

**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
REQUEST FOR QUOTE**

**RFQ NO. 185204  
Planting and Maintenance for Trees and Shrubs**

Buyer: Aroya Rush

EVENT / ACTIVITY	DUE DATE / TIME
<b>ADVERTISEMENT DATE</b>	Thursday, October 24, 2024
<b>QUESTIONS DUE</b>	Wednesday, November 6, 2024 by 3:00pm EST  All questions must be submitted online in the Supplier Portal
<b>PRE-BID CONFERENCE</b>	Monday, November 4, 2024 @ 1:30pm EST Location: Microsoft Teams  Meeting ID: 232 765 570 949 Passcode: NdVRHA  Dial in by phone +1 469-998-6602,,706022407# United States  Phone conference ID: 706 022 407#
<b>ANSWERS DISTRIBUTED</b>	Friday, November 8, 2024 by 3:00pm EST
<b>QUOTES DUE DATE *</b>	Friday, November 15, 2024 by 3:00pm EST  In the Supplier Portal as specified in this RFQ.

\* Quotes must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed quotes will not be accepted. Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database [www.detroitmi.gov/supplier](http://www.detroitmi.gov/supplier). Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.

**E-Procurement Open Assistance Sessions**  
**Learning How to Navigate Oracle**

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	<a href="#">Mondays, 10:30 AM</a>	<a href="#">Thursdays, 1:00 PM</a>
Supplier Profile Updates	<a href="#">Mondays, 11:30 AM</a>	<a href="#">Thursdays, 1:30 PM</a>
Responding to Bids	<a href="#">Mondays, 9:30 AM</a>	<a href="#">Fridays, 9:30 AM</a>
Invoicing	<a href="#">Tuesdays, 1:30 PM</a>	<a href="#">Fridays, 11:30 AM</a>
Online Office Hours (General)	<a href="#">Tuesdays, 3:00 PM</a>	<a href="#">Wednesdays, 9:30 AM</a>

Have additional Supplier Portal questions? Schedule a phone call with our E-Procurement Specialist [here - Supplier Portal Support Questions](#)

1. **PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) requests for quotes from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFQ to plant and maintain shrubs and trees across the City.

2. **BACKGROUND/DESCRIPTION OF ENVIRONMENT**

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. ***CORRECTION FLUID IS NOT ACCEPTABLE.***

3. **AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

If a contract is awarded as a result of this RFQ, it will be a City of Detroit **Professional Services Contract (Attachment E). The term of the contract will be for three (3) years.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFQ.**

4. **STATEMENT OF WORK**

The General Services Department is seeking qualified vendors to plant and maintain shrubs and trees across the city at locations such as:

- Commercial Corridors
- City Parks
- Residential Locations

**Commercial Corridor Plantings**

- Vendor will be expected to plant trees and shrubs on several commercial corridors, including but not limited to Seven Mile, Harper, Livernois, Mack, Van Dyke, Warren, Fenkell and others.
- Plantings will take place in the berm (between the curb and sidewalk) and occasionally in tree wells – tree grate disposal may be required in some instances for tree well plantings. Lane closures will be required on corridors with higher traffic volumes for safety.

**Park Plantings**

Vendor will be expected to plant trees and shrubs in several parks across the city. Plantings must be done in accordance with City of Detroit provided site plans.

**Residential Plantings**

Residential plantings will take place in multiple residential neighborhoods across the city. Addresses for plantings will be provided after contract award. All plantings will take place in the berm (between the curb and sidewalk).

**Removals**

Removals will be requested as needed. Typically for smaller, less than 8 DBH, trees that were recently planted through the City's planting program but failed.

