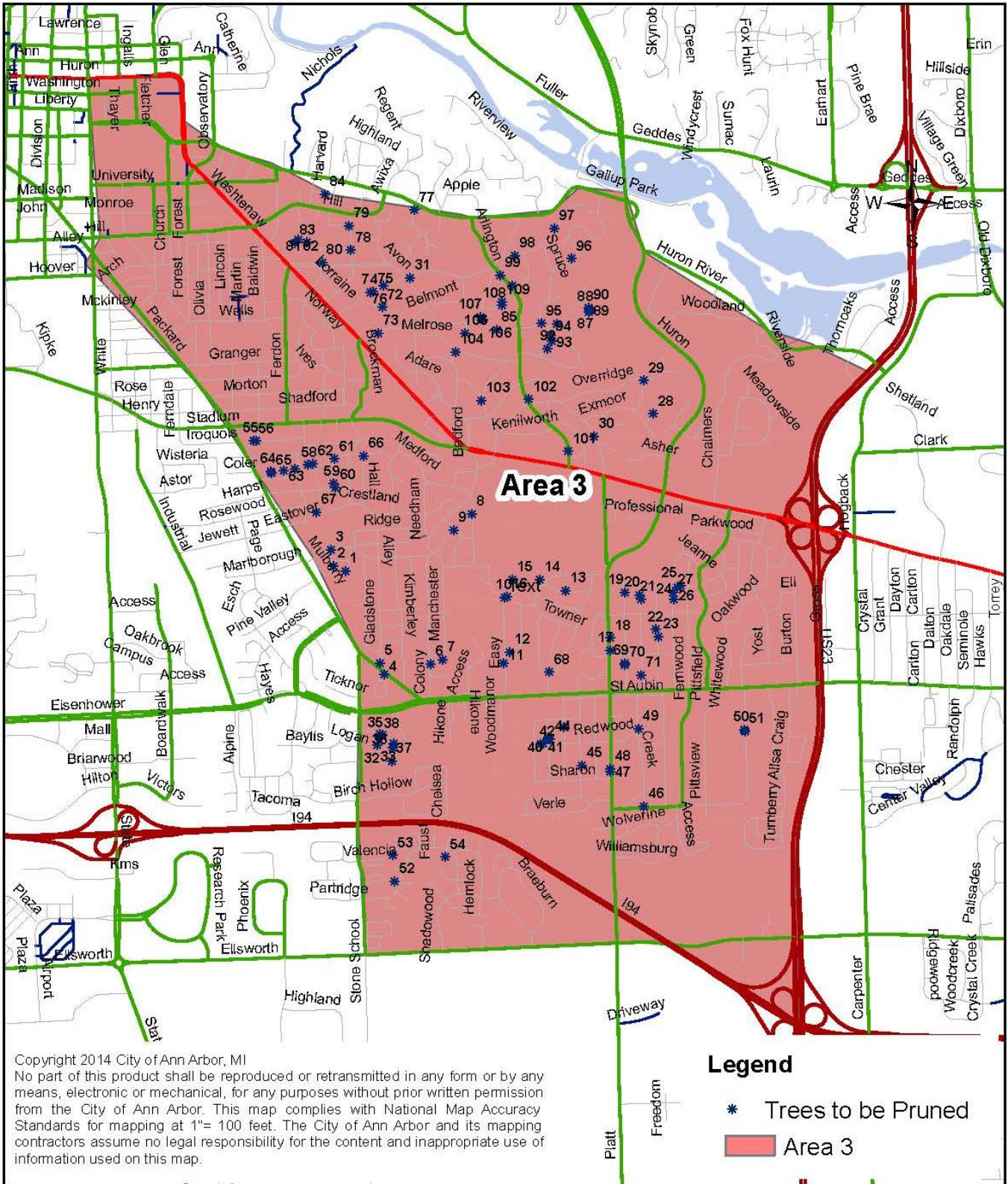
Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
2	1	11-001611	1500	AVONDALE AVE	AVONDALE AVE	planetree, London	Platanus x acerifolia	Priority 1 Prune	16 - 20	31-50	Yes
2	2	11-001687	1411	GLEN LEVEN RD	GLEN LEVEN RD	planetree, London	Platanus x acerifolia	Priority 1 Prune	16 - 20	31-50	Yes
2	3	11-002001	1708	GLASTONBURY	WELDON BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	31-50	No
2	4	11-002042	1705	GLASTONBURY	WELDON BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	No
2	5	11-002043	1705	GLASTONBURY	WELDON BLVD	planetree, London	Platanus x acerifolia	Priority 1 Prune	11 - 15	31-50	No
2	6	11-002128	1831	COVINGTON DR	COVINGTON DR	planetree, London	Platanus x acerifolia	Priority 1 Prune	21 - 25	31-50	No
2	7	11-002219	1548	WALTHAM DR	WALTHAM DR	planetree, London	Platanus x acerifolia	Priority 1 Prune	11 - 15	21-30	No
2	8	11-002300	1908	WALTHAM DR	WALTHAM DR	linden, littleleaf	Tilia cordata	Priority 1 Prune	16 - 20	21-30	Yes
2	9	11-002301	1908	WALTHAM DR	SCIO CHURCH RD	honeylocust	Gleditsia triacanthos	Priority 1 Prune	6 - 10	21-30	Yes
2	10	11-002302	1908	WALTHAM DR	SCIO CHURCH RD	honeylocust	Gleditsia triacanthos	Priority 1 Prune	11 - 15	31-50	Yes
2	11	11-002303	1908	WALTHAM DR	SCIO CHURCH RD	honeylocust	Gleditsia triacanthos	Priority 1 Prune	11 - 15	31-50	Yes
2	12	11-002448	1286	HARPST ST	HARPST ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	51-70	No
2	13	11-002488	1310	ROSEWOOD ST	ROSEWOOD ST	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
2	14	11-002524	1475	ROSEWOOD ST	ROSEWOOD ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
2	15	11-002545	1482	HARPST ST	HARPST ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
2	16	11-002546	1482	HARPST ST	HARPST ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	Yes
2	17	11-002558	2153	TREMMEL AVE	ROSEWOOD ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	51-70	No
2	18	11-002559	2153	TREMMEL AVE	ROSEWOOD ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	GT70	No
2	19	11-002560	2153	TREMMEL AVE	ROSEWOOD ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	GT70	Yes
2	20	11-002561	2153	TREMMEL AVE	TREMMEL AVE	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	GT70	Yes
2	21	11-002638	1395	KENSINGTON	KENSINGTON DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	GT70	No
2	22	11-002648	1305	KENSINGTON	KENSINGTON DR	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	No
2	23	11-002649	1265	KENSINGTON	KENSINGTON DR	maple, Norway	Acer platanoides	Priority 1 Prune	31 - 35	31-50	No
2	24	11-002691	1471	KENSINGTON	KENSINGTON DR	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
2	25	11-003051	1440	JORN CT	JORN CT	cottonwood,	Populus deltoides	Priority 1 Prune	16 - 20	51-70	No
2	26	11-003058	2222	PACKARD ST	PACKARD ST	oak, white	Quercus alba	Priority 1 Prune	GT35	51-70	No
2	27	11-006897	815	MCKINLEY AVE	MCKINLEY AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	No
2	28	11-007088	1009	GRANGER AVE	GRANGER AVE	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	Yes
2	29	11-007398	1307	E STADIUM BL	MONTCLAIR PL	planetree, London	Platanus x acerifolia	Priority 1 Prune	16 - 20	51-70	No
2	30	11-007442	1608	FERNDALE PL	FERNDALE PL	walnut, black	Juglans nigra	Priority 1 Prune	26 - 30	51-70	No
2	31	11-007495	1607	FERNDALE PL	FERNDALE PL	maple, red	Acer rubrum	Priority 1 Prune	26 - 30	GT70	No
2	32	11-018260	3134	SUNNYWOOD	SUNNYWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	GT70	No
2	33	11-018261	3134	SUNNYWOOD	SUNNYWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	26 - 30	GT70	No
2	34	11-018262	3134	SUNNYWOOD	SUNNYWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	GT70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
2	35	11-018269	3184	SUNNYWOOD	SUNNYWOOD DR	walnut, black	Juglans nigra	Priority 1 Prune	21 - 25	51-70	Yes
2	36	11-018288	3177	SUNNYWOOD	SUNNYWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	31 - 35	GT70	No
2	37	11-018293	330	HAZELWOOD AV	SUNNYWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	GT35	GT70	No
2	38	11-018312	2923	SUNNYWOOD	SUNNYWOOD DR	honeylocust	Gleditsia triacanthos	Priority 1 Prune	21 - 25	51-70	No
2	39	11-018324	380	HAZELWOOD AV	HAZELWOOD AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
2	40	11-018334	325	HAZELWOOD AV	HAZELWOOD AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
2	41	11-022091	1765	SCIO CHURCH	SCIO CHURCH RD	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	No
2	42	11-022746	3201	HAYES CT	HAYES CT	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	21-30	No
2	43	11-022773	3204	LOCKRIDGE DR	LOCKRIDGE DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	Yes
2	44	11-022900	3395	TACOMA CIR	KING GEORGE BL	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
2	45	11-022952	3405	BRENTWOOD CT	BRENTWOOD CT	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
2	46	11-022956	3405	BRENTWOOD CT	KING GEORGE BL	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
2	47	11-022960	1316	KING GEORGE	KING GEORGE BL	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	No
2	48	11-022982	3410	SUSSEX CT	SUSSEX CT	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	No
2	49	11-022998	3361	TACOMA CIR	TACOMA CIR	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
