VILLAGE OF SKOKIE PURCHASING DIVISION
NOTICE OF BID LETTING

Specification and Contract Document Number: 2017-08-02

For

TREE TRIMMING SERVICES

NAME OF BIDDING FIRM: SUNRISE TREE SERVICE

Proposal Due Date & Time: 11:00 A.M., Tuesday, August 30, 2016

Bid Deposit: None

Performance Bond: None

Pre-Proposal Conference: None

PLEASE MARK THE RETURN ENVELOPES:
1. Proposal Due Date and Time
2. Title of Job
3. Specification Number

RETURN PROPOSALS TO:
Village of Skokie
5127 W. Oakton Street
Skokie, IL  60077
ATTN: Michael Aleksic
Purchasing Agent
Telephone: (847) 933-8240
Fax: (847) 568-8839

BIDS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED
STANDARD INSTRUCTIONS AND GENERAL CONDITIONS

1. Submission of Bids: All bids must be delivered to the office of the Purchasing Agent at the Village by the specified opening time of the bid. Bids arriving after the specified time will not be accepted. Mailed bids, which are delivered after the specified hour will not be accepted regardless of post marked time on the envelope. All bids shall be submitted in sealed envelopes carrying the following information: bidder's name, address, subject matter of proposal and designated date and time of bid opening. Bids transmitted by facsimile shall not be accepted unless such transmission is specifically provided within the bid document. Sealed bids will be opened in public at the time and place shown herein. After the public bid opening, however, bid results will not be available until after award of the contract.

2. Bid Deposit: When required on the cover sheet, a bid deposit in the amount specified shall accompany all bids. Bid deposits shall be in the form of a bond, cash, a certified check or cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Skokie. All bids not accompanied by a bid deposit, when required, will be rejected. Bid deposits of the two lowest bidders will be returned after the contract is awarded. Bid deposits of all others will be returned immediately. The bid deposit of the accepted bidder will be returned upon receipt by the Village of satisfactory performance bond where such bond is required or completion of contract.

3. Performance Bond: When required by the specifications herein, the successful bidder shall furnish a performance bond, acceptable to the Village, within fourteen (14) calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the Village as liquidated damages and not as a penalty. IT BEING NOW AGREED that said sum is a fair estimate of the amount of damages the Village will sustain due to the bidder's failure to furnish said bond.

4. Withdrawal of Proposal: Bidders may withdraw or cancel their proposals at any time prior to the advertised bid opening time. After the bid opening time, no bid shall be withdrawn or cancelled for a period of sixty (60) calendar days. When this contract must be approved by another agency, no bid shall be withdrawn or cancelled for a period of ninety (90) days after the bid opening time.

5. Preparation of Proposal: The bidder shall prepare proposal on the attached proposal forms. Unless otherwise stated, all blank spaces on the proposal page or pages, applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink. Pricing shall be in U.S. Dollars (USD). If bidder is a corporation, the President and Secretary shall execute the bid and the corporate seal shall be affixed. In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of corporate by-laws or other authorization by the Corporation, which permits the person to execute the offer for the Corporation. If bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Purchasing Agent shall be submitted. All responses shall be prepared in the English language.

6. Compliance with Laws: The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the contract. Any contract resultant from this solicitation shall be governed under the laws of the State of Illinois.

7. Interpretation of Contract Documents: Any bidder in doubt as to the true meaning of any part of the specifications or other contract documents, may submit to the Purchasing Agent a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Such interpretation will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to all prospective bidders. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of the proposal. Bidder will acknowledge receipt of each addendum issued. Oral explanations will not be binding. Any reference in these specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended only to indicate articles that will be satisfactory, and shall not intended to restrict competition. Bids on other makes and catalog numbers will be considered, provided each bidder clearly states exactly what is proposed to be furnished. Unless so stated on proposal, it shall be understood that bidder intends to furnish item identified and does not propose to furnish an "equal". The Purchasing Agent hereby reserves the right to approve as an "equal", or to reject as not being an "equal", any article the bidder proposes to furnish which
contains major or minor variations from specification requirements by which may comply substantially therewith.

