

August 5, 2014

**Re: Fall 2014 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the Fall 2014 Operation Releaf Tree Project. **Sealed** quotes must be submitted by 8:30 AM on Tuesday, August 19, 2014 to:

Judith Rhodes, Clerk-Treasurer  
711 W. Navajo St.  
West Lafayette, IN 47906

Mark the outside of the envelope: Sealed Quote for 2014 Operation Releaf. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Tuesday, August 19, 2014. 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.wl.in.gov/departments/engineering](http://www.wl.in.gov/departments/engineering) (Standards & Guidelines, then 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 installed in various locations between the curb and sidewalk or behind the curb.
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- We may choose to inspect trees before planting.
- Trees are 2.0" and 3.0" caliper, B&B and must meet American Nursery & Landscape Association 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.
- Work should be completed by November 28, 2014.

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  
Mayor John Dennis

**QUOTE FORM AND UNIT PRICES**  
**2014 Operation Releaf Fall Planting Project**  
**BASE QUOTE**

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

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

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

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

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

Each contractor shall complete this form. The total Base Quote 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 QUOTE**

Qty	Size/ Caliper	Common Name	Latin	Cost Each	Total
3	3" b/b	Hybrid Elm 'Allee'	Ulmus 'Allee'		
16	2" b/b	American Basswood 'Boulevard'	Tilia americana		
6	2" b/b	Bald Cypress	Taxodium distichum		
3	2" b/b	Ginkgo	Ginkgo bibloa		
16	2" b/b	Hackberry	Celtis occidentalis 'Magnifica'		
14	2" b/b	Honeylocust 'Skyline'	Gleditsia triacanthos 'Skyline'		
5	2" b/b	Hybrid elm "Frontier"	Ulmus 'Frontier'		
2	2" b/b	Hybrid Elm 'Allee'	Ulmus 'Allee'		
3	2" b/b	Ironwood	Ostrya virginiana		
1	2" b/b	Japanese Lilac Tree 'Summer Snow'	Syringa reticulata 'Summer Snow'		
2	2" b/b	Katsuratree	Cercidiphyllum japonicum		
14	2" b/b	Kentucky Coffeetree	Gymnocladus dioicus		
12	2" b/b	Ruby Horse Chestnut	Aesculus x carnea		
4	2" b/b	ServiceBerry	Amelanchier Spp.		
15	2" b/b	Yellowwood	Cladrastis kentukea		
116		<b>Total Base Quote</b>			<b>\$</b>

