

Request for Proposal (RFP)

Tree Removal, Trimming, Stump Grinding, and Backfill

Norton Shores Branch of Muskegon Area District Library



September 19th, 2025

Kevin Wisniewski
Muskegon Area District Library

4845 Airline Road Suite 5

Muskegon, MI 49444

Responses Due: October 9th, 2025, 12:00pm Noon

Background of Muskegon Area District Library

Founded in 1938, the Muskegon County Library became the Muskegon Area District Library in 2006 as a result of a successful millage campaign. MADL serves 19 local governmental units throughout Muskegon County; the residents of which are taxed 1.249 mills. Although everyone in Muskegon County is welcome to use all of the MADL branches, the millage does not include residents of the City of Muskegon and Muskegon Public School District, which are served by Hackley Public Library; The Township of Fruitport and The Village of Fruitport, which are served by the Fruitport District Library; and the City of Whitehall and the Whitehall Public School District, which are served by White Lake Community Library.

Muskegon Area District Library (MADL) serves a community of over 107,000 residents located throughout Muskegon County. Our collection contains over 192,000 physical materials including books for all ages, audio books, CDs, DVD, hotspots, and Playaway Tablets. Our e-resource collection contains over 7 million titles including the most popular albums, TV shows, Comics, eBooks, Movies, and independent films and documentaries. MADL connects a diverse community to resources and services that educate, inform, enrich and entertain.

Purpose and Intent

The purpose and intent of Muskegon Area District Library to receive written bids for the Tree Removal/ Tree Trimming / Stump Grinding / Backfill services at our Norton Shores Branch location located at 705 Seminole Road, Norton Shores, MI 49441. The contractor for these services must submit with quotation, proof of property damage liability, bodily injury, worker's compensation insurance. If subcontracting, if any, shall be bound by verification of the same insurance requirements.

General RFP Information and Schedule of Events

MADL reserves the right to vary from this timeline as necessary.

RFP release	Friday, March 16
RFP release & announcement on the Library Website	Friday, September 19 th
Optional Site Walkthrough	Wednesday September 24 th 9:00am – 11:00am
Questions regarding RFP due	Friday, September 26 th 5:00pm
Answers to vendor questions regarding RFP posted	Tuesday September 30 th 5:00pm
RFP Submission Due Date	Thursday, October 9 th 12:00 pm Noon
A recommendation made to the Library Board for Approval	Monday, October 20 th
Work Completion	Months of November - December

General Work Rules

The following is a list of general guidelines to be followed by the contract. Muskegon Area District Library Project Coordinator Kevin Wisniewski or his designee must approve all exceptions and/or deviations to these guidelines.

1. The normal workday must stop one hour prior to dusk, or 9:00 p.m., whichever occurs first. Beginning work time one hour after sunrise, but no sooner than 7:00am.
2. As a contractor for Muskegon Area District Library, involvement in disputes or arguments with the public is not allowed. If disputes arise that cannot be resolved, refer them to the Project Coordinator or designee.
3. Work sites must be cleared as soon as possible while attracting as little attention as possible, (i.e. no on-site log splitting for firewood).
4. Under no circumstances, will any material be burned at job site.

Debris Disposal

The successful bidder will be responsible for the proper and legal disposal of all wood and related material resulting from the removal of any tree(s).

Equipment

Bidders shall be required to possess the minimum following equipment to do the requested work, including all personnel to be fully trained and experienced and capable of operating said equipment. Equipment operators shall be required to possess all licenses or certificates required by law to operate such equipment listed below and to comply with all regulations and statutes pertaining to them (Such as Commercial Driver's License).

- **Bucket Truck** (High Ranger Style minimum 50-foot extension)
- **Brush Chipper** (Minimum 10-inch diameter feed)
- **Stump Grinder** (Minimum 32-inch grinding wheel)
- **Loading Device** - capable of lifting and loading up to 50-in diameter stumps
- **Dump Truck** - (5+ Yard)

Safety

The contractor is responsible / liable for locating and protecting utility lines and/or contacting MISS DIG prior to implementing any work activity that may damage the utility's facility at the site. The contractor shall comply with all related MIOSHA safety regulations and requirements applicable to the contracted work. Bidder will also be responsible for all proper traffic control devices.

Waiver

The successful bidder selected shall not hold the Muskegon Area District Library liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The successful bidder agrees to hold the Muskegon Area District Library harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds

there is gross negligence of an employee of the Muskegon Area District Library while acting within the scope of their employment.

