

March 2, 2015

Re: **Spring 2015 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the Spring 2015 Operation Releaf Tree Project. **Sealed** quotes must be submitted by 8:30 AM on Tuesday, March 24, 2015 to:

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

Mark the outside of the envelope: Sealed Quote for 2015 Operation Releaf. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Tuesday, March 24, 2015 in Morton Community Center, Multi-Purpose Room, 222 N. Chauncey, West Lafayette. 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 during 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" 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 following the guidelines in the city standards.
- Substitutions for specified plants will only be permitted with prior approval from the Greenspace Administrator.
- We are required to supervise the planting of the trees involved in the DNR grant.
- 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 June 1, 2015.

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  
Janet Fawley  
Eric Burns  
Mayor John Dennis

**QUOTE FORM AND UNIT PRICES**  
**Spring 2015 Planting**  
**BASE BID**

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

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 2"	Common Name	Latin	Cost 2"	Total
	2	American Basswood 'Boulevard'	<i>Tilia americana 'Boulevard'</i>		
	2	American Hornbeam	<i>Carpinus caroliniana</i>		
	15	Chinkapin Oak	<i>Quercus muehlenbergii</i>		
	2	Cornelian Cherry	<i>Cornus mas</i>		
	6	Eastern Redbud	<i>Cercis canadensis</i>		
	4	Ginkgo (male)	<i>Ginkgo biloba</i>		
	5	Hawthorn 'Crusader'	<i>Crataegus crusgalli 'Crusader'</i>		
	2	Katsuratree	<i>Cercidiphyllum japonicum</i>		
	5	Kentucky Coffeetree 'Espresso'	<i>Gymnocladus dioica 'Espresso'</i>		
	24	Northern Red Oak	<i>Quercus rubra</i>		
	1	Red Maple	<i>Acer rubrum</i>		
	4	Shingle Oak	<i>Quercus imbricaria</i>		
	2	Silver Linden	<i>Tilia tomentosa 'Sterling Silver'</i>		
	13	Swamp White Oak	<i>Quercus bicolor</i>		
	1	Sweetgum	<i>Liquidambar styraciflua</i>		
	20	Tulip	<i>Liriodendron tulipifera</i>		
	2	Yellowwood	<i>Cladrastis kentukea</i>		
	1	Zelkova	<i>Zelkova serrata 'Green Vase'</i>		
		<b>Total Base Bid</b>			<b>\$</b>
					<b>\$</b>

