

CITY OF NOVI
FORESTRY SERVICES BID TABULATION
MAY 4, 2026 2:00 P.M.

		The Greener Side DBA CutMyTreeDown		Limb Walkers Tree & Snow		Owen Tree Service		PPM Tree Service	
OPTION 2: UNIT PRICE	Est Qty	Unit price	Extended	Unit price	Extended	Unit price	Extended	Unit price	Extended
Tree Trimming									
2 - 11 inches	2350	65.00	152,750.00	75.00	176,250.00	35.00	82,250.00	65.00	152,750.00
12 - 17 inches	700	92.00	64,400.00	130.00	91,000.00	65.00	45,500.00	105.00	73,500.00
18 - 23 inches	200	152.00	30,400.00	130.00	26,000.00	85.00	17,000.00	175.00	35,000.00
24 - 35 inches	125	243.00	30,375.00	200.00	25,000.00	165.00	20,625.00	340.00	42,500.00
36 - 47 inches	100	526.00	52,600.00	100.00	10,000.00	248.00	24,800.00	475.00	47,500.00
48+ inches	25	607.00	15,175.00	225.00	5,625.00	248.00	6,200.00	675.00	16,875.00
TOTAL	3500		345,700.00		333,875.00		196,375.00		368,125.00
Tree Removal									
2 - 11 inches	100	162.00	16,200.00	200.00	20,000.00	75.00	7,500.00	165.00	16,500.00
12 - 17 inches	60	243.00	14,580.00	340.00	20,400.00	300.00	18,000.00	400.00	24,000.00
18 - 23 inches	20	594.00	11,880.00	700.00	14,000.00	650.00	13,000.00	650.00	13,000.00
24 - 35 inches	10	864.00	8,640.00	1,400.00	14,000.00	2,200.00	22,000.00	1,000.00	10,000.00
36 - 47 inches	5	1,836.00	9,180.00	2,900.00	14,500.00	3,500.00	17,500.00	2,000.00	10,000.00
48+ inches	5	2,160.00	10,800.00	3,500.00	17,500.00	3,800.00	19,000.00	3,000.00	15,000.00
TOTAL	200		71,280.00		100,400.00		97,000.00		88,500.00
Stump Grinding									
2 - 11 inches	90	54.00	4,860.00	88.00	7,920.00	150.00	13,500.00	55.00	4,950.00
12 - 17 inches	50	70.00	3,500.00	117.00	5,850.00	180.00	9,000.00	120.00	6,000.00
18 - 23 inches	20	97.00	1,940.00	161.00	3,220.00	250.00	5,000.00	200.00	4,000.00
24 - 35 inches	10	130.00	1,300.00	280.00	2,800.00	400.00	4,000.00	300.00	3,000.00
36 - 47 inches	5	270.00	1,350.00	329.00	1,645.00	700.00	3,500.00	440.00	2,200.00
48+ inches	5	324.00	1,620.00	384.00	1,920.00	700.00	3,500.00	520.00	2,600.00
TOTAL	180		14,570.00		23,355.00		38,500.00		22,750.00
Root Pruning									
NA	20	130.00	2,600.00	110.00	2,200.00	350.00	7,000.00	100.00	2,000.00
TOTAL			2,600.00		2,200.00		7,000.00		2,000.00

City of Novi – Forestry Services, Block Pruning and Overtime Tree Removal

	CutMyTree Down.com	Owen Tree Service	Agreed Rate
Tree Trimming			
2 - 11" DBH (per tree)	\$ 65.00	\$ 35.00	\$ 50.00
12 - 17" DBH (per tree)	\$ 92.00	\$ 65.00	\$ 78.50
18 - 23" DBH (per tree)	\$ 152.00	\$ 85.00	\$ 118.50
24 - 35" DBH (per tree)	\$ 243.00	\$ 165.00	\$ 204.00
36 - 47" DBH (per tree)	\$ 526.00	\$ 248.00	\$ 387.00
48"+ DBH (per tree)	\$ 607.00	\$ 248.00	\$ 427.50
Tree Removal			
2 - 11" DBH (per tree)	\$ 162.00	\$ 75.00	\$ 118.50
12 - 17" DBH (per tree)	\$ 243.00	\$ 300.00	\$ 271.50
18 - 23" DBH (per tree)	\$ 594.00	\$ 650.00	\$ 622.00
24 - 35" DBH (per tree)	\$ 864.00	\$ 2,200.00	\$ 1,532.00
36 - 47" DBH (per tree)	\$ 1,836.00	\$ 3,500.00	\$ 2,668.00
48"+ DBH (per tree)	\$ 2,160.00	\$ 3,800.00	\$ 2,980.00
Stump Grinding			
2 - 11" DBH (per stump)	\$ 54.00	\$ 150.00	\$ 102.00
12 - 17" DBH (per stump)	\$ 70.00	\$ 180.00	\$ 125.00
18 - 23" DBH (per stump)	\$ 97.00	\$ 250.00	\$ 173.50
24 - 35" DBH (per stump)	\$ 130.00	\$ 400.00	\$ 265.00

City of Novi – Forestry Services, Block Pruning and Overtime Tree Removal

36 - 47" DBH (per stump)	\$ 270.00	\$ 700.00	\$ 485.00
48"+ DBH (per stump)	\$ 324.00	\$ 700.00	\$ 512.00
Root Pruning			
N/A	\$ 130.00	\$ 350.00	\$ 240.00
Overtime Tree Removal (After-hours Emergencies)			
Hourly Rate	\$ 454.00	\$ 483.60	\$ 468.80



Signature

Dale Ferguson

Printed Name

6-10-26

Date

FORESTRY SERVICES

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and **CutMyTreeDown.com**, whose address is **8630 N Middlebelt Rd Westland, MI 48185**, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence on the date of the last signature and end on February 28, 2027. Upon mutual consent of the Client and the Contractor, the contract may be renewed three (3) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor for services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for, and in consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. Contractor shall submit invoices detailing each and all services performed and materials provided in connection with the billing and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon verification of satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days.

If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days' written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.

2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform their duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor/Vendor Relationship.

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.
- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a

public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- F. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

 Client: City Manager Victor Cardenas and City Clerk Cortney Hanson
 Contractor: CutMyTreeDown.com
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- H. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- I. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- J. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date last listed below.

WITNESS AND DATES
CITY OF NOVI
OF SIGNATURES:

Date: _____

By: Justin Fischer
Its: Mayor

Date: _____

By: Cortney Hanson
Its: Clerk

WITNESS AND DATES
OF SIGNATURES:


Date: 5/26/25

CONTRACTOR


By:
Its:

City of Novi – Forestry Services, Block Pruning and Overtime Tree Removal

	CutMyTree Down.com	Owen Tree Service	Agreed Rate
Tree Trimming			
2 - 11" DBH (per tree)	\$ 65.00	\$ 35.00	\$ 50.00
12 - 17" DBH (per tree)	\$ 92.00	\$ 65.00	\$ 78.50
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48"+ DBH (per tree)	\$ 607.00	\$ 248.00	\$ 427.50
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2 - 11" DBH (per stump)	\$ 54.00	\$ 150.00	\$ 102.00
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City of Novi – Forestry Services, Block Pruning and Overtime Tree Removal

36 - 47" DBH (per stump)	\$ 270.00	\$ 700.00	\$ 485.00
48"+ DBH (per stump)	\$ 324.00	\$ 700.00	\$ 512.00
Root Pruning			
N/A	\$ 130.00	\$ 350.00	\$ 240.00
Overtime Tree Removal (After-hours Emergencies)			
Hourly Rate	\$ 454.00	\$ 483.60	\$ 468.80

Signature 

Printed Name Randy J Owen, President Owen Tree Service Inc.