**Respondent Requirements:**

- All plants are to be procured and installed in accordance with American Association of Nurserymen (AAN) Landscape Standards.
- Backfilling of all voids from removal work shall be with existing approved site soils and sandy loam topsoil. Discovered site concrete, gravel or other non-soil(s) will not be acceptable as backfill and must be removed from the site.
- Plant material shall be centered in available planting space so as to minimize future conflict with the public infrastructure. Any location requiring an off-set placement shall be approved by the City Representative before the plant material is placed in the planting hole.
- All plants shall bear the same relationship to finished grade as the plants original grade before digging at the nursery.
- No container grown stock will be accepted if it is root bound.
- Any and all wrapping materials made of synthetics or plastics shall be completely removed prior to the time of planting.
- All plant pits must be a minimum width of 1.5x the root ball or container diameter.
- For ball and burlap material, the burlap and all lacing (including wire basket if present) shall be removed from the upper half of the root ball, then finished backfilling with five (5) gallons of approved compost per caliper inch. Remove all excess soil from the top of root ball that is above the original nursery grade. Fertilizer shall be Roots 3-3-3 or City Representative approved organic fertilizer(s) and applied to the plant mix according to Manufacturer's Directions.
- All plant materials shall conform to plant schedules. Sizes shall be the minimum stated on the plant list or larger. All measurements shall be in accordance with the latest additions of the AAN Standards for Nursery Stock.
- All plant materials shall be inspected upon arrival. Any plants not acceptable to the City Representative will be rejected and vendor is responsible for procuring new plant material.
- If for any reason any ball and burlap plant materials need to be stored on site longer than a 24-hour period shall have their root balls be protected to reduce evapotranspiration, direct sun light, and exposure to wind. All plants shall be thoroughly watered each day they are stored on site. Any plants allowed to dry out will be deemed unsuitable for planting by the City Representative and will be rejected at the vendor's expense.
- Plant materials, especially evergreens, shall be planted with the top of the root flare slight higher than grade when heavy soil conditions (e.g. clay) prevail. All excessive soils above the root flare must be removed at the time of the initial planting.
- All mulch material shall be double shredded hardwood bark and shall be placed a minimum depth of three (3) inches along the edge of the planting area. No mulch shall be placed in contact with the trunk of trees. Shrubs shall be in a bed mulched and with a trench edge to define shrub bed.
- No plant shall be put into the ground before rough grading of a construction site has been finished and approved by the City Representative.
- All plants shall be set plumb unless otherwise specified.

- All plants are to be watered thoroughly at time of planting and at minimum 10 additional times per season during the three (3) year maintenance period. The watering schedule must be documented and communicated to the City Representative.
- All mulched areas shall be kept weed free during the establishment period.
- Additional 1.5 inches of mulch shall be cultivated into the existing tree ring/ shrub bed mulch per growing season.
- All trees and shrubs that die within the first growing season shall be replaced by the vendor at no additional cost to the City. Vendor is not responsible for plant material that dies due to vandalism or acts beyond their control determined by the City Representative.
- Guys or stakes shall be used only when needed to establish plants as plumb. All guys and stakes must be located within each trees mulched area to eliminate the possibility of mower contact and to reduce maintenance. Removal of all guys and stakes are the responsibility of the Vendor and is considered part of the maintenance and establishment period.
- All trees are to have ArborGuard, 9" x 12" Polyethylene Tree Protection, Grey or approved equal installed per manufactures directions.
- Any damage to lawn or turf outside of the mulched planting area, must be restored to appropriately match its prior condition.
- All plant material is to be installed in accordance with provided site plans. All plant material shall be staked three days prior to installation for review and approval by City Representative. Any discrepancies between the provided plans and actual site conditions shall be immediately reported to the City Representative for review and any final decision.
- Vendor is required to enter all plantings and maintenance work into the City's Cartegraph asset management system, including images documenting the completed work at each site. Cartegraph access and training will be provided by the City of Detroit.
- Mobilization cost should be embedded in tree cost. Price paid shall be payment for all labor, material, and equipment necessary for all preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies, tools and any other incidentals that are required to project site; and any other facilities necessary to undertake the work on the project; and for other work and operations, which must be performed, or for expenses incurred, prior to beginning work on the various contract items at the project sites. This item shall also include preconstruction costs, exclusive of bidding costs, which are necessary direct costs to the project and are of a general nature rather than directly attributable to other pay items under the contract.
- Bonds and Insurance cost should be embedded in tree cost. The price paid for the project contract bonds for the award amount and insurance policies throughout the life of the contract for the project work until completed.
- Miscellaneous & Close-Out Work cost should be embedded in tree cost. Price paid shall be payment for all material, layout and equipment necessary for the completion to the full satisfaction of the City of the work required by this Project.

- Any additional services necessary to complete the goals of this project but not anticipated in the RFP shall be presented to the City Representative in a proposal to be approved by the city.

### **MAINTANCE PEROID**

As outlined in items P & S, all plants are to be watered thoroughly at time of planting and a minimum ten (10) additional times, per season during the three (3) year maintenance period to ensure living and verdant plants. The watering schedule must be documented and communicated to the City Representative.

All trees and shrubs that die within the first growing season shall be replaced by the vendor at no additional cost to the City.

### **BID AND INVOICING**

Vendor will be held to bid proposal unless additional work is discovered and authorized by the using Department. Vendor's invoices must be itemized by:

- Service dates
- Planting locations
- Species of plant material installed
- Size of plant material installed

Pricing should accurately reflect size of plant material installed. For example, if vendor provides bid pricing for 2" trees but is only able to procure 1.5" trees Pricing should be adjusted to reflect the lower cost of trees.

