



**CITY OF FORT COLLINS  
INVITATION TO BID  
BID 6020 Stump Grinding**

**BID OPENING: 3:00 p.m. (our clock), January 25, 2007**

Sealed bids will be received and publicly opened at the office of the Director of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 3:00 p.m. (our clock), January 25, 2007.**

Any technical questions regarding this bid should be directed to Ralph Zentz, Assistant City Forester, at (970) 221-6302.

Questions regarding bid submittal or process should be directed to John Stephen CPPO, CPPB, Senior Buyer (970) 221-6777.

Contractor must hold, or obtain, a current, valid arborist license with the City of Fort Collins Forestry Division and have a supervisor over the stump grinding operations that is a Certified Arborist through the ISA (International Society of Arboriculture) in order to be eligible to bid.

**A copy of the Bid may be obtained as follows:**

1. Download the Bid from the Purchasing Webpage, Current Bids page, at:  
<https://secure2.fcgov.com/bsa/login.jsp>.
2. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

**Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered.

This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions is available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.

James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

**6020 Stump Grinding  
STUMP GRINDING AND CLEAN-UP SPECIFICATION**

**DESCRIPTION**

Remove stumps using a stump grinder with a minimum horsepower of 50 unless otherwise directed by the Assistant City Forester. There are occasions where a smaller stump grinder may be necessary to complete a job.

Clean up of stump grinding chips and debris shall be as follows:

Street tree stump cavities will be filled with chips and soil from grinding operations to a level slightly above the surrounding grade. Haul excess chips and debris within three (3) days of grinding. Chip piles shall not be left on streets, curbs or sidewalks at any time. Contractor must ensure that these areas are passable and safe to the public for use as soon as possible. There are occasions where a street tree stump cavity will need to be cleaned out and filled with topsoil. On these occasions the price per inch for park stumps will be used.

Park tree stump cavities will have all the debris from stump grinding removed and the stump cavities filled with topsoil. Topsoil will be provided by the contractor.

Cemetery stump cavities will not have any clean up, other than raking grinding debris into a pile, unless otherwise specified by Cemetery or City Forestry staff.

Stump sizes will be measured by City Forestry staff. Contractor may verify stump sizes and challenge measurements prior to grinding. However, once a stump is ground, the measurement provided by Forestry staff will be used.

**SPECIFICATIONS**

1. Grind stumps to 19" below the surrounding surface level, or to the bottom of the root mass, whichever comes first.
2. Fill stump cavity to a level slightly above surrounding grade after all excess chips and debris from grinding operation are cleared away.
3. Haul excess chips and fill cavities within three (3) days after grinding each stump. Streets, curbs and sidewalks should not be blocked by equipment or grinding debris for more than a short period at any time. If they are blocked, the contractor must have them open for safe public use as soon as possible. Proper warning devices and barricades must be used if a stump cavity is left open and unattended for any amount of time.
4. Contractor will keep Assistant City Forester informed of progress in terms of which stumps are scheduled and which are completed. This may be a daily or weekly update.
5. Lists of stump locations with sizes will be provided to the contractor by City Forestry staff for the duration of this contract.
6. City Forestry staff are available to help locate any stumps.

7. Standards of Workmanship

- A. All work shall be conducted in a manner to cause the least possible interference or annoyance to others.
- B. Authorized work on this job neither expresses nor implies a right to violate any law of the land.
- C. Inadequately or improperly trained personnel shall not be utilized for work on this job beyond their known capacity or ability to perform properly or safely.
- D. Any injury to persons or damages to any improvement, including irrigation systems, while working on this job shall be promptly reported to the Assistant City Forester. The contractor will be responsible for making appropriate repairs to any portion of the property or infrastructure that is damaged.
- E. Any use of tools or equipment in unsafe condition or any application of techniques or methods deemed unsafe to life, limb or property is forbidden.
- F. Pedestrian and vehicular traffic safety shall be of primary concern. Adequate barricades and warning devices shall be placed as necessary for the safety of persons and vehicles. Flag persons should be stationed as necessary.
- G. Cause as little inconvenience to pedestrians and vehicles as possible.
- H. Qualified street and sidewalk warning devices shall be in position as required at all times stump grinding work is occurring.
- I. Contractor is responsible for all utility locates prior to commencing grinding.
  - 1. Where utility conflicts exist, the contractor along with City Forestry staff, will determine the amount and extent of grinding that may safely occur near the utility.
  - 2. Pot-holing or use of an air-spade to determine the exact depth and placement of a utility may be required. A charge for time and materials will be worked out on a case by case basis to determine fair compensation to the contractor.