

**2022 TREE SAFETY PRUNING
CITY OF FOND DU LAC, WISCONSIN**

SPECIFICATIONS, PROPOSAL, & CONTRACT



File Number 2022-022
January 26, 2022

Prepared By:
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On behalf of:
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ADVERTISEMENT FOR BIDS
2022 TREE SAFETY PRUNING
FILE NO. 2022-022
CITY OF FOND DU LAC, WISCONSIN

NOTICE IS HEREBY GIVEN that sealed bids will be received in the City Administrative office located on the fourth floor of the City-County Government Center, 160 South Macy Street, Fond du Lac, Wisconsin 54936-0150 on or before Tuesday, February 15th, 2022 at 9:00 AM at which time bids will be publicly opened and read aloud in the City Manager's conference room, 4th Floor of the CCGC.

Complete digital project bidding documents are available from the Deputy Procurement Officer, PO Box 150, 160 S Macy Street, Fond du Lac, WI 54936-0150, email cfails@fdl.wi.gov, or by calling 920-322-3453.

All bids shall be prepared on the proposal forms provided in the specifications and shall remain attached thereto, and shall be addressed to City of Fond du Lac, Attn: Cameron Fails, P.O. Box 150, Fond du Lac, Wisconsin. Each bid envelope shall be properly identified on the face thereof "**SEALED BID – 2022-022 2022 Tree Safety Pruning**". No bid shall be withdrawn for a period of (30) thirty days after the opening of said bids, without the consent of the Director of Public Works. The City of Fond du Lac may reject any or all bids on any basis and without disclosure of any reason. The failure to make a disclosure shall not result in accrual of any right, claim or cause of action against the City. The City also reserves the right to waive any formalities or informalities in bidding, and to select the bid that, in its opinion, will best serve the interests of the City.

No bid will be opened unless the "Bidder's Proof of Responsibility" for 2022 is filed at least (5) five days before the scheduled time for opening of bids. Reference is made to Section 66.0901(2) & (3) Wisconsin Statutes. The Director of Public Works decision as to qualifications shall be final.

Bidder's attention is called to the fact that this contract includes a "Disclosure of Ownership" form. Section 66.0903(12)(d) and 103.49(7)(d) of the Wisconsin Statutes requires that each bidder complete this form. No bid will be considered unless the prospective bidder has completed the form entitled "Disclosure of Ownership".

Each proposal shall be accompanied by a certified check, or bank draft, payable to the City of Fond du Lac, or satisfactory bid bond, in the amount of 5% of the gross bid as a guarantee that if the bid is accepted as the successful bid, such successful bidder will execute and file the proposed contract and performance bond within ten (10) days after notice of award of contract.

Published by authority of the City of Fond du Lac on January 31st and February 7th, 2022.

GENERAL SPECIFICATIONS

Definition(s)

Per diameter inch means diameter at 4-1/2 feet from the ground, more commonly known as diameter breast height (DBH).

Street Tree or Terrace Tree: Tree adjacent to the city street in the public right of way. Normally, the tree is located between the street curb and sidewalk.

Total of Contract

Contractors should also be aware that in the event trees are removed from or added to the list, the final total of the contract shall be based on the actual work completed. The City of Fond du Lac has made an effort to establish the quality of work to be completed but unforeseen circumstances may require changes.

The City of Fond du Lac will award this contract for one (1) year, with the option for an additional two (2) one (1)-year extensions upon mutual agreement of both parties.

The proposal form asks for unit prices, but doesn't have all quantities listed, as such in past bids it's been difficult to obtain bid and performance bonds, or provide quotes since the full amount of the contract isn't clear. To provide a little more context, the City's annual budget for work covered by this contract is \$27,000. That is not a guaranteed total dollar value for work awarded, but that number is a good approximation of the potential full value of the award.

Labor, Equipment, Code, Etc.

The Contractor is to furnish at his own cost and expense all transportation, labor, materials, apparatus and equipment needed for performing the work in the best possible and most expeditious manner according to the specifications. Contractor must have the capability to prune trees up to 80 feet tall.

Inspection

The City of Fond du Lac shall inspect the workmanship, equipment and materials of the contractor, and should any dispute arise as to the quality of material or workmanship, an attempt shall be made to resolve it jointly, but with the final decision resting entirely with the City.

Supervision

The Contractor is to have a competent supervisor on the job during the entire time that work is in progress. Any directions given to such supervisor by the Director of Public Works or his agents will be as binding as if given directly to the Contractor. Contractors are required to make the City aware of their work site daily, either personally or by telephone.

Contractor is required to have an ISA Certified Arborist or TCIA member on job site.

Contractor's Liability

The Contractor shall **protect** existing infrastructure such as sidewalk, terraces, curb/gutter, street pavement, utilities from damage during pruning. All repairs to infrastructure shall be at the expense of the contractor at no additional cost to the City and shall be completed to City standards and requirements. Repairs not completed by the contractor may be done by the City and associated costs will be **invoiced** to the Contractor along with Administrative Fee.

The Contractor is required to make the City aware of their work site daily, either personally or by telephone.

Requests for street closures must first be approved by the City Engineer's office. If approved, Police and Fire Departments and Parks Division must be notified. The posting of barricades, warning signs, and flagmen, and employees wearing high visibility clothing as necessary for the convenience and safety of the public as directed by

the Director of Public Works or his agents, the protection and restoration of property and property damage resulting from neglect, misconduct or omission in the manner of execution or non-execution of work shall be at the expense of the contractor. The Contractor will be required to carry out measures agreed upon by the execution of the contract in the name of public conveniences and necessity.