General Tree Work

All trees needing work are located near the building and towards the North Seminole Rd entrance. Trees needing work are located inside the red square only. Trees that are to be removed have been marked with a **black circle** at the base of the tree. Trees that are to be trimmed have been marked with a **yellow circle** at the base of the tree. Trees needing work are a variety of sizes ranging from roughly 15-50 feet. Contractors may walk the facility grounds with the project coordinator during the guided optional site walk through on **September 24th | 9:00am – 11:00am** or unguided M-F between the hours of 9:00am – 5:00pm. Contractors shall not approach any library staff onsite regarding questions or concerns for this project. All questions shall be directed to **Kevin Wisniewski** at kwisniewski@madl.org



All removed trees shall have their stumps ground to a minimum depth of twenty-four (24) inches below grade. All chips, dirt, and shavings are not to be left behind in the parking lot or on any facility grounds. The contractor will be responsible and/or liable for removal and disposal of all stumps, grinding debris, raking and leveling of disturbed soils. The cavity created by the stump/grinding shall be back filled with filtered black dirt. Pruned branches shall be flush cut to existing tree trunk or branch.

No cutting or pruning of OAK trees until cold weather (Fall).

Procedure for Submission of Proposals

1. Questions regarding this RFP must be sent exclusively to kwisniewski@madl.org by **5:00 PM (EST) on Friday, September 29th, 2025**
2. Responses to questions will be posted in the form of an addendum on MADL's website (<https://madl.org/governance-financials/>)
3. Proposals must be submitted in the format of either one (1) print copy in a sealed envelope marked with the name, address, and contact information of the proposing firm and the words "Tree Removal, Trimming, Stump Grinding, and Backfill" or one (1) electronic copy via email. Proposals must be received by MADL no later **than 12:00 PM (EST) Noon on Monday, October 9th, 2025**. Submission of Bid and related questions should be addressed to the following Library Contact:
 - a. Muskegon Area District Library
Attn: Kevin Wisniewski
4845 Airline Road Suite 5
Muskegon, MI 49444
Subject: "Proposal for Tree Removal and Trimming – Norton shores Branch"
Email: kwisniewski@madl.org
4. All proposals must be submitted in their entirety by the deadline
5. Proposals delivered after the due date will not be given consideration and will be returned unopened

Award of Contract

The following employee of MADL is the only contact person for any questions that may arise before the contract is awarded: Kevin Wisniewski. Any questions or clarifications regarding this RFP should be emailed to kwisniewski@madl.org. All questions should be submitted no **later than 5:00 PM (EST) on September 29, 2025**

1. MADL reserves the right to award the total proposal, to reject any and all proposals in whole or in part, to award parts of the proposal to separate vendors, and to waive any informality or technical defects if, in MADL's sole judgment, the best interests of MADL will be so served.
2. No action will be binding on the library until a contract has been executed by both parties and approved by the Muskegon Area District Library Board of Trustees.

Evaluation of Proposal

1. Proposals will be reviewed by an evaluation team comprised of MADL staff. Proposals will be judged based on how closely they meet MADL's requirements, the experience of the proposer, and the overall cost of the project.
2. MADL staff will review the submitted proposals and *may* select proposers to meet with the evaluation team in October 2025, to discuss the package and to determine which proposer most closely meets the needs of MADL.
3. MADL staff will prepare a recommendation to the Library Board, which will make the final determination to award the contract. The selected proposer will meet with MADL staff to prepare a contractual agreement between the library and the proposer as soon as is reasonable after the final selection is made. Failure to negotiate a mutually agreeable contract may result in the cancellation of any award.

Selection Process

1. After the period for receipt of proposals has closed, each proposal will be examined to determine compliance with the format and information requirements specified in the RFP. Any proposal that does not meet the format and information requirements may be eliminated from consideration.
2. The library may reject any proposal if it is conditional, incomplete, or contains irregularities. MADL also reserves the right to reject all proposals.
3. Following evaluation of proposals, the top candidates may be requested to participate in an interview to determine and select the vendor that most closely meets the needs of MADL; however, MADL reserves the right to select based solely on the written proposal without an interview.

Mandatory Response Checklist

One (1) print hard copies or one (1) electronic copy of the proposal including:

- Description of Services provided
- Prior experience & Qualifications
- References
- Proposed approach to scope of services
 - Subcontracting any portion of services shall be noted.
- Vendor Contact Information
- Proof of property damage liability, bodily injury, worker's compensation insurance
 - If subcontracting, if any, shall be bound by verification of same
- Cost breakdown