Date 6-10-2026

FORESTRY SERVICES

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and **Owen Tree Service Inc.**, whose address is **225 N Lake George Rd Attica, MI 48412**, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence on the date of the last signature and end on February 28, 2027. Upon mutual consent of the Client and the Contractor, the contract may be renewed three (3) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor for services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for, and in consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. Contractor shall submit invoices detailing each and all services performed and materials provided in connection with the billing and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon verification of satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days.

If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days' written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.

2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform their duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: **Independent Contractor/Vendor Relationship.**

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: **Liability and Insurance.**

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.
- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a

public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- F. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

 Client: City Manager Victor Cardenas and City Clerk Cortney Hanson
 Contractor: Owen Tree Service Inc.
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- H. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- I. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- J. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date last listed below.

WITNESS AND DATES
CITY OF NOVI
OF SIGNATURES:

Date: _____

By: Justin Fischer
Its: Mayor

Date: _____

By: Cortney Hanson
Its: Clerk

WITNESS AND DATES
OF SIGNATURES:

Verna Schiller

Date: 5/26/2026

CONTRACTOR

[Signature]

By:
Its: Owen Tree Service



CITY OF NOVI
INVITATION FOR BIDS
FORESTRY SERVICES

GENERAL SCOPE OF SERVICES

The City of Novi is soliciting bids to provide supervision, arborist labor, equipment, and expertise required to perform forestry services along public rights-of-way and on City property. The contract term is for eight months with an option for three one-year renewals.

The City's tree population totals approximately 40,000 trees. Nearly 23,000 trees are located adjacent to local or subdivision streets with the remaining 17,000 along major roads, in park common areas and throughout municipal grounds.

The City has enough work to keep two (2) crews working consistently year-round. The City of Novi reserves the right to award the contract to one or more contractors to fulfill its needs.

The City may make the award based on an hourly rate (Option 1) or at a Unit Price per tree (Option 2).

The following work items are included in the project scope:

- **Work Item A - Tree Removal.** Contractor to provide all labor and equipment necessary for removal and disposal of trees.
- **Work Item B - Stump Removal.** Contractor to provide all labor, equipment and materials to perform stump removal/grinding, **including site restoration like irrigation or lawn repair, as needed.**
- **Work Item C - Block Pruning.** Contractor to provide all labor, equipment and materials for pruning of trees in rights-of-way. Block pruning will be done on a subdivision/section basis throughout the City.
- **Work Item D – General Service Request.** Contractor to provide all labor, equipment and materials for individual tree service requests from City representatives.
- **Work Item E – Storm Damage Removal.** Contractor to provide all labor, equipment and materials to make an area affected by storm damage safe. **This only includes work performed outside of regular working hours.** Crews **must** be on the site of storm damage within **two (2) hours** of receipt of a City representative's request.

- **Work Item F – Open Drain Tree Removal and Debris Removal.** Contractor to provide all labor, equipment and materials to remove fallen or dangerous trees and woody debris from water courses, detention basins, rear yard drains, and other similar locations.
- **Work Item G – Root Pruning.** Contractor to provide all labor, equipment and materials to prune root(s) that negatively impact sidewalks, roadways, or private property within the City's right-of-way.
- **Work Item H – Flagging Crew.** Contractor to provide all personnel, equipment, and materials to provide traffic control for work sites that require road lane closures.
- **Work Item I – Herbicide Application.** Contractor to provide all personnel (licensed pesticide applicator), equipment and materials to paint cut stumps of invasive species with approved herbicide mixed with dye to prevent re-sprouting.

All bids shall be based on hourly rates for performing these work items, and shall cover the furnishing of all equipment, materials and labor necessary to perform requested services.

CONTRACTOR QUALIFICATIONS

In addition to the bid, the bidder selected for contract award will be chosen on the basis of provision of the greatest benefit to the City, as demonstrated in the bid by:

A. Experience/Qualifications

Bidder shall demonstrate competence, experience, and financial capability to carry out the work described in this ITB. All work activities performed are to be completed in a professional manner using quality equipment and materials, in accordance with most recent International Society of Arboriculture Standard as set forth in:

- American National Standards Institute for Performance of Removing Shade Trees Sections 5.5, 8.4 and 8.5 of ANSI Z 133.1, and
- American National Standards Institute for Tree Care Operations: Tree, Shrub, and Other Woody Plant Management Standard Practice Part 1, Pruning; and Part 8, Root Management

B. Capacity

Bidder shall clearly identify all available resources within the company and those that will be subcontracted to others. Provide an equipment list and number of full-time/part-time employees, by classification, that will be available to accomplish the work. The City reserves the right to visit contractor's facility during the evaluation process to inspect the equipment. Contractor must also provide copy of license of pesticide applicator(s) that will be treating stumps with herbicide.

C. **Comparable Projects**

Bidder shall submit detailed descriptions of similar work performed, preferably for municipal clients.

D. **References**

Bidder shall provide a list of references from comparable projects that have been completed by your company, including names of project contacts.

E. **Licenses and Insurance**

Bidder shall be duly licensed by appropriate authorities, covered by public liability and property damage insurance, and employees properly covered by Workers Compensation Insurance.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The contract period will be for eight (8) months. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed three (3) times in one (1) year increments at the same terms and conditions of the original contract.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful bidder prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

ROAD WEIGHT RESTRICTIONS

The City of Novi has several Restricted Commercial Vehicle Routes. See attached map. These sections of roadway are closed to commercial thru traffic. You may drive on these sections of road only if you are providing the contracted service within that particular section. At no time will the contractor drive more than a one (1) mile distance on a restricted road. For a poster-sized map with additional details, contractors can check our Map Gallery:

<https://cityofnovi.org/media/xpijgbuk/roadwayweightclassificationsmap.pdf>

SPECIFICATIONS – FORESTRY SERVICES

A. General

1. Contractor shall provide all necessary material, labor and equipment for removal of trees/stumps, cleanup of debris, and the transport and disposal of brush, logs and chips to a disposal site provided by the Contractor.
2. Contractor guarantees that repair, replacement or restoration of any public or private property damaged by careless or accidental use of materials and/or machinery in the performance of the contract, shall be made to the satisfaction of the City at no additional charge.
3. Typical areas of work include but are not limited to:
 - Major road rights-of-way
 - Local road rights-of-way (i.e., area between sidewalk and curb in residential subdivisions)
 - City parks
 - City-owned properties
 - City-owned and/or maintained detention basins
 - City cemeteries
 - Municipal grounds
 - City drains and water courses
4. Any time digging of any type or stump removal is required, Contractor shall have all utilities flagged by MISS DIG, 1-800-482-7171. This shall be done a minimum of three days prior to work and/or in accordance with state statute.
5. Communications between City and Contractor – City will provide Contractor with:
 - a. Name of Authorized City Representative(s) including Forester, Field Operations Manager, and all other staff tasked with rotating on-call responsibilities for after-hours emergencies
 - b. Office phone number of Authorized City Representative(s)
 - c. Cell phone number of Authorized City Representative(s)
 - d. Email address of Authorized City Representative

Unless in an emergency situation, all work orders will be emailed or hand-delivered to the Contractor by the City Representative.