2	50	11-023021	3315	TACOMA CIR	TACOMA CIR	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
2	51	11-023072	2991	BIRCH HOLLOW	BIRCH HOLLOW DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	Yes
2	52	11-023158	2941	PEBBLE CREEK	PEBBLE CREEK RD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
2	53	11-023174	2819	PEBBLE CREEK	PEBBLE CREEK RD	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	No
2	54	11-023189	2890	N BAYLIS DR	N BAYLIS DR	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	21-30	No
2	55	11-023206	2909	LOGAN CT	LOGAN CT	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
2	56	11-023256	1330	KING GEORGE	N BAYLIS DR	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	No
2	57	11-026869	100	PHOENIX DR	PHOENIX DR	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	No
2	58	11-026876	610	PHOENIX DR	PHOENIX DR	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	No
2	59	11-032943	133	WESTOVER AVE	WESTOVER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
2	60	11-032977	3459	FERRY ST	FERRY ST	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	GT70	No
2	61	11-032978	3459	FERRY ST	WESTOVER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No
2	62	11-032979	3459	FERRY ST	WESTOVER AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
2	63	11-033022	3229	LAKEWOOD DR	LAKEWOOD DR	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
2	64	11-033045	302	GRALAKE AVE	GRALAKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
2	65	11-033049	314	GRALAKE AVE	GRALAKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
2	66	11-033054	340	GRALAKE AVE	GRALAKE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	51-70	No
2	67	11-033194	291	MASON AVE	MASON AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
2	68	11-033504	3200	W LIBERTY RD	W LIBERTY RD	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	51-70	No
2	69	11-033517	752	LAKEVIEW AVE	LAKEVIEW AVE	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	51-70	No
2	70	11-033541	205	S WAGNER RD	S WAGNER RD	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No
2	71	11-035333	1633	MARIAN AVE	MARIAN AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	GT70	No
2	72	11-035394	1405	MAYWOOD AVE	MAYWOOD AVE	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	51-70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
2	73	11-035403	1402	MAYWOOD AVE	MAYWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	11 - 15	31-50	No
2	74	11-035454	1480	WESTFIELD AVE	WESTFIELD AVE	hickory, shagbark	Carya ovata	Priority 1 Prune	11 - 15	51-70	No
2	75	11-036173	1200	IROQUOIS PL	IROQUOIS PL	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	No
2	76	11-036182	1312	IROQUOIS PL	IROQUOIS PL	linden, American	Tilia americana	Priority 1 Prune	16 - 20	31-50	No
2	77	11-036192	1410	IROQUOIS PL	IROQUOIS PL	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
2	78	11-036194	1412	IROQUOIS PL	IROQUOIS PL	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
2	79	11-036199	1418	IROQUOIS PL	IROQUOIS PL	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	No
2	80	11-036215	1422	SOUTH BLVD	SOUTH BLVD	elm, Siberian	Ulmus pumila	Priority 1 Prune	31 - 35	GT70	No
2	81	11-036220	1472	SOUTH BLVD	SOUTH BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
2	82	11-036228	1443	COLER RD	COLER RD	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	Yes
2	83	11-036237	1386	COLER RD	COLER RD	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	GT70	Yes
2	84	11-036419	1610	WHITE ST	WHITE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
2	85	11-036458	1474	PINE VALLEY BL	PINE VALLEY BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	Yes
2	86	11-036713	2669	PAGE AVE	PAGE AVE	linden, American	Tilia americana	Priority 1 Prune	21 - 25	GT70	No
2	87	11-037405	2879	TICKNOR CT	TICKNOR CT	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	No
2	88	11-048224	2907	LAKEVIEW DR	LAKEVIEW DR	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	GT70	Yes
2	89	11-048260	100	PARK LAKE AVE	PARK LAKE AVE	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	51-70	Yes
2	90	11-048284	3155	DOLPH DR	DOLPH DR	oak, northern red	Quercus rubra	Priority 1 Prune	GT35	GT70	No
2	91	11-048288	3104	DOLPH DR	RAY CT	oak, white	Quercus alba	Priority 1 Prune	26 - 30	GT70	Yes
2	92	11-054749	300	E WASHINGTON	E WASHINGTON ST	linden, littleleaf	Tilia cordata	Priority 1 Prune	11 - 15	31-50	No
2	93	11-056095	416	S FIFTH AVE	S FIFTH AVE	Kentucky coffeetree	Gymnocladus dioicus	Priority 1 Prune	31 - 35	GT70	No
2	94	11-056360	419	BENJAMIN ST	BENJAMIN ST	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	Yes
2	95	11-056372	920	SYBIL ST	SYBIL ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
2	96	11-056383	508	HILL ST	HILL ST	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	GT70	Yes
2	97	11-056384	508	HILL ST	HILL ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
2	98	11-056406	908	MARY ST	BENJAMIN ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	Yes
2	99	11-061616	1306	HARPST ST	HARPST ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	50 - 70	
2	100	11-061617	1342	HARPST ST	HARPST ST	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	50 - 70	

