

NJ Conservation Foundation

Request for Bids for Citywide Tree Planting within the City of Trenton, New Jersey

To be received by 4 pm on Wednesday March 26, 2025

Via email: Jay@njconservation.org

or

by mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

BID2025-002NJConservation

NOTICE OF REQUEST FOR BID PROPOSALS

BID2025-002NJCONSERVATION

NJ Conservation Foundation (NJCF) is soliciting proposals for:

Citywide Tree Planting

For

The New Jersey Conservation Foundation

The NJCF requires submission by **Wednesday, March 26 2025 at 5pm** at Jay@njconservation.org or via mail at Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

The link to request a copy of the proposal is located at www.njconservation.org/

With the exception of the United States Postal Service, express mail shall be delivered to 170 Longview Road, Far Hills, NJ 07931 Late submissions will not be accepted.

It is the responsibility of prospective respondent's to check the NJCF's website for any addenda issued prior to the request for bid proposal opening at www.njconservation.org/

SCHEDULE

Release Date: March 17, 2025

Questions by email to jay@njconservation.org March 19, 2025

Addendum Release Date: March 21, 2025

Proposal Opening March 26, 2025 @4:00PM

BID PROPOSAL DOCUMENT CHECKLIST
(REQUIRED WITH SUBMISSION OF BID PROPOSAL)

The following checklist is provided as assistance to the development of the Bid Response. It in no way supersedes or replaces the requirements of the Bid. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your Bid.

Business Registration Certificate to be supplied (Prior To Contract Award)	√
Acknowledgement of Receipt of Addenda	√
Stockholder Disclosure (Mandatory Rejection If Not Included)	√
Affirmative Action Statement	√
Affirmative Action Mandatory Language	√
Americans with Disabilities Act Mandatory Language	√
Non-Collusion Affidavit	√
Certification and Disclosure of Political Contributions	
Disclosure of Invested Activities in Iran (Required To Be Completed And Signed)	√
Detailed Information as Mentioned in this Request for Proposal	√
Original Copy with original signatures	√
Proposal Form with original signature	√

Questions regarding the project shall be send by email no later than March 19, 2025 to jay@njconservation.org

CONTRACTOR SCOPE OF SERVICES

Introduction

The New Jersey Conservation Foundation (NJCF) requests proposals from qualified Landscape Contractors (“Contractor”) for the installation of trees on municipal property within the city of Trenton. This task is a part of the Throwin’ Shade grant funded initiative, which intends to plant 1,000 trees across the City of Trenton. An estimated 152 of those are to be provided and planted by contractors in the Spring 2025 planting season. The Contractor will be tasked with delivery, off-loading and distribution of the trees throughout the designated locations which include street right of way and parks. Please note that the proposed planting will typically be scheduled for a discrete section of each park and/or several contiguous blocks of a city street. ALL TREES MUST BE SOURCED WITHIN 200 Miles of Trenton City.

Available Documentation

The following document is made available for reference:

Tree Planting Standards

The document can be accessed via this link: <https://spaces.hightail.com/space/mosXtwC3k8>

Protection of the Contents of the Property

The Contractor shall provide guidance and direction to all contractors and subcontractors to preserve and protect the Property before, during, and after any work completed at the Property. Any damage sustained to the property shall be the responsibility of the contractor to repair to the satisfaction of NJCF, at no cost to NJCF.

Scope of Work

The scope of work includes the installation of trees at designated locations. It is anticipated that the typical tree will range in size from a minimum of 2”-2 ½” and up to 3 - 3 ½” caliper, with preference for balled and burlap (B&B) stock. Container stock may be allowed with prior approval of the NJCF if B&B is unavailable. The minimum container size is 15 gallons, with 20 gallons being the preferred stock. Standard arboriculture practices should be followed, including but not limited to the proper handling of the specimens, the complete removal of any wire baskets as directed as well as the top 50% of the burlap to prevent wicking. Container material will include addressing any circling roots to prevent future girdling. This will also include the provision and installation of approximately 1/3 cu. yd. of twice ground hardwood mulch per tree for an existing tree lawn, park tree installation, or street tree pit installation.