8. **Conditions:** Bidders are advised to become familiar with all terms, conditions, instructions and specifications governing this bid. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or to request additional compensation.

9. **Catalogs:** Each bidder shall submit, where necessary, or when requested by the Purchasing Agent, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like not covered in the specifications, necessary to fully describe the material or work proposed to be furnished. Failure to provide such information as required may result in bid disqualification.

10. **Consideration of Proposals:** The Purchasing Agent shall represent and act for the Village in all matters pertaining to this proposal and contract in conjunction therewith. The Village reserves the right to reject any or all proposals and to disregard any informality on the bids and bidding, when in its opinion the best interest of the Village will be served by such action. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village of Skokie upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Village, or has failed to perform faithfully any previous contract with the Village. The bidder, if requested, must present within 48 hours, evidence satisfactory to the Purchasing Agent of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

11. **Discounts:** Bidders shall provide prompt payment discounts in the area shown herein. When cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the Village, whichever is later. Prompt payment discounts shall not be a consideration in the award of a contract.

12. **Guarantees and Warranties:** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final voucher on the contract is issued. The warranty period shall commence upon final acceptance of product.

13. **Delivery:** All materials shipped to the Village of Skokie must be shipped F.O.B. delivered, designated location, Skokie, Illinois. If delivery is made by truck, arrangements must be made in advance by the Contractor in order that the Village may arrange for receipt of the materials. The materials must then be delivered where directed. Truck deliveries will be accepted before 4:30 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or Holidays.

14. **Inspections:** The Village shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Village. Any items rejected shall be removed from the premises of the Village and/or replaced at the entire expense of the successful bidder.

15. **Taxes:** Federal Excise Tax does not apply to materials purchased by the Village of Skokie, Illinois Retailer’s Occupation Tax, Use Tax, and Municipal Retailer’s Occupation Tax do not apply to materials or services purchased by the Village of Skokie by virtue of Statute.

16. **Patents:** Bidders agree to indemnify, defend and save harmless the Village of Skokie from and against all demands, claims, suits, cost, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.

17. **Hold Harmless and Indemnification:** To the fullest extent permitted by law, Contractor agrees to indemnify, save harmless and defend the Village of Skokie, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys’ fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Village of Skokie, its agents, servants, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in
addition to the insurance obligations, which may be contained in this contract. The provisions of this paragraph shall not be waived.

18. **Termination of Contract**: The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor, in the event that sufficient funds to complete the contract are not appropriated by the Skokie Board of Trustees. The Village further reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such manner, as the Purchasing Agent may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Agent that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

19. **Regulatory Compliance**: Seller represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act, and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.

20. **Special Handling**: Prior to delivery of any material which is caustic, corrosive, flammable or dangerous to handle, the supplier will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery.

21. **Prevailing Wage**: When specified herein, not less than the Prevailing Rate of Wages as found by the Village of Skokie or the Department of Labor or determined by the court on review shall be paid to all laborers, workmen and mechanics performing work under this contract. Prevailing Wage Information may be obtained on the Internet by accessing the Illinois Department of Labor website at [http://www.state.il.us/agency/idol/CM/ODDMO/COOKxxxx.htm](http://www.state.il.us/agency/idol/CM/ODDMO/COOKxxxx.htm). In such cases, the General Contractor shall provide written prevailing wage notification to each subcontractor, and shall post the prevailing wage rates at the job-site(s).

22. **Equal Employment Opportunity**: Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Additionally, the Contractor shall comply with the Village of Skokie Fair Employment Ordinance.
TERMS & CONDITIONS

1.0 Scope:
The scope of this solicitation is to establish a contract with a well qualified firm to provide Tree Trimming and appurtenant services for the Village of Skokie.

2.0 Pricing:
Pricing shall be submitted on a per tree basis and charges in excess of the bid amounts will not be paid by the Village.

3.0 Area:
The areas to be trimmed shall be between Golf Rd and Church Street, from Kolmar Avenue west to the Village Corporate boundary at Linder Avenue, and then from Dempster Street to Church Street from the Village Corporate boundary at Linder Avenue east to Crawford Avenue.

