

Incorporated Village of Sea Cliff

Request for Proposal

Spring 2018 Tree Planting Specifications

CONTRACT NO. DPW 2018-0004

January 31, 2018

**BIDS DUE IN VILLAGE HALL BY 4PM FRIDAY MARCH 2, 2018
MUST BE IN A SEALED ENVELOPE MARKED AS “TREE PLANTING BID”**

Questions may be submitted to the attention of Bruce Kennedy, Village Administrator
(516) 671-0080 or bkennedy@seacliff-ny.gov

**Incorporated Village of Sea Cliff
300 Sea Cliff Avenue
P.O. Box 340
Sea Cliff, New York 11579**

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(516) 671-6508 (fax)
www.seacliff-ny.gov

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1. GENERAL PROVISIONS

- A. The Contractor represents that he is thoroughly familiar with and has expertise in all aspects of the work described herein.
- B. All work shall be performed by competent workers, thoroughly trained and experienced in the particular skills that they are assigned to perform.
- C. The Contractor shall comply with all laws and regulations, including OSHA and NYSDOT safety regulations and regulations of the Village and all other government agencies having jurisdiction over work performed by the Contractor. If the Contractor performs any work which is contrary to such laws, ordinances, codes and regulations, he shall make all changes necessary to comply and bear all costs resulting there from.
- D. All work on this project shall be subject to State and Federal Equal Employment Opportunity, State Department of Labor and Federal Minimum Wage regulations and the Federal Omnibus Transportation Employee Testing Act of 1991.
- E. All mechanical power tools and equipment shall be of high quality, approved for the type of work to be performed, well-maintained and in compliance with all current safety standards. All machinery guards and shields and all personal safety devices shall be in place and correctly utilized at all times. All edged tools shall be maintained in sharp, rust-free condition to ensure the cleanest possible cuts. Because of the inherently dangerous nature of tree work, all vehicles and power equipment shall be subject to inspection by the Director of Public Works or his designated representative. Equipment considered to be in poor repair or unsafe, may be ordered removed from the Village.
- F. The Contractor shall ensure safe traffic movement around work sites and shall provide barriers, traffic cones and flag persons as required. If a street must be closed, the Contractor shall notify the Director of Public Works or his designated representative prior to closure, and provide adequate barricades and appropriate signs.
- G. The Contractor shall take all necessary precautions to protect adjoining properties. Streets, yards, sidewalks, and all adjoining areas shall be protected from debris resulting from all work performed under this contract.
- H. No sub-contracting will be allowed for tree planting.
- I. The work under this contract includes removal and disposal of all plant material, all labor materials, equipment, tools, appliances and all other incidental items required for the complete and satisfactory execution of the project in accordance

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with the requirements of this specification. No disposal of materials will be permitted at the Sea Cliff Village Yard.

- J. All work shall conform to the standards set forth in the American National Standard for Tree Care operations, ANSI A300, 1995 edition, published by the American National Standards Institute, Inc.
- K. Prior to submission of a bid, the Contractor shall visit the site(s) and thoroughly acquaint himself with existing conditions so that he fully understands the facilities, difficulties and restrictions attending the execution of the work under this contract. All questions concerning this specification should be referred to the Director of Public Works or his designated representative.
- L. The Contractor shall take and be responsible for all measurements required for proper execution of the work and shall verify all verifiable quantities of materials. Before commencing work, he shall examine all existing work on which his work is in any way dependent and shall report to the Director of Public Works or his designated representative any conditions which will prevent him from performing his work in the highest quality manner.
- M. All existing construction, shrubs, plants and paved areas shall be protected from any damage. All planted areas shall be left in their original condition upon completion of this work. Any planted areas damaged as a result of this work shall be completely restored at the expense of the Contractor.
- N. All property of the Village of Sea Cliff and adjoining property owners that becomes damaged as a result of the work of this contract shall be restored or repaired by the Contractor at no cost to the Village or affected party and to the complete satisfaction of the owner.
- O. The Contractor shall include in his base bid all supplementary miscellaneous items not shown or specified but implied or required, in order to complete the work described by the Specifications.
- P. Workmanship required in the execution of the work herein specified shall be of high quality and subject to the approval of the Director of Public Works or his designated representative.
- Q. The Contractor shall supervise and be responsible for the proper execution of all work.
- R. The Contractor will be allowed to store materials and equipment in designated areas only. The Contractor will be responsible for protection of his materials, tools and equipment. The Village shall bear no responsibility for protection of these items.