APPENDIX A: MAP OF TREE MAINTENANCE AREA #3 AND TREE PRUNING LOCATIONS

Note: Tree numbers correspond with the "Map #" column in the List of Trees to be Pruned table



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APPENDIX A: LIST OF TREES TO BE PRUNED* AREA #3

*This list is furnished to provide the Bidder with information on the species, size and location of trees to be pruned in this Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request. The finalized list of trees to be pruned for each Area will be provided to the winning Bidder(s) of each Area.

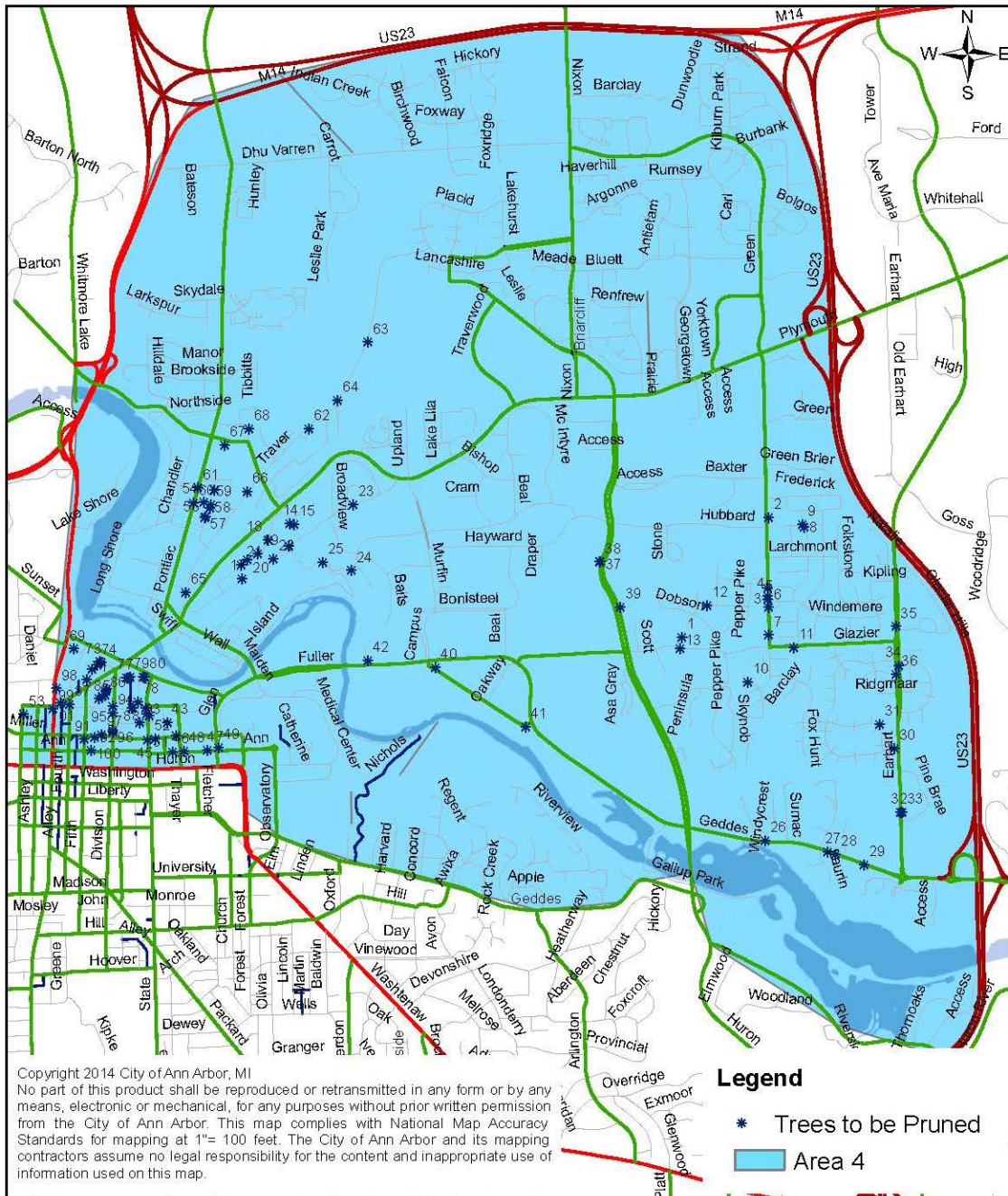
Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
3	1	11-002778	2520	VICTORIA AVE	JOSEPH ST	catalpa, northern	Catalpa speciosa	Priority 1 Prune	26 - 30	51-70	No
3	2	11-002786	2521	JAMES ST	JAMES ST	catalpa, northern	Catalpa speciosa	Priority 1 Prune	26 - 30	51-70	No
3	3	11-002795	1830	INDEPENDENCE BL	INDEPENDENCE BL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	31-50	No
3	4	11-002910	2905	SHADY LN	PACKARD RD	boxelder	Acer negundo	Priority 1 Prune	11 - 15	31-50	No
3	5	11-003258	2870	GLADSTONE AVE	GLADSTONE AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	GT70	No
3	6	11-003432	2815	COLONY RD	COLONY RD	planetree, London	Platanus x acerifolia	Priority 1 Prune	26 - 30	51-70	No
3	7	11-003438	6	MANCHESTER CT	MANCHESTER CT	planetree, London	Platanus x acerifolia	Priority 1 Prune	26 - 30	51-70	No
3	8	11-003467	2244	MEDFORD RD	MEDFORD RD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
3	9	11-003690	2254	INDEPENDENCE BL	INDEPENDENCE BL	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	Yes
3	10	11-004030	2532	TOWNER BLVD	TOWNER BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	31-50	No
3	11	11-004052	2850	EASY ST	EASY ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	31 - 35	GT70	No
3	12	11-004078	2809	EASY ST	CARMEL ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
3	13	11-004221	2741	BEACON HILL ST	BEACON HILL ST	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	No
3	14	11-004270	2745	CANTERBURY RD	BEACON HILL ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
3	15	11-004309	2314	EASY ST	EASY ST	maple, Norway	Acer platanoides	Priority 1 Prune	26 - 30	51-70	No
3	16	11-004317	2533	TOWNER BLVD	TOWNER BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	26 - 30	51-70	No
3	17	11-004385	2751	PLATT RD	PLATT RD	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	51-70	No
3	18	11-004386	2699	PLATT RD	PLATT RD	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	GT70	No
3	19	11-004530	2523	ELMWOOD AVE	ELMWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No
3	20	11-004549	2544	MAPLEWOOD AVE	MAPLEWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	No
3	21	11-004594	2559	MAPLEWOOD AVE	MAPLEWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	No
3	22	11-004629	2670	BELLWOOD AVE	BELLWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
3	23	11-004650	2705	BELLWOOD AVE	BELLWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	31-50	No
3	24	11-004690	3306	EDGEWOOD DR	EDGEWOOD DR	elm, American	Ulmus americana	Priority 1 Prune	21 - 25	51-70	No
3	25	11-004732	3321	EDGEWOOD DR	EDGEWOOD DR	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	Yes
3	26	11-004861	2563	PARKWOOD AVE	PARKWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	Yes
3	27	11-004865	3252	EDGEWOOD DR	PARKWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No
3	28	11-005208	1540	STONEHAVEN RD	STONEHAVEN RD	Cottonwood	Populus deltoides	Priority 1 Prune	26 - 30	GT70	No
3	29	11-005223	3104	OVERRIDE DR	EDINBOROUGH RD	oak, white	Quercus alba	Priority 1 Prune	21 - 25	51-70	No
3	30	11-005436	1730	GLENWOOD RD	GLENWOOD RD	oak, black	Quercus velutina	Priority 1 Prune	21 - 25	GT70	Yes
3	31	11-010669	2200	DEVONSHIRE RD	DEVONSHIRE RD	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	No
3	32	11-023261	3170	DWIGHT ST	DWIGHT ST	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	51-70	No
3	33	11-023298	3163	N BAYLIS DR	N BAYLIS DR	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
3	34	11-023313	3155	DWIGHT ST	N BAYLIS DR	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
3	35	11-023314	3155	DWIGHT ST	N BAYLIS DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	31 - 35	51-70	No
3	36	11-023321	3168	N BAYLIS DR	N BAYLIS DR	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	Yes
3	37	11-023329	3200	N BAYLIS DR	N BAYLIS DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	GT70	No
3	38	11-023344	3155	DWIGHT ST	DWIGHT ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	31 - 35	51-70	No
3	39	11-023412	3190	MCCOMB ST	MCCOMB ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	21-30	No
3	40	11-023413	3190	MCCOMB ST	MCCOMB ST	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	31-50	No
3	41	11-023421	3168	MCCOMB ST	REDWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	31-50	Yes
3	42	11-023422	2871	REDWOOD AVE	REDWOOD AVE	boxelder	Acer negundo	Priority 1 Prune	11 - 15	31-50	Yes
3	43	11-023518	3140	NORDMAN RD	NORDMAN RD	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	51-70	No
3	44	11-023576	3179	MCCOMB ST	MCCOMB ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
3	45	11-023709	3291	SPRINGBROOK AVE	SPRINGBROOK AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	No
3	46	11-024050	3093	LORRAINE ST	CREEK DR	maple, Norway	Acer platanoides	Priority 1 Prune	6 - 10	21-30	No
3	47	11-024085	3334	PLATT RD	PLATT RD	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	31-50	No
3	48	11-024086	3324	PLATT RD	PLATT RD	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	31-50	No
3	49	11-024146	3155	CREEK DR	CREEK DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	GT70	No
3	50	11-024420	3140	CHARING CROSS RD	CHARING CROSS RD	elm, Siberian	Ulmus pumila	Priority 1 Prune	11 - 15	51-70	No
3	51	11-024423	3140	CHARING CROSS RD	CHARING CROSS RD	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	51-70	No
3	52	11-027109	2067	CHAMPAGNE DR	CHAMPAGNE DR	honeylocust	Gleditsia triacanthos	Priority 1 Prune	16 - 20	51-70	No
3	53	11-027163	10	MANITOU CT	MANITOU CT	honeylocust	Gleditsia triacanthos	Priority 1 Prune	16 - 20	51-70	No
3	54	11-027200	2136	CHAMPAGNE DR	CHAMPAGNE DR	honeylocust	Gleditsia triacanthos	Priority 1 Prune	16 - 20	51-70	No
3	55	11-037106	1809	BALDWIN AVE	BALDWIN AVE	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	GT70	No
3	56	11-037117	1808	BALDWIN AVE	BALDWIN AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	Yes
3	57	11-037634	3005	BROCKMAN BLVD	BROCKMAN BLVD	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	No
3	58	11-037639	2909	BROCKMAN BLVD	BROCKMAN BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	Yes
3	59	11-037673	2030	DEVOLSON AVE	DEVOLSON AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
3	60	11-037676	2003	ANDERSON AVE	DEVOLSON AVE	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	Yes
3	61	11-037689	2715	BROCKMAN BLVD	BROCKMAN BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
3	62	11-037737	2900	BROCKMAN BLVD	BROCKMAN BLVD	oak, pin	Quercus palustris	Priority 1 Prune	GT35	GT70	No
3	63	11-037756	1944	STEERE PL	STEERE PL	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
3	64	11-037767	1932	BROCK CT	BROCK CT	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
3	65	11-037768	1932	BROCK CT	BROCK CT	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
3	66	11-037976	2001	HALL AVE	HALL AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
3	67	11-038035	1810	CRESTLAND DR	CRESTLAND DR	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
3	68	11-038307	2821	CRANBROOK RD	CRANBROOK RD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
3	69	11-038555	2834	ELMWOOD AVE	ELMWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
3	70	11-038556	2850	ELMWOOD AVE	ELMWOOD AVE	elm, American	Ulmus americana	Priority 1 Prune	GT35	GT70	No
3	71	11-038592	2888	MAPLEWOOD AVE	MAPLEWOOD AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
3	72	11-039390	2119	MELROSE AVE	MELROSE AVE	maple, silver	Acer saccharinum	Priority 1 Prune	GT35	GT70	No
3	73	11-039418	2105	TUOMY RD	TUOMY RD	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	21-30	Yes