6. Communications between Contractor and City – Contractor shall provide City with:
 - a. Office
 1. Name of primary office contact person
 2. Office phone number of primary office contact person
 3. Email address of primary office contact person
 4. 24 hr. phone number of primary office contact person
 - b. Field Supervisor

1. Name of single field supervisor responsible for all crews
 2. Office phone number of field supervisor
 3. Cell phone number of field supervisor
 4. E-mail address of field supervisor
 5. 24 hr. phone number of field supervisor
7. Emergency Call-Outs: Contractor shall have a work crew available to respond to emergency situations as may be needed by the City at hourly rates quoted herein. Emergency crew shall be available and at job site within two (2) hours of the emergency call by the City. An emergency will be defined as a special occurrence such as storm damage caused by wind or ice, or a vehicle accident, etc.

B. Work Schedule

1. Regular basis is defined as forty (40) hours per week, Monday through Friday. Contractor may choose to work on Saturday as an option but may only charge regular hourly rates. Contractor is not permitted to work on Sunday, except in the event of emergency work. City will not pay an overtime rate unless it is for an emergency call-out or a pre-approved extended day to complete time-sensitive work.
2. Holidays observed by the City may be worked by Contractor at regular hourly rates quoted.
3. No work will be carried out between hours of 6:00 pm to 7:00 am, unless done as part of an approved emergency call-out.
4. Hourly charges will begin when work crews arrive on site and employees are prepared for work. **Travel time is not reimbursable.**
5. City will not pay for down time due to equipment failure, weather, or any other reason, or for equipment maintenance time. Only documented completed work will be paid.
6. Contractor shall make arrangements with utility companies for removal of all necessary limbs and branches, which may conflict with or create a personal injury hazard in conducting operation called for in these specifications.
7. Contractor shall direct all property owner comments or questions to the Forester or their designee.
8. When requested, Contractor must contact resident with provided contact information to coordinate work satisfactorily.

C. Safety Standards:

1. All equipment to be used and all work to be performed must be in full compliance with the most current revision of ANSI Z-133.1 (Safety Requirements for Pruning, Repairing, Maintaining, Removing Trees and for Cutting Brush), ANSI A300 Parts 1, 2, & 3 (Tree, Shrub, and Other Woody Plant Maintenance), the Michigan Department

of Labor, Safety Standards, Part 53, the Michigan Department of Labor, Bureau of Safety and Regulations, MIOSHA requirements, and the Michigan Department of Transportation regulations.

2. Adequate warning devices, barricades, guards, and flag-persons shall be provided as necessary, and all other necessary precautions shall be taken by Contractor to give advised and reasonable protection, safety and warning to persons and vehicle traffic within the area.
3. Traffic shall not be detoured without pre-approval of the Field Operations Manager. During the progress of work, adequate provisions shall be made by the Contractor to accommodate normal traffic flow in order to minimize inconvenience to the general public. Users of property adjacent to the work shall be afforded with convenient access.
4. The Contractor shall be responsible at all times for keeping the work site, adjoining premises, streets, walks and driveways clear. All tree parts and/or other debris must be cleaned up at the end of each work day. Branches, trimmings, logs, and debris, shall be removed and the area left "broom clean" daily.

D. **Hazardous Practices:**

The Contractor shall not engage in any activity or practices which pose an unreasonable hazard or threat to the safety of persons or property.

E. **Electrical Hazards:**

1. A close inspection shall be made by the Contractor to determine whether an electrical conductor passes through the tree or passes within 10 feet of the tree worker before climbing, entering, or working around any tree. All work pertaining to line clearance shall only be handled by a qualified and experienced line clearance personnel employed by the electrical power distribution company. **At least one worker on the crew shall have completed the Electrical Hazards Awareness Program administered by the Tree Care Industry Association whenever working in proximity to electrical hazards.**
2. Protection of overhead utilities – Tree trimming and removal operations may be conducted in areas where overhead electric, telephone and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to Contractor's operations.
3. The Contractor shall make arrangements with the utility company for removal of all necessary limbs and branches which may conflict with or create a personal injury hazard in conducting the operations called for in this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.
4. Protection of underground utilities – The Contractor shall be responsible for contacting the appropriate utility company for location of any underground utility

services that are in the work area and could be damaged by the Contractor's operation. If the Contractor has properly contacted the utility in sufficient time to arrange for location and protection of underground services, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

5. The Forester or their designee may inspect the work of the Contractor at any time and may suspend operations, if it is being performed in an unsafe or unsatisfactory manner, or not in accordance with contract specifications.

F. Tree Trimming Conditions:

1. Trimming/pruning will be done according to the latest revisions of the American National Standards Institute Z-133.1 (Safety Requirements for Pruning, Repairing, Maintaining, Removing Trees and for Cutting Brush), ANSI A300 Parts 1, 2, & 3 (Tree, Shrub, and Other Woody Plant Maintenance) and made a part of these specifications by reference. The pruning class requirement for each tree will be decided by the City.
2. Elevation pruning to provide for pedestrian and vehicular clearance shall be done to provide clearance as directed by the City. Clearance heights shall be determined to provide 10 feet of clearance over sidewalks, driveways, and lawns, and 14 feet of clearance over the roadway. Trees shall be pruned in such a way that this degree of clearance holds for several years, wherever possible.
3. All pruning cuts must be made in a manner that will not allow peeling or tearing of the bark (three-cut method).
4. Block pruning crews will scout for dead, dying, or diseased trees and report any such specimens to the City for removal consideration.
5. Extreme care shall be taken to prevent limbs and branches from falling and creating damage to adjacent homes, driveways, sidewalks, streets, and other property, both public and private.
6. Extreme care shall be taken to retain wildlife habitat such as active bird nests or small cavities, so long as such habitat does not pose hazardous conditions. Cavities or decay in large branches must be removed if they're posing elevated risk.

G. Unacceptable Trimming Practices:

1. The following techniques are not acceptable for City tree maintenance:
 - a. Topping or pollarding – when a tree is severely pruned back to consist of one main trunk and a number of short lateral branch stubs.
 - b. Framing/lion tailing – a pruning technique which removes many of the inside branches and results in clusters of small branches at the ends of main branches.
 - c. Rounding-over or shearing – when branches are trimmed to present a “sheared” appearance of the crown or just on top. This type of pruning places

cuts along a branch (not necessarily at the base of the limb) and results in severe suckering.

H. **Tree Removal:**

1. Trees shall be removed in accordance with accepted industry standards and procedures and in accordance with the following minimum requirements;
 - a. **Extreme care** shall be taken to prevent limbs, branches, and trunks from falling and creating damage to adjacent homes, driveways, sidewalks, streets, and other property, both public and private.
 - b. Limbs, branches and tree trunks shall be lowered to the ground through the use of ropes or other mechanical devices as necessary to prevent property damage. Felling of trees for removals may be performed provided it can be done in a safe, work-like manner, without unduly obstructing traffic. Final responsibility for damage lies with the Contractor.
 - c. At dangerous points throughout the work, the Contractor shall provide barricades, lights, and any other equipment needed to maintain proper conditions that will protect the public from injury.
2. Tree trunks shall be cut to ground level. Stumps shall be removed to a **depth of a minimum of eight inches (8") below grade**, unless specified by the City. Stumps will be removed within fifteen (15) working days of the completion of tree removal. Stump debris will be removed and affected area will be leveled with topsoil. If the tree will not be replaced, the site will be seeded with a three-way blend of grass seed and topped with straw to retain moisture, when seasonally appropriate for grass growth. Any berm will be removed as will any large surface roots. Contractor is also responsible for the removal and disposal of any planting baskets.