Fall 2014

	Street to plant on	House#	Street	Quantity	Caliper	Price each	Price Total	Common Name	Latin
Purdue Research Foundation N. Russell		1025	6th	1	2.0"	\$ -		Bald Cypress	<i>Taxodium distichum</i>
Purdue Research Foundation N. Russell		1025	6th	1	2.0"			Hybrid Elm 'Allee'	<i>Ulmus 'Allee'</i>
Megan McCrory		2800	Barlow	1	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Chaofeng Liu & Jun Xie		3317	Cinnabar	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
hojin Kim and Soyoung Jung		3349	Cinnabar	1	2.0"			Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Chunlin He & Min Chen		3329	Cinnabar	1	2.0"			Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Bong-Suk Kim		3365	Cinnabar	2	2.0"			Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Vijay S & Kavita V. Pai		3365	Edgerton	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Tasbirol Islam & Maruga Matin		1040	Edgerton	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Tong Ren & Jun Song		3223	Edgerton	2	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Martin Lopoz Debortodano & Maria Lopez A		1050	Edgerton	2	2.0"			Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Tong Ren & Jun Song		3223	Edgerton	1	2.0"			Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Aloke K & Tripi R. Bera		3141	Edgerton	1	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Cheyenne Davidson		465	Elijah	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Rebecca Myer		4746	Elijah	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Scott Dyer		655	Elijah	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
David & Melissa Flint		710	Elijah	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Howard & Kay Berringer		672	Elijah	2	2.0"			Ruby Horse Chestnut	<i>Aesculus x carnea</i>
David Matthew & Juliette Myers		715	Elijah	2	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Dennis Carson	Elkhart	3408	Elkhart	1	2.0"			Ginkgo	<i>Ginkgo bibloa</i>
Rebecca Cooley		762	Essex	2	2.0"			Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Adam Wasserman		2801	Henderson	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Atossa Rahmanifar		2729	Henderson	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Harriett Morrison		2844	Henderson	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
John & Marcia Gaunt		2906	Henderson	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Steven & Jennifer Rowe Collicott		2836	Henderson	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Jimmy & Brenda Chan		2837	Henderson	1	2.0"			ServiceBerry	<i>Amelanchier Spp.</i>
Justin & Stacy Seipel		2706	Henderson	1	2.0"			ServiceBerry	<i>Amelanchier Spp.</i>
Byung Cheol Lee		3368	Humboldt	2	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Qin Yang & Cheng Du		3211	Humboldt	1	2.0"	\$ -		Bald Cypress	<i>Taxodium distichum</i>
Dengfeng Sun & Xiaorui Chen		3157	Humboldt	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Jieshan Dou		3331	Humboldt	1	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Eric Muffley & Denise Herold-Muffley		711	isaiah	1	2.0"			Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Scott & Cynthia Blay		543	isaiah	2	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Eric Muffley & Denise Herold-Muffley		711	isaiah	1	2.0"			Yellowwood	<i>Cladrastis kentukea</i>
Minal & Kishan Patel		4750	Jeremiah	1	2.0"	\$ -		Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Jefferey & Amy Prater		4527	Joshua	2	2.0"	\$ -		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Guy Feldman		1062	Marwyck	1	2.0"	\$ -		American Basswood 'Boulevard'	<i>Tilia americana</i>
Sanjay G. & Ranjani Rao		1037	Marwyck	1	2.0"			Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>

Joon Hyeong Park & Jung Han	1036 Marwyck	1 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Robert A. & Barbara E. Denton	1054 Marwyck	1 2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Joanna Q. Shi, Trustee	961 Marwyck	2 2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Ariel E. Delafuente & Cecilia Tenorio	992 Marwyck	1 2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Sunder & Bhaswati Ghosh	987 Marwyck	1 2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Michael Dunkle & Amanda Smith	661 Matthew	1 2.0"	\$ -	American Basswood 'Boulevard'	<i>Tilia americana</i>
Michael Mrozek	680 Matthew	1 2.0"	\$ -	American Basswood 'Boulevard'	<i>Tilia americana</i>
Raven Pfister	4597 Matthew	1 2.0"	\$ -	American Basswood 'Boulevard'	<i>Tilia americana</i>
Frank Asante	585 Matthew	3 2.0"	\$ -	Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Morgan Nelson & Jason Davenport	608 Matthew	1 2.0"	\$ -	Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Gerald Gruen	4567 Matthew	1 2.0"	\$ -	Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Vijay & Shobha Uppal	4649 Matthew	2 2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Jenna Rodibaugh & Matthew Illingworth	613 Matthew	1 2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Morgan Nelson & Jason Davenport	608 Matthew	1 2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Raymond & Brandice Hann	577 Matthew	1 2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Walrus 1 LLC N. Russell	414 N. Russell	1 2.0"	\$ -	Bald Cypress	<i>Taxodium distichum</i>
Purdue Research Foundation N. Russell	430 N. Russell	1 2.0"	\$ -	Ginkgo	<i>Ginkgo bibloa</i>
Lambda Iota Graduate Corp N. Russell	640 N. Russell	3 3.0"		Hybrid Elm 'Allee'	<i>Ulmus 'Allee'</i>
Purdue Research Foundation N. Russell	400 N. Russell	1 2.0"		Hybrid Elm 'Allee'	<i>Ulmus 'Allee'</i>
PCM properties LLC 4th	314 N. Russell	1 2.0"		ServiceBerry	<i>Amelanchier Spp.</i>
Kathy Mcdowell Salisbury	3004 N. Salisbury	2 2.0"		Katsuratree	<i>Cercidiphyllum japonicum</i>
Kyle & Lindsey Peabody	4672 Nathan	1 2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Jingmin Zhang & Yuan Yao	1026 Onyx	1 2.0"	\$ -	Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Santanu & Anindita Chandra	988 Onyx	1 2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Pavlos Vlachos & Maria Boura	1044 Onyx	1 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Snider & Christina Page	1050 Onyx	1 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Rimantas Ramanauskas & Liliya Ramanouski	1023 Onyx	1 2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Prime Purdue II Student Hous Pierce	140 Pierce	1 2.0"		Hybrid elm "Frontier"	<i>Ulmus 'Frontier'</i>
JCK Rentals Pierce	239 Pierce	1 2.0"		Hybrid elm "Frontier"	<i>Ulmus 'Frontier'</i>
John & Connie Basham Pierce	223 Pierce	1 2.0"		Hybrid elm "Frontier"	<i>Ulmus 'Frontier'</i>
Michael & Emily Lin Pierce	222 Pierce	1 2.0"		Hybrid elm "Frontier"	<i>Ulmus 'Frontier'</i>
Prime Purdue II Student Hous Pierce	217 Pierce	1 2.0"		Ironwood	<i>Ostrya virginiana</i>
Bruce Love Pierce	211 Pierce	1 2.0"		Ironwood	<i>Ostrya virginiana</i>
Prime Purdue II Student Hous Pierce	140 Pierce	1 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
JCK Rentals Pierce	239 Pierce	2 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
JCK Rentals Pierce	239 Pierce	2 2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Parbez Rashid, et al	1100 Roxboro	2 2.0"		American Basswood 'Boulevard'	<i>Tilia americana</i>
Nooruddin M. Johangir & Husneara Salma	1037 Roxboro	1 2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Dongyan Xu & Lan Zhao	1055 Roxboro	1 2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Purdue Research Foundation Sheetz	253 Sheetz	1 2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Purdue Research Foundation Sheetz	320 Sheetz	1 2.0"		Ironwood	<i>Ostrya virginiana</i>
Purdue Research Foundation Sheetz	215 Sheetz	1 2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>

