

DATE: February 13, 2017  
TO: Tree Contractors  
FROM: Sean Chapman, Village Administrator  
SUBJECT: 2017 Tree Maintenance Project

The Village of Spencerville will be accepting proposals for the 2017 Tree Maintenance Project through **Friday March 3, 2017 at 12:00 noon**. Also attached is an informational sheet, outlining the process by which each contractor shall base their proposal on, a preliminary list of trees to be removed or trimmed and an Independent Contractor Waiver that shall be signed in order to provide services for the Village of Spencerville.

If your company is interested in bidding on this project, please contact me at your earliest convenience to schedule an appointment to view and discuss the project scope. I can be reached by calling 419-647-6263, 419-303-4136 or at [schapman@spencervilleoh.com](mailto:schapman@spencervilleoh.com).

## **2017 Tree Maintenance Project Informational Sheet for Contractors**

February 13, 2017

The information provided herein shall be utilized by each contractor to provide an accurate proposal for the 2017 Tree Maintenance Project. Each contractor is encouraged to follow the specifications provided; any bid that does not include all of the required information shall not be considered for the project.

1. The Village of Spencerville shall accept written proposals for the 2017 Tree Maintenance Project until **Friday March 3, 2017 at 12:00 noon**. All proposals shall be sealed and clearly labeled "2017 Tree Maintenance Project".
2. The Village of Spencerville shall review all proposals and award a contract to the most responsive contractor, based on their information provided. The contract shall be awarded by **March 10, 2017**, at which point the successful contractor shall be notified and able to commence work.
3. All work shall be substantially completed by **April 30, 2017**; unless the contractor submits a written proposal to extend the deadline due to extraordinary circumstances, including weather.

**Each contractor shall include the following information in their bid package for the 2017 Tree Maintenance Project:**

1. Cost estimate based on the list provided in this package and visual inspections of each tree on the referenced list. It is the responsibility of each contractor to visually inspect each of the trees on the enclosed project list, in order to provide an accurate estimate. The cost estimate shall be based on the following criteria:
  - a. Tree removal shall be a lump sum price per tree that includes: cutting all wood into manageable chunks, grinding all brush and foliage, grinding stump to below ground level and leave stump grindings in place, cleaning entire work area when completed and leaving wood lie between the sidewalk and street.
  - b. Tree trimming shall be a lump sum price per tree that includes: shaping the tree by cutting branches, grinding the brush and foliage and cleaning the entire work area when completed. Any wood that can not be ground, shall be left at the site between the sidewalk and street.
  - c. All brush and foliage grindings can be dumped at the Village's dump site located at the northeast corner of the Village.

2. Current copies of Liability Insurance and Workers Compensation Insurance. The Liability Insurance certificate shall list the Village of Spencerville as additional insured. Any contractor that may be considered owner exempt from the Workers Compensation Insurance shall still be required to submit copies of the Liability Insurance certificate and a signed Independent Contractor Waiver.
3. Signed Independent Contractor Waiver (included with package). This shall be signed by the contractor when the proposal is submitted to the Village.
4. All subcontractors shall be pre-approved, in writing, by the Village Administrator prior to work commencement. All subcontractors shall be required to submit copies of Liability Insurance, Workers Compensation Insurance and an executed Independent Contractor Waiver.

**Additional Notes:**

1. The Village reserves the right to add or delete trees from the 2017 Tree Maintenance Project list. The Village Administrator shall inform the successful contractor of said change(s) immediately. The two (2) parties shall then negotiate a price increase or decrease based on the change in project scope. Once the two (2) parties have a written agreement regarding the change in project scope, the contractor shall proceed with the work as agreed upon.
2. The Contractor is solely responsible for contacting the Ohio Utilities Protection Service (OUPS), to ensure that all underground utilities have been identified prior to commencing work.
3. The Contractor, upon approved completion by the Village Administrator, shall invoice the Village of Spencerville for actual work performed based on their original bid and any changes which were approved in writing.
4. Failure to complete the 2017 Tree Maintenance Project by the April 30, 2017 deadline may result in a penalty of \$100.00 per calendar day, which will be deducted from the final invoice submitted by the Contractor.
5. Any questions or concerns regarding the 2017 Tree Maintenance Project shall be directed to the Village Administrator, Sean Chapman at 419-647-6263.
6. All correspondence associated with the Project shall be directed to the address below:

Village of Spencerville  
Attn: Sean Chapman  
116 S. Broadway Street  
Spencerville, Ohio 45887

**TREE LIST**  
**2017**  
**February 13, 2017**

OWNER NAME	OWNER ADDRESS	NUMBER OF TREES TO REMOVE	NUMBER OF TREES TO TRIM	NUMBER OF STUMPS TO REMOVE	DATE COMPLETED
Betty Allemeier	316 N. Main Street		1		
Scott Schrolucke	404 E. 5th Street (2 on 5th Street and 2 on Primrose Place)	4		4	
Danny Goetz	510 S. Mulberry Street			9	
Nancy Robey	209 W. 2nd Street	2		2	
Village of Spencerville	Downtown Business District		32		
Linda Leffman	106 S. Main Street		1		
Vernie Gales	219 N. Canal Street	1		1	
Roy Oakes	411 S. Pearl Street	1		1	
Claude Brown	703 N. Broadway Street			1	
Susan Tidwell	409 S. Broadway Street	1		1	
Roger Rahrig	310 N. Pearl Street			2	
Mary Burnett	205 E. 4th Street (tree on Pearl Street)	1		1	
Tony Reed	222 S. Pearl Street (tree on corner)	1		1	
Bob Leis Estate	304 S. Pearl Street (tree on 1st Street)	1		1	
Ken McNett	215 N. Elizabeth Street	1		1	
Steve Hallard	129 Reynolds Avenue (tree on 2nd Street)	1		1	
Kayla Rahrig	402 E. 5th Street	2		2	
Brian Walker	212 N. Main Street	2		2	
<b>TOTALS</b>		18	34	30	

Please note that all trees to be cut are marked with an **orange "X"** and all trees to be trimmed are marked with an **orange dot**.  
 \*\*\*The trees to be trimmed downtown WILL NOT be marked.