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- S. The Contractor shall not work on Saturdays, Sundays, or holidays, without approval of the Director of Public Works or his designated representative, and not before 8:00 a.m. or after 5:00 p.m. as per the Village Code.
- T. The Contractor will remove all equipment and excess materials and tools. Any debris or rubbish from any source will be carted away from the site and disposed of outside of the Village. Prior to final acceptance, the Contractor will clean each site to the satisfaction of the Director of Public Works or his designated representative.
- U. It will be the responsibility of the Contractor to see that the specifications are being followed. Failure of the Village to immediately reject any unsatisfactory workmanship or to notify the Contractor of their deviation from the specifications will not relieve the Contractor of their responsibility to replace unsatisfactory work.
- V. The Contractor will comply with the provisions of Section 1918 of the New York State Penal Law by giving written notice before excavation to the gas notification section of PSEG, Long Island and by taking all possible precautions to prevent damage to gas mains, overhead wires, and other above and underground installations.

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2. DESCRIPTION OF WORK

The items of work listed in Sections 2A and 2B shall be included in the terms of this Contract. Bidders must submit bids for individual items listed in Sections 2A and 2B on the included Bid Sheet. In addition, a 6-month (May through October) Maintenance Option (2B.1) is available for bidding. The Village reserves the right to delete any item(s) in the Bid Sheet prior to contract award.

Section 2A: Planting Stock Procurement and Delivery

Section 2B: Planting

Section 2B.1: Optional Watering and Maintenance of new trees

2A. PLANTING STOCK PROCUREMENT AND DELIVERY

Table 1 lists the desired planting stock, locations, and any required removals. Table 2 summarizes the number of trees required and their size. Table 3 lists alternate tree type selections to be used if the requested tree type is not available. Removal of any existing trees requires grinding of stumps below ground level a minimum of 6" – 12", removal of all chips, any void filled with topsoil, and the area seeded with grass seed.

Table 1 – Tree Planting Locations, Types and Removals

ID	Address	Qty	Tree Type	Comments	Removals
1	24 Woodridge Lane	1	Thornless Honey Locust 'Sunburst'		
2	115 Central Avenue	1	Ginkgo 'Presidential Gold'		
3	82 Downing Avenue (plant on Barberry Lane side)	1	Thornless Honey Locust 'Shademaster'	Corner house on Downing and Barberry Lane	
4	86 Glenlawn Avenue	1	Red Maple 'Red Sunset'	Plant on north side of front walkway	
5	86 Glenlawn Avenue (rear of property across street from 2 Circle Way)	1	Silver Linden 'Sterling'		
6	89 Glenlawn Avenue	1	Golden Raintree	Plant on south side of front walkway	
7	110 Glenlawn Avenue	2	Thornless Honey Locust 'Shademaster'		
8	171 Glen Avenue	1	Golden Raintree		
9	12 Sea Cliff Avenue	1	Trident Maple		
10	165-145 Sea Cliff Avenue	4	Thornless Honey Locust 'Sunburst'	Next to St. Boniface lot on south side of Sea Cliff Avenue and across from Gospel Church	4 Maple trees (8" dia., 8" dia., 7" dia., 7" dia.)
11	125 Sea Cliff Avenue	1	Silver Linden 'Sterling'		

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ID	Address	Qty	Tree Type	Comments	Removals
12	162 Sea Cliff Avenue	2	Thornless Honey Locust 'Shademaster'	Sea Cliff Gospel Church	
13	63 Downing Avenue	2	American Elm 'Princeton'	Methodist Church parking lot – Downing Ave (south) side	
14	43 Laurel Avenue	1	Crape Myrtle 'Tuscarora'	May be old stump below lawn	
15	325 Prospect Avenue	2	American Elm 'Princeton'	In front of NY American Water Co.	1 Oak tree (3" dia.)
16	Across street from 415 Carpenter Avenue, on Carpenter Avenue side of 63 Downing Avenue property	2	Red Maple 'Red Sunset'	Methodist Church parking lot, on Carpenter Ave (west) side	
17	347 Glen Cove Avenue	2	Trident Maple	In median strip, north of Sea Cliff Plaza entrance	1 Maple tree (22" dia.)
18	347 Glen Cove Avenue	1	Ginkgo 'Presidential Gold'	In median strip, south of Sea Cliff Plaza entrance;	
19	77 Glen Avenue	1	Crape Myrtle 'Tuscarora'	Opposite Clifton Park, near utility pole	
20	225 Carpenter Avenue	1	Silver Linden 'Sterling'		
21	Side of 128 Glen Avenue, on Carpenter Avenue	1	Silver Linden 'Sterling'	Opposite the side of St. Boniface Church	
22	203 Glen Cove Avenue	1	Crape Myrtle 'Tuscarora'	Old tree pit in concrete walk along Glen Cove Avenue	

