



VILLAGE OF SKOKIE PURCHASING DIVISION
REQUEST FOR PROPOSAL

Specification and Contract Document Number: 2010-09-06

For

TREE TRIMMING SERVICES

NAME OF BIDDING FIRM: ASU Sunrise Tree Care

Proposal Due Date & Time: 3:00P.M., Thursday, October 1, 2009

Number of Copies: Submit One (1) Original and One (1) Copy of Proposal

Pre-Proposal Conference: None

PLEASE MARK THE RETURN ENVELOPES:

1. Proposal Due Date and Time
2. Title of Job
3. Specification Number

RETURN PROPOSALS TO:

Village of Skokie
5127 W. Oakton Street
Skokie, IL 60077
ATTN: Michael Aleksic
Purchasing Agent
Telephone: (847) 933-8240
Fax: (847) 568-8839 or (847) 933-8230

PROPOSER NAME & ADDRESS:

Sunrise Tree Care

110 Midlothian Road

Hawthorn Woods, IL 60047

**PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE
ACCEPTED**

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS

A.01 General:

A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

A.01.2 Familiarity with Conditions:

Proposers are advised to become familiar with all conditions, instructions and specifications governing this proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposal, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.

A.02 Discussion of Proposals:

A.02.1 All offerors are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the Evaluation Committee require no clarification and/or supplementary information, such proposals may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which offerors are capable of offering to the Village.

A.02.2 The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other offeror. The Evaluation Committee reserves the right to request the offeror to provide additional information during this process.

A.02.3 During discussions, the offeror shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Qualifications of the offeror, including work on similar projects, experience of personnel, etc.;

A.02.3.3 The working relationship to be established between the Village and the offeror, including, but not limited to, what each party should expect from the other.

A.03 Negotiations:

The Village of Skokie reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the RFP and the offeror's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other

submissions provided by the offeror during discussions or negotiations will be held by the Village of Skokie as contractually binding on the successful offeror.

A.04 Notice of Unacceptable Proposal:

When the Evaluation Committee determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

A.05 Confidentiality:

The Purchasing Agent shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Agent. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village. Based upon the public nature of these RFP's, an offeror must inform the Village, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

B. TERMS AND CONDITIONS

B.01 Authority:

This Request for Proposals is issued pursuant to applicable provisions of the Village of Skokie Purchasing Ordinance.

B.02 Errors in Proposals:

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

B.03 Reserved Rights:

The Village of Skokie reserves the right at any time and for any reason to cancel this Request for Proposals or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The Village reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the offeror, the Village has ninety (90) days to accept. The Village may seek clarification from an offeror at any time and failure to respond promptly is cause for rejection. The Village may require submission of best and final offers.

B.04 Incurred Costs:

The Village of Skokie will not be liable in any way for any costs incurred by respondents in replying to this RFP.

B.05 Award:

Award shall be made by the Village of Skokie Board to the responsible offeror whose proposal is determined to be the most advantageous to the Village, taking into consideration price and the evaluation criteria set forth herein. The Village of Skokie reserves the right to accept the Proposal as a whole, or any component thereof, if it appears to be in the best interest of the Village.

B.06 Evaluation Considerations:

Evaluation Criteria is shown below. The Evaluation Committee shall consider the following when judging the ability of offerors to meet the requirements of this Proposal. Except for Mandatory compliance, which is not weighted, all criteria in this section shall be of equal weight.

B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.

B.06.2 Qualifications of the Contractor. Offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification.

This criteria includes:

B.06.2.1 The experience of the firm with municipal Tree Trimming services in similar municipal jurisdictions.

B.06.2.2 Level of experience of management, supervisory and labor staff, as stated in the Detailed specifications herein.

B.06.2.2 Type and availability of equipment available that can be assigned to Village applications on an ongoing basis, as well as in time-sensitive applications. Additionally, such equipment shall be well-maintained.

B.06.2.3 Safety procedures and past safety performance. (Please provide data regarding safety procedures, which will be put in place for this contract, as well as information on past safety performance.)

B.06.2.4 Customer Service Performance: Past customer service experience, including number of complaints, etc. in other jurisdictions shall be considered.

