

CITY OF WASHINGTON



BID PROPOSAL REQUEST FOR **REVISED Tree Planting Fall 2026**

August 7, 2026

INVITATION TO BID

The City of Washington, Kansas, is accepting bids for Tree Planting.

Bids must be delivered by 12:00 Noon, Monday, August 31st, 2026, to: City of Washington, c/o City Clerk, P.O. Box 296, 301 C Street, Washington, KS, 66968. Please note on the outside of the envelope "TREE PLANTING BID." Faxed bids will be accepted at 785-325-2678 or email sent to 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 Monday, August 31st, 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 September 8, 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,

Carl D. Chalfant, City Administrator

BID INSTRUCTIONS

for

Tree Planting Fall 2026

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, Monday, August 31st, 2026**.
 - Multiple submission methods will be available.
- **Contractor Qualifications**
 - Contractors must be fully licensed and insured.
 - **Preferred Certified Arborist on staff however this is not a requirement for bidding the project.**
 - Please note this on your bid submission.
 - 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 selection**
 - The City of Washington requests the following tree species with a minimum diameter of 2 inches measured 12 inches above the natural surface of the ground:
 - 7 – Scarlet Oaks
 - 2 - Kentucky Coffee tree
 - 3 – American Linden “Redmond”
 - 2 – Sugar Maple
 - 6 – Street Spire Oaks
 - 3 – Spartan Juniper
 - 2 Crimson Spire Oaks
 - 2 – American Sycamores
 - See attached map of tree locations, these locations will be staked out by the City of Washington before planting begins.

- Substitutions of similar trees may be accepted with the approval of the Washington Tree Board. **Request for substitutions must be submitted to the City and the Tree Board by August 24, 2026. This can be done by email and the Tree Board will respond before the bid due date.**
- **Tree Planting**
 - Planting 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.
- **Planting Specifications**
 - All plantings shall follow ANSI A300 Standards.
 - All plant material shall conform to the species and cultivars specified in the plant list. Substitutions will be allowed, when the Contractor has made written application stating the change they desire to make, any alteration in price from this change, if the completion of the project would be materially delayed by unavailability of specified material, and has obtained the written approval of the Washington Tree Board. All plants in a particular planting bed or planting group shall be of the same size and form. All plants shall conform to the American Standard for Nursery Stock, ANSI Z60.1, as published by the American Association of Nurserymen.
 - Plants shall be sound, healthy, vigorous, free from plant diseases, insect pests or their eggs and shall have balanced, healthy, normal root systems. Plants shall be nursery grown stock in a climate compatible with Washington, Kansas. Collected stock shall not be accepted.
 - Plants shall not be pruned prior to delivery except as authorized by the Owner. Prune only branches that are damaged, rubbing on other branches, or as directed by the Owner, retaining the natural shape of the plant. In no case shall the central leader of a deciduous or coniferous tree be cut unless specifically directed by the Owner.
 - Pruning Prior to Delivery – Plant material shall not be pruned prior to delivery except as authorized by the Owners Representative.
 - Nursery Stock Measurement – Plants shall conform to the measurements indicated on the plant list. The caliper of tree trunks shall be the diameter of the trunk measured 12 inches above the natural surface of the ground.
 - Nursery Stock Delivery – All shipments of plant stock shall comply with existing State and Federal laws and regulations governing plant disease, infection, and interstate movement of nursery stock. Protective covering during delivery shall include covering top and sides of truck to protect from wind burn. Nursery stock with loose or damaged root balls will not be accepted.
 - Nursery Stock Storage – If planting is delayed for more than six hours after delivery, set plant material in a shaded area, protected from weather and mechanical damage, and keep roots moist by covering with mulch, burlap, or other acceptable means of retaining moisture. Contractor is responsible for watering the heeled-in nursery stock.

- All tree rings shall be 10 Gauge **thick and 4" high** steel, circular and be excavated to have sloped sides and shall be of the minimum of five (5) feet in diameter. Each plant to be installed in an individual pit shall be planted in the center thereof. All wire mesh from balled trees is to be removed. All burlap and lashings from balled and burlapped plants shall be removed after the plant has been placed in the plant pit and immediately prior to backfilling, **but all rope lashing or burlap shall be pulled out from under the balls. The burlap and ropes shall be removed from under the root ball as much as possible leaving no more than 1/3 of the burlap in the tree pit.** Remove shrub balls from container grown plants by cutting the cans on two sides with an acceptable can cutter or by carefully removing shrub balls from knock-out containers. After removal from container, the roots on the outside of the shrub ball are to be cut vertically around the ball at approximately 4 inch-6-inch intervals and the root ends "fluffed" to encourage them to grow into the surrounding soil and not to girdle the plant. Great care shall be exercised so as not to loosen or break the root ball. Plants with broken balls will not be accepted.
- Each tree shall have an appropriate amount of root stimulant placed in the pit at time of planting.
- Plants shall be properly marked for identification with legible weatherproof labels securely attached thereto before delivery to the site. Labels are to be left on the plants for identification until the Contractor is designated by the Owner to remove them. The labels will be removed at the Partial Occupancy site visit or immediately thereafter as directed by the Owner. All labels shall be sufficiently loose so as not to cause girdling of the plants.
- Damaged and unhealthy limbs of trees shall be pruned on site. Central leaders of trees shall not be removed without prior consent of Owner. When each plant is placed in the plant pit at the proper level, the backfill will be placed around the plant and settled by watering thoroughly. The backfill shall not be tamped or packed down by pressure. Owner assumes responsibility of further watering after plantings have been accepted as complete.
- All trees shall be braced by sound stakes or guy wires. Trees are to be able to sway 3 to 4 inches after staking. Owner is to loosen and re-tie bracing each Spring and Fall if bracing is present. Owner is to remove all stakes, guy wires, and other guying material at the end of the guarantee period.
- Mulching – a 3-4" thick ring of wood mulch shall cover exposed soil. Mulch shall not contact the bark of the tree.
- **All plantings shall be guaranteed for one full growing season or one year, whichever is longer.**
- Any plant material required under this Contract that is not in satisfactory vigor and growth at the end of the guarantee period for any reason except hail, flood, severe wind, tornado, fire, earthquake, and/or Owner damage, as determined by the Owner, shall be removed from the site. These plants and any plants missing because of the Contractors negligence shall be replaced by the Contractor at their expense as soon as conditions permit during the

normal planting season. In case of a rejected plant, the Contractor may elect, upon agreement by the Owner, to allow such plant to remain through another complete growing season. The rejected plant, if found not to be in healthy or vigorous growing condition after another growing season, shall be replaced by the Contractor, in a larger than specified size, if necessary, to match other plants in a particular bed or planting group planted under this contract.

- **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 1st 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.
 - The bid must be broken down with pricing listed by tree.

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 9 additional trees in the city park and recreational areas, in late spring / early summer 2027.

An additional bid opportunity for trimming / pruning of approximately 25 trees in the same area coming in late summer 2027.

BID SHEET

Quantity	Tree Species		Per Tree Cost \$		Per Tree Total \$
7	Scarlet Oaks				
2	Kentucky Coffee Tree				
3	American Linden “Redmond”				
2	Sugar Maple				
6	Street Spire Oaks				
3	Spartin Juniper				
2	Crimson Spire Oaks				
2	American Sycamores				
	Supplies / Tree Rings, Mulch and Misc.				
27			TOTAL BID		

Company: _____

Contact Person: _____ Signature: _____

Address: _____ Phone No.: _____

City: _____ State: _____ ZIP _____ Date: _____

Comments: _____