Table 2 - Summary of tree types and number

Qty	Common Name	Latin Name	Size
5	Honey Locust 'Sunburst'	<i>Gleditsia triacanthus f. inermis</i> 'Sunburst'	2" - 2 ½" DBH
3	Trident Maple	<i>Acer buergeranum</i>	2" - 2 ½" DBH
3	Crape Myrtle 'Tuscarora'	<i>Lagerstroemia indica</i> 'Tuscarora'	7' – 8' tall and/or 25 gallon
5	Honey Locust 'Shademaster'	<i>Gleditsia triacanthus f. inermis</i> 'Shademaster'	3" – 3 ½" DBH
1	Golden Raintree	<i>Koelreuteria paniculata</i>	2" - 2 ½" DBH
4	Silver Linden 'Sterling'	<i>Tilia tormentosa</i> 'Sterling'	3" – 3 ½" DBH
4	American Elm 'Princeton'	<i>Ulmus americana</i> 'Princeton'	3" – 3 ½" DBH
4	Red Maple 'Red Sunset'	<i>Acer rubrum</i> 'Red Sunset'	3" – 3 ½" DBH
2	Ginkgo Presidential Gold	<i>Ginkgo biloba</i> 'The President'	3" – 3 ½" DBH
31	TOTAL TREES		

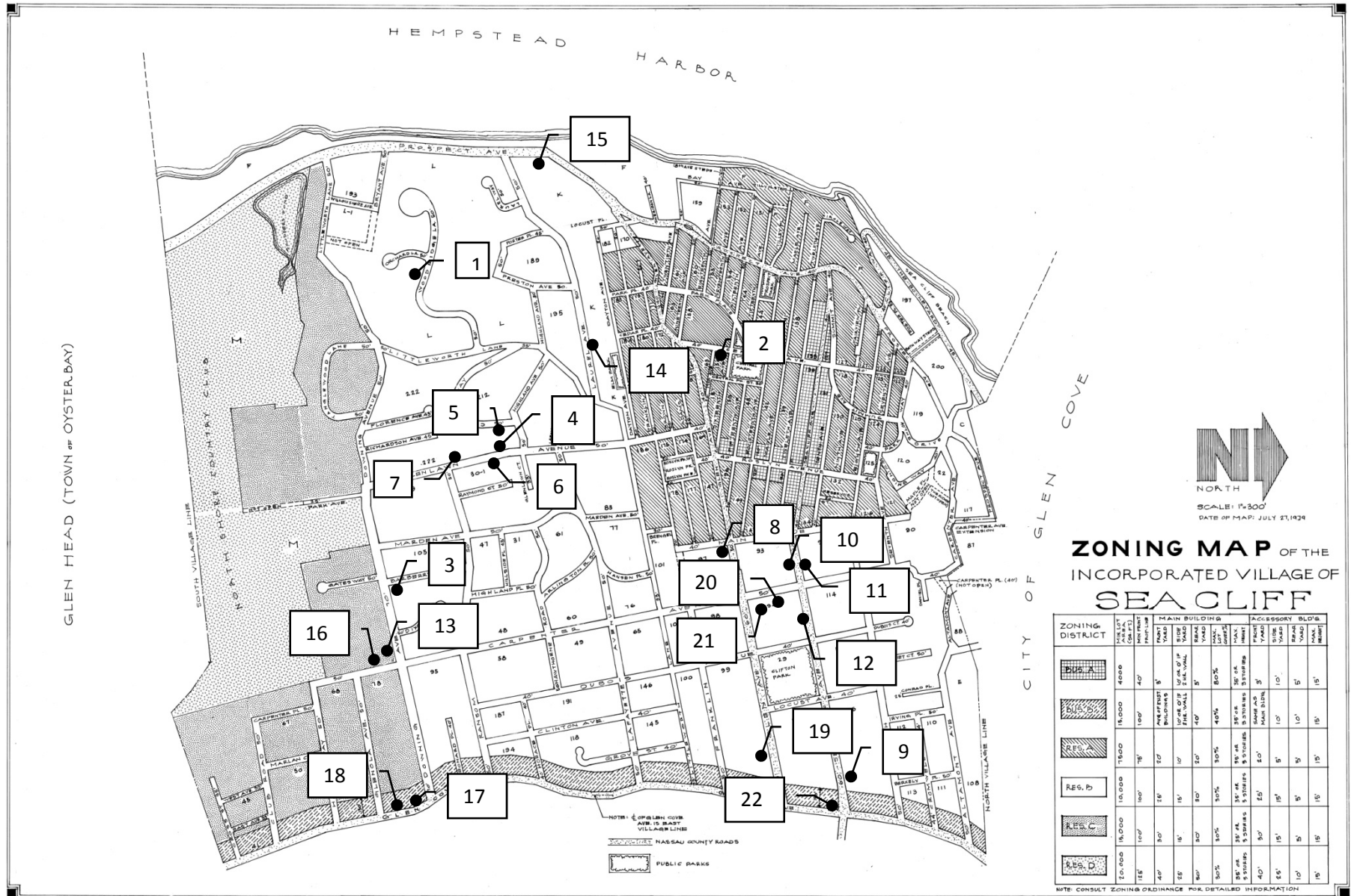
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Table 3 – Alternate Tree Type Selections if needed

