



City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

REQUEST FOR PROPOSAL CITY OF READING

The City of Reading is accepting proposals for the removal and/or trimming of trees in Maplewood Cemeteries.

History/Information

The City of Reading Maple wood Cemeteries has several older Trees' that are in need of care. The Trees to be worked on are marked (Contact Tom Stephenson) with an X.

Scope of work:

The City is accepting bids for the removal and or trimming of these Trees. The Contractor will have to remove all brush from the site, Grind the stumps to a depth of no less than 4 inches below existing grade (stump grindings may be left on site). All wood may be left on site but must be cut into manageable lengths (no longer than 3 foot).

It will be the contractor's responsibility for all traffic controls.

Trees will be marked with a Yellow X-Please see attached Map

Administrative:

The company shall provide the City of Reading an IRS form W-9 as well as certificates of insurance including workers compensation, general liability and proof of insurance for all vehicles used under the contract agreement.

The company shall be in compliance with all federal and state laws regarding licensing, equal opportunity employment, and all other governing rules or regulations.

The City does not pay in advance of work. The contractor will be paid within 30 days of completion.

Please Note: All bids are to have cost breakdown by location (i.e., Maplewood East or West) and tree #.

Deadline:

Bids for the City of Reading Maplewood Cemetery Tree Trimming and/or Removal are to be submitted in a sealed envelope marked "Cemetery Tree Bid" to Reading City Hall, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 4:00 pm on Thursday, July 28, 2016.

Contact:

For further information please contact Tom Stephenson, Supervisor, Department of Public Works at (517) 283-2835 or by emailing dpw@reading.mi.us

The City of Reading reserves the right to accept or reject any or all bids, the City of Reading reserves the right to remove any tree from the list and to waive irregularities in the RFP process and to award such bid or bids as is most advantageous to the City of Reading.

"City of Reading is an Equal Opportunity Provider and Employer"



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