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
3	74	11-039531	2110	DEVONSHIRE RD	DEVONSHIRE RD	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
3	75	11-039533	2110	DEVONSHIRE RD	DEVONSHIRE RD	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	No
3	76	11-039561	2117	DEVONSHIRE RD	DEVONSHIRE RD	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	Yes
3	77	11-039897	2410	VINEWOOD BLVD	VINEWOOD BLVD	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
3	78	11-039973	900	BERKSHIRE RD	BERKSHIRE RD	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	Yes
3	79	11-039998	804	BERKSHIRE RD	DORSET RD	oak, bur	Quercus macrocarpa	Priority 1 Prune	26 - 30	51-70	No
3	80	11-040082	2001	VINEWOOD BLVD	WAYNE ST	linden, littleleaf	Tilia cordata	Priority 1 Prune	11 - 15	21-30	No
3	81	11-040272	1842	CAMBRIDGE RD	DAY ST	elm, American	Ulmus americana	Priority 1 Prune	31 - 35	GT70	No
3	82	11-040328	1841	CAMBRIDGE RD	CAMBRIDGE RD	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	Yes
3	83	11-040330	1835	CAMBRIDGE RD	CAMBRIDGE RD	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	Yes
3	84	11-040414	2020	SENECA AVE	SENECA AVE	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	GT70	Yes
3	85	11-050783	2650	HEATHERWAY ST	HEATHERWAY ST	willow, black	Salix nigra	Priority 1 Prune	16 - 20	51-70	No
3	86	11-050999	3030	HUNTING VALLEY	HUNTING VALLEY	oak, northern red	Quercus rubra	Priority 1 Prune	16 - 20	GT70	No
3	87	11-051001	3030	HUNTING VALLEY	HUNTING VALLEY	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	GT70	No
3	88	11-051002	3030	HUNTING VALLEY	HUNTING VALLEY	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
3	89	11-051003	3030	HUNTING VALLEY	HUNTING VALLEY	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
3	90	11-051004	3030	HUNTING VALLEY	HUNTING VALLEY	oak, northern red	Quercus rubra	Priority 1 Prune	26 - 30	GT70	Yes
3	91	11-051047	3050	PROVINCIAL DR	PROVINCIAL DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	21 - 25	31-50	Yes
3	92	11-051082	1355	FAIRLANE DR	FAIRLANE DR	cottonwoo	Populus deltoides	Priority 1 Prune	GT35	GT70	Yes
3	93	11-051087	1335	FAIRLANE DR	FAIRLANE DR	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
3	94	11-051091	3035	FAIRLANE DR	FAIRLANE DR	honeylocust	Gleditsia triacanthos	Priority 1 Prune	16 - 20	51-70	No
3	95	11-051134	2806	HEATHERWAY ST	HEATHERWAY ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	GT70	Yes
3	96	11-051222	1060	CHESTNUT DR	CHESTNUT DR	tuliptree	Liriodendron tulipifera	Priority 1 Prune	21 - 25	51-70	Yes
3	97	11-051372	2941	DEVONSHIRE RD	DEVONSHIRE RD	oak, white	Quercus alba	Priority 1 Prune	11 - 15	51-70	No
3	98	11-051397	2634	DEVONSHIRE RD	DEVONSHIRE RD	maple, red	Acer rubrum	Priority 1 Prune	31 - 35	GT70	No
3	99	11-051592	909	DEVONSHIRE RD	ARLINGTON BLVD	oak, northern red	Quercus rubra	Priority 1 Prune	16 - 20	51-70	No
3	100	11-051600	1081	ARLINGTON BLVD	ARLINGTON BLVD	oak, northern red	Quercus rubra	Priority 1 Prune	26 - 30	51-70	Yes
3	101	11-051749	1816	ARLINGTON BLVD	ARLINGTON BLVD	cherry, black	Prunus serotina	Priority 1 Prune	6 - 10	31-50	No
3	102	11-051791	1573	ARLINGTON BLVD	ARLINGTON BLVD	elm, American	Ulmus americana	Priority 1 Prune	GT35	51-70	No
3	103	11-051946	1642	SHERIDAN DR	SHERIDAN DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
3	104	11-052007	2355	LONDONDERRY RD	HAWTHORN RD	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
3	105	11-052067	1320	GLENDALOCH CIR	GLENDALOCH CIR	oak, northern red	Quercus rubra	Priority 1 Prune	GT35	GT70	No
3	106	11-052083	1251	HEATHERWAY ST	HEATHERWAY ST	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
3	107	11-052091	1178	HEATHERWAY ST	HEATHERWAY ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	No
3	108	11-052120	1145	ABERDEEN DR	ABERDEEN DR	elm, American	Ulmus americana	Priority 1 Prune	21 - 25	GT70	No
3	109	11-052131	1144	ABERDEEN DR	ABERDEEN DR	oak, pin	Quercus palustris	Priority 1 Prune	31 - 35	51-70	No

APPENDIX A: MAP OF TREE MAINTENANCE AREA #4 AND TREE PRUNING LOCATIONS

Note: Tree numbers correspond with the "Map #" column in the List of Trees to be Pruned table



APPENDIX A: LIST OF TREES TO BE PRUNED* AREA #4

*This list is furnished to provide the Bidder with information on the species, size and location of trees to be pruned in this Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request. The finalized list of trees to be pruned for each Area will be provided to the winning Bidder(s) of each Area.

