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**CITY OF GLADSTONE, MICHIGAN**

**REQUEST FOR BIDS**

**FOR**

**LINE CLEARANCE TREE TRIMMING SERVICES**

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**City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837  
Phone: (906) 428-3636**

**TITLE-SIGNATURE PAGE  
REQUEST FOR BIDS**

The City of Gladstone, Michigan, invites you to submit a bid and statement of qualifications for the services of Line Clearance Tree Trimming Services.

**TWO (2) SIGNED BIDS  
MUST BE RECEIVED BY:  
10:00 A.M. on May 6, 2024**

**PLEASE MARK YOUR SEALED BID "LINE CLEARANCE TREE TRIMMING SERVICES"  
AND SEND IT TO:**

**City of Gladstone**

*Attention: Kim Berry, City Clerk*  
1100 Delta Avenue  
Gladstone, MI 49837

The City reserves the right to reject any and all bids, to waive technical defects, and to select the bid(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID#
_____ E-mail		_____ Entity Type	

## Gladstone, Michigan

### Request for Bids FOR Line Clearance Tree Trimming Services

#### I. General Information City of Gladstone, Michigan

The City of Gladstone is located on the picturesque shores of Little Bay de Noc. Our location offers our residents and visitors numerous year-round activities. Boasting a population of just under 5,000, we have the small-town quality and hospitality that the Upper Peninsula is known for. The City offers its own city-owned/operated utilities and campground. Additional information regarding the City's services is available on the City's website at [www.gladstonemi.org](http://www.gladstonemi.org).

#### II. Project Overview

The City of Gladstone is conducting its annual Line Clearance and Tree Trimming. Reference attached images for more information.

#### III. General Requirements

- 1. Qualifications/Experience:** Trimming and removal services are required for trees in electric easements, in public rights-of-way, and near energized overhead electric lines within the Electric Distribution System of Gladstone Municipal Light & Power. Only Contractors who are regularly employed and actively engaged in trimming and removal services in and around high voltage lines shall be considered for this contract. The Contractor shall have been regularly engaged in the business of trimming and removing trees near energized lines for more than 5 years. The Contractor must provide information on availability of extra crews to respond to storms or natural disasters. The Contractor shall provide a listing of companies, names, and telephone numbers of references to verify qualifications and experience.
- 2. Training Certification:** The Contractor shall provide certification that its trimming employees have been trained for trimming work around energized conductors. Training shall be from an approved Line Clearance Certification program.
- 3. Costs Included In Bids:** The prices in this bid shall include all labor, materials, tools and equipment that is necessary to perform Line Clearance in the City of Gladstone service territory and shall also include the costs of incidentals such as insurance, taxes, management, supervision and overhead. The City will accept some waste materials at the City Composite Site located at 1001 29<sup>th</sup> Street; otherwise it shall be the Contractor's responsibility to properly dispose of all waste materials. The City of Gladstone will reimburse the Contractor for all fees paid by the contractor for the disposal of vegetation resulting from the Contractor's work in performance of the contract.

#### **IV. Organization of the Bids**

Bids should include responses to each of the following items. Please construct your bid with responses in the same order as listed below to facilitate review and comparison by the review committee.

1. Provide a general profile of the firm.
2. Outline your firm's experience in providing similar services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
3. All proposers will be required to submit evidence of professional liability insurance at the limits required by the City of Gladstone and disclose any applicable deductible amount.
4. Final sheet indicating published rates for services, including per diem.

#### **V. Evaluation of Bids**

An evaluation committee comprised of City Manager and Electric Superintendent will evaluate the bids. The committee will evaluate the bids based on the following criteria:

1. Responsiveness—Quality and completeness of the response to the Request for Qualifications (10%)
2. Project Approach-- Respondent's approach for working with identified staff, assembling information, and providing deliverables to enable the City and its partners making strategic decisions regarding redevelopment. (20%)
3. Firm Experience—Respondent's credentials and experience in performing similar work for other municipalities. (25%)
4. Staff Experience – Experience and background of specific personnel that will be assigned to the project. (20%)
5. Schedule—Ability to meet or exceed the needs of the City in providing services requested under this RFQ in a timely manner. (25%)

#### **VI. Interviews**

N/A

#### **VII. Fees**

1. Attach copy of published rates, including any per diem, and travel rates. Also include all equipment rates including equipment not normally expected to be used in this contract.