Spring 2015

	Street to plant on	House#	Street	Quantity	Caliper	Price each	Price Total	Common Name	Neighborhood Code	Delivery to barn	Funding
Purdue	Marsteller	552	Wood	1	2.0"	\$ -	\$ -	Northern Red Oak		CDBG	Must be planted in row with trees on opposite side of sidewalk
Purdue Research Foundation	Sheetz	253	Sheetz	1	2.0"	\$ -	\$ -	Northern Red Oak		CDBG	
Purdue Research Foundation	Sheetz	241	Sheetz	1	2.0"	\$ -	\$ -	Northern Red Oak		CDBG	
JCK Rentals	Pierce	239	Pierce	1	2.0"	\$ -	\$ -	Northern Red Oak		CDBG	
Joshua K. Burgett	Pierce	218	Pierce	1	2.0"	\$ -	\$ -	Eastern Redbud		CDBG	
Purdue Research Foundation	N. Russell	600	N. Russell	1	2.0"	\$ -	\$ -	Shingle Oak		CDBG	
W.R. Miller	N. Russell	524	N. Russell	1	2.0"	\$ -	\$ -	Swamp White Oak		CDBG	
Walrus 1 LLC	N. Russell	414	N. Russell	1	2.0"	\$ -	\$ -	Shingle Oak		CDBG	
Purdue Research Foundation	4th	400	N. Russell	1	2.0"	\$ -	\$ -	Swamp White Oak		CDBG	
Purdue Research Foundation	4th	400	N. Russell	1	2.0"	\$ -	\$ -	Eastern Redbud		CDBG	
Kappa Kappa Gamma	4th	325	Waldron	1	2.0"	\$ -	\$ -	Eastern Redbud		CDBG	
Prime Purdue II Student Housing	Pierce	140	Pierce	1	2.0"	\$ -	\$ -	Hawthorn 'Crusader'		CDBG	
Purdue Research Foundation	Sheetz	326	Sheetz	1	2.0"	\$ -	\$ -	Hawthorn 'Crusader'		CDBG	
Bruce Love	Pierce	211	Pierce	1	2.0"	\$ -	\$ -	Hawthorn 'Crusader'		CDBG	
Bryan Fairfield	Pierce	122	Pierce	1	2.0"	\$ -	\$ -	Hawthorn 'Crusader'		CDBG	
Resident		4623	Matthew	1	2.0"	\$ -	\$ -	Chinkapin Oak	Prophets Ridge	DNR Grant	
Gerald Gruen		4567	Matthew	1	2.0"	\$ -	\$ -	Chinkapin Oak	Prophets Ridge	DNR Grant	
Dustin W. Zufall & Grace Lin-Zufall		660	Elijah	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Brandon Hammothe		532	Isaiah	1	2.0"	\$ -	\$ -	Chinkapin Oak	Prophets Ridge	DNR Grant	
Nur Atalay		709	Matthew	1	2.0"	\$ -	\$ -	Chinkapin Oak	Prophets Ridge	DNR Grant	
William & Ellen Clark		741	Amos	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Gary & Bonnie Wilcox		697	Matthew	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Vijay & Shobha Uppal		4649	Matthew	1	2.0"	\$ -	\$ -	Chinkapin Oak	Prophets Ridge	DNR Grant	
Vijay & Shobha Uppal		4649	Matthew	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Garrett Gaskins		691	Elijah	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Joseph & Lori Meyer		4719	Elijah	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Frances Warner		723	Isaiah	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Martin McNair		4660	Nathan	1	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Brenda Buehler		4769	Nathan	2	2.0"	\$ -	\$ -	Northern Red Oak	Prophets Ridge	DNR Grant	
Griffin Randall & Shirley Clayton		4745	Elijah	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Christopher Joseph Hannon		637	Matthew	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Morgan Nelson & Jason Davenport		608	Matthew	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Lara Jude & Andrea Allen		4764	Jeremiah	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Kassandra Stafford		4616	Elijah	1	2.0"	\$ -	\$ -	Tulip	Prophets Ridge	DNR Grant	
Resident		2807	Henderson	1	2.0"	\$ -	\$ -	Chinkapin Oak	Barbarry heights	DNR Grant	
Thelma Capps		2724	Henderson	1	2.0"	\$ -	\$ -	Chinkapin Oak	Barbarry heights	DNR Grant	
Susan Morris Johnson		2916	Wilshire	1	2.0"	\$ -	\$ -	Hawthorn 'Crusader'	Barbarry heights	DNR Grant	
Benjavan Upatsing		2600	Henderson	1	2.0"	\$ -	\$ -	Northern Red Oak	Barbarry heights	DNR Grant	
Joseph & Carolyn Lanie		2830	Henderson	1	2.0"	\$ -	\$ -	Northern Red Oak	Barbarry heights	DNR Grant	