Tree Type	Alternate Tree Type	Size
<i>Gleditsia triacanthus f. inermis</i> 'Sunburst'	None	2" - 2 ½" DBH
<i>Acer buergeranum</i>	<i>Acer campestre</i> 'Louisa Red Shine' or 'Ruby Red'	2" - 2 ½" DBH
<i>Lagerstroemia indica</i> 'Tuscarora'	<i>Lagerstroemia indica</i> 'Natchez'	7' – 8' tall and/or 25 gallon
<i>Gleditsia triacanthus f. inermis</i> 'Shademaster'	<i>Gleditsia triacanthus f. inermis</i> 'Skyline'	3" - 3 ½" DBH
<i>Koelreuteria paniculata</i>	<i>Styrax japonicus</i> (Japanese Snowbell)	2" - 2 ½" DBH
<i>Tilia tormentosa</i> 'Sterling'	<i>Tilia tormentosa</i> 'Greenspire'	3" – 3 ½" DBH
<i>Ulmus americana</i> 'Princeton'	<i>Ulmus americana</i> 'New Harmony'	3" – 3 ½" DBH
<i>Acer rubrum</i> 'Red Sunset'	<i>Acer rubrum</i> 'October Glory'	3" – 3 ½" DBH
<i>Ginkgo biloba</i> 'The President'	<i>Ginkgo biloba</i> 'Autumn Gold'	3" – 3 ½" DBH

All trees are to be delivered to locations in Village of Sea Cliff right-of-ways as shown in the above table and on the following map, on April 2018 dates agreed to by the Contractor and the Director of Public Works or his designated representative. All locations will be pre-staked a week beforehand by the Village, but the Contractor is responsible for contacting the Director of Public Works or his designated representative if there is any question as to the exact location.

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2A1. TREE QUALITY SPECIFICATIONS

Quality Assurance

- Nurseries are required to obtain trees grown within the State of New York or nearby states. All trees shall be shipped with certificates of inspection as required by governmental authorities.
- The Village of Sea Cliff retains the right to inspect all trees on the nursery premises or on Village property, and reject all trees which do not meet written specifications.
- Substitutions will only be accepted with written approval of the Director of Public Works or his designated representative.
- All trees specified shall be container grown or balled and burlapped (B&B) in a recognized nursery in accordance with good horticultural practices. Provide healthy, vigorous stock grown under climatic conditions similar to conditions in Sea Cliff, New York, and free of disease, insects, eggs, larvae injury, and defects such as abrasions or disfigurement.
- Trees of the sizes specified shall be provided. All trees must be uniform in size and shape, and have good branching structure.

Product Delivery, Storage and Handling

- All trees shall be delivered from the growing site or nursery to the planting site in a covered vehicle.
- The bidder shall maintain all trees in a first-class condition until the trees are delivered, planted, and final acceptance granted.