B.06.3 Costs (Price). This refers to the proposed contract fee and reimbursement expense budget. (Please note that price is only one factor for consideration of award).

B.07 Budget:

B.07.1 The offeror shall propose a not-to-exceed amount for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the offeror, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

As required in the specifications shown herein.

B.09 Taxes:

The Village is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

B.10 Hold Harmless Clause:

The Contractor agrees to indemnify, save harmless and defend the Village of Skokie, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court

costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the Village of Skokie, its agents, servants, or employees or any other person indemnified hereunder.

B.11 Insurance Requirements:

Contractor shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in the Village of Skokie Standard Insurance requirements contained herein

B.12 Meetings:

Contractor will be required to meet with various Village and outside officials as required, throughout the project.

B.13 Equal Employment Opportunity:

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Additionally, the Contractor shall comply with the Village of Skokie Fair Employment Ordinance.

B.14 Responsibility & Default:

B.14.1 The awarded offeror shall be required to assume responsibility for all items listed in this Request for Proposals. The successful offeror shall be considered the sole point of contact for purposes of this contract.

B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the Village reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Purchasing Agent may deem appropriate, and charge the Contractor with any or all losses incurred. The Contractor shall be liable for any excess costs for such similar supplies or service unless acceptable evidence is submitted to the Purchasing Agent that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor. The Village shall be entitled to recover its attorney's fees and expenses in any successful action by the Village to enforce this contract.

B.15 Payments:

B.15.1 The Contractor shall furnish the Village with itemized invoices as required as determined through negotiations with the Evaluation Committee.

B.15.2 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

B.16 Contractor Responsibilities:

B.06.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.

B.06.2 Qualifications of the Contractor. Offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification.

This criteria includes:

B.06.2.1 The experience of the firm with municipal Tree Trimming services in similar municipal jurisdictions.

B.06.2.2 Level of experience of management, supervisory and labor staff, as stated in the Detailed specifications herein.

B.06.2.2 Type and availability of equipment available that can be assigned to Village applications on an ongoing basis, as well as in time-sensitive applications. Additionally, such equipment shall be well-maintained.

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B.10 Hold Harmless Clause:

The Contractor agrees to indemnify, save harmless and defend the Village of Skokie, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court

labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.

B.23 Guarantees and Warranties:

All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final voucher on the contract is issued.

C. **PROPOSAL-FORM AND CONTENT**

C.01 Submission of Proposals:

C.01.1 To be considered, proposals must arrive at the Village of Skokie Purchasing Division on or before the date and time specified in the Request for Proposals.

C.01.2 Each respondent shall submit the number of proposals as enumerated on the cover page herein, one of which shall be the original.

C.01.3 Proposals may be submitted in a sealed envelope, addressed as follows:

Village of Skokie
Village Hall
5127 W. Oakton Street
Skokie, Illinois 60077
ATTN: Purchasing Agent

Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned to the sender. Proposals will be opened in private.

C.02 Form of Proposal:

C.02.1 The proposal form included with this RFP must be completed in full and signed by an officer, partner or principal with authority to execute contracts.

C.02.2 All proposals shall be prepared in the English language.

C.03 Qualifications of Offerors (Statement of Qualifications):

C.03.1 Complete the enclosed "References" form. Provide references of organizations who have utilized similar services. A minimum of three references are requested; however, an offeror may list more than three.

C.03.2 Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the Village to determine the capability of the offeror to meet all contractual requirements.

C.03.3 List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.

C.03.4 Describe your involvement in engagements of similar size and scope, providing references where appropriate.

C.03.5 Provide a listing of all Subcontractors who will be utilized in the execution of this project. Proposer shall provide the same information for each subcontractor that is provided for the proposer, as detailed in Sections C.03.1 through C.03.4 above.

C.03.6 Identify the names of any entities associated with the the Proposer who may pose a potential conflict of interest with any activity of this specific project. Please provide details and reasons for any such conflict. (Proposers are subject to disqualification on the basis of any potential for conflict of interest as determined by the Village.)