## VIII. Terms and Conditions

1. The City of Gladstone reserves the right to reject any or all bids, with no penalty to the City, or to award the contract to the next most qualified consultant if the successful respondent does not execute a contract within thirty (30) days after the award of the bid.
2. The firm must submit Two (2) copies of each of its bids to the City of Gladstone not later than 10:00 A.M. May 6, 2024. The address and telephone number for bid submission is:

Attn: Kim Berry, City Clerk  
1100 Delta Avenue  
Gladstone, MI 49837  
(906) 428-2311 x 7

3. Bids should be in a sealed package, clearly marked "Line Clearance Tree Trimming" on the exterior of the package. Bids received after the specified date and time, or unsealed or unmarked Bids, WILL NOT BE CONSIDERED.
4. All bids must be signed by a duly authorized individual. All bids shall become the property of the City of Gladstone and the City may, at its option, request oral presentation prior to selection; notification in writing will be given if such meetings are required.
5. Mr. James Olson, Electric Superintendent, shall be the primary source of contact for your firm during the Request for bids and selection process.

Mr. James Olson, Electric Superintendent  
[jolson@gladstonemi.gov](mailto:jolson@gladstonemi.gov)  
906-280-6698

6. The City of Gladstone reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
7. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Gladstone shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
8. Any agreement or contract resulting from the acceptance of a bid shall be on forms either supplied by or approved by the City of Gladstone, and shall contain, as a minimum, applicable provisions of the Request for bids. The City reserves the right to reject any agreement that does not conform to the Request for bids and any City requirements for agreements and contracts.
9. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Gladstone.

10. All data, documents, and other information provided to the City of Gladstone by the consultant as a result of this Request for Bids shall become the property of the City and subject to its disposal.
11. All costs associated with the preparation of a bid in response to the Request for bids shall be the responsibility of the firm submitting the bid.
12. The selected firm(s) will be required to provide a certificate of insurance naming the City as an “additional insured” in the minimum amounts specified:
  - i. Contractor’s Public Liability insurance with a minimum of \$1,000,000.
  - ii. Workers’ Compensation coverage with limits required by the State of Michigan, and
  - iii. Property Damage Insurance with a minimum of \$1,000,000.
13. Should the firm hired merge or be purchased by another individual or firm, contract continuation would be at the City of Gladstone's option.
14. The City of Gladstone, being an equal opportunity employer, will not discriminate against any respondent because of race, color, religion, sex or national origin; any person or group which enters into a contract with the City of Gladstone must agree to comply with any and all applicable federal and state laws regarding the prohibition of discrimination. All respondents, by placing a bid, shall accept the affirmative duty to ascertain and comply with such laws.

**III. Schedule of Events**

The City of Gladstone has developed the following schedule of events for selection:

RFP Schedule	Timing
Send out Request for bids	April 22, 2024
Receive and Opening Bids from Contractors	May 6, 2024
Recommendations to City Commission	May 13, 2024

All questions regarding this request for bid, or to schedule an appointment to view the areas, are to be directed to:

Mr. James Olson, Electric Superintendent.  
[jolson@gladstonemi.gov](mailto:jolson@gladstonemi.gov)  
 906-280-6698

All proposers should be aware that any communication with other City of Gladstone officials, either elected or appointed, after the date of this request will cause that firm’s bid to be automatically rejected.



Along East Side of North Bluff DR. Cutting from Ground to Max reach.



South Hill area. Down Ketcham St. and Loueda Ave. Cutting from Ground to Max reach.