Guarantee and Replacement

All trees shall be guaranteed for 12 months after installation and acceptance of work, to be alive and in satisfactory condition at the end of the guarantee period. Such guarantee excludes vandalism, animal damage, and unforeseen weather events (such as hurricanes, floods, etc.). At any time during the guarantee period, if any tree is found dead or not in satisfactory health as determined by the Village, it will be, upon the request of the Village of Sea Cliff, immediately removed from the site and replaced as soon as conditions permit during the normal planting season. All replacements shall be of the same kind and size as specified in the plant list. Removal and replacement costs shall be borne by the Contractor. Not adhering to the above will result in the Contractor being ineligible to bid on any future Village of Sea Cliff projects for a period of at least three years. Any exceptions or substitutions to the above must be approved in writing by the Village.

General Conditions of Agreement

- Summary of work includes the field selection of trees which meet specifications, and the storage and handling of these trees for a period of time until conditions allow installation. Installation of trees shall be completed by Close of Business (C.O.B.) April 30th, 2018.

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- All trees are to be planted by the contactor in accordance with the specifications. No exceptions to specifications will be made.
- Bidder must be able to supply the total number listed of each individual species.
- Payment will be made in accordance with the Village of Sea Cliff's practices after acceptance of trees and receipt of invoice.

2A2. PLANT MATERIAL SPECIFICATIONS

Plant Materials

- Provide trees true to name and variety established by the American Joint Committee on Horticulture Nomenclature "Standardized Plant Names." Substitutions will only be accepted with written approval of the Director of Public Works or his designated representative.
- Provide trees complying with recommendations and requirements of ANSI Z60.1-2004, "American Standard for Nursery Stock."

Tree Trunks and Branches

- Co-dominant stems are not acceptable.
- Single, straight trunk, well formed and sturdy. Multi-trunked specimens are acceptable only if specified.
- Lateral branching plentiful and uniformly distributed with the crown beginning no lower than four (4) feet above the ground on a 3" – 3½" caliper deciduous tree. At least half the trunk should have lateral branches. Variations due to site requirements may be allowed but must be submitted in writing and authorized by the Director of Public Works or his designated representative prior to planting.
- Crotches shall not have included bark.
- Any sprouts removed.
- Pruning scars clean cut leaving little or no protrusion from the trunk or branch.
- Pruning shall not compromise the branch collar.
- Trees shall be free of cold injury and sunscald.
- Caliper of trunk shall be measured six (6) inches above the trunk flare on trees considered to be 3" – 3½" DBH.
- No wounding to the tree trunk and branches.

Tree Foliage

- Trees densely supplied with healthy, vigorous leaves of normal size, shape, texture and deep color appropriate to the species.
- No chlorosis present
- Pest and mechanical injury not to affect more than 5% of total foliage.

Tree Root System

- Shall be sturdily established in container or B&B.
- Shall not be excessively root-bound.
- Shall have no kinked or circling roots.

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- Shall have no large roots growing out of container.
- Rooting medium shall be weed free.
- If balled and burlapped, the root ball shall not be cracked or broken.
- The size of the root ball shall be in proportion to the stem caliper outlined in ANSI Z60.1-2004
- Organic mulch shall be provided by and installed by the bidder.

Tree Stakes

- Wood posts (“lodge poles”) are to be used on trees when required - two posts per tree, oriented according to the prevailing wind direction or human/vehicular traffic patterns, to allow for support for the growing tree.
- Nylon webbing (not plastic rope) is to be used as strapping. No wire is allowed.

2B: PLANTING

Planting of the above identified trees shall follow the following specifications. The Contractor will notify the Director of Public Works or his designated representative when the trees will be delivered to the specified locations, and subsequent planting is to be done within one calendar week of the notified date.

Digging

The planting hole is to be dug in such a fashion as to allow the top 1 to 2 inches of the root ball to be above existing grade when placed in the hole. The hole shall be two to three times as wide as the diameter of the top of the root ball. The digging method shall assure that the sides of the planting hole are not glazed. The sides of the planting hole shall be scoured with appropriate tool to roughen sides. Any grass that is removed in the digging process shall not be placed in the planting hole or on top of when filled.

Placing the tree

To avoid damage when setting the tree in the hole, the tree shall be lifted by the root ball and NOT the trunk of the tree. Add sufficient amount of soil to the planting hole to bring the tree up to acceptable grade as described above. Ensure that the trunk flare is above existing grade. Align placement to optimize branch structure to site. Examine tree from a distance and adjust root ball accordingly to assure tree is visually vertical and not leaning in any direction.