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
4	1	11-000091	1100	WOLVERHAMPTON	WOLVERHAMPTON LN	elm, Siberian	Ulmus pumila	Priority 1 Prune	16 - 20	31-50	No
4	2	11-000775	1640	GREEN RD	GREEN RD	oak, swamp white	Quercus bicolor	Priority 1 Prune	31 - 35	GT70	No
4	3	11-000858	3460	VINTAGE VALLEY RD	GREEN RD	oak, black	Quercus velutina	Priority 1 Prune	21 - 25	51-70	No
4	4	11-000869	1161	GREEN RD	GREEN RD	oak, swamp white	Quercus bicolor	Priority 1 Prune	21 - 25	GT70	No
4	5	11-001096	1155	GREEN RD	GREEN RD	oak, black	Quercus velutina	Priority 1 Prune	21 - 25	51-70	No
4	6	11-001098	1155	GREEN RD	GREEN RD	oak, white	Quercus alba	Priority 1 Prune	26 - 30	51-70	No
4	7	11-001101	1031	GREEN RD	GREEN RD	oak, white	Quercus alba	Priority 1 Prune	26 - 30	51-70	No
4	8	11-001200	3616	CHATHAM WAY	CHATHAM WAY	oak, white	Quercus alba	Priority 1 Prune	26 - 30	51-70	Yes
4	9	11-001203	3617	CHATHAM WAY	CHATHAM WAY	oak, white	Quercus alba	Priority 1 Prune	31 - 35	GT70	No
4	10	11-011058	830	WATERSHED DR	WATERSHED DR	oak, black	Quercus velutina	Priority 1 Prune	26 - 30	GT70	No
4	11	11-011183	3575	STANTON CT	GLAZIER WAY	boxelder	Acer negundo	Priority 1 Prune	11 - 15	31-50	No
4	12	11-011309	1315	BURGUNDY RD	ANDOVER RD	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
4	13	11-011415	3100	GLAZIER WAY	GLAZIER WAY	oak, black	Quercus velutina	Priority 1 Prune	31 - 35	51-70	Yes
4	14	11-013702	1633	LEAIRD DR	LEAIRD DR	hickory, bitternut	Carya cordiformis	Priority 1 Prune	31 - 35	GT70	Yes
4	15	11-013718	1630	LEAIRD DR	LEAIRD DR	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	GT70	Yes
4	16	11-013739	1601	BROADWAY ST	BROADWAY ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	No
4	17	11-013768	1411	BROADWAY ST	BROADWAY ST	maple, sugar	Acer saccharum	Priority 1 Prune	31 - 35	GT70	Yes
4	18	11-013845	1533	JONES DR	JONES DR	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	No
4	19	11-013856	1517	JONES DR	JONES DR	walnut, black	Juglans nigra	Priority 1 Prune	21 - 25	GT70	Yes
4	20	11-013859	1440	JONES DR	JONES DR	elm, American	Ulmus americana	Priority 1 Prune	31 - 35	GT70	No
4	21	11-013862	1438	JONES DR	JONES DR	elm, American	Ulmus americana	Priority 1 Prune	26 - 30	GT70	No
4	22	11-013908	1520	BROADWAY ST	BROADWAY ST	catalpa, northern	Catalpa speciosa	Priority 1 Prune	16 - 20	31-50	Yes
4	23	11-013952	1701	BROADWAY ST	BROADWAY ST	maple, sugar	Acer saccharum	Priority 1 Prune	31 - 35	GT70	No
4	24	11-013973	1451	CEDAR BEND DR	CEDAR BEND DR	walnut, black	Juglans nigra	Priority 1 Prune	26 - 30	GT70	No
4	25	11-013980	1490	CEDAR BEND DR	CEDAR BEND DR	willow, weeping	Salix babylonica	Priority 1 Prune	GT35	51-70	No
4	26	11-028611	3359	GEDDES AVE	GEDDES AVE	walnut, black	Juglans nigra	Priority 1 Prune	16 - 20	51-70	No
4	27	11-028638	3350	GEDDES AVE	GEDDES AVE	hickory, shagbark	Carya ovata	Priority 1 Prune	31 - 35	51-70	No
4	28	11-028640	3350	GEDDES AVE	GEDDES AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
4	29	11-028651	4090	GEDDES AVE	GEDDES AVE	locust, black	Robinia pseudoacacia	Priority 1 Prune	21 - 25	51-70	No
4	30	11-028722	3986	PENBERTON DR	WALDENWOOD DR	oak, northern red	Quercus rubra	Priority 1 Prune	26 - 30	GT70	No
4	31	11-028817	3960	PENBERTON DR	PENBERTON DR	oak, northern red	Quercus rubra	Priority 1 Prune	21 - 25	51-70	No
4	32	11-028969	495	EARHART RD	EARHART RD	oak, white	Quercus alba	Priority 1 Prune	26 - 30	GT70	No
4	33	11-028974	401	PINE BRAE DR	EARHART RD	oak, black	Quercus velutina	Priority 1 Prune	26 - 30	51-70	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
4	34	11-029038	900	EARHART RD	EARHART RD	oak, white	Quercus alba	Priority 1 Prune	21 - 25	51-70	No
4	35	11-029148	1201	EARHART RD	EARHART RD	hickory, shagbark	Carya ovata	Priority 1 Prune	26 - 30	51-70	No
4	36	11-029192	901	EARHART RD	EARHART RD	oak, swamp white	Quercus bicolor	Priority 1 Prune	21 - 25	51-70	No
4	37	11-029470	1401	HURON PKWY	HURON PKWY	willow, black	Salix nigra	Priority 1 Prune	16 - 20	31-50	No
4	38	11-029471	1401	HURON PKWY	HURON PKWY	willow, black	Salix nigra	Priority 1 Prune	21 - 25	31-50	No
4	39	11-029512	1400	HURON PKWY	HURON PKWY	oak, white	Quercus alba	Priority 1 Prune	21 - 25	51-70	No
4	40	11-029759	2801	FULLER CT	FULLER CT	locust, black	Robinia pseudoacacia	Priority 1 Prune	GT35	GT70	No
4	41	11-029778	2436	FULLER CT	FULLER CT	oak, white	Quercus alba	Priority 1 Prune	GT35	51-70	No
4	42	11-029824	1000	CEDAR BEND DR	CEDAR BEND DR	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	21-30	Yes
4	43	11-030035	800	LAWRENCE ST	LAWRENCE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	51-70	Yes
4	44	11-030039	301	N INGALLS ST	CATHERINE ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
4	45	11-030050	710	CATHERINE ST	CATHERINE ST	maple, silver	Acer saccharinum	Priority 1 Prune	16 - 20	31-50	Yes
4	46	11-030065	811	E ANN ST	E ANN ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	No
4	47	11-030100	1015	E ANN ST	E ANN ST	planetree, London	Platanus x acerifolia	Priority 1 Prune	11 - 15	31-50	Yes
4	48	11-030111	909	E ANN ST	E ANN ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	49	11-030129	202	GLEN AVE	GLEN AVE	linden, American	Tilia americana	Priority 1 Prune	26 - 30	51-70	No
4	50	11-030370	419	N STATE ST	N STATE ST	maple, silver	Acer saccharinum	Priority 1 Prune	26 - 30	51-70	Yes
4	51	11-030379	219	N STATE ST	N STATE ST	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
4	52	11-030409	410	N STATE ST	N STATE ST	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	No
4	53	11-030700	408	N FIRST ST	N FIRST ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	Yes
4	54	11-042636	718	JOHN A WOODS DR	JOHN A WOODS DR	walnut, black	Juglans nigra	Priority 1 Prune	26 - 30	51-70	No
4	55	11-042666	1620	PEAR ST	PEAR ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	GT70	Yes
4	56	11-042703	1515	PEAR ST	PEAR ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	51-70	No
4	57	11-042704	1515	PEAR ST	PEAR ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	31-50	No
4	58	11-042733	900	JOHN A WOODS DR	PEAR ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	GT70	No
4	59	11-042734	900	JOHN A WOODS DR	PEAR ST	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	GT70	No
4	60	11-042742	1521	PONTIAC TRL	PONTIAC TRL	elm, Siberian	Ulmus pumila	Priority 1 Prune	26 - 30	51-70	Yes
4	61	11-042887	809	AMHERST AVE	PONTIAC TRL	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
4	62	11-042920	1910	TRAVER RD	TRAVER RD	walnut, black	Juglans nigra	Priority 1 Prune	21 - 25	51-70	No
4	63	11-043020	2120	TRAVER RD	TRAVER RD	oak, white	Quercus alba	Priority 1 Prune	GT35	51-70	No
4	64	11-043097	2121	TRAVER RD	TRAVER RD	cherry, black	Prunus serotina	Priority 1 Prune	11 - 15	31-50	No
4	65	11-043149	1147	TRAVER RD	TRAVER RD	maple, sugar	Acer saccharum	Priority 1 Prune	31 - 35	51-70	Yes
4	66	11-043197	1631	TRAVER RD	TRAVER RD	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	31-50	Yes
4	67	11-053744	806	BARTON DR	HIAWATHA PL	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	Yes
4	68	11-053796	877	STARWICK DR	STARWICK DR	elm, Siberian	Ulmus pumila	Priority 1 Prune	GT35	51-70	No
4	69	11-053893	112	E SUMMIT ST	E SUMMIT ST	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	31-50	No
4	70	11-053954	709	N FIFTH AVE	N FIFTH AVE	maple, silver	Acer saccharinum	Priority 1 Prune	21 - 25	51-70	Yes
4	71	11-053961	609	N FIFTH AVE	N FIFTH AVE	maple, sugar	Acer saccharum	Priority 1 Prune	21 - 25	51-70	Yes
4	72	11-053978	724	N FIFTH AVE	N FIFTH AVE	maple, Norway	Acer platanoides	Priority 1 Prune	6 - 10	21-30	No

Area	Map #	Tree ID #	Address	Street	On Street	Common Name	Botanical Name	MAINTENANCE	DBH (")	HEIGHT (')	O/H Utilities
4	73	11-053983	724	N FIFTH AVE	E SUMMIT ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	Yes
4	74	11-053984	724	N FIFTH AVE	E SUMMIT ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	75	11-054056	418	HIGH ST	HIGH ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	76	11-054059	418	HIGH ST	HIGH ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	Yes
4	77	11-054061	418	HIGH ST	HIGH ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	78	11-054070	511	ELIZABETH ST	ELIZABETH ST	maple, silver	Acer saccharinum	Priority 1 Prune	31 - 35	51-70	Yes
4	79	11-054076	608	HIGH ST	HIGH ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	80	11-054078	608	HIGH ST	HIGH ST	tree-of-heaven	Ailanthus altissima	Priority 1 Prune	21 - 25	31-50	Yes
4	81	11-054097	505	N DIVISION ST	N DIVISION ST	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	51-70	Yes
4	82	11-054109	537	DETROIT ST	DETROIT ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	Yes
4	83	11-054110	537	DETROIT ST	DETROIT ST	horsechestnut	Aesculus hippocastanum	Priority 1 Prune	16 - 20	31-50	Yes
4	84	11-054113	521	DETROIT ST	DETROIT ST	maple, Norway	Acer platanoides	Priority 1 Prune	11 - 15	31-50	Yes
4	85	11-054115	515	DETROIT ST	DETROIT ST	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	GT70	Yes
4	86	11-054125	526	DETROIT ST	DETROIT ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	87	11-054157	503	N FOURTH AVE	N FOURTH AVE	maple, sugar	Acer saccharum	Priority 1 Prune	11 - 15	31-50	No
4	88	11-054209	530	ELIZABETH ST	E KINGSLEY ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
4	89	11-054214	505	E KINGSLEY ST	E KINGSLEY ST	maple, Norway	Acer platanoides	Priority 1 Prune	21 - 25	51-70	No
4	90	11-054215	505	E KINGSLEY ST	E KINGSLEY ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	Yes
4	91	11-054325	221	N FIFTH AVE	N FIFTH AVE	honeylocust	Gleditsia triacanthos	Priority 1 Prune	11 - 15	31-50	No
4	92	11-054345	312	CATHERINE ST	CATHERINE ST	maple, sugar	Acer saccharum	Priority 1 Prune	16 - 20	31-50	No
4	93	11-054407	609	LAWRENCE ST	LAWRENCE ST	tree-of-heaven	Ailanthus altissima	Priority 1 Prune	GT35	51-70	No
4	94	11-054427	415	N DIVISION ST	N DIVISION ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	51-70	No
4	95	11-054433	309	N DIVISION ST	N DIVISION ST	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	51-70	Yes
4	96	11-054434	303	N DIVISION ST	N DIVISION ST	oak, bur	Quercus macrocarpa	Priority 1 Prune	GT35	51-70	Yes
4	97	11-054440	329	CATHERINE ST	CATHERINE ST	maple, sugar	Acer saccharum	Priority 1 Prune	26 - 30	51-70	No
4	98	11-054482	532	N MAIN ST	N MAIN ST	maple, Norway	Acer platanoides	Priority 1 Prune	6 - 10	31-50	Yes
4	99	11-054508	427	N MAIN ST	N MAIN ST	maple, Norway	Acer platanoides	Priority 1 Prune	6 - 10	21-30	No
4	100	11-054721	311	E ANN ST	E ANN ST	maple, Norway	Acer platanoides	Priority 1 Prune	16 - 20	31-50	No
4	101	11-060991	115	BEAKES ST	BEAKES ST	honeylocust	Gleditsia triacanthos	Priority 1 Prune	6 - 10		3

APPENDIX B: CONTRACTOR INFORMATION AND QUALIFICATIONS

Failure to answer all questions may result in the rejection of this bid

Company Name (P.O. Will Be Addressed To): _____

Social Security or Federal Employer I.D. #: _____

Address _____

City _____ State _____ Zip _____

We have read the attached Scope of Work and Specifications thoroughly?

