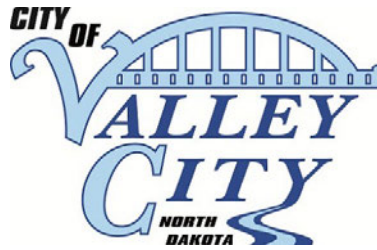


City Hall
254 2nd Ave NE
Valley City, ND 58072-0390



ph: 701-845-1700
www.valleycity.us

REQUEST FOR QUOTE – TREE TRIMMING & REMOVAL SERVICES

The City of Valley City is requesting written quotes for tree and shrub trimming and removal services on properties within city limits that are not in compliance with the City's tree and shrub ordinances.

Form: Name of business
Name of contact person
Business address
Business phone
Amendments to City terms, if applicable
Cost of services
Description/size of equipment to be used
Time to complete trimming or removal at a property following request from City
Description of previous work for City, if applicable

Deadline: April 24, 2025, 4:00pm

Submit to: City Hall
254 2nd Ave NE
Valley City, ND 58072
tpolecity@valleycity.us

Terms:

1. Contract approval date: On or before May 1, 2025.
2. Contract performance date: Upon request of City, during annual growing season.
3. Initial term: Three years.
4. Renewal terms: maximum of two one-year extensions.
5. Payment will be made within 30 days of receipt of invoice.
6. Contractor will provide tree services consisting of trimming trees and shrubs in accordance with City ordinances, and removing trees and shrubs that are dead, dying, diseased and/or infested. Frequency will be determined by the City Forester and/or Public Works Superintendent. Total hours of work varies based on property owners' compliance with City ordinances.
7. Contractor will submit a detailed invoice to the Valley City Public Works Department that provides at a minimum dates, times and locations that work was performed.
8. Contractor will provide and maintain general liability insurance coverage appropriate for the services provided and must include the City as an additional insured thereunder and provide the City with a certificate of such insurance.
9. Contractor will indemnify and hold the City harmless from and against all liabilities, damages, costs, claims, suits or actions, whether for injuries to Contractor or other persons,

or loss of life, or damage to property, resulting from the groundskeeping operation including the use and operation of equipment.

10. Contractor warrants that it will not subcontract or otherwise hire or request other persons to perform Contractor's work without express written permission of the City.
11. Minimum requirements: 18 years of age; valid ND driver's license.
12. Contractor will supply all equipment and fuel.
13. The Contractor agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with the Agreement.
14. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent contractors performing work in or on city property are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
15. Valley City is an Equal Opportunity Employer. In addition, no person shall be denied access to any program or activity of the City on the basis of sex, age, race, color, national origin, mental or physical disability, or income level.
16. Smoking is not permitted on or within 20 feet of City property at any time.
17. The City may terminate the Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Contractor at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
 - a. Missing a scheduled job, unless the City is notified in advance and the work is performed within a reasonable time thereafter.
 - b. Failure to fully comply with all the provisions, terms, specifications and requirements of the Agreement.
 - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Contractor and/or employees or agents of the Contractor.
 - d. Failure to provide an excellent level of service after notification by the City.

Factors considered:

- Ability to meet City requirements (including acceptance of conditions and availability)
- Previous work for the City
- Location of business
- Available equipment
- Cost of services

The City Administrator reserves the right to reject any or all quotes or parts of quotes, to negotiate modifications of quotes submitted, to negotiate specific work elements with a Firm into a project of lesser or greater magnitude than described in the Request For Quote or the Contractor's reply. More than one Contractor may be selected.