Coordination with Other Utilities

The Contractor shall be responsible for notifying the local utilities as to the areas of work and the time that such work is to be completed. The following is a list of local utilities and the local telephone numbers.

AT&T -----	920-929-8459
Alliant Utilities -----	920-322-6683
Charter Communications-----	920-748-9222
Digger’s Hotline-----	800-242-8511
City of Fond du Lac, Engineering Division -----	920-322-3470
City of Fond du Lac, Water Utility -----	920-322-3680
City of Fond du Lac, Department of Public Works -----	920-322-3542

The Contractor shall familiarize himself with each utility’s regulations as to length of time and method of notification required so that such utility may properly mark their locations in the field.

When Contractor has finished working in an area where Digger’s Hotline locating flags have been placed as ordered for the work under this contract, the Contractor shall remove the flags from the area.

Insurance Requirements

The Contractor shall not commence work under this Contract until he has obtained all insurance required under this heading, nor shall any Contractor allow a subcontractor to commence work on his subcontract until the same insurance has been obtained by the subcontractor. Certificates of insurance on all policies specified shall be filed with the City Risk Manager prior to commencement of work. All insurance premiums shall be the obligation of and shall be paid by the Contractor.

Insurance requirements under this heading and during the term of the Contract shall provide protection for the City, the Contractor and any subcontractor performing work covered by this project from claims for damages for personal injury, including accidental death, as well as claims for property damages, which may arise from operations under this project, whether such operation be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amounts such insurance shall be:

- Commercial General Liability coverage together with excess or umbrella liability policies including coverage for Products Liability, Completed Operations, Contractual Liability and XCU coverage with the following minimum limits:
 - Each Occurrence limit \$3,000,000
 - General aggregate limit
 - (other than Products-Completed Operations) \$3,000,000 per project
 - Products – Completed Operations aggregate \$3,000,000 per project
 - Personal and Advertising Injury \$3,000,000

- Automobile Liability coverage together with excess or umbrella liability policies with minimum limits of \$3,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.

- Workers' Compensation, as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying excess or umbrella liability insurance requirements.
- Property Coverage
 - Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractor's performance bonding company.
 - Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.
 - The municipality, architect, engineer and subcontractors shall be added as loss payees to the policy.

Acceptability of Insurers. Insurance shall be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.

The municipality, the municipality's elected or appointed officials, and employees shall be named as additional insureds on Commercial General and Umbrella Liability policies.

DETAILED SPECIFICATIONS FOR TREE SAFETY PRUNING

1. **INTENT:** It is the intent of these specifications to describe the work to be done and the specific location and manner of work to be conducted upon which bids will be taken.
2. **SAFETY PRUNING:** The work shall consist of pruning approximately THIRTY NINE (39) street trees and FORTY (40) Park trees.

The focus and goals of the tree pruning shall include:

- A. Removal of all dead and dying wood and broken, weather damaged or unsafe branches of 1 inch and larger in diameter.
- B. Removal of branches 15' from street light.
- C. Removal of branches 15' from houses.
- D. Removal of branches 15-20 ft. over street.
- E. Removal of branches for clearance over sidewalk (10' minimum).
- F. Removal of branches that are crossing branches, damaged, and/or hollow branches.
- G. Removal of branches that are watersprout branches, along main trunk and branches.

Clearances are to be used as guidelines. Good professional arboricultural judgement should be used to achieve clearances and what is best for future tree health. Contact City Arborist if there are questions.

All pruning shall conform to ANSI A300 (Part 1) – 2017 Pruning and include the following:

- a. Dead, dying and unsafe wood shall be removed to a point of sound, healthy wood so that vigorous cambium tissue surrounds the cut.
 - b. Final cuts on limbs, which are too large to hold with the hand, shall be preceded by preliminary cuts shall include an undercut to prevent stripping of the bark.
 - c. All final cuts shall be collar cuts with the remaining limb or trunk in such manner as to eliminate large wounds, excessive decay, and die-backs.
 - d. V-crotches shall be removed according to the procedure described in (b) above with the final cut giving a smooth wound sloping away from the true point of intersection.
 - e. All unsafe dead and dying limbs shall be removed back to a point of intersection with the nearest sound branch with a minimum of on-half (1/2) the size of limb being removed. This can also be done by means of a collar cut.
 - f. Pole saws may be used for cutting at points difficult or impossible to reach with a power saw. All branches are to be cut by saw, and breaking branches off the tree shall be a violation of these specifications.
 - g. Clean up of all wood and bark dropped during the pruning operation is required daily and before leaving the work site unless aerial lift only option is implemented on work order.
 - h. When pruning American and Red Elms, all saws and pruning tools shall be CLEANED AND STERILIZED IN AN APPROVED FUNGICIDE SOLUTION after pruning each tree and the contractor shall have a container for same on the job site.
3. **LOCATION:** A proposed list of trees to be pruned will be supplied by the City Parks and Forestry Division at the bidder's request, and a detailed list or location will be supplied to the successful bidder after

contract award. . Trees located along street terraces will be pruned using, either the per tree rate or per hour rate to be determined by the city. Trees located in the park system will be pruned based on the per hour rate.