I. **Storage of Equipment and Supplies:**

When not in use, equipment must be left at the Contractor's place of business, unless travel distance is excessive. In that case, the Contractor shall make private arrangements for local storage. Storage will not be provided by the City unless authorized by the City at the City's discretion.

J. **Removal of Private Trees**

Contractor shall be legally, and financially responsible for any and all restitution to private property owners for any private tree(s) removed or damaged. Contractor shall also reimburse City of Novi for **any** costs incurred by removal or damage of private tree(s).

K. **Clean Up**

1. Contractor shall at all times keep premises, public streets, and sidewalks free from an accumulation of waste material or rubbish caused by Contractor's employees or work, and at **completion of workday**, will remove all waste, excess material, rubbish, mud, straw from the walks, and equipment so as to leave sites

neat, clean, and ready for purpose it was intended. Contractor is responsible for all debris removal and associated costs with site clean-up.

2. The City will not tolerate water contamination from any source. Water contamination by a contractor will be reported to appropriate authorities and at City's discretion the contract will be immediately terminated.

L. **Examination of Site**

1. Before commencing work under this contract, the Contractor shall examine the general condition of potential working sites relative to these specifications.
2. It shall be the Contractor's responsibility to report to the authorized City representative any deviations between these specifications and sites.

M. **Changes or Additional Work**

1. The City may, without invalidation of original contract, order such changes as may from time to time be deemed desirable or necessary. Extensions of completion time will be adjusted as necessitated by such changes.
2. Contractor shall bring to the attention of the City's Representative any change, which may be necessitated. Any and all changes resulting in a price alteration must be submitted, in writing, to the Forester, along with a detailed estimate of cost of proposed change.
3. ALL CHANGES RESULTING IN A PRICE ALTERATION MUST BE APPROVED BEFORE SUCH WORK IS BEGUN.
4. ANY WORK PERFORMED WITHOUT CITY APPROVAL WILL BE AT CONTRACTOR'S EXPENSE.

N. **Guarantee**

Contractor shall guarantee that removal, pruning, disposal of wood and debris, stump removal, and site reclamations will be to the satisfaction of the City of Novi and in conformance with any local, state, and federal rules and regulations.

○. **Maintaining Traffic**

1. Traffic shall be maintained by Contractor throughout the project, in accordance with appropriate sections of 2020 MDOT Standard Specifications for Construction, and any supplemental specifications.
2. Contractor shall coordinate this work with other contractors performing work within construction area or adjoining areas to avoid conflicts in maintenance of traffic, construction signing, and to provide for orderly progress of contract work.
3. Contractor shall not allow mud to be tracked onto any public roadway. Contractor shall cease working until weather conditions improve or will make provisions to remove mud from tires and tracks of equipment prior to entering public roadways. If mud is accidentally tracked onto a public roadway, it will be removed immediately and Contractor shall take immediate measures to prevent a second occurrence.
4. At no time during progression of work shall Contractor block access to any hydrant, valve, or appurtenance of any public utility without consent of the Designated City Representative or specific utility company involved. Cost of maintaining traffic and all signs, barricades, temporary drives, and roadways will be included in proposed price.

P. **Penalty Clause**

1. Should City determine that the Contractor has not performed required services in a manner or time frame acceptable to the City, a City representative will notify the Contractor requiring the following responses from the date/time notice is delivered:
 - a. 24 hours to contact the City and discuss problem(s)
 - b. 48 hours to correct the situation, unless City states otherwise
3. Should Contractor fail to make corrections to City's satisfaction and/or in the required time frame, City crews or another contractor will correct the situation, and continue corrections until Contractor resumes responsibilities or the contract is terminated. Invoiced amounts due Contractor shall be reduced at a rate of:
 - a. If done by City Crews:
 1. Hourly labor rate - \$55.00/hr./person
 2. Misc. vehicle rental rate - \$35.00/hr./vehicle
 3. Logging truck / lift - \$ 134.00/hr./piece of equipment
 4. Dump truck rate – \$30.00/hr./vehicle
 5. Tower Truck rate - \$57.00/hr./vehicle
 6. Chipper truck rate - \$54.00/hr./vehicle
 7. Brush chipper rate - \$30.00/hr./piece of equipment
 8. Stump chipper rate - \$134.00/hr./piece of equipment
 9. Loader - \$134.00/hr./piece of equipment
 10. Gasoline powered equipment rental rate - \$30.00/hr./piece
 11. General equipment rental rate - \$85.00 per day
 12. Disposal rate - \$25.00 / cubic foot
 13. Materials used will be invoiced at cost plus 50%

- b. If done by another contractor:
 - 1. Invoiced amount plus 50%.
- c. Repeats of same deficiency will be charged above rates plus an additional:
 - 1. 50% second time
 - 2. 100% third time
- d. Should there be insufficient invoiced amounts to cover penalties, Contractor shall be billed. Should the Contractor fail to pay the penalties the City will seek appropriate action for reimbursement, including forfeiture of Contractor's guarantee/bond.
- e. Each deficiency will be reviewed for possible termination of contract. The City of Novi reserves the right to terminate the contract upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest.

Q. **Wood Chips**

- 1. Wood chips are to be removed from the City by Contractor except when specific quantities are requested.

R. **Logs**

- 1. Logs will be considered any wood larger than 16 inches in diameter and will be removed within 48 hours of tree being felled. If logs are left for this 48 hour duration they will be:
 - a. Safe from rolling, causing property damage, or physical harm.
 - b. Have safety barricades around them such as cones.
 - c. Not be left in the roadway for any length of time other than the removal process.
 - d. Not be placed on private property without written permission from property owner and notification to City Representative.
- 2. Contractor shall be responsible for removing any logs generated by the City of Novi that are stored at the DPW Yard at 26300 Lee BeGole Dr. Contractor shall be reimbursed for only hourly labor and equipment fees but not any additional disposal fees that may be incurred.

S. **Open Drain Tree Removal and Debris Removal**

- 1. Contractor shall follow the lop-and-scatter technique to felled and down trees when there is no reasonable access to the open drain.
 - a. Materials will be scattered throughout the area not to create a hazardous environment.
 - b. Bole will be bucked and oriented perpendicular to the contour of the berm.
 - c. Limbs with a large end diameter greater than four inches will be scattered and bucked such that limbs do not touch bole or other limbs and are oriented perpendicular to the contour.
 - d. All materials will be scattered to create as low fire risk as possible.
 - e. The scattered materials will not project higher than 12 inches above the ground.

2. The City shall coordinate with private property owner to gain access to drains in the rear of yards.
3. Whenever reasonable access is achieved Contractor shall remove all debris from site.

T. **Payment**

Partial billings are acceptable, but not more frequently than every two weeks. Payment is made according to the actual services completed. The City must perform a satisfactory inspection of the work prior to disbursing payment. When an inspection is done and the Contractor, as directed by the City, corrects all problems that may occur, payment will be rendered.

COMPLETION SCHEDULE:

Work Item A – Tree Removal

Completion schedule will be set in accordance with date each tree or group of trees is assigned, not to exceed fifteen (15) working days.

Work Item B – Stump Removal

Stumps are to be removed within thirty (15) working days of tree removal or as assigned.

Work Item C – Block Pruning

Completion schedule will be set in accordance with date each section is assigned and estimated number of trees, and size/maturity of the trees in that section as identified.

Work Item D – General Service Request

Unless otherwise agreed to by the City, individual service requests will be completed within fifteen (15) working days from date on the service request.

Work Item E – Storm Damage Removal

Storm Damage will be removed:

1. Road/driveway blockage – Within two (2) hours of request from City Representative.
2. Sidewalk blockage – within 48 hours of call out.
3. Per section – to be determined by the City based on severity of storm event.