### **5. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

### **6. MINIMUM QUALIFICATIONS**

Qualified respondents must:

- Minimum of five (5) years of experience with landscaping and tree planting. **Provide three (3) references demonstrating this experience.**
- Minimum of five (5) years experience with Right-of-Way (ROW) and/or Michigan Department of Transportation (MDOT) trunk line tree planting. **Provide three (3) references demonstrating this experience.**
- Certified arborist on staff, supporting project implementation. **Provide proof of ISA Arborist Certification.**

### **7. QUESTION DEADLINE**

**All questions regarding the RFQ shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page.** In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier

Portal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFQ or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQ.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

Respondents requesting changes to the RFQs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

**8. REJECTIONS, MODIFICATIONS, CANCELLATIONS**

The City of Detroit expressly reserves the right to:

1. accept or reject, in whole or in part, any and all quotes received;
2. waive any non-conformity;
3. re-advertise for quotes;
4. withhold the award for any reason the City determines;
5. cancel and/or postpone the request for quotes, in part or in its entirety, and/or,
6. take any other appropriate action that is in the best interest of the City.

This RFQ does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a quotes under this request, or to procure or contract for services.

**9. PROTESTS**

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
“Procurement Protest”**

At a minimum, such protests shall include:

1. name of protestor.
2. solicitation/contract number and description; and
3. statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

/

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.  
to appeal.

**10. INVOICES**

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

**AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!**

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.

*The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*  
**\*\*Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! \*\***

**Required vendor steps to invoice:**

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

**Invoice MUST contain or have as attachment:**

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount

**Other invoice requirements:**

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal.
- Supporting documentation must include pictures of the completed work for each address/location.

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

**11. PREVIOUS EXPERIENCE**

The City's experience with the bidder on previous contracts will be considered in determining the award.

## 12. MISCELLANEOUS

It shall be the responsibility of the Respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

**Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at [www.detroitatwork.com](http://www.detroitatwork.com) for specific contact information regarding these opportunities.**

## 13. GENERAL CONDITIONS:

### 1. GENERAL CONDITIONS

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. ***CORRECTION FLUID IS NOT ACCEPTABLE.***

### 2. LOCAL PREFERENCE CONDITIONS

It is the responsibility of the Bidder to review the Local Preference Conditions attached to this bid and comply with all requirements therein.

### 3. MINOR DEVIATIONS

Specifications referred to herein are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the bid document. Failure to outline all deviations will be grounds for rejection of your bid.

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes acceptable deviations from specifications.

### 4. TERMINATION OF CONTRACT

The City reserves the absolute right to terminate this contract in whole or in part, for the convenience of the City at its sole discretion on thirty (30) days written notice to the Vendor.

### 5. PRICE

Please see attached price sheet (Attachment C)

### 6. ORDER QUANTITIES

Actual quantities ordered will be contingent on funds available at time of purchase. The City of Detroit reserves the right to reduce quantities if price quoted exceeds budgetary limitations or to increase quantities if funds are available.



**7. CONTRACT ACCEPTANCE**

The successful bidder shall be notified of the execution of a contract by the City of Detroit upon issuance of a "Contract Award Notice" or a Purchase Order. The "Contract Award Notice" shall contain the date the contract award was approved.

The signed, accepted bid of the successful bidder will be the contract between the bidder and the City of Detroit, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you. Each bidder shall keep a copy of his/her signed bid form for future reference.

**8. INSURANCE**

TYPE	AMOUNT NOT LESS THAN:
Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance, including residual liability insurance under Michigan no fault insurance law)	\$1,000,000.00 combined single limit for bodily injury and property damage
Commercial General Liability Insurance (Broad Form Comprehensive)	\$2,000,000.00 each occurrence \$4,000,000.00 aggregate
Workers' Compensation	Michigan Statutory minimum
Employers' Liability	\$500,000.00 minimum each disease \$500,000.00 minimum each person \$500,000.00 minimum each accident
Builders Risk	As determined

**9. BID WITHDRAWAL**

No bid shall be withdrawn for 90 days from submission deadline. Bidders may reduce this period if stated on bid, but such bids may be rejected on the basis of the reduced time period.

This paragraph supersedes paragraph 14 of the General Conditions.

**10. CLEANLINESS OF THE WORK AND STREETS**

The work itself, and all property used therewith, shall be kept in a neat and orderly condition at all times. Excess waste and rejected materials, rubbish and debris shall not be allowed to accumulate. Construction equipment, and excess materials shall be promptly removed from site when no longer needed for the progress of the work. Upon completion of the work, the contractor shall restore the site to original condition.

**11. PATENTS**

The Contractor shall protect and indemnify the City against expense of any nature, shall bear the cost of any lawsuits which may arise and shall pay damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.