

March 9, 2011

**Re: Spring 2011 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the Spring 2011 Operation Releaf Tree Project. **Sealed** quotes must be submitted by 4 PM on Friday, March 25 to:

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

Mark the outside of the envelope: Sealed Quote for 2011 Operation Releaf. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Monday, March 28, 2011. 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). 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.
- 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. Two trees planted on each street will be scheduled (by the city with the landscaper's approval) and planted with members of the family present.
- Work should be completed by June 15, 2011.

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

**QUOTE FORM AND UNIT PRICES**  
**2011 Operation Releaf 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 WITH B&B TREES**

Qty	Size/ Caliper	Common Name	Latin	Cost Each	Total	
6	1.5" B&B	Serviceberry 'Autumn Brilliance'	<i>Amelanchier 'Autumn Brilliance'</i>		\$0.00	
6	1.5" B&B	Redbud, single stem	<i>Cercis canadensis</i>		\$0.00	
2	1.5" B&B	Kousa Dogwood			\$0.00	
1	1.5" B&B	Ginkgo	<i>Ginkgo biloba</i>		\$0.00	
23	1.5" B&B	Tulip	<i>Liriodendron tulipifera</i>		\$0.00	
15	1.5" B&B	Swamp White Oak	<i>Quercus</i>		\$0.00	
24	1.5" B&B	Northern Red Oak	<i>Quercus rubra</i>		\$0.00	
<b>77</b>		<b>Total Base Bid</b>			<b>\$</b>	