C.04 Items to be Submitted:

C.04.1 Form of Proposal: See Section C.02.

C.04.2 References and Qualifications: See Section C.03.

C.04.3 Narrative Response :

The Narrative Response shall include:

C.04.3.1 Project Overview: State in succinct terms your understanding of the proposed project.

C.04.3.2 Work Plan: Describe in narrative and/or outline form your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the Proposer believes to be essential to the effective execution of the project.

C.04.3.3 Cost and Price Analysis: Contract shall be for a firm/fixed price.

C.04.3.4 Terms and Conditions: List any terms and conditions which may apply to this contract and are not included in this RFP.

C.04.3.5 Implementation Schedule: Provide a complete schedule for implementation of the project including all significant milestones, and an estimate of the number of hours required to complete the project.

C.04.3.6 Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the Village's requirements.

DETAILED SPECIFICATIONS & SCOPE OF WORK

TREE TRIMMING SERVICES

GENERAL OVERVIEW

This Request for Proposal (RFP) is for the purpose of establishing a contract with a well qualified firm to provide Tree Trimming and appurtenant services for the Village of Skokie.

SERVICE REQUIRED

Services are to include the trimming of dead branches 1" diameter and larger; interfering, crossing, and dangerous branches; stubs; broken and hanging branches; and low branches over streets, sidewalks, and buildings from trees located on Municipally-owned property.

BIDDERS' SERVICE SPECIFICATIONS

At locations on Municipal-owned property, to be specified by the Director of Public Works, Municipal Forester or authorized representative, the successful bidder shall:

Trim in accordance with the revised ANSI A300 for Tree Care Operations, 2006, standards as set forth by the American National Standards Institute, as required for Crown Cleaning, Crown Thinning, Crown Raising, Crown Reduction and in some cases, Crown Restoration; and in the manner satisfactory to the Municipal Forester or authorized representative. Additionally, this work will be accomplished within the following specifications:

I. General Pruning Specifications:

- (a) Crown Cleaning shall include the removal of dead branches 1" in diameter and greater, as well as dying, diseased, weak and broken branches from a tree's crown.
- (b) Crown thinning shall consist of the selective removal of branches to increase light penetration, air movement and reduce weight. Branches should have an even distribution of foliage along their lengths in order to increase trunk taper and a more uniformly distributed branch weight and wind stress along the trunk (i.e. No "lions tailing".)
- (c) Crown raising shall consist of the removal of the lower branches of a tree in order to provide clearance. Lower branches shall be trimmed to minimum heights of 14' above streets and alleys, 10' above sidewalks and driveways, and private yards.
- (d) Crown Reduction shall be used when the objective is to reduce the height or spread of a tree. This method shall be used to provide a minimum of 12' clearance around all buildings, and 10' clearance around signs, and streetlights.
- (e) Crown Restoration shall be used when a tree has been severely topped, vandalized or storm damaged in order to improve the structure, form and appearance of the tree.
- (f) Not more than one quarter of the live crown of the tree shall be removed during one trimming operation. Notify a municipal arborist if clearance standards cannot be met due to this restriction (i.e. A tree is located directly adjacent to a building, street light, or other structure).
- (g) Proper pruning cuts shall be made at the branch bark collar. Three step pruning

cuts shall be made in order to prevent bark tearing.

