



REQUEST FOR PROPOSAL

INVASIVE TREE REMOVAL

ISSUED BY:

City of Jeffersonville, IN
500 Quartermaster Ct. Suite 200
Jeffersonville, IN 47130

Effective Date: 8/13/2026



REQUEST FOR PROPOSAL

A. PROPOSAL REQUESTED

The City of Jeffersonville is soliciting proposals from tree service contractors to assist the City in the removal of invasive tree species from two City Parks.

B. PROJECT BACKGROUND

In 2025, the City of Jeffersonville's Tree Board, under the administration of the Department of Planning and Zoning and in coordination with the City Parks Department, was awarded a Community Urban Forestry Grant from the Indiana DNR. The grant specifically aims to remove Bradford Pear and Tree of Heaven from two City Parks

C. SCOPE OF WORK

The purpose of this request for proposal is to invite prospective vendors to submit a proposal to supply tree removal services to the City of Jeffersonville. The City is seeking to remove and dispose of designated trees.

The Contractor shall provide the following related to this RFP:

This contract will consist of all work necessary for the removal of specified Trees (alive or dead) within the City of Jeffersonville. The Contractor will:

1. Provide all necessary traffic control, labor, materials, and equipment required to complete tree removal.
2. Provide removal services for trees. Will cut tree into transportable sections and remove wood.
3. All stumps will be ground 8 inches below ground level. Remove excess shavings and leave ground level.
4. Trees are to be taken down before the end of the 2026 calendar year.

D. RESPONSIBILITIES

It is the contractor's responsibility to have all utilities located prior to beginning any work and coordinate with utility companies to move them as necessary. The contractor shall take special care during this operation to avoid damage to the existing roadway surface, sidewalks, and curbs. The contractor shall avoid placing heavy equipment on sidewalks and curbs that will cause damage to these structures. Any damage caused by the contractor's operations shall be repaired at their expense. The contractor shall also take special care to avoid damage to

existing roadway shoulders, side ditches, outfalls, other watercourses, and drainage structures. Any damage caused by the contractor's operation shall be repaired at his expense. Damage in this case shall include the fillings of previously open ditches, watercourses or drainage structures with soil or debris. The Contractor must carry out all work according to the following specifications.

E. GENERAL CONDITIONS

1. With the exception of stump grindings that are necessary to leave the site level, the contractor will remove all debris generated in performing the work under this contract from each site daily. The City of Jeffersonville will **not** be responsible for the disposal of these materials.
2. Following trimming or removal, all streets, driveways, sidewalks, and paths must be swept clean.
3. Existing facilities, including grounds, structures, utilities, park amenities, trees, landscaping and so forth shall be protected by the Contractor. Any damage to existing facilities shall be reported to the City on the day such damage occurs. The contractor shall promptly repair damage with like materials when ordered to do so by the City at the Contractor's expense. All repairs of damage to existing facilities shall be made to the satisfaction of the City. Failure to repair damage shall be just cause for withholding payment for work, which becomes due.
4. Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the City. The Contractor shall inform the City of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the contractor.

F. SAFETY REQUIREMENTS

1. The contractor shall block off work areas from vehicular and pedestrian traffic while conducting work and remove temporary signs and barriers as soon as work is completed.
2. Prior to cutting, the contractor shall identify all overhead wires and guy wires to avoid damage to utilities.
3. Under no circumstances shall a work area be left in unsafe conditions. Before leaving a site unattended for any period the following must be addressed:

- a) -The main access road(s) entering and/or exiting a tree removal area must be cleared to allow for access by emergency vehicles.
- b) -All hangers, spring poles, and/or leaners, or any other falling hazard, must be completely felled before the end of each workday.
- c) -All trees which have been cut, even partials or minor cuts, must be felled.

G. NOTIFICATION/START WORK

- 1. Once work begins, the project will be worked on continuously until completion to the best of the contractor's ability. The contractor shall notify the City of any cancellations or delays in the project schedule.
- 2. Project activity shall only occur during Monday – Friday between the hours 7:00am-5:00pm.

