



City Hall • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • 989.837.3300 • 989.835.2717 Fax • www.midland-mi.org

INVITATION TO BID
BID NO. 3247
ANNUAL PARKS TREES

Sealed bids will be accepted at the City Clerk's Office, City Hall, 333 West Ellsworth Street, Midland, Michigan 48640-5132, until 2:00 PM, Tuesday, **March 23, 2010** for the annual supply of Parks Trees per the attached specifications. Technical questions about this bid shall be directed to Bart Heil, Parks Supervisor, at (989) 837-6914.

Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the City of Midland and the successful vendor when approved and accepted by the City.

The City reserves the right to accept or reject all or any parts of any and all bids, to waive irregularities and to award in the best interests of the City of Midland.

Mike Meyer, CPPB, C.P.M.

Purchasing Agent

Midland, Michigan

City of Midland

Tree Purchase Bid

Specification and conditions

Tree Requirements:

All trees are to be bare root certified nursery stock. Trees shall be a minimum of one inch (1") in diameter measured six inches 6" above the graft union or soil level (if non-grafted stock). Lowest branches should be at least four feet (4') above the ground. Trees should be eight to ten feet (8-10') in height and should have reasonable branching (not whips). Trees are to be free of defects and damage, such as crushed roots, split bark and broken braches and have reasonably strait trunks. Trees should be shipped in such a way as to prevent them from drying out in transit.

Trees will be received in a spring shipment. Spring shipment will be received by May 3rd 2010.

All trees will be bid on in lots of 25 (utility line trees will be bid in lots of 10). Suppliers do not have to bid on all species and cultivars but do need to bid on the entire bundle of 25 of the species that they are bidding on.

If a supplier is unable to obtain a particular species or cultivar of tree, an alternative may be listed. The City will consider these alternatives when awarding purchases. It will be advantageous to the bidder to supply as many of the species as they are capable of, as well as to meet the specified size.

All bid prices shall be F.O.B. City of Midland Nursery located on Airport Rd. West of Sturgeon Ave. All deliveries shall take place between 7:45 a.m. and 2:30 p.m. Monday through Friday unless special arrangements are made in advance.

Any Questions regarding this tree bid should be directed to:

Bart Heil, Parks Supervisor

City of Midland

4811 N. Saginaw Rd.

(989) 837-6914

bheil@midland-mi.org

2010 trees

City of Midland

NAME	COMMON NAME	CULTIVAR		NOTES
Acer rubrum	Red Maple		Bid lots of 25	
Acer saccharum	Sugar Maple		Bid lots of 25	
Betula nigra	River Birch		Bid lots of 25	
Celtis occidentalis	Hackberry		Bid lots of 25	
Cercis canadensis	Red Bud		Bid lots of 25	
Ginkgo biloba	Ginkgo		Bid lots of 25	
Liriodendron tulipifera	Yellow poplar		Bid lots of 25	
Pyrus calleryana	Redspire Pear	Redspire	Bid lots of 25	
Pyrus cleveland	Pear		Bid lots of 25	
Tilia	americana		Bid lots of 25	
	greenspire		Bid lots of 25	
	glenleven		Bid lots of 25	
Quercus bicolor	Swamp White Oak		Bid lots of 25	
Quercus macrocarpa	Bur Oak		Bid lots of 25	
Quercus rubra	Red Oak		Bid lots of 25	
Ulmus homestead	Elm		Bid lots of 25	

The City of Midland is also seeking pricing on trees for use under utility lines, 1" stock, in lots of 10. Example: Acer such as Trident, State Street, Sugar Cone and Hedge, Crataegus such as Washington, Snow bird, etc. Please include pricing and descriptions for any that you feel would be appropriate.

Cultivars may be "mixed and matched" to create "bundles" of 25. Cultivars other than those listed may be proposed if supplier feels they would be appropriate.

**CITY OF MIDLAND, MICHIGAN
STANDARD INSTRUCTIONS TO BIDDERS**

1. Receipt and Opening of Bids: Sealed bids will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.
2. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
3. Submission of Bids:
 - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.
 - B) Any bid received after the scheduled opening time will not be accepted and will be returned unopened.
 - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
 - E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
 - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after opening.
 - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the City for the premature opening of a bid not properly addressed or identified.
 - H) In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.
4. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.
5. Taxes: The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
6. Acceptance of Bids: The City will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Tie bids will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.
7. City's Rights: The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the City's best interests.
8. Delivery: Bids shall include all delivery charges with terms of Freight Prepay - FOB Midland, MI.
9. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process. The City of Midland is a Michigan municipal corporation.
10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed. Bid tabulations will be available at our website, www.midland-mi.org in the Purchasing section of the Fiscal Services Department under the City Government tab.
11. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
12. Acceptance of Materials: All components used in the manufacture or construction of materials, supplies, and equipment, and all finished goods, shall be new, the latest make/model, of the best quality, and highest grade workmanship. In the event the delivered material is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the bidder and return the materials to the bidder at the bidder's expense.