2. **Young Tree Pruning specifications** (trees sized 3" - 10.4" DBH):
 - (a) A single, straight trunk or central leader shall be maintained for most trees. Co-dominant or competing leads shall be reduced or pruned out.
 - (b) The development of a good, structurally sound scaffold branch system should be maintained by selective thinning of or on branches and by removing dead, interfering, split and broken branches. Every effort shall be made to remove branches with narrow angles of attachment from the trunk and canopy.
 - (c) Branches should have an even distribution of foliage along their lengths in order to increase trunk taper and a more uniformly distributed branch weight and wind stress along the trunk.
 - (d) Young trees may not meet clearance standards over the street and sidewalk, however the lowest branches shall be pruned. Total pruning shall not exceed more than one quarter of the live crown.
3. Under no circumstances shall any person working on trimming trees be permitted to wear or use spurs or climbing irons.
4. The contractor is responsible for distributing door hangers to notify residents and property owners of the tree trimming. Door hangers shall be distributed one to two weeks prior to the work. Door hangers are provided by the Village.
5. Notify the Municipal Forester if any small ornamental or evergreen tree requires clearance pruning. Dead, diseased, and broken branches may be pruned from ornamental and evergreen trees without special permission.
6. Dead trees and trees marked for removal with a white slash or "x" shall not be pruned.
7. As work proceeds, immediately clean up all debris resulting from the tree trimming operations so as to leave no hazards or nuisances. Streets must remain passable at all times. The Contractor shall arrange to keep sidewalks open whenever possible. Signs or cones must be properly used when closing sidewalks. **NO DEBRIS MAY BE ALLOWED TO REMAIN ON THE PARKWAY MORE THAN 24 HOURS OR OVER THE WEEKEND.** In the event of snow, debris must be immediately cleaned up so it does not interfere with snow plowing operations.
8. Work must start after October 15th and end prior to April 15th for each contract year.
9. During operation, the Contractor shall provide the workers and equipment required to perform the service adequately. This includes a minimum of four to eight workers, an aerial lift truck, a dump truck, a brush chipper, and the necessary ladders, ropes, safety equipment, power saws, and hand tools normally needed to perform the service required. The Contractor must provide a list of the equipment that will be available on the project site throughout the duration of the contract.

10. AN ISA CERTIFIED ARBORIST MUST BE PRESENT ON THE JOB SITE AT ALL TIMES. The Contractor must provide the name and certification number of the Certified Arborist who will be on the project site at all times. Failure to meet this requirement may be grounds for termination of the contract. The Village reserves the right to review employee records to verify employment.
11. Safety Standards – In the performance of this contract, the Contractor shall comply with all applicable federal, state and local laws and regulations, including the following:
 - (a) The Contractor shall abide by all EPA and OSHA safety standards and regulations.
 - (b) The Contractor is required to follow the safety requirements for tree care operations as presented in the American National Standards Institute ANSI Z133.1, 2006.
12. All traffic control shall be in compliance with the *Manual of Uniform Traffic Control Devices and IDOT Standard Specifications, Sec. 900*. Streets shall be properly barricaded and signed to ensure that all motorists are adequately informed of work within the road right-of-way. The Contractor shall provide a worker on the ground to direct traffic around hazards if debris will be falling on the roadway. A clear passage for motorists shall be provided at all times. If necessary, street closures shall be coordinated with the Public Works Department. Debris disposal must conform to IDOA (Illinois Department of Agriculture) regulations and quarantine restrictions.
13. When parked cars impede trimming, the Contractor shall ensure that the proper "no parking" signage is posted 48 hours before tree trimming activity will occur. The Public Works Department shall provide "no parking" signs to the Contractor. The Contractor shall hang notification of trimming on doors to inform the citizenry of such activity at least 48 hours, but no more than one week prior to trimming. These informational door hangers will be provided by the Public Works Department. Signing is not allowed on weekends or holidays (including religious holidays).
14. Work shall begin at the time designated by the Director of Public Works, and will be restricted to no more than 9 hours per day. No trimming shall be done on Saturdays, Sundays or holidays.
15. Payment for this contract will be on a per tree basis in classes as per item #17, and will include cost of removing and disposing of debris. Measurements to be taken as per item #16.
16. Diameter at Breast Height (DBH) for trees trimmed shall be measured with a standard diameter tape at 4 1/2 feet from the ground. For trees forked below 4 1/2 feet, the diameter will be measured at a point 4 1/2 feet above the ground. Each stem will be measured separately and then added together to achieve the correct measurement for that tree. If the fork or significant trunk swell begins at 4 1/2 feet above the ground, then the measurement shall be taken below the start of the fork.
17. Payment for trimming of the assigned trees will be on a unit price per tree, based on the

DBH measurement checked by a representative of the Public Works Department, and classified as follows:

0-6 " (Up to and including 6.4" DBH)

7-12" (6.5" up to and including 12.4" DBH)

13-24" (12.5" up to and including 24.4" DBH)

24-36" (24.5" up to and including 36.4" DBH)

37+" (36.5" and over DBH)

18. Repair of all damage done to sidewalks, driveways, curbs, streets, fire hydrants, buffalo boxes, street and traffic signs, light standards or other structures, lawn, or other trees during the operations of this tree trimming contract shall be repaired at the Contractor's expense. Repairs or replacement shall be accomplished as soon as possible after the date the damage has occurred.