H. SAFETY/SIGNAGE

- 1. Signage (typical industry signage such as: Caution, Work Ahead) shall be posted during working hours to alert users of the Project.
- 2. When driving vehicles or equipment on any trails or bike paths, contractors shall drive cautiously and at speeds no more than 10mph with 4-way flashers activated.
- 3. The Contractor shall take all precautions to ensure safety in traffic including but not limited to, cones, caution tape, advance warning measures, etc.
- 4. At least 50% of the width of the road/trail/bike path shall remain open for public use and all efforts should be made to limit closure. (Short term closures are permitted when necessary for public safety, e.g. felling operations, removing limbs over trails or bike paths etc.)

I. COMPLETION OF WORK

- 1. The contractor shall notify the City when work is complete.
- 2. The Contractor will clear all debris from the project, except for grindings required to level the ground.
- 3. The City of Jeffersonville will be responsible for restoring the area to its original condition (prior to project commencement).
- 4. All dirt, debris, and other project materials shall be cleaned up and removed from the Property.
- 5. Any damage to City property resulting from the project shall be the contractor's sole responsibility to repair – this includes (but is not limited to significant track marks left in maintained lawn areas.

J. LIST OF TREES FOR BID SUBMITTAL

The following list of addresses provided the locations for the trees marked for removal including stumps. Each tree should provide an itemized bid, and the quote should provide a total price for the removal of the requested trees.

Removal:

1. Allison Brook Park – 1701 Allison Lane
 - a. 10 Tree of heaven (on the north end of the park as shown in exhibit A)
 - b. 2 Callery Pear (in the southwest corner of the park as shown in exhibit A)
2. Chapel Lake Disc Golf Course - 429 Lewman Way
 - a. 18 Callery Pear (as shown in exhibit B)

Note: The City will mark all trees to be removed.

K. SUBMITTALS

In responding to this RFP, the contractor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the City of Jeffersonville as necessary to gain such understanding.

All information provided by the City of Jeffersonville in this RFP is offered in good faith. Individual items are subject to change at any time. The City makes no certification that any item is without error. The City is not responsible or liable for any use of the information or for any claims asserted there from. The City of Jeffersonville reserves the right in its sole discretion to accept or reject any or all proposals, in whole or in part, without incurring any cost of liability whatsoever, and to waive informalities and minor irregularities in bids received.

The City intends to select a contractor in September 2026.

Please limit the size of submittals to no more than 10 pages or up to 5 double-sided sheets with text no smaller than size 11 font on 8-½" x 11" paper. A cover letter may be included that does not count towards the page limit. Resumes or bios of team members, if warranted, should be included within the number of pages identified above.

Proposals will be reviewed by the City of Jeffersonville's Planning and Zoning Director, City Attorney, and Board of Public Works where quotes will be evaluated. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City of Jeffersonville, price and any other factors considered.

The following information shall be provided in the submittal

1. Full name and address of the firm with a short description of the firm.
2. Include a description of the following:
 - a. Business organization
 - b. Year established
 - c. Federal ID number
 - d. Indiana tax ID number
 - e. The firm's legal formation (e.g. corporation, sole proprietor, etc.)
3. References from at least 3 previous clients.
4. Compensation requirements: Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The respondent is to submit a detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.
5. Copies of the following items:
 - a. Comprehensive General Liability and Property Damage coverage. (see below requirements)
 - b. Professional Liability (Errors and Omissions) coverage.
 - c. Worker's Compensation coverage. (see below requirements)
 - d. Automobile Liability (see below requirements)
 - e. All relevant license/registration numbers.

L. INSURANCE REQUIREMENTS (as applicable)

The successful firm/consultant must meet the following minimum insurance requirements and provide proof of coverage on a Certificate of Liability Insurance form submitted with proposal:

- A. General Liability Coverage:
 - a. \$500,000 Each Occurrence
 - b. \$500,000 Property Damage
 - c. \$5,000 Medical Expense
 - d. \$500,000 Personal & Advertising Injury
 - e. \$2,000,000 General Aggregate
 - f. \$1,000,000 Products & Completed Operations
- B. Automobile Liability
 - a. \$1,000,000 Combined Single Limit; or
 - b. \$1,000,000 Bodily Injury
 - c. \$500,000 Property Damage
- C. Workman's Compensation insurance as required State statutory limits. If any proprietor,

partner, executive, officer, member, or employee is excluded from worker's compensation or if the Workers Compensation policy is for certificate purpose only, it must be stated on the certificate.