4. *The City requires Contractor to comply with ANSI Z133-2017 Safety Requirements for Arboricultural Operations*

5. All brush and branches shall be chipped on the work site and shall be the responsibility of the contractor unless aerial lift or climber only option is implemented on work order. All cleanup of job site will be the responsibility of the contractor unless aerial lift or climber only option is implemented on work order.
6. The program shall proceed in an orderly manner, without eliminating any tree listed unless the City Forestry Division is made aware of it and agrees because of a specific problem.
7. In the even the City does not have sufficient funds to complete the work herein described, it reserves the right to select those portions which it deems has the highest priority.
8. Contact Brian Weed, City Arborist at 920-322-3594 if there are questions.

GENERAL REQUIREMENTS AND COVENANTS

INSTRUCTION TO BIDDERS

BIDDER'S RESPONSIBILITY

The work shall be let in accordance with, but not limited to, the following sections of the Wisconsin State Statutes.

Section 62.15 regarding public works construction

Section 779.14 regarding liens on contractors

Section 66.0901(2) regarding proof of responsibility

NOTICE TO CONTRACTORS

"The Advertisement for Bids" constitutes an official notice to contractors stating the time and place for the submission of seal proposals upon designated projects for proposed work, instructions to bidder regarding proposal forms, proposal guaranty, plan specifications, and the reservation of the right of the Owner to reject any or all bids.

PREQUALIFICATION OF BIDDERS

In accordance with Wisconsin Statutes 66.0901(2) & (3), all bidders must submit prequalification as indicated on the application form not less than five (5) days prior to the date of opening bids. Said proof of responsibility shall not be valid if filed in the prior year or if not reflective of bidders current status.

The decision of the Director of Public Works with regard to the sufficiency of the data contained in the form is final and may cause the rejecting or disregarding of said bid.

DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for rejection of the bid or bids and disqualification of the bidder from further bidding for such periods of time as shall be determined by the Director of Public Works.

1. Developments subsequent to the establishment of bidder's competence and qualifications which, in the opinion of the Director of Public Works would reasonably be construed as affecting the responsibility of bidder.
2. Conviction of a violation of a State or Federal law or regulation, or rule or regulation of a Federal Department, board or commission, relating to or reflecting on the competency of the bidder for performing construction work.
3. More than one proposal for the same work from an individual, partnership or corporation under the same or different names.
4. Evidence of collusion among bidders.
5. Non-compliance with the terms of previous or existing contracts.
6. Uncompleted work which, in the judgment of the Director of Public Works, might in any way hinder or prevent the prompt completion of additional work if awarded.
7. Uncompleted work on which the actual time used has exceeded the contract time set therefore, or on which work performance or progress is not satisfactory in the judgment of the Director of Public Works.

CONTENTS OF PROPOSAL FORMS

The Owner will furnish bidders with proposal forms which will state the location and description of the contemplated construction, the estimated quantities of the various items of work to be performed and materials to be furnished, for which unit bid prices are asked. The proposal form will state the time in which the work must be completed, the amount of proposal guaranty which must accompany the proposal, will contain special provisions or requirements which may vary from or are not contained in these specifications and as well as the amount of liquidated damages, if any, to be imposed upon the Contractor for failure to complete the contract in the prescribed time to reimburse the City for any expenses involved due to engineering, inspection, and inconvenience.

PREPARATION OF PROPOSAL

The bidder must submit his proposal on the forms furnished by the Owner. All blank spaces in the proposal forms must be correctly filled in where indicated for each and every item for which a quantity is given, and the bidder must state the prices (written in ink) for which he proposes to do each item of the work contemplated or furnish each item of the material required. In case of conflict between the unit price stated and the extension for that item, the unit price will govern.

All proposals submitted by an individual shall be signed by the bidder or by a duly authorized agent. A proposal submitted by a partnership shall be signed by a partner or by a duly authorized agent thereof. A proposal submitted by a corporation shall be signed by an authorized officer or duly authorized agent of such corporation. The required signatures shall in all cases appear in the space provided therefore on the proposal.

PROPOSAL GUARANTY

Each separate proposal shall be accompanied by a certified check or acceptable collateral in the amount of five percent (5%) of the total amount bid, made payable to the Owner. A bid bond in lieu of a certified check will be acceptable. The approximate City budget for this project of \$27,000 should be used for calculating proposal guaranty.

PUBLIC OPENING OF PROPOSALS

Proposals will be publicly opened and read on the date and at the hour and place set in the advertisement or notice to the Contractor. Proposals received after the time set for the opening will be returned to the bidder unopened.

DISCLOSURE OF OWNERSHIP

The bidder's attention called to the document in this proposal identified as "Disclosure of Ownership". A Contractor submitting a bid to, or completing negotiations with, a state agency or municipality 103.49, Stats. shall disclose all information required on the subject document. This document shall be signed and dated by the Contractor. THIS CERTIFICATE MUST BE SIGNED BY EACH BIDDER WHETHER OR NOT IT APPLIES TO THEM.

DELIVERY OF PROPOSAL

Each proposal submitted shall be placed in a sealed envelope plainly marked with the project name, and name and address of the bidder on the outside. When sent by mail, preferably registered, the sealed proposal, marked as indicated above, should be enclosed in an additional envelope. No proposal will be considered unless filed on or before the time and at the place designated in the advertisement or instructions to bidders.

Vendors assume the risk of the method of dispatch chosen. The City of Fond du Lac assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or electronic means.

Controlled access screening will be mandatory for all vendors seeking access to the City County Government Building. Anyone visiting the building is to enter and exit the facilities through the main public entrance (North Entrance), 160 S Macy Street.

Screening will take place in the lobby of the building.

Allow sufficient time to get through the screening process if you are hand delivering your response. Proceed to the City Manager Conference Room the City Administration Center to have your bid time-stamped.