Work Item F – Open Drain Tree Removal and Debris Removal

Unless otherwise directed by the City, individual service requests will be completed within ten (10) working days from date on the service request.

Work Item G – Root Pruning

Unless otherwise directed by the City, individual service requests will be completed within thirty (30) working days from date on the service request.

Work Item H – Flagging Team

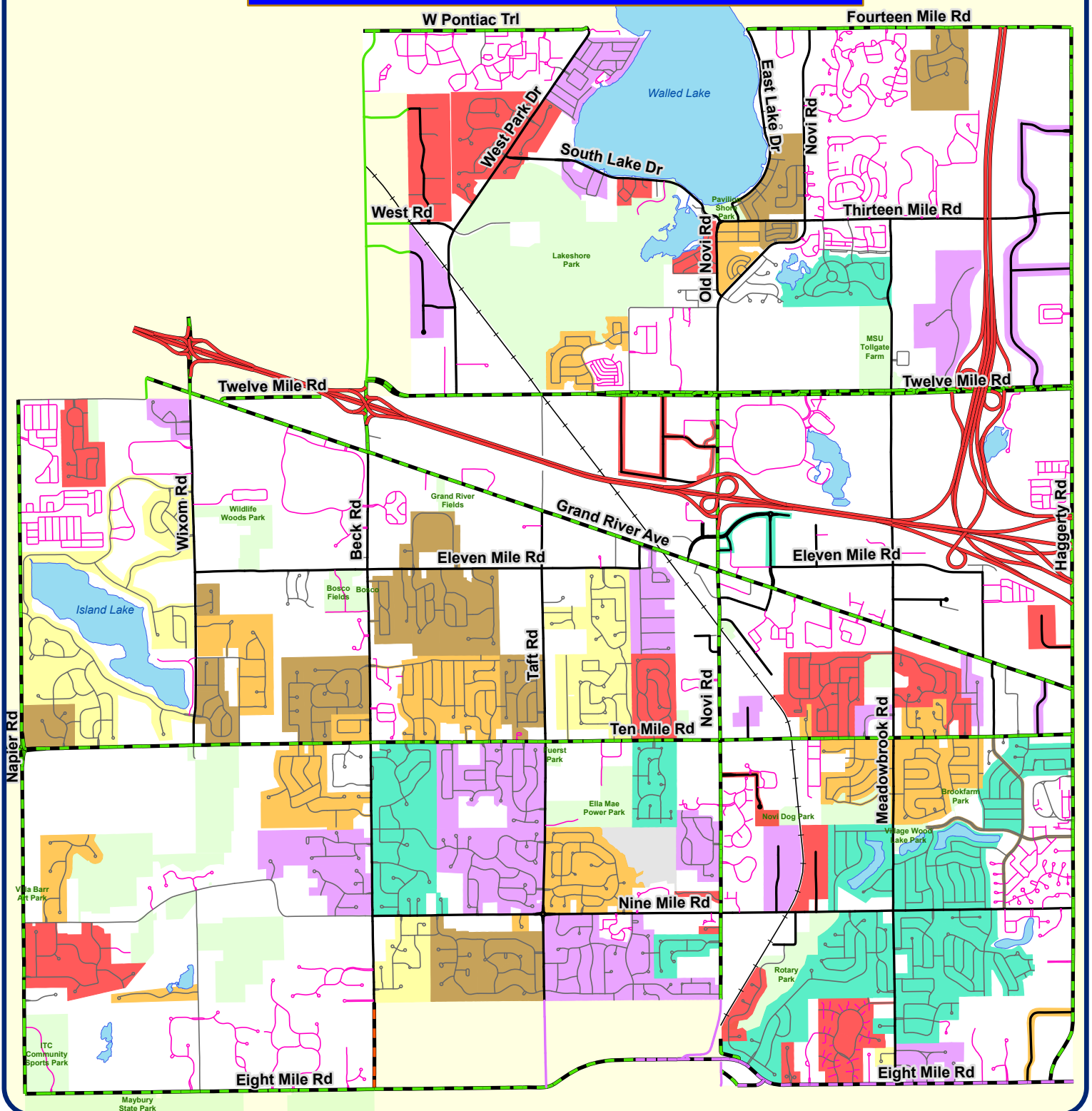
As needed during the course of work requiring lane closures

Work Item I – Herbicide Application

Approved herbicide will be mixed with dye and will be applied to specified cut stumps of invasive species immediately following cutting to ensure chemical uptake into the plant.

Tree Pruning Schedule

City of Novi, Michigan



Map Author: Keri Blough
Date: April 4, 2023
Project: Block Pruning for Street Trees
Version #: 7.1

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Legend

Road Jurisdiction		Pruning Schedule
City of Novi-Local	Wayne County	2023
City of Novi-Major	State	2024
City of Novi-Private	City of Northville	2025
Novi Township	City of Wixom	2026
City-Shared (Northville)		2027
Oakland County		2028
		To Be Determined



City of Novi

Department of Public Services
Field Operations Division
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org

0 1,000 2,000 4,000 6,000 Feet



The Greener Side DBA

CutMyTreeDown



CITY OF NOVI
FORESTRY SERVICES
BID FORM

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:.

Option 1: Hourly Rate

Work Item	Estimated Quantity	Description	Price Per Hour
<u>Work Item A</u> Tree Removal	500 Hours	Contractor to provide all labor and equipment necessary for removal and disposal of trees. Typical Crew Size: <u> 3 </u>	Regular Time: \$ <u>302.00</u> / Crew-Hour Overtime: \$ <u>454.00</u> / Crew-Hour
<u>Work Item B</u> Stump Removal	250 Hours	Contractor to provide all labor, equipment and materials to perform stump removal/grinding, including site restoration, as needed. Typical Crew Size: <u> 1 </u>	Regular Time: \$ <u>130.00</u> / Crew-Hour Overtime: \$ <u>194.00</u> / Crew-Hour
<u>Work Item C</u> Block Pruning	2,000 Hours	Contractor to provide all labor, equipment and materials for pruning of trees in rights-of-way. Block pruning will be done on a square mile/section basis throughout the City. Typical Crew Size: <u> 2 </u>	Regular Time: \$ <u>227.00</u> / Crew-Hour Overtime: \$ <u>340.00</u> / Crew-Hour

<u>Work Item D</u> General Service Request	500 Hours	Contractor to provide all labor, equipment and materials for individual tree service requests from City representatives. Typical Crew Size: <u> 3 </u>	Regular Time: \$ <u>302.00</u> / Crew-Hour Overtime: \$ <u>454.00</u> / Crew-Hour
<u>Work Item E</u> Storm Damage Removal	100 Hours	Contractor to provide all labor, equipment and materials to make an area affected by storm damage safe. This only includes work performed outside of regular working hours. Crews must be on the site of storm damage within two (2) hours of receipt of a City representative's request. Typical Crew Size: <u> 3 </u>	Storm Response Time (Outside of regular working hours only) \$ <u>680.00</u> / Crew-Hour
<u>Work Item F</u> Open Drain Tree Removal and Debris Removal	50 Hours	Contractor to provide all labor, equipment and materials to remove fallen or dangerous trees and woody debris from water courses, detention basins, rear yard drains, and other similar locations. Typical Crew Size: <u> 3 </u>	Regular Time: \$ <u>302.00</u> / Crew-Hour Overtime: \$ <u>454.00</u> / Crew-Hour
<u>Work Item G</u> <u>Root Pruning</u>	25 Hours	Contractor to provide all labor, equipment and materials to prune root(s) that negatively impact sidewalks, roadways, or private property within the City's right-of-way.	Regular Time: \$ <u>130.00</u> / Crew-Hour Overtime: \$ <u>194.00</u> / Crew-Hour
<u>Work Item H</u> <u>Flagging</u> <u>Team</u>	25 Hours	Contractor to provide all personnel, equipment, and materials to provide traffic control for work sites that require road lane closures.	Regular Time: \$ <u>86.00</u> / Crew-Hour Overtime: \$ <u>130.00</u> / Crew-Hour