The Contractor's scope of work may include planting trees within parks and/or along streets. For street plantings, there will be two types of street tree pits: Currently Existing, and Newly Created, as indicated on a plan to be provided by the NJCF for the Contractor, and to be clarified on site by NJCF.

This task shall also include the provision of a minimum of 5 gals. of water per tree upon installation and site cleanup/restoration as directed.

The Contractor tree planting is anticipated to begin in mid to late April.

The scope of work shall provide for the following:

Task 1: Contractor Tree Planting

- 1.1 - Order and Purchase Trees and Coordinate Delivery and Offloading: The Contractor shall be responsible for the ordering, purchasing and delivery of trees from specified nurseries (within 200 miles of the job site, unless otherwise reviewed and approved by the NJCF) to the designated locations. Tree species and quantity is to be determined by the NJCF, and the final order shall be reviewed by the NJCF before purchase. All substitutions must be approved by the NJCF. This task includes the off-loading and distribution of the trees to the individual planting sites. The Spring 2025 planting season shall include 152 trees to be installed by the Contractor. The Contractor should be prepared for planting within parks and/or streets. The Contractor plantings shall be directed on location by representatives of NJCF.

The Contractor shall take into account multiple planting dates when coordinating delivery of trees. The number of trees delivered shall not exceed the number of trees planted on any given day.

- 1.2 - Site Preparation: The Contractor shall be responsible for preparing the sites 2-4 days prior to the determined planting date. The Contractor shall be notified of the planting date a minimum of two (2) weeks ahead of time. The Contractor shall be responsible for clearing the site and pre-digging holes in preparation for planting. The number of sites prepared shall not exceed the number of trees scheduled to be installed with the following 2 calendar days. Each of the holes shall be staked and provided with caution tape from the time of site preparation until the installation is completed.

Should the season's planting involve street locations, additional steps will be taken to prepare the site.

Currently Existing tree pits, which existed before the work of NJCF, may require debris removal before pre-digging. Additionally, where there are existing tree grates, they shall require removal and relocation to a designated site within the city of Trenton, to be determined by the NJCF.

Newly Created tree pits, which have recently been created by NJCF, within the sidewalks will be filled with compacted twice-ground composted hardwood mulch prior to

the Contractor's site preparation. The Contractor shall move and set aside the mulch to allow for pre-digging and installation of the tree, and reinstall the mulch when planting is completed.

The Contractor shall be notified by the NJCF of the location of Currently Existing and Newly Created tree pits. For the Spring 2025 planting season, it is anticipated that there will be 0 park plantings, 23 Currently Existing, and 129 Newly Created tree pits for Contractor plantings.

- 1.3 - Tree Planting: The Contractor shall plant trees according to standard arboriculture practices. The Contractor shall be responsible for properly planting trees, reinstalling disturbed mulch, and site cleanup across multiple planting dates.
- 1.4 - Mulch Purchase and Installation: Trees within parks and Currently Existing tree pits, where mulch is not currently distributed, shall require new mulch to be added by the Contractor directly after planting. The Contractor shall install 1/3 cubic yards of compacted twice-ground composted hardwood mulch according to arboricultural standards, with mulch to be purchased by Contractor.

Newly Created tree pits shall contain a preexisting layer of mulch. For these sites, the mulch shall be carefully moved while digging the tree pit and installing the tree, and reinstalled over the tree afterwards.

- 1.5 - Tree Watering: The Contractor shall water each newly planted tree with 5 gallons of water applied to the rootball directly after planting. Additionally, the Contractor shall purchase and fit each newly planted tree with slow-release watering devices specified by the NJCF, which shall be filled with a minimum of 15 gallons of water per tree directly after planting, for a total of 20 gallons of water per tree.

These gator bags and/or tree diapers shall be purchased by the Contractor.

The specified gator bags can be found at the following link:

[Dew Right Tree Watering Bag - Dewitt Company](#)

Substitutions may be made following NJCF approval.