WITHDRAWAL OF PROPOSALS

Any bidder, upon his or her authorized representative's written request, will be given permission to withdraw this proposal not later than the time set for opening thereof. At the time of opening of the proposals, when such proposal is reached, it will be returned to him unread. However, no bid shall be withdrawn after opening of the bids without the consent of the Director of Public Works for a period of thirty (30) days after the scheduled time for closing bids.

REJECTION OF PROPOSAL

Proposals containing any omission, alterations of form, additions or conditions not called for, conditional or alternate bids unless called for, incomplete bids, or proposals otherwise regular which are not accompanied by a certified check or acceptable collateral will be considered irregular and may be rejected. The Owner reserves the right to waive technicalities as to changes, alterations, or reservations, and make the award to the best interest of the Owner.

TAX

Each bid shall include all taxes in effect at the time the bid is submitted. Bidders who are uncertain as to what items are subject to tax, or who require further explanation or clarification are requested to contact the Wisconsin Department of Revenue, Madison, Wisconsin.

AWARD AND EXECUTION OF CONTRACT

CONSIDERATION OF PROPOSAL

After the proposals are opened and read, the results of prices will be made public. Until the final award of the contract, the Owner reserves the right to reject any and all proposals, or proceed to do the work otherwise when the best interests of the Owner will be promoted thereby.

AWARD OF CONTRACT

The award of contract, if any, will be to the lowest responsible bidder whose proposal complies with all the requirements necessary to render said proposal as being acceptable. The award will be made within thirty (30) days after the opening of the proposal. The work outlined in the proposal may be awarded as a whole or in part or parts, according to the best interests of the Owner.

EXECUTION OF CONTRACT

The individual, firm partnership, or corporation to whom or to which the contract has been awarded, shall properly execute, on the forms provided, the contract and the 100% Performance Bond, and shall within ten (10) days after the contract is mailed, return them to the Office of the Owner.

APPROVAL OF CONTRACT

No contract is binding upon the Owner until it has been executed by the Owner and delivered to the Contractor.

FAILURE TO EXECUTE CONTRACT

Failure of the successful bidder to comply with any of the requirements of these specifications or to execute the contract within ten (10) days after mailing as specified or to furnish security as required shall be just cause for the annulment of the award. In the event of such annulment of the award, the amount of proposal guaranty shall become the property of the Owner, not as a penalty but as liquidated damages. Award may then be made to the next best qualified bidder, or the work re-advertised, or handled as the Owner may elect.

RETURN OF THE PROPOSAL GUARANTEES

As soon as the proposal prices have been compared, the Engineer may, at his discretion, return the certified checks or other collateral accompanying those proposals, which in his judgment, would not be considered in making the award. When the award is made the successful bidder's collateral only will be retained until the contract and bond have been executed, after which it will be returned to the bidder. Should the award be delayed more than thirty (30) days all bidders' collateral will be returned unless such delay is from causes beyond the control of the Owner.

REQUIREMENTS OF PERFORMANCE BOND

The contract shall not become operative unless the Contractor on or before the time of signing the contract shall have furnished a surety bond or cash in an amount at least equal to one hundred percent (100%) of the contract price (use \$27,000 as the "contract price") as surety for all the faithful performance of this contract and for the payment of all persons performing labor and furnishing materials in connection with the contract.

LEGAL REQUIREMENTS AND PUBLIC RESPONSIBILITY

LAWS TO BE OBSERVED

The Contractor shall at all times observe and comply with all Federal and State laws, local laws, ordinances and regulations which in any manner affect the conduct of the work, and all such orders or decree as exist at the present or which may be enacted later, of bodies or tribunals having jurisdiction or authority over the work, and no pleas of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all of its officers, agents, employees, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his agents.

The movement of vehicles or equipment over any public highway to the project, necessary for the prosecution of the work, shall be regulated in accordance with the provisions of the Wisconsin Statutes.

PERMITS AND LICENSES

The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

PUBLIC CONVENIENCE AND SAFETY

The Contractor shall avoid as far as possible the maintenance of any condition which might be deemed at law to be an "attractive nuisance". The Contractor and his Surety shall be responsible for all damage, bodily injury, or death arising through his maintaining an attractive nuisance or otherwise.

BARRICADES, WARNING SIGNS, AND FLAGMEN

All work sites in this contract shall be signed and barricaded in accordance with the latest State of Wisconsin Department of Transportation Manual of Uniform Traffic Control Devices. No more than one lane of any street shall be closed to traffic at any time without prior approval of the City Engineer. No equipment or materials shall

be stopped, loaded or stored in a location which will hinder, distract, or impede a safe and suitable traffic operation on lanes of the roadway required to be kept open to traffic unless otherwise approved by the City Engineer.

RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor and his Surety shall indemnify and save harmless the City, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages on account of the operations of the said Contractor; or on account of, or in consequences of any neglect in safeguarding the work; or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amounts recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Workmen's Compensation Law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by the City for such purposes, may be retained for the use of the City; or, in case no money is retained, his Surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

The Contractor shall provide and maintain during the effective life of his contract public liability and property damage liability insurance to protect him and all of his construction subcontractors, together with the Owner, from claims for damages for personal injury, accidental death, and damage to property, which may arise from operations under his contract, whether such operations be by himself or by any such subcontractor or by anyone directly or indirectly employed by either of them.