<u>Work Item I</u> <u>Herbicide</u> <u>Application</u>	25 Hours	Contractor to provide all personnel (licensed pesticide applicator), equipment, and materials to paint cut stumps of invasive species with approved herbicide mixed with dye to prevent re-sprouting.	Regular Time: \$ 130.00 / Crew-Hour Overtime: \$ 194.00 / Crew-Hour
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****Quantities stated are estimated, not guaranteed and are for award purposes only.***

HOURLY RATES – CONTINGENCY SERVICES

ITEM	RATES	
	Regular Rate	Overtime Rate
Certified Arborist - Consultation	\$ 130.00 /Hour	\$ 194.00 /Hour
Labor – Tree Person	\$ 162.00 /Hour	\$ 243.00 /Hour
Labor – Stump Grinder Operator	\$ 130.00 /Hour	\$ 194.00 /Hour
Labor – Ground Person	\$ 86.00 /Hour	\$ 130.00 /Hour
Logging Truck with Operator	\$ 162.00 /Hour	\$ 243.00 /Hour
Front End Loader with Operator	\$ 162.00 /Hour	\$ 243.00 /Hour
Crane with Operator	\$ 1,080.00 /Hour	\$ 1,620.00 /Hour
Chipper	\$ 324.00 /Hour	
Dump Truck	\$ 324.00 /Hour	

Option 2: Unit Price

Tree Trimming			
DBH	Estimated Quantity	Unit Price	Extended
2 - 11 inches	2350	65.00	152,750.00
12 - 17 inches	700	92.00	64,400.00
18 - 23 inches	200	152.00	30,400.00
24 - 35 inches	125	243.00	30,375.00
36 - 47 inches	100	526.00	52,600.00
48+ inches	25	607.00	15,175.00
Total:	3500		345,700.00
Tree Removal			
DBH	Estimated Quantity	Unit Price	Extended
2 - 11 inches	100	162.00	16,200.00
12 - 17 inches	60	243.00	14,580.00
18 - 23 inches	20	594.00	11,880.00
24 - 35 inches	10	864.00	8,640.00
36 - 47 inches	5	1,836.00	9,180.00
48+ inches	5	2,160.00	10,800.00
Total:	200		71,280.00
Stump Grinding			
Size	Estimated Quantity	Unit Price	Extended
2 - 11 inches	90	54.00	4,860.00
12 - 17 inches	50	70.00	3,500.00
18 - 23 inches	20	97.00	1,940.00
24 - 35 inches	10	130.00	1,300.00
36 - 47 inches	5	270.00	1,350.00
48+ inches	5	324.00	1,620.00
Total:	180		14,570.00
Root pruning			
Size	Estimated Quantity	Unit Price	Extended
N/A	20	130.00	2,600.00
Total:	20		

***Quantities stated are estimated, not guaranteed and are for award purposes only.**

We acknowledge the following addenda: Addendum # 1
(please indicate numbers)

CONTACT INFORMATION:

Contact Name: Ashley Saunders
24 Hr Phone Number: (313) 970-1077
Cell Number: (313) 562-9051
Hours of Operations: 8:00 AM-5:00 PM (M-F)
Email Address: admin@cutmytreedown.com

NON-IRAN LINKED BUSINESS

By signing below, I certify and agree on behalf of myself and the company submitting this bid the following: (1) that I am duly authorized to legally bind the company submitting this bid; and (2) that the company submitting this bid is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this bid will immediately comply with any further certifications or information submissions requested by the City in this regard.

This bid is submitted by:

Company Name CutMyTreeDown.com
Address 8630 N. Middlebelt Rd.
City, State, Zip Westland, MI 48185
Telephone (313) 562-9051 Fax N/A
Authorized Representative Dale Ferguson
Authorized Representative's Signature 
Date 4/22/26



CITY OF NOVI
CONTRACTOR QUALIFICATIONS FORM
FORESTRY SERVICES

Failure to answer all questions may result in the rejection of your bid.

Firm Name: CutMyTreeDown.com
Address: 8630 N. Middlebelt Rd.
City: Westland State: MI Zip: 48185
Telephone Number: (313) 562-9051 Fax Number: N/A
Representative's Name (please print): Ashley Saunders
Representative's Title: Office Manager/ Accounting
Email Address: admin@cutmytreedown.com

1. Type of Organization: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint-Venture
- e. Other LLC

2. Firm established: December, 2017

3. If applicable, former firm name(s): The Greenerside Inc (Est. 1998)

4. Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No x Yes _____
When: _____

5. How many current full time employees? 7 Part-time employees? 1

6. How many full-time crews are you able to provide to the City? 1-2

7. Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where service was provided.

We have provided services under contract to the cities of Novi, Dearborn, Wyandotte, Detroit, Grosse Pointe Park, and Wayne.

8. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

The owner of CutMyTreeDown.com has over 30 years of customer service experience catering to residential, commercial, and municipal clients. The company has established relationships with financial institutions and the support of multiple business entities.

9. Identify those in your firm who would be responsible, including on-site supervision for this project, and submit copies of their certifications (i.e., ISA arborist certification). Include educational background of principals and those who will be working on the project.

Dale Ferguson- President
Ashley Saunders- Office/ Accounting
John Blizinski- Foreman
Christian Campbell- Groundman
Keith Shippey- Groundman
Thaddeus Lousnbery- Climber

10. How many clients does your company currently serve with the type of services described? Provide a list. Include additional sheets if necessary.

CutMyTreeDown.com is under contract with the City of Novi until 6/30/26.

11. Please provide a list of client references (minimum of 3) other than the City of Novi. Include name, address, phone number and contact person. Please include any municipalities (or other governmental agencies) that you worked for.

Company City of Dearborn
Address 16901 Michigan Ave Ste. 15 Dearborn, MI 48126
Phone (313) 943-2107 Contact name Charlene Botti

Company City of Wayne
Address 35200 Forrest St. Wayne, MI 48184
Phone (734) 721-8600 Contact name David Schmidt

Company City of Wyandotte
Address 4201 13th St. Wyandotte, MI 48192
Phone (734) 324-4578 Contact name Brian Martin

12. Provide an Equipment List that will be on site and available for use by the crew performing each work item. Attach additional sheets, if necessary.

Bandit 18 Inch Chipper
Morbark 15 Inch Chipper
Morbark 12 Inch Chipper
Morbark 12 Inch Chipper
Dump Trailer 16 foot
Dump Trailer 14 foot
Dump Trailer 12 foot
Tilt Trailer
Vermean Stump Grinder
Bobcat L28
New Holland Skidstock & Trailer
Kamatsu Loader
Toro Dingo Skid steer
Small Equipment- Chainsaws & Trimmers
Equipment Trailer

13. Please identify which professional organizations your company is a good standing member of: (please check all that apply)

☐ International Society of Arboriculture ☒ Tree Care Industry Association
☐ Arboricultural Society of Michigan ☐ Michigan Green Industry Association

14. Based on your current resources, are you available to provide timely forestry services for the quantity of trees identified within the timeframe allocated? Please explain.

