



## **BID FORM INSTRUCTIONS**

***For information regarding plant materials, installation, and maintenance, please refer to "Tree Planting and Maintenance Plan"***

***Bids submitted in any format other than that outlined in these instructions will be disqualified.***

### **Section 1: Plant Materials**

1. Note that the Unit Cost should include the contractor's actual costs (including shipping costs) and warranty for plant materials.
2. Price for each tree species will be based on Unit Costs x Quantity.

### **Section 2: Installation**

*Installation pricing should include estimates for labor, materials, tools and equipment required to plant the trees specified for the project.*

1. Enter the price for labor that is based upon the *contractor's hourly labor rate (including overhead and profit) times the total number of hours estimated for planting all specified trees according to specifications in "Tree Planting and Maintenance Plan"*.
2. Materials required for planting such as staking materials, or mulch, for example, should be itemized.
3. Materials selected for planting at the contractor's discretion, but not required per the specifications, such as TreeGator bags, should also be itemized and included in the installation costs.

### **Section 3: Maintenance**

1. The Tree Maintenance Plan lists several tasks. Watering is the primary task that is carried out over a twelve-month period according to the "Tree Planting and Maintenance Plan". Additional maintenance tasks include maintaining proper mulch and pest inspection and control. Refer to Tree Planting and Maintenance Guidelines for specific actions required during Maintenance Period
2. To calculate pricing for watering, first determine a Unit Cost per month:
  - a) Estimate the time it will take to water all the trees in a given month
  - b) Multiply that number by the hourly labor rate
  - c) The resulting number is your Unit Cost/month
  - d) Unit Cost/month x twelve months in the maintenance period results in a price for watering



## Georgia's Growing Green Program (ARRA): Northeast Georgia Tree Planting for Ecosystem Restoration and Green Jobs

### Project Schedule Completion

The Contractor shall install all trees between November 1, 2010 and February 15, 2011

If special conditions exist that warrant a variance in the above planting dates, a written request shall be submitted by the Contractor to Josh Crozier, RC&D Program Assistant, at 706-894-1591, [joshua.crozier@ga.usda.gov](mailto:joshua.crozier@ga.usda.gov) and Chris Hughes, RC&D Certified Arborist, at 706-202-6516, [chughes@brookwoodtree.com](mailto:chughes@brookwoodtree.com) stating the special conditions and the proposed variance. Permission for the variance will be granted at the discretion of the Council.

### Insurance and Workers' Compensation

The Contractor shall take all responsibility for the work, and shall take all precautions for preventing injuries to persons and property in or about the work and shall defend, indemnify, and hold the Council harmless from all loss, cost of expense arising from injuries to persons or property in or about the work.

The Contractor shall furnish proof of workers' compensation insurance as well as evidence of general liability / property damage insurance for the amount of \$ 1 million (1,000,000). A copy of both proofs of insurance shall be filed with the Council and included with bid submittal.

### Payment Schedule

A variety of payment schedules are possible. However, the planned and preferable method of payment by the Council is listed below:

- 45 days or less after receiving proper documentation (ARRA timesheets and invoices) for **tree purchases and/or installation** from Contractor and acceptance of stock by the Council.
- 30 days or less for 10% hold back after **final inspection** (end of maintenance period).

Any deviations from the above model must be requested in writing and approved in writing by the Council



**Georgia's Growing Green Program (ARRA): Northeast Georgia Tree Planting  
for Ecosystem Restoration and Green Jobs**

**BID FORM**

- A. The undersigned proposes to furnish all trees, labor, supervision, materials, tools, equipment, transportation (shipping), maintenance and warranty required for tree planting project.
- B. Total price includes trees (actual cost - no cost-plus allowed on tree purchases), labor costs, installation costs, maintenance, and warranty (1 year) costs. Please include copies of bid and/or price list from approved grower.
- C. Calculate and enter unit price and total price for all listed trees. Enter total bid amount at bottom of table. A completed sample follows at end of document.

