



September 27, 2010

Department of Development  
609 West Navajo Street  
West Lafayette, Indiana 47906-1995  
(765) 775-5160  
FAX: (765) 775-5196

**Re: Fall 2010 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the Fall 2010 Operation Releaf Tree Project. **Sealed** quotes must be submitted by 4 PM on Friday, Oct. 1 to:

Judith Rhodes, Clerk-Treasurer  
City of West Lafayette  
609 West Navajo Street  
West Lafayette, IN 47906

Be sure to mark the outside of the envelope with Sealed Quote for 2010 Operation Releaf Tree Project. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Monday, October 4, 2010. A City purchase order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures.

Specifications for the material list are attached. Planting standards and general conditions are available at [www.westlafayette.in.gov/departments/engineering](http://www.westlafayette.in.gov/departments/engineering) (see the last pages of the Typical Construction Guidelines & Details). Please call our office if you require a copy.

- We require that the trees are planted with the root flare at soil level which means the top of the root ball must be excavated. We will be inspecting for this after planting. If you are not willing to do so, or if this voids your warranty, please elect not to quote on the project.
- The plant material will be planted in various locations in the City between the curb and the sidewalk. In a few instances, they will be immediately behind the sidewalk.
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- Trees are 1.5" caliper, B&B, and must meet ANLA standards.
- Trees shall be mulched with a 3" layer of shredded hardwood bark mulch in a 3' circle.
- Trees will be staked with three stakes (available at no cost from the Parks Barn) following the guidelines in the city standards.
- Substitutions for specified plants will only be permitted with prior approval from the Greenspace Administrator.
- All quotes are to include costs of materials, installation and a guarantee of the material for one year from the completion of the entire project.
- Trees on Lindberg & Kalberer are part of memorial plantings. The first tree planted on each street will need to be scheduled and planted with members of the

community and the media present. The rest should be planted immediately thereafter.

- Work should be completed by November 30, 2010

On the enclosed quote form, please provide the unit price for each tree to add or deduct from the final price in the event of changes after quoting. The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements.

Please call with questions. Thank you!

Sincerely,

Beverly J. Shaw  
Greenspace Administrator  
Department of Development

CC: Judith Rhodes  
Board of Works  
Lynn Layden  
Chandler Poole  
Joe Payne  
Eric Burns

Street to plant on	House#	Quantity	Caliper	Common Name	Latin	Cost	Comments
Johanna Wu	Bexley	3	1.5"	Skyline' honeylocust			
Chauncey	125 Lutz	1	1.5"	Frontier' Elm			
Bill Novsthek	Chelsea	1	1.5"	Sugar Maple			
Susan Hockings	3083 Benton	1	1.5"	Skyline' honeylocust			
	3127 Hamilton	1	1.5"	Kentucky Coffee Tree (male)	tree fund donor		
Harper	Isalah	1	1.5"	ginkgo (male)			
Kalberer	Kalberer	10	1.5"	Frontier' Elm			
Kalberer	Kalberer	10	1.5"	ginkgo (male)			
Kalberer	Kalberer	9	1.5"	Hackberry			
Kalberer	Kalberer	7	1.5"	Kentucky Coffee Tree (male)			
Kalberer	Kalberer	10	1.5"	Skyline' honeylocust			
Kathy & Ray Cubberley	LaGrange	1	1.5"	Kentucky Coffee Tree (male)			
Philo & Mara Washburn	Linda	2	1.5"	Frontier' Elm			
Philo & Mara Washburn	2783 Linda	2	1.5"	Frontier' Elm	he picked		
Nancy Marshall	Linda	2	1.5"	Kentucky Coffee Tree (male)			
Charles & Kelly Penquite	Linda	1	1.5"	Skyline' honeylocust			
Lindberg	Lindberg	5	1.5"	Frontier' Elm			
Lindberg	Lindberg	3	1.5"	ginkgo (male)			
Lindberg	Lindberg	4	1.5"	Hackberry			
Lindberg	Lindberg	3	1.5"	Kentucky Coffee Tree (male)			
Lindberg	Lindberg	6	1.5"	Skyline' honeylocust			
Dennis Ichiyama	Littleton	1	1.5"	Japanese Tree Lilac			
Vicki Leavitt	487 Littleton	1	1.5"	Skyline' honeylocust			
Angie Schoenbeck	Matthew	1	1.5"	Sterling Silver Linden			
Dustin & Angela Matthewson	Matthew	1	1.5"	Skyline' honeylocust			
Lisa Read	N Chauncey	1	1.5"	Frontier' Elm			
Susan Thomas	Ravina	1	1.5"	ginkgo (male)			
Dan Quoc & Ut Thi Huynh	Reba	3	1.5"	Frontier' Elm			
Lafayette Friends Meeting	Robinson	1	1.5"	Skyline' honeylocust			
Lafayette Bank & Trust	522 Robinson	2	1.5"	ginkgo (male)			
Michael & Carolyn Gery	Robinson	1	1.5"	State Street Maple			
Stephen Gooding	Robinson	1	1.5"	Skyline' honeylocust			
David & Emily Umulis	Robinson	2	1.5"	ginkgo (male)			
Linda Barnett	Robinson	1	1.5"	Frontier' Elm			
Georghios & Katerina Pitoukkas	Robinson	3	1.5"	Spring Snow Crab			
Jc Wilson Properties	Robinson	2	1.5"	ginkgo (male)			
Derek Pacheco	Robinson	2	1.5"	Frontier' Elm			
Islamic Center	Russel	1	1.5"	Frontier' Elm			
David Vogelzang	Salisbury	2	1.5"	Kentucky Coffee Tree (male)			
Jeanann Watkins	Salisbury	1	1.5"	Cornulus' single stem serviceberry			
Riverside Covenant Church	Salisbury	4	1.5"	Japanese Tree Lilac			
Raymond & Martha Leill	Salisbury	2	1.5"	Spring Snow Crab			
John MacOwen	Salisbury	2	1.5"	Cornulus' single stem serviceberry			
Tim & Teresa Perry	Salisbury	1	1.5"	Kentucky Coffee Tree (male)			
Jo Wade	Sullivan	2	1.5"	Skyline' honeylocust	site one from porch		