SPECIAL TERMS & CONDITIONS

1. PRICING

Proposal shall be submitted on the basis of a charge per tree, which charge shall be the only remuneration paid the successful bidder. Total payment to the successful contractor under this Contract is not to exceed \$150,000. The Village of Skokie will not pay for any work exceeding that amount. It shall be the Contractor's responsibility to keep track of the day to day charges so not to exceed the specified amount

3. AREA

The areas to be trimmed shall be between Golf Rd and Church Street from Kolmar Avenue west to the Village Corporate boundary at Linder Avenue and then from Dempster Street to Church Street from the Village Corporate boundary at Linder Avenue east to Crawford Avenue.

4. ESTIMATED QUANTITY

The quantities indicated are estimates of the total quantity of trees and work to be performed during the contract term. The Village does not guarantee any specific amount and shall not be held responsible for any deviation. This contract shall cover the Village's requirements whether more or less than the estimated amount.

4. PAYMENT

Payment shall be made after a Public Works representative, together with the successful Contractor, inspects and measures each tree trimmed. Invoices and lists of trees trimmed shall be submitted every two weeks.

5. LICENSE

All bidders must be licensed by the State of Illinois to be eligible for award of contract.

6. CONTRACT TERM

The contract herein shall be for a twelve (12) month period beginning on or about October 15, 2009. The contract shall automatically renew on an annual basis, on the contract anniversary date, subject to the same terms, conditions and pricing as the original contract, upon mutual written agreement of the contracting parties for up to five (5) additional calendar years, on the anniversary date of the contract. After the initial contract period, the contract may be terminated by either party, without penalty, upon thirty (30) days written notice by either contracting party.

FORM OF PROPOSAL – PRICING

Please return in a separate envelope

The undersigned proposes, in accordance with the terms of the Contract Document of which the Proposal is a part, to furnish all labor and equipment necessary to trim trees in various locations in the Village of Skokie as indicated in these specifications at the following prices:

SIZE CLASSIFICATION	PRICE/TREE	ESTIMATED TOTAL QUANTITY	PRICE
0-6 (0.1" – 6.4" DBH)	\$ <u>5.50</u>	850	\$ <u>4,675</u>
7-12 (6.5" – 12.4" DBH)	\$ <u>16.50</u>	1100	\$ <u>18,150</u>
13-24 (12.5" – 24.4" DBH)	\$ <u>42.90</u>	2400	\$ <u>102,960</u>
24-36 (24.5" – 36.4" DBH)	\$ <u>48.40</u>	500	\$ <u>24,200</u>
37+ (36.5" DBH and over)	\$ <u>48.40</u>	100	\$ <u>4,840</u>
TOTAL PRICE EXTENDED:			\$ <u>154,825</u>

Steve McGowan
Signature

9-24-09
Date

STEVE MCGOWAN PRESIDENT
Name - Title

FORM OF PROPOSAL -- NARRATIVE PROPOSAL

RETURN THIS PAGE ALONG WITH YOUR NARRATIVE PROPOSAL

TO: Village of Skokie
5127 W. Oakton St.
Skokie, IL 60077
ATTN: Purchasing Agent

FROM: Organization: Sunrise Tree Care
Address: 110 N. Midlothian Rd.
City, State, Zip Code: Hawthorn Woods, IL 60047
Contact Person: Lyle Katzman
Telephone Number: (847) 256-8733
Facsimile Number: (847) 913-9346

AUTHORIZED NEGOTIATORS:

Name: Steve McGinn Phone #: (847) 561-6260
Name: Lyle Katzman Phone #: (847) 561-6766

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting this proposal, it is understood that the Village of Skokie reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal. In addition to this document, Proposer shall furnish, with the proposal, all submittals as required herein.