CONTRACTOR'S RESPONSIBILITY FOR WORK

The work shall be under the charge and care of the Contractor until final acceptance by the City Arborist, except when otherwise provided in a manner as prescribed under "Partial Acceptance" and the Contractor shall take every precaution against injury or damage to the work or to any part thereof, and shall preserve and maintain the same at his own cost and expense.

PERSONAL LIABILITY OF PUBLIC OFFICIALS AND EMPLOYEES

In carrying out any of the above provisions or in exercising any power or authority granted to him by this contract, there shall be no liability upon said Engineer or his authorized assistants, either personally or as an official of the City, it being understood that in such matters he acts as an agent and representative of the City.

NO WAIVER OF LEGAL RIGHTS

The City shall not be precluded or estopped by any measurement, estimate, or certificate made either before or after, the completion and acceptance of the work and payment therefore, from showing the true amount and character of the work performed and materials, furnished by the Contractor, or from showing that any such measurement, estimate or certificate is untrue or incorrectly made, or that the work or materials do not conform in fact to the contract. The City shall not be precluded or estopped, notwithstanding any such measurements, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and his Sureties such damages as it may sustain by reason of his failure to comply with the terms of the contract. Neither the acceptance by the City nor any representative of the City, nor any payment for or acceptance of the hole or any part of the work, nor any extension of time, nor any possession taken by the City, shall operate as a waiver of any portion of the contract, or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held to be waiver of any other or subsequent breach.

PERSONAL LIABILITY OF THE OWNER, AND ITS EMPLOYEES AND AGENTS

In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents and employees, is hereby expressly waived.

EQUAL OPPORTUNITY

In connection with the performance of work under this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disabilities as defined in Section 51.01 (5), Wisconsin Statutes, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available for employees and applicant's employment notices to be provided by the contracting officer setting forth the provision of the non-discrimination clause.

STATUTORY LIMITATION OF LIABILITY

The City of Fond du Lac is a governmental entity entitled to governmental immunity under law, including Section 893.80, Wis. Stats. Nothing contained herein shall waive the rights and immunities to which each party may be entitled under law, including all of the immunities, limitations and defenses under Section 893.80, Wis. Stats., or any subsequent amendments thereof, any federal law, common law or other applicable laws.

PROSECUTION AND PROGRESS

SUBLETTING OR ASSIGNMENT OF CONTRACT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the contract or any portion thereof, or his right, title, or interest therein, without written consent of the Owner.

Consent to sublet any portion of the contract shall not be construed to relieve the Contractor of any responsibility for the fulfillment of the contract or to release the Contractor of his liability under the contract and bond.

All transactions of the Engineer shall be with the Contractor; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence.

Request for permission to sublet any portion of the contract shall be writing and accompanied by a showing that the organization which will perform the work is particularly experienced and equipped for such work. The City Arborist may also require that each request be accompanied by a copy of the proposed subcontract. Any subsequent change in the terms of the subcontract shall be subject to separate approval.

Work by a subcontractor shall not proceed until the request for permission to sublet such work is approved. If the Contractor proposes to have work performed by a person or firm other than a subcontractor, he shall inform the City Arborist in writing, if required, of the specific arrangement under which the work will be performed, so that it may be established whether or not such arrangement constitutes subcontracting.

PROSECUTION OF THE WORK

Unless otherwise provided in the Special Provisions, the Contractor shall not begin the work to be performed under the contract before receiving before receiving written notification from the City Arborist. Work orders will be sent to the Contractor by the City Arborist and those work orders shall be completed within a reasonable timeframe.

Should the Contractor fail to comply with reasonable expectations of the City Arborist for progress, the City may proceed under the provisions of Default of Contract.

In the event work is prosecuted during adverse weather conditions, the Contractor will be required to exercise such precautions necessary to produce satisfactory work, and shall protect the finished work from the elements. It is agreed and understood that the cost thereof has been included in the unit prices bid for the various items of work in the contract and that no extra compensation will be allowed therefore.

LIMITATION OF OPERATIONS

The Contractor shall conduct his work so as to create a minimum amount of inconvenience to vehicular and foot traffic. At any time when, in the judgment of the City Arborist, the Contractor has obstructed or closed, or is carrying on operations on a greater portion of the street than is necessary for the proper prosecution of the work, the City Arborist may require the Contractor to finish the sections on which work is in progress before work is started on any additional sections.

CHARACTER OF WORKMEN

The Contractor shall employ such superintendents, foremen and workers as are able and competent. The City Arborist may demand in writing the dismissal of any person or persons employed by the Contractor, about or upon the work who shall misconduct himself or themselves or be incompetent or negligent in the due and proper performance of his or their duties, or neglects or refuses to comply with the direction given, and such person or persons shall not be employed again thereon without the written consent of the City Arborist. Should the Contractor continue to employ or again employ such person or persons, the City Arborist may withhold all estimates which are due or may become due, or the City Arborist may suspend the work until such orders are complied with.

Contractor's crews will be required to wear high-visibility clothing for their safety and identification, and will place appropriate roadway signage where applicable.

METHODS AND EQUIPMENT

The Contractor shall provide and furnish the machinery equipment and tools necessary to perform the work. These shall be in such condition and of such capacity to produce a satisfactory quality of work and to complete the same within the contract time.

Equipment shall be such that no injury to the roadway, structures, adjacent property, or other highways will result from its use, and it shall conform to the requirements set forth in detail under specific items or classes of work.

The gross weight of vehicle and load for vehicle used in the transportation of materials for pavements, base courses and shoulders over the subgrade, base course, or pavement shall not exceed that permitted by the Wisconsin Statutes for Class "A" highways.