Yes No

Are all exceptions to the attached Scope of Work specifications properly outlined?

Yes No

The City of Ann Arbor reserves the right to accept any bid, to reject any 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.

The undersigned agrees that if the bid is accepted by the City of Ann Arbor a binding contract will be in effect for the delivery of the goods and services in accordance with the bid.

COMPANY REPRESENTATIVE:

Signature Date

Printed Name

Title Email Address

Phone Number _____ Fax Number _____

Type of Organization (**circle one**): Individual Partnership Corporation Joint Venture

Other _____

Year organization established: _____

Former organization names(s) if applicable: _____

Number of full-time employees: _____ part-time employees _____

References: List three references, preferably municipal government, where your company has provided similar service of the type of work in this bid.

<u>Municipality/Organization</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. _____		
2. _____		
3. _____		

Tree Crew Qualifications: List all employees and their qualifications that may be assigned to this work. Indicate individuals that are crew leaders and supervisors. Include ISA Certified Arborist, Tree Worker, safety professional or other applicable qualifications and electrical hazard training information or proof of line clearance certified employee that will be working on the crew Attach additional sheets, if necessary.

Number of employees on tree pruning crew: _____

Equipment: List all equipment that will be available for use by the crew performing each work item. Attach additional sheets, if necessary.

Safety Training:

Does your company maintain a safety training program?	Yes	No
Have you read the attached specifications thoroughly?	Yes	No
Are all exceptions to the attached specifications properly outlined?	Yes	No
Read and understand Safety Standards/Precautions?	Yes	No

Insurance Requirement: All required insurances shall be kept current as specified in this bid document and on the back of the service purchase order, for the term of the contract.

We have the ability to carry the required level of insurance for this contract?

Yes, name of insurance company _____

No

References: List three references, preferably municipal government, where your company has provided similar service of the type of work in this bid.

<u>Organization/City</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Tree Crew Qualifications: List all employees and their qualifications that may be assigned to this work. Indicate individuals that are crew leaders and supervisors. Include ISA Certified Arborist, Tree Worker, safety professional or other applicable qualifications and electrical hazard training information or proof of line clearance certified employee that will be working on the crew. Attach additional sheets, if necessary.

Equipment: List all equipment that will be on site and available for use by the crew performing each work item. Attach additional sheets, if necessary.

Safety Training:

Does your company maintain a safety training program?	Yes	No
Have you read the attached specifications thoroughly?	Yes	No
Are all exceptions to the attached specifications properly outlined?	Yes	No
Read and understand Safety Standards/Precautions?	Yes	No

APPENDIX C: STREET TREE PRUNING BID SHEETS

Bidder may bid on any or all of the Areas detailed in the bid documents, however, the Bidder must bid on all trees for each Area bid. Appendix A provides a list of the trees to be pruned and a map of their locations in each Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request.

For each Area bid, provide a total cost to prune the number of trees in each diameter class. Total cost should include labor, equipment, materials, supervision, wood disposal and any other costs associated with tree pruning, in accordance with City of Ann Arbor specifications as outlined in the Scope of Work and bid documents.

Company Name: _____

We hereby offer to furnish labor, equipment, materials and supervision in accordance with City of Ann Arbor specifications as outlined in the Scope of Work and bid documents.

AREA #1: Tree Pruning

Provide the total cost to prune the number of trees listed in each diameter class below. See Appendix A for trees to be pruned and map of their location.

Diameter Class (DBH)	Number of Trees in Diameter Class	Total Cost to Prune Trees
11-15"	11	\$
16-20"	33	\$
21-25"	30	\$
26-30"	14	\$
>31"	20	\$
TOTAL AREA #1		\$

AREA #2: Tree Pruning

Provide the total cost to prune the number of trees listed in each diameter class below. See Appendix A for trees to be pruned and map of their location.

Diameter Class (DBH)	Number of Trees in Diameter Class	Total Cost to Prune Trees
6-10"	1	\$
11-15"	24	\$
16-20"	26	\$
21-25"	20	\$
26-30"	14	\$
>31"	15	\$
TOTAL AREA #2		\$

APPENDIX C: STREET TREE PRUNING BID SHEETS (continued)

Bidder may bid on any or all of the Areas detailed in the bid documents, however, the Bidder must bid on all trees for each Area bid. Appendix A provides a list of the trees to be pruned and a map of their locations in each Area. It is the responsibility of the Bidder to inspect each Area they will bid on to arrive at a clear understanding of the conditions to be encountered, the difficulties involved, and all other factors affecting the work proposed under this bid request.

For each area bid, provide a total cost to prune the number of trees in each diameter class. Total cost should include labor, equipment, materials, supervision, wood disposal and any other costs associated with tree pruning, in accordance with City of Ann Arbor specifications as outlined in the Scope of Work and bid documents.

Company Name: _____

We hereby offer to furnish labor, equipment, materials and supervision in accordance with City of Ann Arbor specifications as outlined in the Scope of Work and bid documents.

AREA #3: Tree Pruning

Provide the total cost to prune the number of trees listed in each diameter class below. See Appendix A for trees to be pruned and map of their location.

Diameter Class (DBH)	Number of Trees in Diameter Class	Total Cost to Prune Trees
6-10"	2	\$
11-15"	9	\$
16-20"	29	\$
21-25"	26	\$
26-30"	15	\$
>31"	28	\$
TOTAL AREA #3		\$

AREA #4: Tree Pruning

Provide the total cost to prune the number of trees listed in each diameter class below. See Appendix A for trees to be pruned and map of their location.

Diameter Class (DBH)	Number of Trees in Diameter Class	Total Cost to Prune Trees
6-10"	4	\$
11-15"	12	\$
16-20"	21	\$
21-25"	24	\$
26-30"	20	\$
>31"	21	\$
TOTAL AREA #4		\$

**APPENDIX C – BID FORM
ALTERNATE
MATERIALS**

The Base Bid price shall include materials and equipment selected from the designated items and manufacturers listed in the bidding documents. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the Contractor wishes to Bid alternate items for consideration by the City, it may do so under this Section. A complete description of the item and the proposed price differential must be provided. Only alternates approved by the City at the time of award, and specifically named will be considered only as a negotiated change in Contract Sum.

Item Number

Description

Add/Deduct Amount

APPENDIX D: CONTRACT COMPLIANCE FORMS

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 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) 794-6500

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

**CITY OF ANN ARBOR HUMAN RIGHTS OFFICE
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 _____ (Street address) _____ (City) _____ (State) _____ (Zip) _____ County _____ Phone # _____ (Area Code)

Fax# _____ (Area Code) _____ Email Address _____

EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-L
	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	E	F	G	H	I	J	K	L	
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													

9/03

Questions about this form? Call (734)794-6576

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

Form #2

Local Office (Only those employees that will do local or on-site work, if 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)												
	Male						Female						TOTAL COLUMNS A-L
	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	E	F	G	H	I	J	K	L	
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													

APPENDIX E: CITY OF ANN ARBOR LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that employers providing services to the City or recipients of grants for financial assistance (in amounts greater than \$10,000 in a twelve-month period of time) pay their employees who are working on the City project or grant, a minimum level of compensation known as the **Living Wage**. This wage must be paid to the employees for the length of the contract/project.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from the Ordinance. If this exemption applies to your firm, please check below:

_____ This **company** is exempt due to the fact that we employ or contract with fewer than 5 individuals.

_____ This **non-profit agency** is exempt due to the fact that we employ or contract with fewer than 10 employees.

The Ordinance requires that all contractors/vendors and/or grantees agree to the following terms:

- a) To pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$12.70/hour when health care is provided, or no less than \$14.18/hour for those employers that do *not* provide health care. It is understood that the Living Wage will be adjusted each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include any adjustment for 2014.
- b) Please check the boxes below which apply to your workforce:

Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage without health benefits Yes _____ No _____

OR

Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage with health benefits Yes _____ No _____
- c) To post a notice approved by the City regarding the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- d) To provide the City payroll records or other documentation as requested; and,
- e) To permit access to work sites to City representatives for the purposes of monitoring compliance, investigating complaints or non-compliance.