| ITEM / DESCRIPTION        | QTY | UNIT   | UNIT COST | EXTENDED COST    |  |
|---------------------------|-----|--------|-----------|------------------|--|
| <b>1. PLANT MATERIALS</b> |     |        |           |                  |  |
| Species Name              |     | each   |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           | 1. SUBTOTAL      |  |
| <b>2. INSTALLATION</b>    |     |        |           |                  |  |
|                           |     | hour   |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           | 2. SUBTOTAL      |  |
| <b>3. MAINTENANCE</b>     |     |        |           |                  |  |
|                           | 12  | months |           |                  |  |
|                           |     |        |           |                  |  |
|                           |     |        |           | 3. SUBTOTAL      |  |
|                           |     |        |           | TOTAL BID AMOUNT |  |

D. The total bid amount for the project \_\_\_\_\_.



**Georgia's Growing Green Program (ARRA): Northeast Georgia Tree Planting  
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E. The undersigned has completed and submits herewith the following

- Bidder's Qualification and Reference Form
- Bid Form
- Price documentation from tree grower
- Certificates of Insurance (both workers' compensation and liability)

The undersigned hereby certifies that it is able to furnish labor that can comply with the Immigration Reform and Compliance Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act O.C.G.A. 13-10-90 et seq., by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information for all new employees and executing any affidavits required by Ga. Comp. R& Regs.r.300-10-1-.01 et. Seq.

Date: \_\_\_\_\_

Name of Company or Individual: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Return all completed forms to the contact and address below:**

**Chestatee-Chattahoochee RC&D Council  
C/O Josh Crozier  
170 Scoggins Drive  
Demorest, GA 30535**

**Phone: 706-894-1591**



**Georgia's Growing Green Program (ARRA): Northeast Georgia Tree Planting  
for Ecosystem Restoration and Green Jobs**

**SAMPLE BID FORM**

- A. The undersigned proposes to furnish all trees, labor, supervision, materials, tools, equipment, transportation (shipping), maintenance and warranty required for tree planting project.
- B. Total price includes trees (actual cost - no cost-plus allowed on tree purchases), labor costs, installation costs, maintenance, and warranty (1 year) costs. Please include copies of bid and/or price list from approved grower.
- C. Calculate and enter unit price and total price for all listed trees. Enter total bid amount at bottom of table. A completed sample follows at end of document.

| ITEM / DESCRIPTION                   | QTY | UNIT       | UNIT COST | EXTENDED COST           |                   |
|--------------------------------------|-----|------------|-----------|-------------------------|-------------------|
| <b>1. PLANT MATERIALS</b>            |     |            |           |                         |                   |
| Species Name                         |     | each       |           |                         |                   |
| WILLOW OAK 'HIGHTOWER' - 2.5" CAL.   | 5   | EACH       | \$150.00  | \$750                   |                   |
| AMERICAN ELM 'PRINCETON' - 2.5" CAL. | 5   | EACH       | \$170.00  | \$850                   |                   |
| NUTTALL OAK 'HIGHPOINT' - 2.5" CAL.  | 5   | EACH       | \$150.00  | \$750                   |                   |
|                                      |     |            |           |                         |                   |
|                                      |     |            |           |                         |                   |
|                                      |     |            |           |                         |                   |
|                                      |     |            |           | 1. SUBTOTAL             | \$2,350.00        |
| <b>2. INSTALLATION</b>               |     |            |           |                         |                   |
| Labor                                | 30  | hour       | \$30.00   | \$900.00                |                   |
| Mulch                                | 4   | cubic yard | \$28.00   | \$112.00                |                   |
| TreeGator Bags                       | 15  | EACH       | \$25.00   | \$375.00                |                   |
|                                      |     |            |           | 2. SUBTOTAL             | \$1,387.00        |
| <b>3. MAINTENANCE</b>                |     |            |           |                         |                   |
| Maintenance                          | 12  | months     | \$75.00   | \$900.00                |                   |
|                                      |     |            |           |                         |                   |
|                                      |     |            |           | 3. SUBTOTAL             | \$900.00          |
|                                      |     |            |           | <b>TOTAL BID AMOUNT</b> | <b>\$4,637.00</b> |

The total bid amount for the project     \$4,637.00    .