4.0 Method of Award:
Award shall be made to the lowest responsive and responsible bidder who is best qualified to perform in accordance with the terms and conditions of the contract, and who best meets the evaluation criteria specified herein. The Village is the sole and final determiner as to which Contractors is best qualified to perform.

5.0 Estimated Quantity:
The quantities indicated are estimates of the total quantity of trees and work to be performed during the contract term. The Village does not guarantee any specific amount and shall not be held responsible for any deviation. This contract shall cover the Village’s requirements whether more or less than the estimated amount.

6.0 Contract Term:
The contract herein shall be for a twelve (12) month period beginning on or about October 15, 2016. The contract shall automatically renew on an annual basis, on the contract anniversary date, subject to the same terms, conditions and pricing as the original contract, upon mutual written agreement of the contracting parties for up to five (5) additional calendar years, on the anniversary date of the contract. After the initial contract period, the contract may be terminated by either party, without penalty, upon thirty (30) days written notice by either contracting party.

7.0 License:
All bidders must be licensed by the State of Illinois to be eligible for award of contract.

8.0 Payments:
The Contractor shall furnish the Village with itemized invoices on a monthly basis. Payments shall be governed by the Illinois "Local Government Prompt Payment Act" (50 ILCS 505/1).
9.0 **References:**
In order to allow the Village an opportunity to evaluate the experience of your firm as it relates to this project, please complete the enclosed "References" form. Provide references of organizations, which have utilized similar services. A minimum of three (3) references is requested; however a bidder may list more than three. Failure to include references may result in bid disqualification.

10.0 **Insurance Requirements:**
Contractor shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in the Village of Skokie Standard Insurance requirements contained herein.

11.0 **Additional Information:**
Should the bidder require additional information about this bid, please email to michael.aleksic@skokie.org no later than three (3) business days prior to the bid opening date. Questions may also be faxed to the Purchasing Division at 847-568-8839. Any and all changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings cause a bidder to improperly submit a bid.
SPECIAL PROVISIONS

Reserved Rights:
The Village of Skokie reserves the right at any time and for any reason to cancel this Bid or any portion thereof, to reject any or all bids, or to accept alternate bids. The Village reserves the right to waive any immaterial defect in any bid.

Evaluation Considerations:
Evaluation Criteria is shown below. Village Staff shall consider the following when judging the ability of bidders to meet the requirements of this bid solicitation.

- **Experience** - The experience of the firm with municipal Tree Trimming services in similar municipal jurisdictions.

- **Equipment** – Type, availability and condition of equipment available that can be assigned to Village applications on an ongoing basis, as well as in time-sensitive applications.

- **Cost** – Bid pricing.

- **Arborist** – The ability to provide a certified Arborist.

- **Safety** - Safety procedures and past safety performance.

- **Proximity to the Village** – Location of the bidding firm’s offices, equipment and personnel.
DETAILED SPECIFICATIONS & SCOPE OF WORK

TREE TRIMMING SERVICES

SERVICE REQUIRED
Services are to include the trimming of dead branches 1” diameter and larger; interfering, crossing, and dangerous branches; stubs; broken and hanging branches; and low branches over streets, sidewalks, and buildings from trees located on Municipally-owned property.

BIDDERS’ SERVICE SPECIFICATIONS
At locations on Municipal-owned property, to be specified by the Director of Public Works, Municipal Forester or authorized representative, the successful bidder shall:

Trim in accordance with the revised ANSI A300 for Tree Care Operations, 2008, standards as set forth by the American National Standards Institute, as required for Crown Cleaning, Crown Thinning, Crown Raising, Crown Reduction and in some cases, Crown Restoration; and in the manner satisfactory to the Municipal Forester or authorized representative. Additionally, this work will be accomplished within the following specifications:

1. General Pruning Specifications:
   (a) Crown Cleaning shall include the removal of dead branches 1” in diameter and greater, as well as dying, diseased, weak and broken branches from a tree’s crown.
   (b) Crown thinning shall consist of the selective removal of branches to increase light penetration, air movement and reduce weight. Branches should have an even distribution of foliage along their lengths in order to increase trunk taper and a more uniformly distributed branch weight and wind stress along the trunk (i.e. No “lions tailing”.)
   (c) Crown raising shall consist of the removal of the lower branches of a tree in order to provide clearance. Lower branches shall be trimmed to minimum heights of 14’ above streets and alleys, 10’ above sidewalks and driveways, and private yards.
   (d) Crown Reduction shall be used when the objective is to reduce the height or spread of a tree. This method shall be used to provide a minimum of 12’ clearance around all buildings, and 10’ clearance around signs, and streetlights.
   (e) Crown Restoration shall be used when a tree has been severely topped, vandalized or storm damaged in order to improve the structure, form and appearance of the tree.
   (f) Not more than one quarter of the live crown of the tree shall be removed during one trimming operation. Notify a municipal arborist if clearance standards cannot be met due to this restriction (i.e. A tree is located directly adjacent to a building, street light, or other structure).
   (g) Proper pruning cuts shall be made at the branch bark collar. Three step pruning cuts shall be made in order to prevent bark tearing.
2. **Young Tree Pruning specifications** (trees sized 3” - 12.4” DBH):
   
   (a) A single, straight trunk or central leader shall be maintained for most trees. Co-dominant or competing leads shall be reduced or pruned out.
   
   (b) The development of a good, structurally sound scaffold branch system should be maintained by selective thinning of or on branches and by removing dead, interfering, split and broken branches. Every effort shall be made to remove branches with narrow angles of attachment from the trunk and canopy.
   
   (c) Branches should have an even distribution of foliage along their lengths in order to increase trunk taper and a more uniformly distributed branch weight and wind stress along the trunk.
   
   (d) Young trees may not meet clearance standards over the street and sidewalk, however the lowest branches shall be pruned. Total pruning shall not exceed more than one quarter of the live crown.

3. Under no circumstances shall any person working on trimming trees be permitted to wear or use spurs or climbing irons.

4. The contractor is responsible for distributing door hangers to notify residents and property owners of the tree trimming. Door hangers shall be distributed one to two weeks prior to the work. Door hangers are provided by the Village.

5. Notify the Municipal Forester if any small ornamental or evergreen tree requires clearance pruning. Dead, diseased, and broken branches may be pruned from ornamental and evergreen trees without special permission.

6. Dead trees and trees marked for removal with a white slash or “x” shall not be pruned.

7. As work proceeds, immediately clean up all debris resulting from the tree trimming operations so as to leave no hazards or nuisances. Streets must remain passable at all times. The Contractor shall arrange to keep sidewalks open whenever possible. Signs or cones must be properly used when closing sidewalks. NO DEBRIS MAY BE ALLOWED TO REMAIN ON THE PARKWAY MORE THAN 24 HOURS OR OVER THE WEEKEND. In the event of snow, debris must be immediately cleaned up so it does not interfere with snow plowing operations.

8. Work must start after October 15th and end prior to April 15th for each contract year.

9. During operation, the Contractor shall provide the workers and equipment required to perform the service adequately. This includes a minimum of four to eight workers, an aerial lift truck, a dump truck, a brush chipper, and the necessary ladders, ropes, safety equipment, power saws, and hand tools normally needed to perform the service required. The Contractor must provide a list of the equipment that will be available on the project site throughout the duration of the contract.
10. AN ISA CERTIFIED ARBORIST MUST BE PRESENT ON THE JOB SITE AT ALL TIMES. The Contractor must provide the name and certification number of the Certified Arborist who will be on the project site at all times. Failure to meet this requirement may be grounds for termination of the contract. The Village reserves the right to review employee records to verify employment.

11. Safety Standards – In the performance of this contract, the Contractor shall comply with all applicable federal, state and local laws and regulations, including the following:
   (a) The Contractor shall abide by all EPA and OSHA safety standards and regulations.
   (b) The Contractor is required to follow the safety requirements for tree care operations as presented in the American National Standards Institute ANSI Z133.1, 2012.

12. All traffic control shall be in compliance with the Manual of Uniform Traffic Control Devices and IDOT Standard Specifications, Sec. 900. Streets shall be properly barricaded and signed to ensure that all motorists are adequately informed of work within the road right-of-way. The Contractor shall provide a worker on the ground to direct traffic around hazards if debris will be falling on the roadway. A clear passage for motorists shall be provided at all times. If necessary, street closures shall be coordinated with the Public Works Department. Debris disposal must conform to IDOA (Illinois Department of Agriculture) regulations and quarantine restrictions.