The Contractor shall be responsible for adhering to codes and regulations of the city while completing tasks.

Trees will be handled in a manner that prevents damage during all phases of the project.

The NJCF reserves the right to proceed or not to proceed with any portion of the project, strictly as needed, based solely on the determination of the NJCF.

Schedule

The Contractor shall agree to commence work immediately upon receipt of Notice to Proceed from the NJCF and diligently pursue the work as per a schedule to be determined by the NJCF's Representative and the Contractor prior to the commencement of the work.

The NJCF has established the following goals for the project schedule:

- For the purposes of preparing a project schedule anticipate Notice to Proceed by March 31, 2025.

The schedule for the tree planting services of this project will be determined by the Contractor and NJCF.

PRICE FORM

The Citywide Tree Planting

For

The New Jersey Conservation Foundation

Via email: jay@njconservation.org or via mail to Bamboo Brook, 170 Longview Road, Far Hills, NJ 07931

An Officer of the Respondent Firm must sign and date this Price Form and return with the proposal.

Description	Unit	Qty.	Unit price (\$)	Total (\$)
Task Item 1.1 - Order and Purchase Trees, Coordinate Delivery, Offloading	PER TREE	~152		
Task Item 1.2 - Site Preparation	PER TREE PIT	~152		
Task Item 1.3 - Contractor Tree Planting	PER TREE	~152		

Task Item 1.4 – Mulch Purchase and Installation per Tree	CUBIC YARDS	~53		
Task Item 1.5 - Tree Guard Purchase and Installation	PER TREE	~152		
Task Item 1.6 - Tree Watering	PER TREE	~152		

Please note that the contractor is responsible for purchasing and installing mulch, tree guards and watering bags for the 152 trees planted directly

On the lines below, insert the Total Price for the entire Scope of Services including General Requirements, Task Item 1.1 - Order and Purchase Trees, Coordinate Delivery, Offloading, Task Item 1.2 - Site Preparation, Task Item 1.3 - Contractor Tree Planting, Task Item 1.4 – Mulch Purchase and Installation per Tree, and Task Item 1.5 - Tree Watering

Total Amount in words

\$ _____

Total Amount in numbers

The undersigned proposes to furnish and deliver the above goods/services pursuant to the PROPOSAL and made part hereof. The price provided in the Price Form shall include all equipment, materials, supplies, labor, subcontractor's fees, per diem, overhead, insurance, profit, taxes, shipping fees, warranties, submittal preparations, conformance with health and safety protocols, compliance with all regulations and other incidentals required to complete the Work as described in the Scope of Services.

Company

Federal ID #

Address

Signature of Authorized Agent

Print Name

Title

Date

Telephone Number

E-mail Address

REQUEST FOR PROPOSALS

The undersigned respondent declares that he/she has read the Notice of the Bid, Instructions to Respondents, Affidavits and Scope of Services, Requirements, that he/she has determined the conditions affecting the proposal agrees, if this proposal is accepted, to furnish and deliver the following:

(SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of

_____ having its principal office at _____

COMPANY:

ADDRESS:

FED. ID No.:

NAME:

TELEPHONE:

FAX:

E-MAIL:

DATE:

Contractor Purchase and Planted Trees Spring 2025

Latin name	Common name	#Contractor	Minumum Size
Acer campestre	Hedge Maple	40	2-2.5" B&B
Carpinus betulus	European Hornbeam	25	2-2.5" B&B
Eucommia ulmoides	Hardy Rubbertree	16	2-2.5" B&B
Gleditsia triacanthos inermis	Thornless Honey Locust	4	2-2.5" B&B
Platanus x acerifolia	London Plane Tree	33	2-2.5" B&B
Tilia cordata	Little leaf linden	34	2-2.5" B&B

TOTAL TREE COUNT TO BE PURCHASED BY CONTRACTOR**152**

Note: in the event that specified stock is unavailable, contractor shall provide a list with alternate tree species, alternate sizes, and/or containerized stock information on a separate sheet attached to the bid form. Pricing on the bid form should reflect the proposed alternates.