Failure on the part of the Contractor to provide adequate equipment, maintained in proper working order, may be sufficient cause for suspension of specific operations until compliance is attained or may constitute cause for Default of Contract.

TEMPORARY SUSPENSION OF WORK

The City Arborist shall have the authority to suspend the work wholly or in part for such period or periods as he may deem necessary, due to unsuitable weather and such other conditions as are considered unfavorable for prosecution of satisfactory work, or for such time as is necessary due to the failure on the part of the Contractor to carry out orders given to perform any or all provisions of the contract. Authorizations or orders to suspend work shall be in writing. Unless otherwise specifically provided, no additional or extra compensation or additional contract time will be allowed due to suspension of operations.

In the event it should become necessary to stop work for an indefinite period, the Contractor shall store all materials in such a manner that they will not obstruct or impede the traveling public unnecessarily, nor become damaged in any way.

FAILURE TO COMPLETE WORK ON TIME

Should the Contractor fail to complete the work within the time agreed upon in the contract or within such extra time as may have been allowed by the extensions, there shall be deducted from any moneys due or that may become due the Contractor the sum set forth in the following schedule for each and every calendar day, including Sundays and Holidays, that the work shall remain uncompleted. This sum shall be considered and treated not as a penalty but as fixed, agreed and liquidated damages due the Owner from the Contractor by reason of inconvenience to the public, added cost of engineering and supervision, maintenance of detours and other items which have caused an expenditure of public funds resulting from his failure to complete the work within the time specified in the contract.

SCHEDULE OF LIQUIDATED DAMAGES

The fixed, agreed and liquidated damages shall be assessed in accordance with the following schedule.

Original Contract Amount		Daily Charge	
From	To	Calendar Day	Working Day
\$0	\$50,000	\$100	\$250
50,000	100,000	150	275
100,000	300,000	200	425
300,000	500,000	325	675
500,000	1,000,000	475	1,200
1,000,000	--	550	1,300

The sum shall be considered and treated not as a penalty but as a fixed, agreed, and liquidated damages due to the City of Fond du Lac from the Contractor by reason of inconvenience to the public, added cost of engineering and supervision and other items which have caused an expenditure of public funds resulting from failure to complete the work within the time specified in the proposal.

Permitting the Contractor to continue working after the expiration of the time fixed for its completion or after the date of time extension shall in no way act as a waiver on the part of the City of Fond du Lac for any of its rights under the contract.

DEFAULT OF CONTRACT

If the Contractor fails to begin the work under contract within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient material to insure the completion of said work within the specified time, or shall perform the work unsuitably, or shall neglect or refuse to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or shall discontinue the prosecution of the work, or if the Contractor shall become insolvent or be declared bankrupt, or shall commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors or if the Contractor is determined to be violation of the provisions of the contract relative to hours of labor, wages, character, and classification of workmen employed, or from any other cause whatsoever shall not carry on the work in an acceptable manner, the City Arborist shall give notice in writing to the Contractor and his Surety of such delay, neglect, or default, specifying the same; and if the Contractor, within a period of ten (10) days after the date of such notice, shall not proceed in accordance therewith, then the Owner shall, upon written certification by the City Arborist of the fact of such delay, neglect or default and the Contractor’s failure to comply with such notice, have full power and authority to forfeit the rights of the Contractor and at its option to call upon the Surety to complete the work in accordance with their

terms of the contract; or it may take over the work upon giving notice to the surety, including any or all materials and equipment on the ground as may be suitable and acceptable, and may complete the work by or on its own force account, or may enter into a new agreement for the completion of said contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the Owner together with the cost of completing the work under contract shall be deducted from any moneys due or which may become due on such contract. In case the expense so incurred by the Owner shall be less than the sum which would have been payable under the contract if it had been completed by said Contractor, then said Contractor shall be entitled to receive the difference subject to any claims for liens thereon which may be filed with the Owner, or any valid assignment filed with it, and in case such expense shall exceed the sum which would have been payable under the contract, the Contractor and the Surety shall be liable and shall pay to the Owner the amount of such excess.

EMERGENCY DEFERMENT OR CANCELLATION OF CONTRACT

1. General: The Owner and the Contractor, in the event of a national emergency that creates a shortage of materials, labor, or equipment, (a) by reason of war conditions involving the United States, or (b) by reason of orders of the United States Government or its duly authorized agencies, or (c) executive order with respect to prosecution of war or national defense, may upon a finding by the Owner that such emergencies do exist, and by reason of which such Contractor is unable to proceed with his construction contract, or any part thereof, as hereinafter provided.
2. Deferment: In all cases where construction is deferred, it shall be done by written agreement between the Owner and the Contractor stating the terms and condition of such deferment. In such cases, the Contractor will be paid for eighty-five (85) percent of the amount of work already completed, at contract unit prices, or agreed prices where no unit prices were included in the contract. Provided, however, that when such action is advisable, the Owner and Contractor, with the written approval of Surety for the Contractor, may upon approval by the Engineer make partial payment as herein provided for not to exceed ninety-two and one half percent (92½%) of such amount of work already completed. If agreement upon the terms and conditions of such deferment cannot be agreed upon, the original contract is to remain in full force and effect.
3. Cancellation: Where the contract, or any portion thereof is definitely terminated or canceled; the Contractor released before all items of work included in his contract have been completed, payment will be made for actual items of work completed at contract unit prices, or agreed prices where no unit prices are contained in the contract, and no claim for less of anticipated profits shall be considered. Acceptable materials, obtained by the Contractor for the work, that have been inspected, tested and accepted by the Owner, and that are not incorporated in the work, may, at the option of the Owner, be purchased from the Contractor at actual cost as shown by receipted bills at such points of delivery as may be designated by the Owner.