The undersigned authorized representative hereby obligates the contractor/vendor or grantee to the above stated conditions under penalty of perjury and violation of the Ordinance

Company Name

Address, City, State, Zip

Signature of Authorized Representative

Phone (area code)

Type or Print Name and Title

Email address

Date signed

Questions about this form? Please contact:
Procurement Office City of Ann Arbor
Phone: 734/794-6500

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2014 - ENDING APRIL 29, 2015

\$12.70 per hour

If the employer provides health care benefits*

\$14.18 per hour

If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

**For Additional Information or to File a Complaint Contact
Mark Berryman at 734/794-6500 or mberryman@a2gov.org**



APPENDIX F: VENDOR CONFLICT OF INTEREST DISCLOSURE

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor’s conflict interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Conflict of Interest Disclosure *	
Name of City of Ann Arbor employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to Employee _____ <input type="checkbox"/> Interest in vendor’s company _____ <input type="checkbox"/> Other _____

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that the information provided is true and correct by my signature below:

 Signature of Vendor Authorized Representative Date Printed Name of Vendor Authorized Representative

PROCUREMENT USE ONLY

- Yes, named employee was involved in Bid / Proposal process.
- No, named employee was not involved in procurement process or decision

APPENDIX G: SAMPLE APPLICATION FOR TRAFFIC DETOUR OR LANE CLOSURE

City of Ann Arbor

APPLICATION FOR TRAFFIC DETOUR OR LANE CLOSURE

Chris Rachwal 734-323-3893

Office 734- 994-2744

Fax 734-996-3293

DATE(S) _____

TIME (S) _____

LOCATION _____

TYPE OF WORK _____

DESCRIPTION OF DETOUR AND/ OR LANE CLOSURE. (Attach additional sheets as necessary): Lane closure of the north side of E Jefferson between Thompson and Division. Periodic temporary closure to accommodate the lowering of big sections of wood. Traffic will be managed with flaggers. Construction signs and cones will also be used to help direct the traffic.

APPLICANT

Company Name: _____

Address: _____

Office Phone No – 24 hours _____ Mobile No. _____ 24 hours

Fax No. _____ E-mail : _____

A COPY OF THIS PERMIT MUST BE ON SITE AT ALL TIMES

All detours, lane closure, signing, etc. shall be in conformance with the **Michigan Manual of Uniform Traffic Control Devices, Part 6** (Construction and Maintenance) prepared by Michigan Department of Transportation, and also in accordance with **Chapter 47 of the City of Ann Arbor Code of Ordinances**. Application is valid **ONLY** for the dates indicated above. Any changes or alterations must be approved forty-eight (48 hours prior to closure)

ROW Permit No.

Signature of Applicant

Print Name

Approved by

Date Approved

APPENDIX H: SAMPLE TEMPORARY NO PARKING PERMIT APPLICATION



CITY OF ANN ARBOR, MICHIGAN
 100 N. Fifth Avenue, Ann Arbor, MI 48104
 Phone: (734) 794-6000, Fax: (734) 994-1744

**TEMPORARY PERMISSION TO RESERVE PARKING LANE
 FOR WORK-RELATED PURPOSES**

Location: _____
Limited to parking lane directly in front of residence where work to be performed, using property lines as limit

Date(s): _____ Time of Day: _____
Maximum Duration of 72 hours

Reason: _____

Name: _____

Company: _____ Email _____

Address: _____

Phone Number: _____ Fax Number: _____

Payment: Check _____ Cash _____ Amount: \$ _____

Signed: _____ (read & initial back also)

TO BE FILLED OUT BY CITY STAFF:

Approved by: _____ Date: _____
 Project Management, Public Services

Approved by: _____ Date: _____
 Community Standards, AAPD

Approved by: _____ Date: _____
 Field Operations, Public Services

"No Parking Signs" installed by Field Operations: _____ / _____
Date / Time

REQUESTOR NOTIFIED OF APPROVAL OF PERMIT: _____
Name/Date

 REQUEST DENIED: REASON _____ Name/Date _____
A=Date Conflict; B=Improper Use of Permit; C=Other; Explanation _____

REQUESTOR NOTIFIED OF DENIAL OF PERMIT: _____
Name/Date

 Public Services Administrator (as needed): _____
Comments/Initials/Date

c: Parking Referee Treasurer's Office Community Standards Field Operations File
 Rev. 2/9/09

APPENDIX I: FAIR EMPLOYMENT PRACTICE

The consultant, its agents or sub-contractors, shall comply with all requirements of Chapter 112 of Title IX of the Code of the City of Ann Arbor and in particular the following excerpts there from:

9:161 NONDISCRIMINATION BY CITY CONTRACTORS

- (1) All contractors proposing to do business with the City of Ann Arbor shall satisfy the nondiscrimination administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All contractors shall receive approval from the Director prior to entering into a contract with the City, unless specifically exempted by administrative policy. All City contractors shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.
- (2) Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Director concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the contractor can reasonably be expected to recruit, said contractor shall be accepted by the Director as having fulfilled affirmative action requirements for a period of one year at which time the Director shall conduct another review. Other contractors shall develop an affirmative action program in conjunction with the Director. Said program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability of minorities and females within the contractor's labor recruitment area. In the case of construction contractors, the Director shall use for employment verification the labor recruitment area of the Ann Arbor-Ypsilanti standard metropolitan statistical area. Construction contractors determined to be in compliance shall be accepted by the Director as having fulfilled affirmative action requirements for a period of six (6) months at which time the Director shall conduct another review.
- (3) In hiring for construction projects, contractors shall make good faith efforts to employ local persons, so as to enhance the local economy.
- (4) All contracts shall include provisions through which the contractor agrees, in addition to any other applicable Federal or State labor laws:
 - (a) To set goals, in conference with the Human Resources Director, for each job category or division of the work force used in the completion of the City work;
 - (b) To provide periodic reports concerning the progress the contractor has made in meeting the affirmative action goals it has agreed to;
 - (c) To permit the Director access to all books, records and accounts pertaining to its employment practices for the purpose of determining compliance with the affirmative action requirements.

- (5) The Director shall monitor the compliance of each contractor with the nondiscrimination provisions of each contract. The Director shall develop procedures and regulations consistent with the administrative policy adopted by the City Administrator for notice and enforcement of non-compliance. Such procedures and regulations shall include a provision for the posting of contractors not in compliance.
- (6) All City contracts shall provide further that breach of the obligation not to discriminate shall be a material breach of the contract for which the City shall be entitled, at its option, to do any or all of the following:
 - (a) To cancel, terminate, or suspend the contract in whole or part and/or refuse to make any required periodic payments under the contract;
 - (b) Declare the contractor ineligible for the award of any future contracts with the City for a specified length of time;
 - (c) To recover liquidated damages of a specified sum, said sum to be that percentage of the labor expenditure for the time period involved which would have accrued to minority group members had the affirmative action not been breached;
 - (d) Impose for each day of non-compliance, liquidated damages of a specified sum, based upon the following schedule:

Contract Amount	Assessed Damages Per Day of Non-Compliance
\$ 10,000 - 24,999	\$ 25.00
25,000 - 99,999	50.00
100,000 - 199,999	100.00
200,000 - 499,999	150.00
500,000 - 1,499,999	200.00
1,500,000 - 2,999,999	250.00
3,000,000 - 4,999,999	300.00
5,000,000 - and above	500.00

- (e) In addition the contractor shall be liable for any costs or expenses incurred by the City of Ann Arbor in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract.

APPENDIX J: SAMPLE CITY OF ANN ARBOR SERVICE AGREEMENT

SERVICE AGREEMENT BETWEEN

_____XXXXXXXXXXXXXXXXXX_____
AND
CITY OF ANN ARBOR

The City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 East Huron Street, Ann Arbor, Michigan 48104 ("CITY") and,
'_____ a _____, having its offices at
("CONTRACTOR"), Type of Business
_____ agree as follows on this _____ day of _____, 2014.
Address

The Contractor agrees to provide services to the City under the following terms and conditions:

I. DEFINITIONS

Administering Service Area/Unit means the _____.

Contract Administrator means the _____, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit

Project means _____.

II. DURATION

This Agreement shall become effective on _____, 2014, and shall remain in effect until satisfactory performance of all services or _____, whichever occurs first, unless terminated for breach or as provided in this agreement.

III. SERVICES

A. General Scope: The Contractor agrees to furnish all of the materials, equipment and labor necessary; and to abide by all the duties and responsibilities applicable to it for the Project in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, which are incorporated as part of this Contract:

- Contract and Exhibits
- Bid No. and Addenda (if applicable)
- Bid Proposal of Contractor, dated _____

The contract documents are complementary and what is called for by any one shall be binding. The intention of the documents is to include all labor and materials, equipment and transportation necessary for the proper execution of the Project. Materials or work described in words that so applied have a well-known technical or trade meaning have the meaning of those recognized standards.

In case of a conflict among the contract documents listed above in any requirement(s), the requirement(s) of the document listed first shall prevail over any conflicting requirement(s) of a document listed later.