We are able to provide a minimum of one crew full time, with a second crew as needed.

15. Based on your current resources, are you available to provide emergency forestry services during severe weather events, such as ice storms, tornados, etc.? Please explain.

Yes, we have multiple crew members who live in reasonable proximity to the city, with the skills necessary.

16. Do you plan to use subcontractors? If so, identify proposed subcontractors.

We will use subcontractors for herbicide application, pesticide application, and crane rental/ operation.

17. Provide a description of your company's philosophy (including what standards you use) relative to proper forestry services.

Based on over 30 years of experience, our company hires and trains employees under a specific set of core values. Integrity- Always act with the best moral principles and honesty. Best Practice- Always follow safety and procedural processes to achieve optimal results. Receptive to Ideas- Always open to trying and sharing new ideas. Contant Improvement- Always searching for ways to improve all aspects of the business. Own It- Always take pride in your work, workspace, equipment, and duties. Can Do Attitude- Always do what is needed to perform above and beyond expectations. Safety- Always take the necessary steps to ensure the safety of yourself and others. Team- Always seeking a harmonious relationship with clients and team members.

18. We are able to meet or exceed the Completion Schedule timelines as specified in the General Specifications (Page 17 of 39). Yes X No _____

19. We have included a list of comparable projects (in detail) as required in the specifications. Yes X No _____

20. We have included a copy of the license(s) of pesticide applicator(s) that will be treating stumps. Yes _____ No _____ Service to be sub-contracted X

SITE INSPECTION:

It is recommended that bidders familiarize themselves with the existing conditions in Novi. If a bidder does not make a site inspection, that bidder accepts full responsibility and risk for any errors or omissions in his/her bid.

(x) Our company inspected the City's urban forest.

() Our company did not visit the City of Novi.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Authorized Company Representative (please print): Dale Ferguson

Authorized Representative's Signature: 

Date 4/22/26

Owen Tree Service



CITY OF NOVI
FORESTRY SERVICES
BID FORM

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof..

Option 1: Hourly Rate

Work Item	Estimated Quantity	Description	Price Per Hour
<u>Work Item A</u> Tree Removal	500 Hours	Contractor to provide all labor and equipment necessary for removal and disposal of trees. Typical Crew Size: <u>3 Man</u>	Regular Time: \$ <u>372.00</u> / Crew-Hour Overtime: \$ <u>483.60</u> / Crew-Hour
<u>Work Item B</u> Stump Removal	250 Hours	Contractor to provide all labor, equipment and materials to perform stump removal/grinding, including site restoration, as needed. Typical Crew Size: <u>2 man</u>	Regular Time: \$ <u>299.00</u> / Crew-Hour Overtime: \$ <u>388.70</u> / Crew-Hour
<u>Work Item C</u> Block Pruning	2,000 Hours	Contractor to provide all labor, equipment and materials for pruning of trees in rights-of-way. Block pruning will be done on a square mile/section basis throughout the City. Typical Crew Size: <u>2 Man</u>	Regular Time: \$ <u>248.00</u> / Crew-Hour Overtime: \$ <u>322.40</u> / Crew-Hour

<u>Work Item D</u> General Service Request	500 Hours	Contractor to provide all labor, equipment and materials for individual tree service requests from City representatives. Typical Crew Size: <u>2 Man</u>	Regular Time: \$ <u>248.00</u> / Crew-Hour Overtime: \$ <u>322.40</u> / Crew-Hour
<u>Work Item E</u> Storm Damage Removal	100 Hours	Contractor to provide all labor, equipment and materials to make an area affected by storm damage safe. This only includes work performed outside of regular working hours. Crews must be on the site of storm damage within two (2) hours of receipt of a City representative's request. Typical Crew Size: <u>3 Man Crew</u>	Storm Response Time (Outside of regular working hours only) \$ <u>558.00</u> / Crew-Hour
<u>Work Item F</u> Open Drain Tree Removal and Debris Removal	50 Hours	Contractor to provide all labor, equipment and materials to remove fallen or dangerous trees and woody debris from water courses, detention basins, rear yard drains, and other similar locations. Typical Crew Size: <u>3 man crew</u>	Regular Time: \$ <u>372.00</u> / Crew-Hour Overtime: \$ <u>483.60</u> / Crew-Hour
<u>Work Item G</u> <u>Root Pruning</u>	25 Hours	Contractor to provide all labor, equipment and materials to prune root(s) that negatively impact sidewalks, roadways, or private property within the City's right-of-way.	Regular Time: \$ <u>124.00</u> / Crew-Hour Overtime: \$ <u>161.20</u> / Crew-Hour
<u>Work Item H</u> <u>Flagging</u> <u>Team</u>	25 Hours	Contractor to provide all personnel, equipment, and materials to provide traffic control for work sites that require road lane closures.	Regular Time: \$ <u>248.00</u> / Crew-Hour Overtime: \$ <u>322.40</u> / Crew-Hour

<u>Work Item I</u> <u>Herbicide</u> <u>Application</u>	25 Hours	Contractor to provide all personnel (licensed pesticide applicator), equipment, and materials to paint cut stumps of invasive species with approved herbicide mixed with dye to prevent re-sprouting.	Regular Time: \$ 145.00 / Crew-Hour Overtime: \$ 188.50 / Crew-Hour
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****Quantities stated are estimated, not guaranteed and are for award purposes only.***

HOURLY RATES – CONTINGENCY SERVICES

ITEM	RATES	
	Regular Rate	Overtime Rate
Certified Arborist - Consultation	\$ 145.00 /Hour	\$ 188.50 /Hour
Labor – Tree Person	\$ 75.00 /Hour	\$ 97.50 /Hour
Labor – Stump Grinder Operator	\$ 75.00 /Hour	\$ 97.50 /Hour
Labor – Ground Person	\$ 65.00 /Hour	\$ 84.50 /Hour
Logging Truck with Operator	\$ 175.00 /Hour	\$ 227.50 /Hour
Front End Loader with Operator	\$ 150.00 /Hour	\$ 195.00 /Hour
Crane with Operator	\$ 175.00 /Hour	\$ 227.50 /Hour
Chipper	\$ 30.00 /Hour	
Dump Truck	\$ 30.00 /Hour	

Option 2: Unit Price

Tree Trimming			
DBH	Estimated Quantity	Unit Price	Extended
2 - 11 inches	2350	35.00	\$82,250.00
12 - 17 inches	700	65.00	\$45,500.00
18 - 23 inches	200	85.00	\$17,000.00
24 - 35 inches	125	165.00	\$20,625.00
36 - 47 inches	100	248.00	\$24,800.00
48+ inches	25	248.00	\$6,200.00
Total:	3500		\$196,375.00
Tree Removal			
DBH	Estimated Quantity	Unit Price	Extended
2 - 11 inches	100	75.00	\$7,500.00
12 - 17 inches	60	300.00	\$18,000.00
18 - 23 inches	20	650.00	\$13,000.00
24 - 35 inches	10	2,200.00	\$22,000.00
36 - 47 inches	5	3,500.00	\$17,500.00
48+ inches	5	3,800.00	\$19,010.00
Total:	200		\$97,010.00
Stump Grinding			
Size	Estimated Quantity	Unit Price	Extended
2 - 11 inches	90	\$150.00	\$13,500.00
12 - 17 inches	50	\$180.00	\$9,000.00
18 - 23 inches	20	\$250.00	\$5,000.00
24 - 35 inches	10	\$400.00	\$4,000.00
36 - 47 inches	5	\$700.00	\$3,500.00
48+ inches	5	\$700.00	\$3,500.00
Total:	180		\$38,500.00
Root pruning			
Size	Estimated Quantity	Unit Price	Extended
N/A	20	350.00	\$7,000.00
Total:	20		\$7,000.00

***Quantities stated are estimated, not guaranteed and are for award purposes only.**

We acknowledge the following addenda: Addendum #1
(please indicate numbers)

CONTACT INFORMATION:

Contact Name: Randy Owen

24 Hr Phone Number: 800-820-6875

Cell Number: 810-343-1197

Hours of Operations: 8-5 M-F (M-F)

Email Address: rowen@owentree.com/cassiez@owentree.com

NON-IRAN LINKED BUSINESS

By signing below, I certify and agree on behalf of myself and the company submitting this bid the following: (1) that I am duly authorized to legally bind the company submitting this bid; and (2) that the company submitting this bid is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this bid will immediately comply with any further certifications or information submissions requested by the City in this regard.