13. When parked cars impede trimming, the Contractor shall ensure that the proper "no parking" signage is posted 48 hours before tree trimming activity will occur. The Public Works Department shall provide "no parking" signs to the Contractor. The Contractor shall hang notification of trimming on doors to inform the citizenry of such activity at least 48 hours, but no more than one week prior to trimming. These informational door hangers will be provided by the Public Works Department. Signing is not allowed on weekends or holidays. **Chippers shall not be used in residential areas before 8:00 a.m.**

14. Work shall begin at the time designated by the Director of Public Works, and will be restricted to no more than 9 hours per day. No trimming shall be done on Saturdays, Sundays or holidays. **Chippers shall not be used in residential areas before 8:00 a.m.**

15. Payment for this contract will be on a per tree basis in classes as per item #17, and will include cost of removing and disposing of debris. Measurements to be taken as per item #16.

16. Diameter at Breast Height (DBH) for trees trimmed shall be measured with a standard diameter tape at 4 1/2 feet from the ground. For trees forked below 4 1/2 feet, the diameter will be measured at a point 4 1/2 feet above the ground. Each stem will be measured separately and then added together to achieve the correct measurement for that tree. If the fork or significant trunk swell begins at 4 1/2 feet above the ground, then the measurement shall be taken below the start of the fork.
17. Payment for trimming of the assigned trees will be on a **unit price per tree**, based on the DBH measurement checked by a representative of the Public Works Department, and classified as follows:

- **0-6"** (Up to and including 6.4" DBH)
- **7-12"** (6.5" up to and including 12.4" DBH)
- **13-24"** (12.5" up to and including 24.4" DBH)
- **25-36"** (24.5" up to and including 36.4" DBH)
- **37+"** (36.5" and over DBH)

18. Repair of all damage done to sidewalks, driveways, curbs, streets, fire hydrants, buffalo boxes, street and traffic signs, light standards or other structures, lawn, or other trees during the operations of this tree trimming contract shall be repaired at the Contractor's expense. Repairs or replacement shall be accomplished as soon as possible after the date the damage has occurred.
BID FORM

The undersigned proposes, in accordance with the terms of the Contract Document of which the Proposal is a part, to furnish all labor and equipment necessary to trim trees in various locations in the Village of Skokie as indicated in these specifications at the following prices:

<table>
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<tr>
<th>SIZE CLASSIFICATION</th>
<th>PRICE/TREE</th>
<th>ESTIMATED TOTAL QUANTITY</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>0-6 (0.1&quot; – 6.4&quot; DBH)</td>
<td>$5.75</td>
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<td>7-12 (6.5&quot; – 12.4&quot; DBH)</td>
<td>$10.95</td>
<td>1100</td>
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<td>13-24 (12.5&quot; – 24.4&quot; DBH)</td>
<td>$41.43</td>
<td>2600</td>
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<td>25-36 (24.5&quot; – 36.4&quot; DBH)</td>
<td>$40.98</td>
<td>600</td>
<td>$24,588</td>
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<tr>
<td>37+ (36.5&quot; DBH and over)</td>
<td>$40.90</td>
<td>100</td>
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**TOTAL PRICE EXTENDED:** $164,997.00

Signature  
Date  
Name - Title
**Village of Skokie**
**Standard Insurance Requirements**

**INSURANCE REQUIREMENTS:**

Contractor shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois. The insurance companies providing coverage shall be rated in the Best’s Key Rating Guide. The Village will accept companies with a rating of A- or better and shall have a financial size category of VII or better.

1.0 **Workers Compensation and Employers' Liability**

1.01 Workers compensation  
Statutory Limits

1.02 Employers Liability

  a. Each Accident  
  $500,000

 b. Disease - policy limit  
 $500,000

 c. Disease - each employee  
 $500,000

2.0 **Comprehensive General Liability**

General Aggregate Limit  
$2,000,000

(Per project aggregate)

Products-Completed Operations  
$2,000,000

Each Occurrence Limit  
$1,000,000

The Village of Skokie is an additional insured on General Liability policy. The general aggregate limit shall be a per project aggregate. The Village may accept a separate owner's protective liability policy provided all coverage, limits and endorsements are in conformity with this section. The Village of Skokie is a Named Insured on OCP policy.