- B. Quality of Services: The Contractor's standard of service under this agreement shall be of the level of quality performed by businesses regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. Compliance with Applicable Law: The Contractor shall perform its services under this Agreement in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- D. Location: The Contractor shall provide all of these services at the locations specified in Bid No. 4281.
- E. Reports/Surveys: The Contractor may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent contractor or when it has actual notice of any defects in the reports and surveys.

IV. RELATIONSHIP OF PARTIES

- A. The parties to this agreement agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the City. Nothing contained in this agreement shall be deemed to constitute any other relationship between the City and the Contractor.
- B. The Contractor certifies that it has no personal or financial interest in the project other than the fee it is to receive under this agreement. The Contractor further certifies that it shall not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of services under this agreement. Further Contractor agrees and certifies that it does not and will not employ or engage any person with a personal or financial interest in this agreement.
- C. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.
- D. Contractor certifies that it is not, and shall not become, overdue or in default to the City for any contract, debt, or any other obligation to the City including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.

V. COMPENSATION OF CONTRACTOR

The Contractor shall be paid on the basis of the bid price in the manner set forth in the Bid # . The total fee to be paid the Contractor for the services shall not exceed _____ (\$_____). Payment shall be made within 30 days of acceptance of the work by the Contract Administrator. It is understood and agreed between the parties that the compensation stated above is inclusive

of any and all remuneration to which the Contractor may be entitled.

VI. INSURANCE; INDEMNIFICATION

A. The Contractor shall procure and maintain during the life of this Contract, including the guarantee period and during any warranty work, such insurance policies, including those set forth below, as will protect itself and the City from all claims for bodily injuries, death or property damage which may arise under this Contract; whether the acts were made by the Contractor or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined.

\$2,000,000 Per Job General Aggregate

\$1,000,000 Personal and Advertising Injury

\$2,000,000 Products and Completed Operations Aggregate

3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
4. Umbrella/Excess Liability Insurance shall be provided to apply excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

B. Insurance required under VI.A.2 and A.3 of this Contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and

shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.

- C. In the case of all Contracts involving on-site work, the Contractor shall provide to the City before the commencement of any work under this Contract documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Contractor supplies a copy of the endorsements required on the policies. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this Contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.
- D. Any insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.
- E. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the Contractor or anyone acting on the Contractor's behalf under this contract. Contractor shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence.

7. COMPLIANCE REQUIREMENTS

- A. Nondiscrimination. The Consultant agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of Section 209 of the Elliot-Larsen Civil Rights Act MCL 37.2209). The Contractor further agrees to comply with the nondiscrimination provisions of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity
- B. Wages: Under this Contract, the Contractor shall conform to Chapter 14 of Title I of the Code of the City of Ann Arbor as amended; which in part states "...that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area

compiled by the United States Department of Labor. At the request of the City, any contractor or subcontractor shall provide satisfactory proof of compliance with the contract provisions required by the Section." Where the Contract and the Ann Arbor City Ordinance are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used.

Further, to the extent that any employees of the Contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with Section 1:319 of Chapter 14 of Title I of the Code of the City of Ann Arbor, the Contractor agrees to conform to Chapter 23, Living Wage, of Title I of the Code of the City of Ann Arbor, as amended. The Contractor agrees to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code; to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

VIII. WARRANTIES BY CONTRACTOR

- A. The Contractor warrants that the quality of its services under this agreement shall conform to the level of quality performed by businesses regularly rendering this type of service. The Contractor warrants that the work performed shall be free of defects and guaranteed for a period of one year.
- B. The Contractor warrants that it has all the skills and experience necessary to perform the services it is to provide pursuant to this agreement. Further that it has available, or will engage, at its own expense, sufficient trained employees or subcontractors to provide the services specified in this Agreement.
- C. The Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes.

IX. TERMINATION OF AGREEMENT; RIGHTS ON TERMINATION

- A. This agreement may be terminated by either party in the case of a breach of this agreement by the other party, if the breaching party has not corrected the breach within 15 days after notice of termination is given in conformance with the terms of this agreement. Breach under this terms of this Agreement shall include but not be limited to the failure to deliver service on time, poor quality materials or workmanship, failure to follow specifications identified in Article III above, or the unauthorized substitution of articles other than those quoted and specified in the bid documents.
- B. The City may terminate this Agreement, on at least ten (10) days advance notice, for any reason, including convenience, without incurring any penalty, expense or liability to the Contractor except the obligation to pay for services actually

performed under the Agreement.

- C. Contractor acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Contractor. The Contract Administrator shall give the Consultant written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.
- D. The remedies provided in this Agreement will be cumulative, and the assertion by a party of any right or remedy will not preclude the assertion by such party of any other rights or the seeking of any other remedies.

X. OBLIGATIONS OF THE CITY

- A. The City agrees to give the Contractor access to staff and City owned properties as required to perform the necessary services under the agreement.
- B. The City shall notify the Contractor of any defects in the services of which the City has actual notice.

XI. ASSIGNMENT

- A. The Contractor shall not subcontract or assign any portion of the services without prior written consent to such action by the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Contractor shall retain the right to pledge payment(s) due and payable under the agreement to third parties.

XII. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated in this Agreement or such other address as either party may designate by prior written notice to the other.

Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONTRACTOR, it shall be addressed and sent to:

If Notice is sent to the CITY, it shall be addressed and sent to:

City of Ann Arbor
301 E. Huron St.
Ann Arbor, MI 48107-8647
Attn:

XIII. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this agreement or the application of the provision to other parties or other circumstances.

XIV. CHOICE OF LAW

This agreement shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the Contractor and the City agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

XV. EXTENT OF AGREEMENT

This agreement represents the entire understanding between the City and the Contractor and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this agreement.

This agreement may be altered, amended or modified only by written amendment signed by the Contractor and the City

FOR CONTRACTOR

By _____
Authorized Representative

FOR THE CITY OF ANN ARBOR

By _____
Christopher Taylor, Mayor

By _____
Jacqueline Beaudry, City Clerk

Approved as to substance

Steven D. Powers, City Administrator

Craig Hupy
Public Service Area Administrator

Approved as to form and content

Stephen K. Postema, City Attorney

APPENDIX K: Bonds

PERFORMANCE BOND

(1) _____ of
(referred to as "Principal"), and _____, a
corporation duly authorized to do business in the State of Michigan (referred to as "Surety"),
are bound to the City of Ann Arbor, Michigan (referred to as "City"), for \$
, the payment of which Principal and Surety bind themselves, their heirs, executors, administra-
tors, successors and assigns, jointly and severally, by this bond.

(2) The Principal has entered a written contract with the City dated _____, 20_ ,
for:

_____ and this bond is given for that contract in compliance with Act No. 213 of the Michigan Public
Acts of 1963, as amended, being MCL 129.201 et seq.

(3) Whenever the Principal is declared by the City to be in default under the contract, the Surety
may promptly remedy the default or shall promptly:

(a) complete the contract in accordance with its terms and conditions; or

(b) obtain a bid or bids for submission to the City for completing the contract in accordance
with its terms and conditions, and upon determination by Surety of the lowest responsible bid-
der, arrange for a contract between such bidder and the City, and make available, as work pro-
gresses, sufficient funds to pay the cost of completion less the balance of the contract price; but
not exceeding, including other costs and damages for which Surety may be liable hereunder,
the amount set forth in paragraph 1.

(4) Surety shall have no obligation to the City if the Principal fully and promptly performs under the
contract.

(5) Surety agrees that no change, extension of time, alteration or addition to the terms of the
contract or to the work to be performed thereunder, or the specifications accompanying it shall
in any way affect its obligations on this bond, and waives notice of any such change, extension
of time, alteration or addition to the terms of the contract or to the work, or to the
specifications.

SIGNED AND SEALED this _____ day of _____, 20_ .

(Name of Surety Company)

(Name of Principal)

By

(Signature)

By

(Signature)

Its

(Title of Office)

Its

(Title of Office)

Approved as to form:
Stephen K. Postema, City Attorney

Name and address of agent:

APPENDIX L: CONTRACTOR'S AFFIDAVIT

The undersigned Contractor, _____, represents that on _____, 20__, it was awarded a contract by the City of Ann Arbor, Michigan to _____ under the terms and conditions of a Contract titled _____

The Contractor represents that all work has now been accomplished and the Contract is complete.

The Contractor warrants and certifies that all of its indebtedness arising by reason of the Contract has been fully paid or satisfactorily secured; and that all claims from subcontractors and others for labor and material used in accomplishing the project, as well as all other claims arising from the performance of the Contract, have been fully paid or satisfactorily settled. The Contractor agrees that, if any claim should hereafter arise, it shall assume responsibility for it immediately upon request to do so by the City of Ann Arbor.

The Contractor, for valuable consideration received, does further waive, release and relinquish any and all claims or right of lien which the Contractor now has or may acquire upon the subject premises for labor and material used in the project owned by the City of Ann Arbor.

This affidavit is freely and voluntarily given with full knowledge of the facts.

Contractor

By _____
(Signature)

Its _____
(Title of Office)

Subscribed and sworn to before me, on this _____ day

of _____, 20__

_____ County,

Michigan
Notary Public

My commission expires on: _____, 20__