



**City of Wheaton**  
303 W. Wesley Street  
Wheaton, IL 60187-0727  
630-260-2000

**City of Wheaton, Illinois**

**[www.wheaton.il.us](http://www.wheaton.il.us)**

Description: 2017 TREE PLANTING PROGRAM

Requesting: Invitation to Bid (2 original copies compiled as described within)

Issue Date: May 3, 2017

Pre-Bid Meeting: None

Last Date for Questions: Wednesday, May 24, 2017 at 12:00 pm local time

Sealed Proposal Submittal Due: Thursday, June 1, 2017, prior to 11:00 am local time

Bid Opening Location: Wheaton City Hall, 303 West Wesley St., Wheaton, IL  
Council Chambers, 2<sup>nd</sup> Floor

Planting Season: Fall 2017 = 289 trees  
Spring 2018 = 507 trees, completed prior to April 30, 2018

Note: Illinois Prevailing Wage Act 820 ILCS does NOT apply

Contacts for this bid: [LStyczen@wheaton.il.us](mailto:LStyczen@wheaton.il.us)

Enclosures: General Instructions Regarding the Solicitation of Contracted Services  
General Terms and Conditions for Contractors  
Special Provisions for Contracted Services  
Standard Agreement for Contracted Services  
Insurance Provisions  
Change Order Draft

Bid Submission must include: Bid Bond (10% of year 1 total cost)  
Cost Proposal Page  
Certification of Compliance  
Contractor Profile and Submittal Requirements  
Certificate of Insurance

If you are awarded the bid,

Additional Documents Required: Signed Standard Agreement for Contracted Services  
Payment and Performance Bond (110% of year 1 total cost)  
Certificate of Insurance with endorsements

All questions concerning this solicitation shall be via e-mail to the Procurement Officer and received no later than time stated above. A written response in the form of a public addendum will be published and forwarded to qualified proposers.

Contact with anyone other than the Procurement Officer for matters relative to this solicitation during the solicitation process is prohibited.