Carl & Kathryn Loveless		2918 Henderson	1 2.0"	\$ -	\$ -	-	Eastern Redbud	Barbarry heights	DNR Grant
Jess & Donna Vandergraff		2937 Wilshire	2 2.0"	\$ -	\$ -	-	Eastern Redbud	Barbarry heights	DNR Grant
Lamar & Jean Ann Reinhart		2601 Wilshire	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Barbarry heights	DNR Grant
Billy & Jetta Garnett		730 Kent	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Barbarry heights	DNR Grant
James & Melissa Johnson		2701 Henderson	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Barbarry heights	DNR Grant
Thomas & Erica Morlan		2735 Henderson	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Barbarry heights	DNR Grant
Eric & Kristen Lucas		601 Wilshire	2 2.0"	\$ -	\$ -	-	Tulip	Barbarry heights	DNR Grant
Byung Cheol Lee		3368 Humboldt	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Bong-Suk Kim		3365 Cinnabar	2 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Martin Lopo Debortodano & Maria Lopez Anca		1050 Edgerton	2 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Qin Yang & Cheng Du		3211 Humboldt	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Sardesai Nagesh & Subhashree Subramang		3153 Edgerton	2 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Anand Raghunathan & Gayathri Krishnan		3133 Edgerton	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Qianlai Zhang & Shaomin Hu		3364 Cinnabar	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Sooyeon S. Shin		3341 Cinnabar	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Abdul Waheed & Samon Husna		1019 Marwyck	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Joseph Reddy & Vijaya Allagadda		3323 Cinnabar	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Henadzi V. Milasheuski		1038 Onyx	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Leroy W. and Anne M. Warner		3320 Cinnabar	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Sangdo Hong		962 Onyx	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Vijay and Sulini Raghunathan		3417 Cinnabar	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Tasbirol Islam & Maruga Matin		1040 Edgerton	1 2.0"	\$ -	\$ -	-	Northern Red Oak	Amberleigh Village	DNR Grant
Tasbirol Islam & Maruga Matin		1040 Edgerton	1 2.0"	\$ -	\$ -	-	Yellowwood	Amberleigh Village	DNR Grant
Allen Garner & Jing Yang		3345 Webster	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
David Yin-Wei Lin		3411 Cinnabar	1 2.0"	\$ -	\$ -	-	Chinkapin Oak	Amberleigh Village	DNR Grant
Annare L. Loubser		1049 Roxboro	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Keith Watt		3361 Cinnabar	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Min Wang		3310 Webster	2 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Raman Rao Kompella		1048 Marwyck	1 2.0"	\$ -	\$ -	-	Swamp White Oak	Amberleigh Village	DNR Grant
Chang H. Kim		1020 Edgerton	2 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Manoj Kumar Singhal		3405 Cinnabar	3 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Pitchaiah Chaudary Potlura & Ramya Mowa		3354 Humboldt	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Assefaw H. & Tsigeweini A. Gebremedhin		1043 Marwyck	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Fabrice Baudoin & Jeana Alice Vatamanelu		1056 Onyx	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Jer-Yen Yang & Chun-Ju Chang		1057 Marwyck	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Wen Jiang & Zhiqing Wang		983 Onyx	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Joanna Q. Shi, Trustee		961 Marwyck	1 2.0"	\$ -	\$ -	-	Tulip	Amberleigh Village	DNR Grant
Pete Siems		3330 Boone	1 2.0"	\$ -	\$ -	-	Zelkova 'Green Vase'		Tree Frienc 2.5 Feet to the south of the edge of the old stump
Mcintyre		628 Matthew	2 2.0"	\$ -	\$ -	-	American Basswood 'Boulevard'		Tree Friends/West Lafayette
Cramer		3416 Putnam	1 2.0"	\$ -	\$ -	-	Kentucky Coffeetree		Tree Friends/West Lafayette
Tanya Hummel		3027 Hamilton	1 2.0"	\$ -	\$ -	-	Sweetgum		Tree Frienc Between two ash trees north of driveway
	Wilshire	Across fro Lommel	2 2.0"	\$ -	\$ -	-	Cornelian Cherry		Tree Friends/West Lafayette
		2807 Wilshire	1 2.0"	\$ -	\$ -	-	Shingle Oak		Tree Friends/West Lafayette
		2807 Wilshire	1 2.0"	\$ -	\$ -	-	Yellowwood		Tree Friends/West Lafayette
	Wilshire	801 Ashland	2 2.0"	\$ -	\$ -	-	Ginkgo (male)		Tree Friends/West Lafayette
	Willshire	2800 Ashland	2 2.0"	\$ -	\$ -	-	American Hornbeam		Tree Friends/West Lafayette
		612 Wilshire	2 2.0"	\$ -	\$ -	-	Kentucky Coffeetree		Tree Friends/West Lafayette

Renu Bhatia	Wilshire	3348 Shrewsbury	2 2.0"	\$ -	\$ -	-	Silver Linden		Tree Friends/West Lafayette
		800 Ashland	2 2.0"	\$ -	\$ -	-	Katsuratree		Tree Friends/West Lafayette
		861 LaGrange	1 2.0"	\$ -	\$ -	-	Red Maple		Tree Friends/West Lafayette
Ace		1194 Sagamore	2 2.0"	\$ -	\$ -	-	Kentucky Coffeetree		Tree Friends/West Lafayette
Ace		1194 Sagamore	2 2.0"	\$ -	\$ -	-	Ginkgo (male)		Tree Friends/West Lafayette
Jack and Phyllis Scanlon		3618 Cardigan	1 2.0"	\$ -			Shingle Oak	Arbor Chase	Tree Friends/West Lafayette
			111		\$ -				

## **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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