



# *Department of Public Works*

## SEALED BID PROPOSAL - TREE MANAGEMENT SERVICES

Glen Park Neighborhood

East Glen Park & West Glen Park (Separate Proposal Areas)

### **1. Introduction and Purpose**

The City of Gary is soliciting sealed bids from qualified and licensed contractors to provide tree maintenance and vegetation management services within the Glen Park neighborhood. The work will focus on tree mitigation, trimming, and clearing within alley/roadways to relieve overgrowth, ensure clear passage, and restore alleys to a clean, passable condition for residents, service vehicles, and emergency access.

To encourage competitive pricing and efficient service delivery, this project is divided into two (2) separate geographic bid areas with sub sections:

- **East Glen Park**
- **West Glen Park**

Bidders may submit a proposal for specific (full) sections or all in its entirety. Awards may be made separately, and the city has the right to contract with multiple vendors.

Bids are to be submitted SEALED by February 25<sup>th</sup> no later than 9:30am Cst. Late submissions will not be accepted. There will be an optional Pre-bid meeting on February 18<sup>th</sup> with a site visit depending on weather conditions. Bids will be opened and read aloud at the Board of Works & Safety. The meeting will be held at the Hudson Campbell located at 455 Massachusetts Street, Gary, IN 46402.

Vendors can receive bid documents from the Public Works Department by emailing [gburris@gary.gov](mailto:gburris@gary.gov). Bid documents can only be received until February 20<sup>th</sup> before 3pm Cst.

### **2. Project Objectives**

The primary goals of this project are to:

- Remove or mitigate tree and vegetation overgrowth impacting alleys
- Trim trees and brush to maintain clear horizontal and vertical passage
- Improve alley accessibility for sanitation, utility, and emergency services
- Enhance neighborhood cleanliness, safety, and appearance

### **3. Scope of Work**

Services shall include, but are not limited to:

#### **A. Tree Mitigation and Trimming**

- Trimming of tree limbs encroaching into alleyways
- Removal of dead, damaged, or hazardous limbs
- Clearance of branches interfering with vehicular and pedestrian access
- Minimum clearance requirements:
  - Vertical clearance: 16 feet
  - Horizontal clearance: 16 feet

#### **B. Alley Trimming and Vegetation Control**

- Cutting back overgrown trees, brush, and vegetation along alley perimeters
- Removal of vines, volunteer trees, and invasive growth
- Trimming to property line or alley right-of-way limits

#### **C. Debris Removal and Disposal**

- Chipping, hauling, and proper disposal of all generated debris
- Alleys must be left clean and free of wood, brush, and leaves

#### **D. Protection of Property and Utilities**

- Contractor shall avoid damage to fences, garages, utilities, pavement, and private property
- Any damage caused shall be repaired at contractor's expense

### **4. Bid Areas**

#### **Area 1: East Glen Park**

- Defined as Glen Park neighborhood areas east of **BROADWAY**
- Contractor shall service all designated alleys identified by the City

#### **Area 2: West Glen Park**

- Defined as Glen Park neighborhood areas west of **BROADWAY**
- Contractor shall service all designated alleys identified by the City

See attached map.

## 5. Project Schedule

- Project Start: Within 14 days of Notice to Proceed
- Project Completion: Within 60 days per bid area
- Work hours: Monday–Friday, 8:00 AM–4:30 PM (unless otherwise approved)

## 6. Contractor Qualifications

Bidders must:

- Be properly licensed and insured in the State of Indiana and City of Gary
- Have a minimum of three (3) year's experience in municipal or commercial tree maintenance
- Provide proof of:
  - General liability insurance
  - Workers' compensation insurance
- Demonstrate capability to complete work safely and on schedule

## 7. Proposal Submission Requirements

Each proposal shall include:

- Completed proposal form indicating East Glen Park, West Glen Park, or both
- Unit pricing table (Schedule of Values Sheet)
- Proof of required licenses and insurance
- Proposed project schedule
- Description of equipment to be used

Proposals must clearly indicate the area(s) being proposed.

## 8. Unit Pricing Schedule

Contractors shall provide unit pricing and lump sum values for the services provided in the schedule of values. The City will issue work orders based on actual quantities as needed.

Pricing shall include all labor, equipment, traffic control, disposal, and incidentals.

Bidders may submit a proposal for specific (full) sections or all in its entirety. Awards may be made separately, and the city has the right to contract with multiple vendors.

## 9. Evaluation and Award

Bids will be evaluated based on:

- Cost
- Contractor experience and qualifications
- Ability to meet schedule and scope requirements
- Past performance with municipal projects

The City of Gary reserves the right to reject any or all bids and to award contracts in the best interest of the City.

## **10. Pre-Bid Meeting (Optional but Recommended)**

A pre-bid site walkthrough will be held to review alley conditions and answer questions.