*Village of Skokie
Standard Insurance Requirements*

INSURANCE REQUIREMENTS:

Contractor shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The Village will accept companies with a rating of A- or better and shall have a financial size category of VII or better.

1.0 Workers Compensation and Employers' Liability

1.01	Workers compensation	Statutory Limits
1.02	Employers Liability	
a.	Each Accident	\$500,000
b.	Disease - policy limit	\$500,000
c.	Disease - each employee	\$500,000

2.0 Comprehensive General Liability

General Aggregate Limit	\$2,000,000
(Per project aggregate)	
Products-Completed Operations	\$2,000,000
Each Occurrence Limit	\$1,000,000

The Village of Skokie is an additional insured on General Liability policy. The general aggregate limit shall be a per project aggregate. The Village may accept a separate owner's protective liability policy provided all coverage, limits and endorsements are in conformity with this section. The Village of Skokie is a Named Insured on OCP policy.

3.0 Commercial Automobile Liability - The policy shall cover all owned, non-owned & hired vehicles. The Village of Skokie is an additional insured on Commercial Auto Liability policy.

Combined Single Limit	\$1,000,000
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4.0 Excess Liability - Umbrella Form

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

The General Liability and Umbrella policies are both primary and non-contributory

5.0 Contractor agrees that with respect to above insurance, the Village of Skokie shall:

5.01 Be provided with thirty (30) days notice, in writing, of cancellation or material change.

5.02 Be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of this contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to the *Office of the Purchasing Agent, Village of Skokie, 5127 Oakton Street, Skokie, Illinois 60077*

EXISTING CONDITIONS:

It is the bidder's responsibility to become fully acquainted with the conditions of the work areas. Submissions of a bid will assume that the bidder has included all labor and materials necessary in the bid price to fully complete the work. Construction operations and safety are the exclusive responsibility of the Contractor.

REFERENCES

for

VILLAGE OF SKOKIE

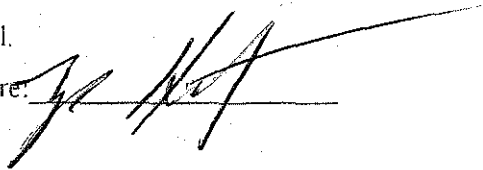
Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this proposal. *Please provide this information for each partner in a Joint Venture, and for all Subcontractors.*

Facility: Village of Kenilworth
Address: 419 Richmond Rd.
City, State, Zip Code: Kenilworth, IL 60043
Telephone Number: (847) 251-1666
Contact Person: Iggy Fiorentino
Dates of Service: numerous dates since 1975

Facility: Wilmette School Dist # 39
Address: 615 Locust Rd.
City, State, Zip Code: Wilmette, IL 60091
Telephone Number: (847) 256-2450
Contact Person: Stan Stankiewicz
Dates of Service: 6/07 - to present

Facility: Katz and Katz Real Estate
Address: 3175 Commercial Ave
City, State, Zip Code: Northbrook, IL 60062
Telephone Number: (847) 205-1200
Contact Person: Gadi Cohen
Dates of Service: 6/07 to present

Complete this form and submit it with Form of Proposal.

Offeror's Name: Lyle Katzman Signature: 

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.

_____ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.

X Corporation: State of Incorporation: IL

Please provide your Federal Employer Identification Number (F.E.I.N.): 36-3822651

Seal (affix seal below if applicable)

(List Name of Officers)

President Steve McGuinn

Vice-President none

Secretary Kathy McGuinn

Treasurer none

Attest:


Kathy McGuinn
Signature of Secretary

ACCEPTANCE

The undersigned, on behalf of the Village of Skokie, a municipal corporation of the State of Illinois, hereby accept the foregoing bid items as identified in the proposal.

Total Amount of Contract \$ 130,000

Fund Chargeable 001-2382-431.04-50


Michael Aleksic, Purchasing Agent

Seal


Marlene Williams, MMC, Village Clerk

Board of Trustees Approval Dated: 11/2/09