**QUOTE FORM AND UNIT PRICES**  
**2010 Operation Releaf Fall Planting Project**  
**BASE BID**

Company Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Each contractor shall complete this form. The total Base Bid amount should include the cost necessary to complete all work described by these documents including installation, mulching and staking. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the Owner.

**BASE BID**

Qty	Size/ Callper	Common Name	Latin	Cost Each	Total	
1	1.5" B&B	State Street' Maple	<i>Acer x myabei</i>		\$0.00	
1	1.5" B&B	Sugar Maple	<i>Acer saccharum 'Green Mountain'</i>		\$0.00	
4	1.5" B&B	Cumulus' Serviceberry, single-stem	<i>Amelanchier laevis 'Cumulus'</i>		\$0.00	
13	1.5" B&B	Hackberry	<i>Celtis occidentalis</i>		\$0.00	
21	1.5" B&B	Ginkgo	<i>Ginkgo biloba</i>		\$0.00	
27	1.5" B&B	Skyline Honeylocust	<i>Gleditsia 'Skyline'</i>		\$0.00	
17	1.5" B&B	Kentucky Coffeetree (male)	<i>Gymnocladus dioicus</i>		\$0.00	
5	1.5" B&B	Spring Snow Crabapples on 'SproutFree' rootstock	<i>Malus 'Spring Snow' (sproutfree)</i>		\$0.00	
5	1.5" B&B	Ivory Silk Tree Lilac	<i>Syringa reticulata 'Ivory Silk'</i>		\$0.00	
1	1.5" B&B	Sterling Silver' Linden	<i>Tilia tomentosa 'Sterling Silver'</i>		\$0.00	
28	1.5" B&B	Elm 'Frontier'	<i>Ulmus 'Frontier'</i>		\$0.00	
<b>123</b>		<b>Total Base Bid</b>			<b>\$</b>	

## **Insurance Requirements**

### **Commercial General Liability (Occurrence Form)**

Each Occurrence	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000

- ◆ Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable
- ◆ Name the City of West Lafayette, Indiana as an Additional Insured.
- ◆ The insurance will be considered Primary before any other applicable coverage

### **Automobile Liability**

\$1,000,000 each accident

- ◆ If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage.
- ◆ Include Hired and Non-Owned auto liability coverage

### **Workers Compensation and Employer's Liability**

Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana

### **Umbrella Liability**

Each Occurrence and Aggregate	\$1,000,000
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