Purdue Research Foundation	Sheetz	241 Sheetz	1	2.0"		Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
Lou Ann Steckel	Chauncey	124 Stadium	3	2.0"	\$ -	Bald Cypress	<i>Taxodium distichum</i>
	Sycamore	2421 Sycamore	1	2.0"		Serviceberry	<i>Amelanchier Spp.</i>
Kappa Kappa Gamma	4th	325 Waldron	1	2.0"	\$ -	Ginkgo	<i>Ginkgo bibloa</i>
Alexander Kildishev & Lyubov Sylayeva		3327 Webster	1	2.0"	\$ -	American Basswood 'Boulevard'	<i>Tilia americana</i>
Charles Nderitu & Elizabeth Mundia		3365 Webster	2	2.0"	\$ -	Hackberry	<i>Celtis occidentalis 'Magnifica'</i>
Karthik Kannan & Sairupa Murali		3315 Webster	1	2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
Charles Nderitu & Elizabeth Mundia		3365 Webster	2	2.0"		Ruby Horse Chestnut	<i>Aesculus x carnea</i>
Charles & Judy Schwamburger		2619 Wilshire	1	2.0"		Honeylocust 'Skyline'	<i>Gleditsia triacanthos 'Skyline'</i>
James Mitchell & Jennifer Wells		2807 Wilshire	1	2.0"		Yellowwood	<i>Cladrastis kentukea</i>
Bryan Fairfield	Wood	236 Wood	1	2.0"		Hybrid elm "Frontier"	<i>Ulmus 'Frontier'</i>
DONATION	Corner of Littl Behind bench		1	2.0"		Japanese Lilac Tree 'Summer Snow'	<i>Syringa reticulata 'Summer Snow'</i>

## **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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## EMPLOYMENT ELIGIBILITY VERIFICATION

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STATE OF INDIANA                    )  
  ) SS:  
\_\_\_\_\_ COUNTY                    )

The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The City may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_