Filling the hole

If tree is balled and burlapped, cut the string and remove all of burlap from top of the root ball. A minimum of ½ of the burlap must be removed from the sides of the root ball. No burlap may be exposed above grade. Completely remove all containers, peat pots, and root control bags, and as much of the string as possible. A minimum of ½ of the wire basket must be removed from the root ball after tree is set in hole. Fill hole by gently firming the earth around the tree to hold in place and to eliminate air pockets.

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Settle soil around the roots with water and add soil to the hole until the tree is firmly positioned. Do not excessively tamp around the tree base. This compacts the soil and may inhibit the spread of roots. Do not place soil over the top of the rootball. Create a soil ridge or berm that surrounds the filled planting hole creating a "bowl" to serve as a reservoir when watering. The berm shall be created to the outside of the backfill / undisturbed soil interface.

Staking

Staking of trees shall take place only as deemed necessary by the Director of Public Works or his designated representative because of a location subject to excessive winds or nearby human or vehicular traffic. The Village of Sea Cliff is to be consulted if any questions arise concerning staking of trees. Nylon webbing or strapping must be used. No wire or garden hose will be permitted as staking material.

Mulching

Mulch will be supplied and installed by the bidder after planting and initial watering. Organic composted mulch shall be applied to a depth of 3" to 4" deep, but pulled 2" to 3" away from around the tree trunk. Volcano mulching is not allowed.

Watering

After planting, saturate the fresh backfill around the tree with water in the amount that will insure the entire root ball becomes wet. Provide a sufficient amount of water to ensure that the soil is settled around the root ball.

Pruning

After planting, if any broken branches are noticed, they are to be pruned in such a way as to remove the damaged portion and not compromise the branch collar.

Clean up

All removed grasses, weeds, stones, roots, trunk protection coverings, flagging tape or other tags are to be removed. An expanding plastic trunk guard is to be installed to protect the bottom of the trunk from rodents and mechanical injury. All removed items, including burlap, string or wire basket material, is to be taken away.

2B.1 OPTION: MAINTENANCE FROM PLANTING THROUGH OCTOBER 2018

Trees shall be periodically watered such that they receive a minimum of 1" to 2" of water per week, including rainfall, from planting time until the end of October or the first hard freeze. Use of "Gator Bags" or equivalent watering devices is encouraged to ensure adequate water delivery.

The area around the base of each tree planted shall be kept clear of weeds and grass, and maintained periodically with organic mulch.

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BID SHEET

Inc. Village of Sea Cliff
Spring 2018 Tree Planting Contract
Bid Sheet
CONTRACT NO. DPW 2018-000X

			Section 2A Procurement		Section 2B Planting		Section 2B.1 Option – Maintenance	
Name	Qty	Diameter	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<i>Gleditsia triacanthus</i> <i>f. inermis</i> 'Sunburst'	5	2" - 2 ½" DBH						
<i>Acer buergeranum</i> or <i>Acer campestre</i> 'Louisa Red Shine' or 'Ruby Red'	3	2" - 2 ½" DBH						
<i>Lagerstroemia indica</i> 'Tuscarora' or 'Natchez'	3	7' – 8' tall and min. 25 gallon						
<i>Gleditsia triacanthus</i> <i>f. inermis</i> 'Shademaster' or 'Skyline'	5	3" – 3 ½" DBH						
<i>Koelreuteria</i> <i>paniculata</i> or <i>Styrax</i> <i>japonicus</i>	1	2" - 2 ½" DBH						
<i>Tilia tormentosa</i> 'Sterling' or 'Greenspire'	4	3" – 3 ½" DBH						
<i>Ulmus americana</i> 'Princeton' or 'New Harmony'	4	3" – 3 ½" DBH						
<i>Acer rubrum</i> 'Red Sunset' or 'October Glory'	4	3" – 3 ½" DBH						
<i>Ginkgo biloba</i> 'The President' or 'Autumn Gold'	2	3" – 3 ½" DBH						

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2A: Total Procurement Cost:				\$			
2B: Total Planting Cost:						\$	
2B.1 Option: Total Maintenance Cost:							\$
Total Cost (2A + 2B without Option 2B.1 included)						\$	
Total Cost (2A + 2B with Option 2B.1 included)							\$