This bid is submitted by:

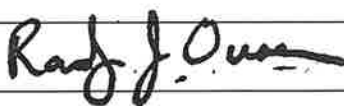
Company Name Owen Tree Service Inc.

Address 225 N Lake George Rd

City, State, Zip Attica MI 48412

Telephone 810-724-6651 Fax 810-724-1841

Authorized Representative Randy J Owen

Authorized Representative's Signature 

Date 4/29/2026



CITY OF NOVI
CONTRACTOR QUALIFICATIONS FORM
FORESTRY SERVICES

Failure to answer all questions may result in the rejection of your bid.

Firm Name: Owen Tree Service Inc.

Address: 225 N Lake George rd

City: Attica State: MI Zip: 48412

Telephone Number: 810-724-6651 Fax Number: 810-724-2684

Representative's Name (please print): Randy J Owen

Representative's Title: President

Email Address: rowen@owentree.com/cassiez@owentree.com

1. Type of Organization: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation**
- d. Joint-Venture
- e. Other _____

2. Firm established: October 30th, 1991

3. If applicable, former firm name(s): _____

4. Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No X Yes _____
When: _____

5. How many current full time employees? 75-100 Part-time employees? _____

6. How many full-time crews are you able to provide to the City? 2 Full time Crews

7. Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where service was provided.

Owen Tree Service Inc. has extensive experience providing forestry, Tree removal, trimming, stump grinding, storm damage cleanup and related tree services for municipalities and public agencies. Our company is familiar with municipal requirements, right-of-way work, traffic control coordination, emergency call-outs, and maintaining safe, clean work sites. Municipal

services have been provided for various different municipalities over multiple years.

8. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

Owen Tree Service Inc, has over 30 years of experience in the tree care industry and has the financial capability, equipment, and skilled workforce necessary to successfully complete the scope of this contract. Our company maintains a full fleet of professional forestry equipment including bucket trucks, Chip trucks, Stump grinders and loaders to efficiently handle all aspects of tree removal, pruning, and emergency services. We employ trained and experienced personnel, including certified arborists to ensure all work is completed safely and in accordance with industry standards. Our proven track record with municipal contracts demonstrates our ability to manage large scale operations, respond to emergency situations, and meet required timelines while maintaining high-quality service.

9. Identify those in your firm who would be responsible, including on-site supervision for this project, and submit copies of their certifications (i.e., ISA arborist certification). Include educational background of principals and those who will be working on the project.

Randy J Owen President-Certified Arborist

Steven Grzemkowski- General Foreman- EHAP Certified

Mark Bruman- Operations Manager

Tod Watkins- Stump Grinder

Brandon Lewis- Crew Foreman

Bret Scheuer- Crew Foreman

Dennis Hansen- Crew Foreman

Andy Lyke, Jon Pechtel, Mike Schepers-Herbicide

10. How many clients does your company currently serve with the type of services described? Provide a list. Include additional sheets if necessary.

Owen Tree Service Inc currently serves multiple clients requiring forestry services similar to those described in this contract, including municipal, commercial, and residential clients. Our company regularly provides tree removal, pruning, stump grinding, storm response, and right of way maintenance services. We currently serve

City of Warren Detroit Land Bank

City of Sterling Heights City of Detroit

City of St Clair Shores City of Royal Oak

MDOT Taylor TSC

MDOT Oakland TSC

Oakland County Purchasing

City of Pontiac

Genesee County Land Bank

11. Please provide a list of client references (minimum of 3) other than the City of Novi. Include name, address, phone number and contact person. Please include any municipalities (or other governmental agencies) that you worked for.

Company City of Warren

Address 1 City Square Warren MI 48093

Phone 586-759-9270

Contact name Scott Raedel

Phone 586-446-2458 Contact name Ken Swartz

Phone 586-445-5363 Contact name Geoffrey Brown

- See attached company profile for a full list of equipment

- ☒ Michigan Green Industry

- Yes. Owen Tree Service Inc. Has the personnel, equipment, and experience necessary to provide timely forestry services for the quantity of trees identified within the specified timeframe. We currently operate multiple full-time crews and maintain a full fleet of forestry equipment, allowing us to efficiently manage large workloads. Our team is experienced in handling municipal contracts and is capable of scaling operations as needed to meet project demands, deadlines, and service expectations. We have a proven track record of completing work on schedule while maintaining safety and quality standards.

15. Based on your current resources, are you available to provide emergency forestry services during severe weather events, such as ice storms, tornados, etc.? Please explain.

Yes- Owen Tree Service Inc. is fully equipped and available to provide emergency forestry services during severe weather events, including ice storms, high winds, and other natural disasters. We maintain dedicated crews that can be mobilized quickly and are prepared to respond within the required timeframe. Our team has extensive experience handling storm damage, including hazardous tree removal, roadway clearance, and emergency response situations. We have the equipment, manpower, and communication systems in place to safely and efficiently respond to emergency call-outs and restore affected areas as quickly as possible.

16. Do you plan to use subcontractors? If so, identify proposed subcontractors. No Subcontractors will be utilized we self perform all work

17. Provide a description of your company's philosophy (including what standards you use) relative to proper forestry services.

Owen Tree Service Inc.'s Philosophy is to provide safe, efficient, and high-quality forestry services while preserving the health and longevity of trees whenever possible. Our approach emphasizes proper tree care practices, risk reduction, and maintaining the natural structure and integrity of each tree. We prioritize safety for our crew, the public and surrounding property on every job site. All work is performed in accordance with industry-recognized standards, including ANSI Safety standards and ANSI 3000 Tree Care Standards, as well as guidelines set forth by the International Society of Arboriculture. We are committed to ongoing training, use of proper equipment, and environmentally responsible practices to ensure all services are completed professionally and to the highest standard.

18. We are able to meet or exceed the Completion Schedule timelines as specified in the General Specifications (Page 17 of 39). Yes ☒ No ☐

19. We have included a list of comparable projects (in detail) as required in the specifications. Yes ☒ No ☐

20. We have included a copy of the license(s) of pesticide applicator(s) that will be treating stumps. Yes ☒ No ☐ Service to be sub-contracted ☐

SITE INSPECTION:

It is recommended that bidders familiarize themselves with the existing conditions in Novi. If a bidder does not make a site inspection, that bidder accepts full responsibility and risk for any errors or omissions in his/her bid.

☒ Our company inspected the City's urban forest.

☐ Our company did not visit the City of Novi.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Authorized Company Representative (please print): Randy J Owen

Authorized Representative's Signature:

Date 4/29/2020