

**CITY OF CROSSVILLE**  
**INVITATION TO BID**

**Tree Supply and Purchase**

**Purpose**

The City of Crossville (here forward called the "City") is seeking bids for the sale of trees of varying species through assistance with the Tennessee Department of Agriculture, Division of Forestry Tennessee Agricultural Enhancement Program (TAEP) grant. The number of trees purchased and planted will be up to eighty six (86) trees. This contract will not exceed the previous stated amount. Trees will be planted in public property which includes parks, along streets and sidewalks, and around municipal buildings. For this contract the City desires to contract with a company (here forward called the "Supplier") that will sell plant material following the "Tree Purchase Specifications" of the invitation to bid. Sealed bids will be received until:

**Date: November 28, 2017**

**Time: 2:00 pm CDT**

At the following location:

<b>Bids delivered by mail must be mailed to:</b>	<b>Bids delivered by hand must be delivered to:</b>
The City of Crossville ATTN: Sally Oglesby 392 N Main Street Crossville, TN 38555	The City of Crossville ATTN: Sally Oglesby 392 N Main Street Crossville, TN 38555

Bid Proposal Submitted By:

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Company Name

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Street Address

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City

State

Zip

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Contact Person

Phone Number

Email Address

### Tree Purchase Specifications

1. **Inspection:** The City reserves the right to waive or to reject any or all bids, to evaluate bids, and to accept any bid which, in its opinion, may be in the best interest of the City. The City Urban Forester may choose to inspect nursery planting depth, tree health and vigor, pruning practices, and tree form. If plant material does not meet the requirements set in these specifications, the City may choose to inspect and award the contract to a different Supplier.
2. **Qualification:** The supply of the trees shall be performed by a nursery that grows and produces trees according to the "American Standard of Nursery Stock". All contractors involved in the supply of trees must be disclosed before the bid is awarded. All contractors to whom a bid may be awarded shall submit, upon request, a full statement of their experience in work similar to that covered in this specification and the equipment available to carry out the work in accordance with this specification.
3. **Plant Materials:** All plant materials shall comply with the specifications set forth in the American Standard for Nursery Stock ANSI Z60.1-2004. All plant materials must meet all phytosanitary, nursery inspection, pest freedom, plant regulation, certification, or any other legal requirements of the Tennessee Department of Agriculture Division of Regulatory Services.
4. **Quality Control:** All nursery stock certificates, registration or certification tags, seals, etc. shall be furnished to the City Urban Forester when plants are received. All trees will be inspected at the nursery furnishing the plants by the City Urban Forester before the plants are dug. The City Urban Forester has the right to choose stock or reject stock in order to meet standards set in this specification and the "American Standard for Nursery Stock". If a specified plant is not obtainable, the Supplier may provide a recommendation for a different plant with similar or the same characteristics, or purchase the plant from a separate nursery that must be approved by the City Urban Forester. The City Urban Forester has the option to refuse replacement recommendations and may choose to obtain specified trees from an alternative nursery that meet specifications.
5. **Quality and Size:** Sizes and methods for sizing height, caliper, and root ball shall be in accordance of "American Standard for Nursery Stock". Trees should have a straight trunk and leader with well-spaced branching and wide angled branch unions. Certain plant material may be exceptions of the single leader and well-spaced branching requirement, but only when determined to be allowable by the City Urban Forester. Plant materials shall be free of injuries or abrasions, fresh pruning cuts not showing woundwood response, and pruning cuts shall be less than 1" in diameter. The crown of the tree shall be typical for the species, and free of irregular pruning cuts. Trees that have numerous irregular pruning cuts in the crown of the tree will be rejected. Trees that have been staked during the growing season preceding digging shall not be accepted. Tree caliper shall be taken on the trunk 6 inches above the root collar. Larger trees may be utilized if approved by the City Urban Forester, but the cost of the tree shall not increase.
6. **Root Ball:** All trees provided shall have a firm, freshly dug root ball that is standard size according to "American Standard of Nursery Stock". The root ball should be sufficient in

size to encompass a fibrous root system necessary for the recovery of the tree after the transplant. Root balls shall be wrapped with non-synthetic, biodegradable burlap and rope or twine. The root collar or the first order of structural roots should be apparent at the surface of the ball. City Urban Forester may inspect the depth of the tree within the root ball and may reject any tree that has been planted too deep in the nursery. The tree should be free from adventitious roots above the root collar or first order of structural roots. Root balls that have been cracked, frozen, broken, or softened are subject to rejection by the City Urban Forester.

