

A. SCOPE OF WORK

This work shall consist of planting trees and furnishing necessary components (trees, all labor, tree support equipment, materials and tools) to successfully establish trees in City Parks and along road right of way. City staff anticipate approximately 250-275 trees will be planted in 2026, the majority going into boulevard areas. Specific locations of trees, and in some cases the specific species of trees, will be determined by the City. The City desires a diverse mix of trees to fit the varying parameters and conditions of planting locations. The contractor will be responsible for calling in utility locates and assuring no damage to underground utilities.

The Contractor will provide a three-year survival guarantee after planting. Therefore, a watering plan and care plan shall be included in the proposal.

B. EQUIPMENT

In furnishing the trees for planting, the stock must have a minimum trunk diameter at chest height of 1" or more. In select cases, smaller stock will be permitted. Stock must be bare root or containerized size #20 or less. At the end of this section, a suggested species list is provided. Trees not on this list may still be planted but should be pre-approved by the City of Winona. The City may request specific trees for specific locations which will be communicated prior to planting.

The Contractor will be responsible for purchasing the trees and providing all equipment required for the planting, watering and care of the trees. Any staking gear or watering bags provided by the contractor will become the property of the City if remaining on the tree after the 3-year planting guarantee.

Suggested Tree species:

Species	Scientific Name
Serviceberry	<i>Amelanchier spp.</i>
River Birch (single stem)	<i>Betula nigra</i>
American Hornbeam/Blue Beech	<i>Carpinus caroliniana</i>
Bitternut Hickory	<i>Carya cordiformis</i>
Shagbark Hickory	<i>Carya ovata</i>
Hackberry	<i>Celtis occidentalis</i>
Red Bud	<i>Cercis canadensis</i>
Yellowwood	<i>Cladrastis kentukea</i>
Cockspur Hawthorn	<i>Crataegus crus-galli</i>
Downy Hawthorn	<i>Crataegus mollis</i>
Honey Locust	<i>Gleditsia triacanthos</i>
Kentucky Coffee Tree	<i>Gymnocladus dioicus</i>

Tulip Tree	<i>Liriodendron tulipifera</i>
Iron wood/Hop hornbeam	<i>Ostrya virginiana</i>
Pin Cherry	<i>Prunus pensylvanica</i>
Black Cherry	<i>Prunus serotina</i>
White Oak	<i>Quercus alba</i>
Northern Pin Oak	<i>Quercus ellipsoidalis</i>
Bur Oak	<i>Quercus macrocarpa</i>
Chinkapin Oak	<i>Quercus muehlenbergii</i>
Red Oak	<i>Quercus rubra</i>
American Linden	<i>Tilia americana</i>
American elm with Dutch elm disease resistance (Princeton, New Harmony, Jefferson, Prairie Expedition) – Not Valley Forge	<i>Ulmus americana</i>
Viburnum	<i>Viburnum lentago</i>

C. PLANTING AND REPORTING PROTOCOLS

Trees may be planted at any time after the contract is executed and all tree planting work must be completed by November 15, 2026. The City envisions providing a list of planting locations to the contractor, who will then subdivide which trees will be planted when. Throughout the course of the planting season, new locations will be added to the planting list. The contractor will provide an estimated planting list prior to planting, which the City will use to inform residents of upcoming tree planting.

The contractor will provide a summary of work report on June 1st, September 1st and a final report by Dec. 1st stating the address and species of tree planted. If trees die and are replaced, that detail will also be noted.

It is also very likely that residents will have questions for the planting crew, and the contractor will be expected to reply in a courteous manner. Neighbors may have questions about also receiving trees for their boulevard, and the City will provide a fact sheet that the contractor will give to the residents to be added to the planting list.

Many residents are able and willing to water trees planted on their boulevard, although it will be the contractor's responsibility to communicate watering instructions. The City will provide the contractor with a list of the residents who have communicated interest in watering the newly planted trees.

D. PROFESSIONAL QUALIFICATIONS

The Contractor shall at all times maintain a force of qualified personnel to sufficiently and effectively execute the contract. Personnel descriptions of experience and credentials are welcomed in the application.

E. BASIS OF PAYMENT

Payment will be based on unit prices for trees planted and may be sought monthly. This estimated cost should be included in the proposal.

F. INSURANCE

At the time the executed contract and performance bond is delivered to the City, the contractor must also furnish a certificate of insurance. The certificate of insurance must specifically state and verify that the contractor has the required insurance coverage and meets all requirements for the same as provided in the City's standard services contract, Attachment B.

G. INDEMNIFICATION

The Contractor must indemnify and hold harmless the City and meet all requirements for the same as provided in the City's standard services contract, Attachment B.

J. CONTRACT FORM

The contract form of agreement will be furnished by the City of Winona. The required form of the City's service contract is attached as Attachment B. By submitting a proposal, all proposers/responders hereby agree to the terms and conditions contained in the City's standard services contract, Attachment B.

K. Contractor Selection

The City will select the contractor based on its evaluation of the best value to the City. Proposals will be scored on a 100-point scale with 40 points for experience, and 60 for price.

The City reserves the right to reject any and all proposals and to add or delete from the Contract to meet the allocated budget. The City also reserves the right to seek clarification and interview contractors prior to awarding the contract.

Proposals are due in electronic or hard copy format by no later than Friday, January 9, 2026, at 4pm. An electronic version should be emailed to the City Clerk's office: cyclerk@winonamn.gov and hard copies need to be delivered to 207 Lafayette St. (Winona City Hall), Third Floor, Winona, MN 55987.

L. Non-Discriminatory Practices

The contractor agrees during the life of this contract not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. The Contract may be cancelled or terminated by the City, and all money due to become due hereunder may be forfeited, for a second or subsequent violation of the terms and conditions of this paragraph.

M. Contract Period and Project Completion Dates

The contract will commence on the date specified in the contract award which is anticipated to be in mid-January to early February 2026 and terminate December 31, 2026, or upon completion of all planting work – whichever occurs first. The three-year survival guarantee will not expire at the conclusion of the

contract. The contract may be terminated sooner in accordance with the provisions contained in the contract.

Prior to beginning planting work under the contract, the contractor must arrange for a meeting with the City forester and Natural Resources Sustainability Coordinator at which time specifications will be reviewed and the scheduling and progression of work will be discussed.

N. Subcontractor

No subcontractors will be allowed for the contract unless approved by the City. The qualifying contractor must be capable of completing the services required hereby or specify the number of trees they are responsible for. The prime contractor will need to provide an IC134 form before final payment if using any subcontractors.

O. Maps

At the beginning of the contract performance period, the City will provide maps with expected planting locations.

P. Prevailing Wage

Pursuant to Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

The City anticipates labor code 103 – Laborer, Landscaping will apply and labor code 203 may apply if using mechanized landscaping equipment. Current rates for these job codes are found in Attachment C. The Contractor will provide certified payroll reports for project work to the City for compliance purposes.

Q. Contact Information/Questions

Questions about the project should be directed to project coordinator John Howard: Jhoward@winonamn.gov. Answers to questions will be posted to the City website on Dec. 19th and Jan. 2nd.