R. INSTRUCTIONS FOR FIRMS:

Please submit hard copy **no later than 2:00 p.m. on September 10 to:**

City of Jeffersonville
ATTN: Chad Reischl: Director of Planning
500 Quartermaster Court, Suite 200
JEFFERSONVILLE, IN. 47130

Bids will be opened at 2:30pm on September 10 in the Mayor's Conference room at City Hall.

No late submissions will be accepted.

Exhibit A: Tree Removal at Allison Brook Park

Allison Brook Park

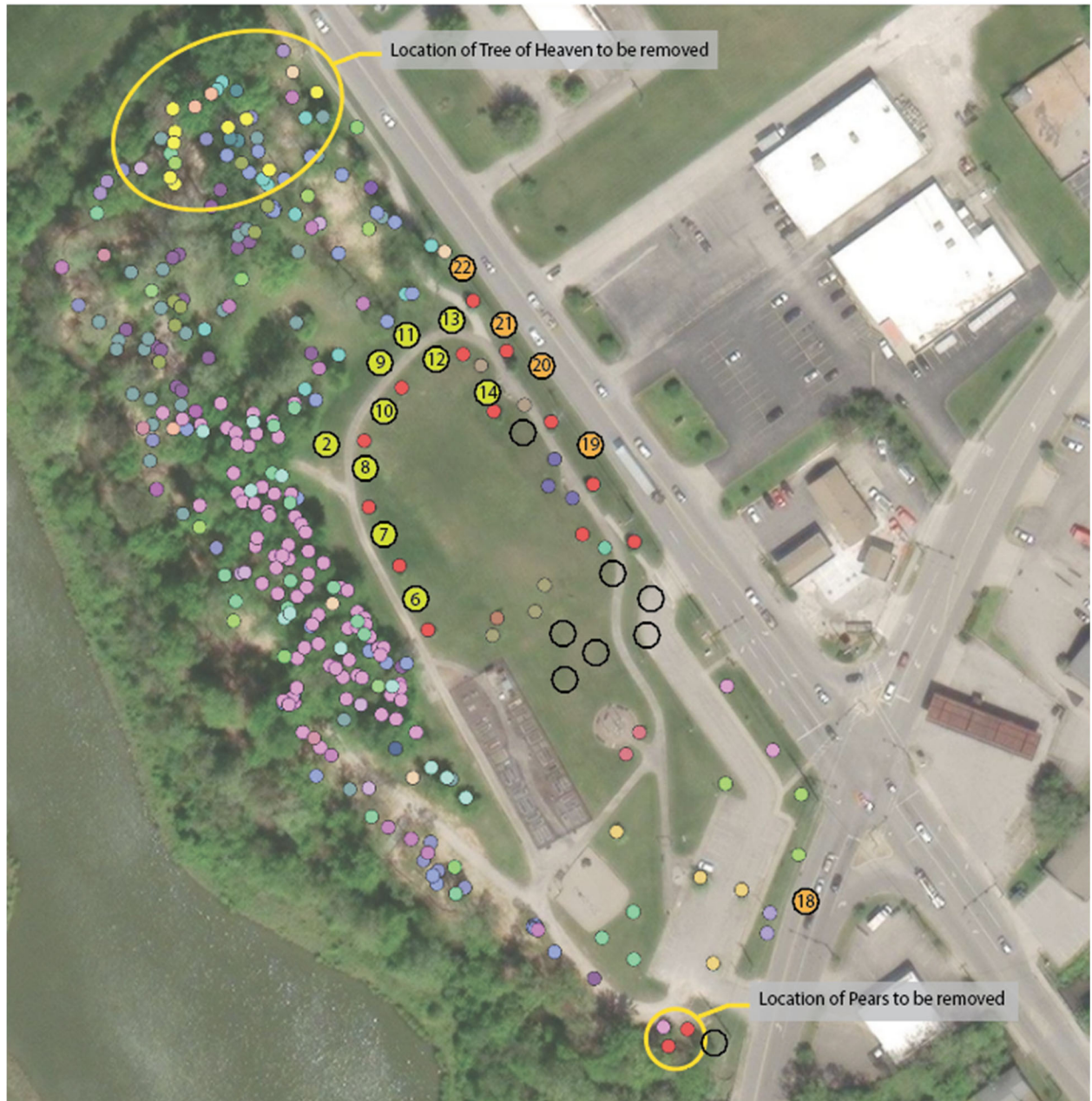


Exhibit B: Tree Removal at Chapel Lake Park Disc Golf Course

Chapel Lake Disc Golf Course