- Date: [TBD]
- Location: [TBD]

## **11. Submission Deadline and Contact Information**

Sealed bids must be received by:

**Date:** February 25, 2026

**Time:** 9:30 AM CST

**Location:** Gary City Hall 401 Broadway, Suite 105

Questions regarding this bid should be directed to:

Rachelle Ceaser, Executive Director - Division of Public Works (219) 881-1310  
gburris@gary.gov

## **12. General Conditions**

- Contractor shall comply with all local, state, and federal regulations
- All work is subject to inspection and approval by the City
- Payment will be made upon satisfactory completion and verification of work

## **13. Proposal Evaluation Criteria**

Proposals will be evaluated using a best-value approach based on the following criteria:

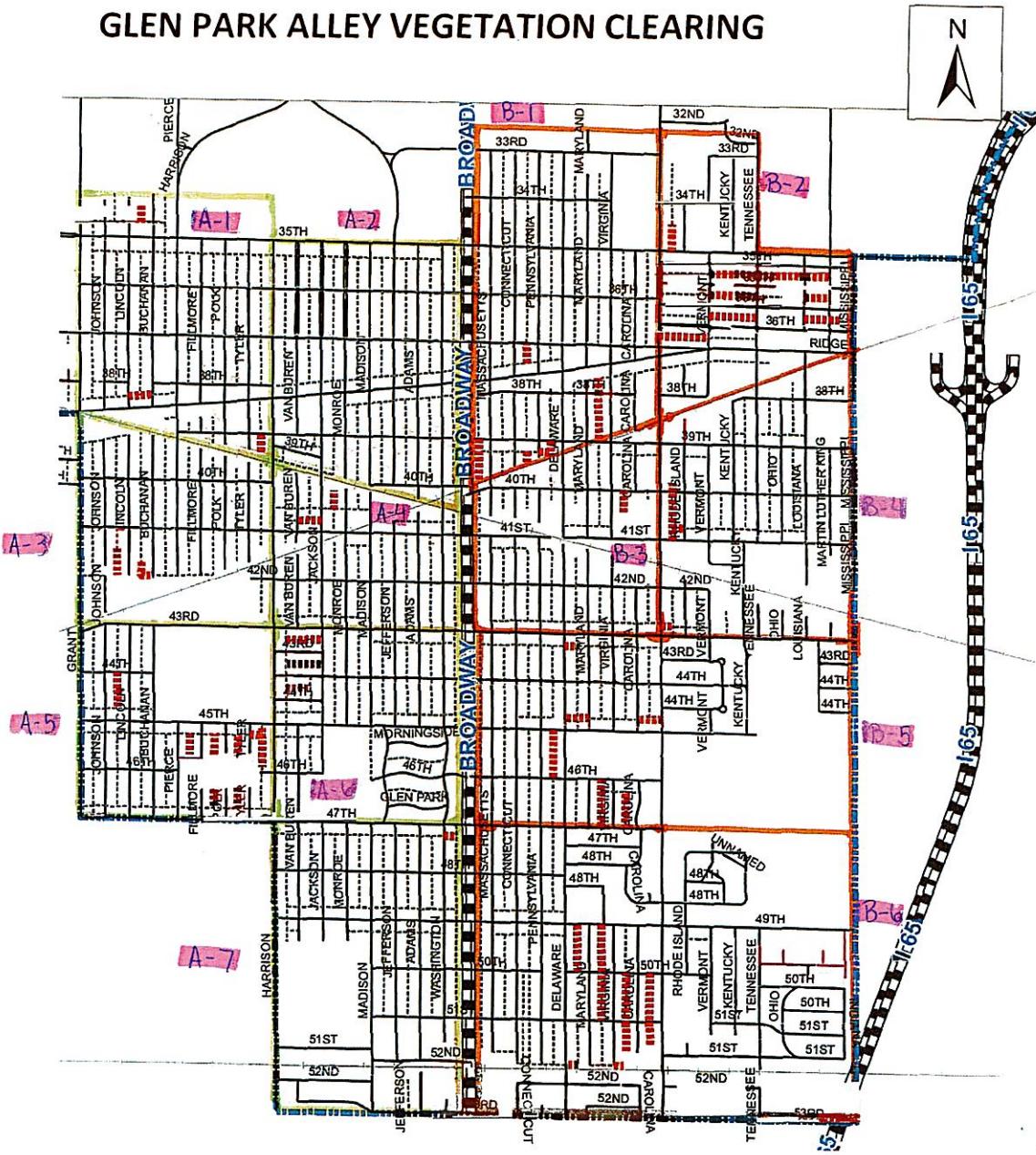
- Cost and unit pricing structure – 40%
- Relevant experience and qualifications – 30%
- Project approach and schedule – 20%
- Past performance and references – 10%

The City reserves the right to negotiate scope and pricing with the highest-ranked proposer(s).

## SCHEDULE OF VALUES

Item No.	Description	Unit of Measure	Unit Price (\$)
1	Tree limb trimming (routine)	Per tree	\$
2	Heavy limb removal / hazard mitigation	Per tree	\$
3	Alley rimming – vegetation and brush	Per linear foot	\$
4	Alley clearance (full width & height)	Per linear foot	\$
5	Removal of dead or fallen trees	Per tree	\$
6	Debris hauling, chipping, and disposal	Per load	\$
7	Emergency or priority response work	Per hour	\$
8	A-1	Lump Sum	\$
9	A-2	Lump Sum	\$
10	A-3	Lump Sum	\$
11	A-4	Lump Sum	\$
12	A-5	Lump Sum	\$
13	A-6	Lump Sum	\$
14	A-7	Lump Sum	\$
15	B-1	Lump Sum	\$
16	B-2	Lump Sum	\$
17	B-3	Lump Sum	\$
18	B-4	Lump Sum	\$
19	B-5	Lump Sum	\$
20	B-6	Lump Sum	\$
Total		\$	-

# GLEN PARK ALLEY VEGETATION CLEARING



## Legend

## Overgrown Roads & Alleys

## ALLEY, NOT OVERGROWN

— ALLEY, OVERGROWN

— ROAD, NOT OVERGROWN

— ROAD, OVERGROWN