

# CITY OF WASHINGTON



## BID PROPOSAL REQUEST FOR

### Tree and Stump Removal

December 22, 2025

#### INVITATION TO BID

The City of Washington, Kansas, is accepting bids for Tree and Stump removal.

Bids must be delivered by 12:00 Noon January 26, 2026, to: City of Washington, c/o City Clerk, P.O. Box 296, Washington, KS 66968. Please note on the outside of the envelope "TREE BID." Faxed bids will be accepted at 785 325-2678 or email sent to [washclerk@washingtonks.net](mailto:washclerk@washingtonks.net). Bids received after the specified date and time will not be considered.

Bids will be opened at 1:00 p.m. on January 26, 2026, in the City Council Chambers. Bids will be reviewed and a recommendation made to the City Council for consideration at the City Council meeting on February 2, 2026.

Once City Council makes a determination, a Notice to Proceed will be issued to the successful bidder. All bids must be valid for a period of 120 days from this date.

Work shall be completed within 90 days after Notice to Proceed has been delivered to the successful bidder.

The City of Washington reserves the right to reject any or all bids with or without cause and to waive any irregularities.

If you have questions, please feel free to contact me at (785) 325-2284.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl D. Chalfant', is written over a horizontal line.

Carl D. Chalfant, City Administrator

## **BID INSTRUCTIONS**

for

### **Tree and Stump Removal**

#### **GENERAL**

The specific bid should include total expense to meet the following requirements:

#### **Bid Requirements**

- **Project Timeline**
  - All work must be completed within **90 days** of the bid being awarded.
  - **Bids** must be submitted to the City of Washington by **Noon January 26, 2026**, which provides a 30-day window from the publication date.
    - Multiple submission methods will be available.
- **Contractor Qualifications**
  - Contractors must be fully licensed and insured.
  - Preferred Certified Arborist on staff.
  - A **Certificate of Insurance** must be included with the bid, showing Kansas compliant workers' compensation and employers' liability coverage.
    - With minimum limits of **\$100,000 each accident,**
    - **\$100,000 each employee and**
    - **\$100,000 policy limit.**
    - Unless you are exempt from carrying workers' compensation/employers' liability insurance.
  - **W-9** must be submitted with the bid documents.
- **Utility Locates**
  - Contractor is responsible for requesting all necessary utility locates.
- **Tree Removal**
  - Remove all marked trees with minimal impact to surrounding trees, landscaping, irrigation systems, and turf.
    - Any damage caused must be repaired and approved by the Washington City Administrator prior to payment.
  - **Stump Removal Requirements**
    - Stumps must be removed to a minimum depth of **12 inches below grade.**
    - Roots larger than **2 inches** must be removed to a depth of at least **4 inches.**
    - Backfill with approved fill material and light compaction within **24 hours** of stump removal.
    - Apply approved turf seeds and mulch to restore the affected area.
  - Contractors may use the **City Tree Dump** found in the southeast corner of Washington City Park at no charge.
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- **Final Acceptance**
  - Final payment will be issued once all requirements are met and the project is inspected and approved by the **Kansas NE District Community Forester**.
  - This purchase is tax exempt. Appropriate certificate will be supplied to the vendor upon request.
  - All payments must be approved by the City Council at their monthly meeting held on the 1<sup>st</sup> Monday of every month. No payments will be made before they are approved.
- **Successful bidder shall complete work within 90 days of receipt of Notice to Proceed.**

### **BID SHALL CONTAIN**

- Total price for complete removal of the marked trees and their stumps as well as the additional stumps, the removal and hauling of debris.
  - The bid must be broken down with pricing for the removal and stump grinding for each tree; the trees are numbered; there are 17 trees. (See the attached documents for location and tree specifications.)
    - Please use the attached document to show individual tree / stump pricing.
  - The bid must be broken down with pricing for each additional stump to be removed. There are 14 additional stumps.
- The City of Washington will allow the free use of their brush dump found on the southeast corner of the City Park.

### **TAXES**

This purchase is tax exempt. Appropriate certificate will be supplied to the vendor upon request.

### **Notice:**

There will be an additional bid opportunity for the sale and planting of at least 34 trees in the city park and recreational areas, in the autumn of 2026.  
An additional bid opportunity for trimming / pruning of approximately 25 trees in the same area as the removals coming in late spring, early summer 2027.

## BID SHEET

### Tree and Stump Removal

TREE Number	Tree Species	Size in DBH	BID \$		STUMP Number	BID \$
1	River Birch	3			1	
2	Siberian elm	35			2	
3	Pin oak	29			3	
4	Eastern redcedar	17			4	
5	Eastern redcedar	15			5	
6	Eastern redcedar	18			6	
7	Pin oak	37			7	
8	Pin oak	34			8	
9	Callery Pear	18			9	
10	Hackberry	25			10	
11	Hackberry	23			11	
12	Hackberry	30			12	
13	Siberian elm	33			13	
14	Hackberry	16			14	
15	Catalpa	26			<b>Sub total</b>	<b>\$</b>
16	Catalpa	36				
17	Silver Maple	27				
		<b>Sub total</b>	<b>\$</b>			
			<b>TOTAL BID</b>		<b>\$</b>	

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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### Tree Condition

- Stump
- Removal

### Buildings

- ★ Restroom
- ★ Shelterhouse



Map Number	Tree Species	Size in DBH
1	River Birch	3
2	Siberian elm	35
3	Pin oak	29
4	Eastern redcedar	17
5	Eastern redcedar	15
6	Eastern redcedar	18
7	Pin oak	37
8	Pin oak	34
9	Callery Pear	18
10	Hackberry	25
11	Hackberry	23
12	Hackberry	30
13	Siberian elm	33
14	Hackberry	16
15	Catalpa	26
16	Catalpa	36
17	Silver Maple	27