If agreement upon the terms and conditions of cancellation of all or any part of any construction contract cannot be agreed upon, the original contract, or uncompleted part thereof, shall remain in full force and effect.

TERMINATION OF THE CONTRACTOR'S RESPONSIBILITY

Whenever the improvement contemplated and covered by the contract shall have been completely performed on the part of the Contractor and all parts of the work have been approved and accepted by the City Arborist, according to the contract, and the final estimate paid, the Contractor's obligations shall then be considered fulfilled, except as set forth in his Contractor's bond.

**PROPOSAL
2022 TREE SAFETY PRUNING
FOND DU LAC, WISCONSIN**

The undersigned, having examined the specifications, sites of work, contract documents, and location of trees, does hereby submit the following proposal to furnish all labor, equipment and materials to do and perform all of the work for the completion of the designated project, all in accordance with the specifications for safety pruning of trees as listed.

A. FOR PRUNING AT PER TREE PRICE:

EST QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
3	TREE	13-18" DBH		
15	TREE	19-24" DBH		
11	TREE	25-30" DBH		
8	TREE	31-40" DBH		
1	TREE	40"+ DBH		

TOTAL 39

B. FOR PRUNING AT PRICE PER HOUR:

Option I I will provide the following equipment and manpower during working hours (7:00 AM to 5:00 PM) at the listed rates per hour:

Aerial lift only rate/hour _____
 Aerial lift with chipper and cleanup rate/hour _____

Option II I will provide climbing work during working hours (7:00 AM to 5:00 PM) and all the necessary equipment and manpower at the listed rate per hour:

Climbing service only rate/hour _____
 Climbing service with chipper and cleanup rate/hour _____

The undersigned bidder if awarded the contract agrees to begin work no later than ____ days after receipt of contract, and to complete same in _____ calendar days in accordance with said specifications. The undersigned bidder does hereby declare and agree to be bound and to perform the work all in accordance with the terms, conditions and requirements of the foregoing proposal, contract and specifications. All specifications and all above mentioned parts of this bid are made a part hereof as fully and completely as if attached hereto in detail.

How many years of professional experience does your company have? _____

LIST OF SUBCONTRACTORS

Pursuant to Section 66.0901(7), Wisconsin Statutes, the bidder as part of this proposal, submits this full and complete list of all subcontractors and the class of work to be performed by each. (If there will be no subcontractors on the work, the bidder should note "None" below).

NAME OF SUBCONTRACTOR	CLASS OR ITEM OF WORK
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the used of the name of the above subcontractor was with the knowledge and consent of the subcontractor.

Bidder

SUBLETTING OR ASSIGNING OF CONTRACT

If the contractor sublets the whole or any part of the work to be done under this contract, he shall not under any circumstances be relieved of his liabilities and obligations. All transactions of the Engineer shall be with the contractor; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. The contractor shall not sublet, assign, transfer or convey his right, title or interest therein, or his power to execute such contract, to any person, firm, partnership, or corporation without the written consent of the Director of Public Works.

PROPOSAL SUBMITTED BY:

Bidder's Signature

Company Name

Address

Telephone Number

AFFIDAVIT OF BIDDER

STATE OF WISCONSIN)
) SS
CITY OF FOND DU LAC)

Pursuant to Section 66.29(7), Wisconsin Statutes, _____

(Name of person signing this affidavit)

being duly sworn, deposes and says that he is the duly authorized representative of _____
_____ bidder for doing work or labor or the

(Name of person, firm, or corporation submitting bid)

material furnishing of under the proposal of which this affidavit is a part, and that the bidder has examined and carefully prepared his bid form, the plans and specifications, and has checked the same in detail before submitting said proposal or bid to the City of Fond du Lac represented by the Common Council.

(Signed by bidder or his authorized representative)

Subscribed and sworn to before me

this _____ day of _____ 20_____

NOTARY PUBLIC

My Commission Expires: _____

100% PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____, as Principal, and _____
 _____, a corporate surety authorized to transact business in the State of Wisconsin, as Surety, are held and
 firmly bound unto The City of Fond du Lac hereinafter called the "Owner", the following penal sums per work item:

A. FOR PRUNING AT PER TREE PRICE:

EST QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
3	TREE	13-18" DBH		
15	TREE	19-24" DBH		
11	TREE	25-30" DBH		
8	TREE	31-42" DBH		
1	TREE	40"+ DBH		

TOTAL 39

B. FOR PRUNING PER HOUR RATE:

Option I I will provide the following equipment and manpower during regular working hours, (7:00 AM to 5:00 PM) at the listed rates per hour:

Aerial lift only rate/hour _____
 Aerial lift with chipper and cleanup rate/hour _____

Option II I will provide climbing work during working hours (7:00 AM to 5:00 PM) and all the necessary equipment and manpower at the listed rate per hour:

Climbing service only rate/hour _____
 Climbing service with chipper and cleanup rate/hour _____

The potential full value of this contract and performance bond is \$27,000 which is the City's annual budget number for the work governed by this bid and award.

The condition of this obligation is such that whereas the Principal has executed the attached agreement dated _____, 2022 for the **2022 Tree Safety Pruning**.