3.0 **Commercial Automobile Liability** - The policy shall cover all owned, non-owned & hired vehicles. The Village of Skokie is an additional insured on Commercial Auto Liability policy.

Combined Single Limit  
$1,000,000

4.0 **Excess Liability** - Umbrella Form

Each Occurrence  
$1,000,000

Aggregate  
$1,000,000

The General Liability and Umbrella policies are both primary and non-contributory.
5.0 Contractor agrees that with respect to above insurance, the Village of Skokie shall:

5.01 Be provided with thirty (30) days notice, in writing, of cancellation or material change.

5.02 Be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of this contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to the Office of the Purchasing Agent, Village of Skokie, 5127 Oakton Street, Skokie, Illinois 60077.

EXISTING CONDITIONS:

It is the bidder's responsibility to become fully acquainted with the conditions of the work areas. Submissions of a bid will assume that the bidder has included all labor and materials necessary in the bid price to fully complete the work. Construction operations and safety are the exclusive responsibility of the Contractor.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER'S NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Corkill Insurance Agency, Inc.
25 Northwest Pt Blvd Ste 625
Elk Grove Village, IL 60007
Paul F. Praxmarer

INSURED
Sunrise Tree Service Company
Sunrise Tree Care Inc.
110 Midlothian Road
Hawthorn Woods, IL 60047

CONTACT
Certificate Department
PHONE (Name, Ext) 847-758-1000
FAX (Name, Ext) 847-758-1200
E-MAIL: cert@corkillinsurance.com
ADDRESS: cert@corkillinsurance.com

INSURER(S) AFFORDING COVERAGE
INSURER A: West Bend Mutual
NAIC #: 15350
INSURER B: American Interstate Insurance
INSURER C: AGCS Marine Insurance Co
INSURER D:
INSURER E:
INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claim.

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<th>TYPE OF INSURANCE</th>
<th>ADDL SUBROG WDV</th>
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<th>POLICY EXP (MM/DD/YYYY)</th>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Village of Skokie is an Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract.

CERTIFICATE HOLDER
SKOKIE1

Village of Skokie
Office of the Purchasing Agent
5127 Oakton Street
Skokie, IL 60077

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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REFERENCES

for

VILLAGE OF SKOKIE

Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this proposal. Please provide this information for each partner in a Joint Venture, and for all Subcontractors:

Facility: Katz & Katz
Address: 3175 Commercial Avenue Suite 100
City, State, Zip Code: Northbrook, IL 60062
Telephone Number: (847) 212-1125
Contact Person: Gadi Cohen
Dates of Service: active contract 2016

Facility: Village of Kenilworth
Address: 419 Richmond Road
City, State, Zip Code: Kenilworth, IL 60043
Telephone Number: (847) 251-1160
Contact Person: John Kiwala
Dates of Service: active annual work

Facility: Village of Winnetka
Address: 510 Green Bay Road
City, State, Zip Code: Winnetka, IL 60093
Telephone Number: (847) 501-6000
Contact Person: Jim Stier
Dates of Service: active annual work

Complete this form and submit it with Form of Proposal.
Offeror's Name: [Signature]

498869 15
BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.

_____ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.

✅ Corporation: State of Incorporation: Illinois

Please provide your Federal Employer Identification Number (F.E.I.N.): 86-38286051

Seal (affix seal below if applicable) (List Name of Officers)

President Steve A. McOwen

Vice-President Kathleen McOwen

Secretary

Treasurer

Attest:

Signature of Secretary
ACCEPTANCE

The undersigned, on behalf of the Village of Skokie, a municipal corporation of the State of Illinois, hereby accept the foregoing bid items as identified in the proposal.

Total Amount of Contract $155,000

Fund Chargeable VARIOUS

Michael Aleksic, Purchasing Agent

Seal

Pramod Shah, Village Clerk

Board of Trustees Approval Dated: OCTOBER 6, 2010