7. **Containerized Trees/ Bare Root Trees:** All trees shall be ball and burlap trees unless specified by the City Urban Forester.
8. **Transportation:** Root balls shall be protected against freezing, softening, cracking, and breaking. Branches should be tied with sisal or jute twine to avoid breaking branches during transport. Trunk protection shall be installed during the handling and transport to avoid scraping and damaging bark. Trees shall be protected during transport to prevent wind and sun from dying out trees. Trees subjected to injury, damage, or other conditions unfavorable to plant recovery and growth will be rejected by City Urban Forester.
9. **Pick-Up:** The Supplier shall work with the City Urban Forester on pick-up dates. Pick-up shall be set-up to minimize root ball exposure to cracking, freezing, and becoming water-logged before installation. The City Urban Forester shall give at least one (1) week notice before tree pick-up. At least one tag with the botanic, common, and cultivar name must remain attached to at least one variety of tree included in each shipment.
10. **Guarantee and Final Acceptance:** The Supplier shall guarantee all trees to be healthy and flourishing condition for a period of one year after the date of provisional acceptance of the work in total. The guarantee shall cover against defects including death and unsatisfactory growth in the opinion of the City Urban Forester. The guarantee does not include vandalism, storm damage, animal damage, improper planting, abnormal weather conditions, or mechanical damage unrelated to nursery practices. The City Urban Forester shall inspect all planted trees at the end of the guarantee period. The Supplier shall replace, without cost, all plants not in healthy or flourishing condition as determined by the City Urban Forester. Replacement trees are subject to all requirements stated in this planting specification. Upon satisfactory completion of repairs and/or replacements, the City Urban Forester will certify, in writing, the final acceptance of the work.
11. **Time Frame:** Planting time will be from December 15, 2017 through March 31, 2018.
12. **Projected Planting Timetable:** Payment will be made once trees have been received, on an end-of-the-month basis. Work can be completed earlier than the timetable below, but should not exceed the following:

Phase	Projected Date of Substantial Completion	# of Trees Supplied
I	January 15, 2018	33%
II	February 15, 2018	33%
III	March 30, 2018	34%

13. The City reserves the right to waive or to reject any or all bids, to evaluate bids, and to accept any bid which, in its opinion, may be in the best interest of the City.

14. No bidder may withdraw his bid for a period of 30 days after the actual date of the opening thereof.
15. All bidders must be licensed contractors as required by Department of Agriculture and the Contractors' Licensing Act of 1994, and all acts amendatory thereof. Bidder's name, address, license number, date of expiration of license, and that part of the license classification applying to the bid must be placed on the sealed envelope containing the bid.

**Quotation Sheet**

# of Each Species	Species	Size (caliper)	Cost per Tree	Total
16	Skyline Honeylocust	1.75"		
13	Autumn Gold Ginkgo	1.75"		
12	Bosque Elm	1.75"		
11	Kwanzan Cherry	1.75"		
9	Blackgum	2"		
8	Valley Forge American Elm	2"		
4	Persian Ironwood	1.5"		
4	Eastern Redbud	1.5"		
3	Tulip Poplar	1.75"		
3	London Planetree	1.75"		
3	Kentucky Coffeetree	1.5"		
			Total Cost	

**CITY OF CROSSVILLE**

TO: City of Crossville  
ATTN: Sally Oglesby  
392 N Main Street  
Crossville, TN 38555

Having carefully examined the specifications for "Tree Supply and Purchase", we hereby propose to furnish the products as specified for the following sum:

BID: Total bid amount (grand total): \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

**Communications and Contacts**

**The City of Crossville:**

Name: Seth Harrison, Crossville Urban Forester  
Address: 392 N Main Street  
Crossville, TN 38555  
Phone: (931) 456-5682  
Email: [seth.harrison@crossvilletn.gov](mailto:seth.harrison@crossvilletn.gov)

**Email or facsimile submittals will not be accepted.**

## IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Bidder

\_\_\_\_\_

Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

# PUBLIC NOTICE

## TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Sally Oglesby, City Clerk  
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

Please return to:      City of Crossville  
                                 392 N. Main Street  
                                 Crossville, TN 38555