Now, Therefore, if the attached Agreement is executed on behalf of the Owner, and if the Principal shall well and truly keep, do and perform each and every matter and thing in the foregoing written contract set forth and specified to be by said Principal kept, done and performed at the time and in the manner in said contract specified, and shall pay over, make good and reimburse to the above named obligee all losses and damages which said obligee may sustain by reason of the failure of default of the said Principal, and shall pay to each and every person or party entitled thereto, all claims for work or labor performed and materials furnished, used or consumed for, in or about the work covered by said contract, including, without limitation because of specific enumeration therein, all of the items included in Section 779.14 Wisconsin Statutes, all as provided in said contract, then this obligation shall be void; otherwise to be and remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying

the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of agreement to the work or to the specifications.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument in 2 original counterparts, under their several seals this _____ day of _____, 2022, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In Presence Of: _____ (SEAL)
(Individual Principal)

(Witness) (Business Address)

(Witness) _____ (SEAL)
(Individual Principal)

(Business Address)

(Corporate Seal)

ATTEST: _____
(Business Address)

By _____
(Affix Corporate Seal)

Title: _____

(Corporate Surety)

ATTEST: _____
(Business Address)

By _____
(Affix Corporate Seal)

Title: _____

Approved: _____, 2022

City Manager

Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d) and 103.49(7)(d), Wisconsin Statutes. The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes. Personal information you provide may be used for secondary purposes. [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]

(1) On the date a contractor submits a bid to or completes negotiations with a state agency or local governmental unit, on a project subject to Section 66.0903 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency or local governmental unit the name of any "other construction business", which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.

(2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 103.49(2) and 103.50(2), Wisconsin Statutes.

(3) This form must ONLY be filed, with the state agency or local governmental unit that will be awarding the contract, if **both (A) and (B) are met.**

(A) The contractor, or a shareholder, officer or partner of the contractor:

(1) Owns at least a 25% interest in the "other construction business", indicated below, on the date the contractor submits a bid or completes negotiations.

(2) Or has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.

(B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

Other Construction Business

Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
<p>I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.</p>			
Print the Name of Authorized Officer			
Signature of Authorized Officer		Date Signed	
Name of Corporation, Partnership or Sole Proprietorship			
Street Address	City	State	Zip Code

CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____, 2022, by and between, _____ party of the first part, hereinafter called the “Contractor” and the CITY OF FOND DU LAC, WISCONSIN, a municipal corporation, party of the second part, hereinafter called the “Owner”.

WITNESSETH:

That the Contractor and the Owner, for the consideration herein stated, do agree as follows:

ARTICLE I. SCOPE OF WORK. The contractor shall perform everything required to be performed, and shall provide and furnish all labor, materials, and all utility and transportation services required to perform and complete in a workmanlike manner, all of the work required and contemplated by this Contract for “**2022 TREE SAFETY PRUNING**” in the City of Fond du Lac, Wisconsin, contemplated by this Contractor, all in strict accordance with the Contract and Specifications, together with the Contractor’s Proposal to be considered and made a part of this Contract.

ARTICLE II. INDEMNITY CLAUSE. Contract does hereby covenant and agree to indemnify and save harmless the Owner from all fines, suits, claims, demands and actions of any kind and nature by reason of any and all of its operations hereunder, and does hereby agree to assume all the risk in the operation of its business hereunder and shall be solely responsible and answerable for all accidents or injuries to persons or property damage.

ARTICLE III. CONTRACT PRICE. The Owner shall pay to the Contractor for the performance of his Contract, subject to any additions or deductions, in the manner provided in the applicable specifications the following sum:

A. FOR PRUNING AT PER TREE PRICE:

EST QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
3	TREE	13-18” DBH		
15	TREE	19-24” DBH		
11	TREE	25-30” DBH		
8	TREE	31-42” DBH		
1	TREE	40”+ DBH		

TOTAL 39

B. FOR PRUNING PER HOUR RATE:

Option I I will provide the following equipment and manpower during regular working hours (7:00 AM to 5:00 PM)) and all the necessary equipment and manpower at the listed rates per hour:

Aerial lift only rate/hour _____
 Aerial lift with chipper and cleanup rate/hour _____

Option II I will provide climbing work during working hours (7:00 AM to 5:00 PM) and all the necessary equipment and manpower at the listed rate per hour:

Climbing service only rate/hour _____
 Climbing service with chipper and cleanup rate/hour _____

ARTICLE IV. COMPONENT PARTS OF THIS CONTRACT. This Agreement shall consist of the following component parts, all of which shall be considered as fully a part of this Agreement as if the same were set out verbatim, if not attached, as if attached hereto:

- a. Advertisement for Bids
- b. General Specifications
- c. Detailed Specifications
- d. List of Subcontractors
- e. Contractor's Qualifications and Equipment
- f. Proposal
- g. This Instrument

ARTICLE V. COMPLETION OF WORK. Contractor agrees to commence work under this Contract on a date to be specified by Owner and does further agree to fully complete all work according to all Specifications and Contract documents.

This Contract is intended to conform in all respects to the applicable statutes of the State of Wisconsin, and if any part or provision of this contract conflicts therewith, then in that event said statutes shall govern.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts, the day and year first above written.

In Presence Of: _____

FIRM NAME

PRESIDENT OR CO-PARTNER

SECRETARY OR PARTNER

SOLE TRADER

In Presence Of: CITY OF FOND DU LAC, WISCONSIN

CITY MANAGER

CITY CLERK

Date: _____

Provisions have been made to pay the liability that will accrue under this contract.

DIRECTOR OF ADMINISTRATION

Date: _____

Approved as to form:

CITY ATTORNEY

Date: _____