

# **Oceana County Road Commission Tree Removal/Tree Pruning Stump Grinding Specifications**

January 2026

It is the intent of the Oceana County Road Commission (OCRC) to receive bids for Tree Removal/Tree Pruning/Stump Removal/Stump Grinding Services on all roads under its jurisdiction in Oceana County for a contracted period of 2026.

**Scope:** Specifications for this contract includes furnishing of all labor, equipment, and traffic control devices as required for the tree/stump services as requested. Bids will not be accepted for additional fees for drive time.

Subcontractors, if any, shall be bound by these specifications and it is the responsibility and duty of the contractor to verify that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance with their bid submission.

The Board reserves the right to reject any or all bids, waive irregularities in any bid and make award in any manner deemed in the best interests of the County.

The Board reserves the right to take bids or solicit quotes for major projects under separate contract.

## **General Overview**

Periodically, the Oceana County Road Commission has a need to contract for professional services to remove/prune trees and/or grind tree stumps within the Primary and Local Road system under the jurisdiction of Oceana County Road Commission, including MDOT State Highways. **Contractor must be able to perform scheduled services within 2 weeks from request.**

Emergency situations may occur in which the Oceana County Road Commission would require private companies to assist OCRC forces in the removal of storm damaged trees and stumps. **Emergency response is expected within 3 hours.**

**In the event the contractor cannot perform within the specific time frame, due to extenuating circumstances, contact must be made to the Supervisor and or Superintendent to establish an agreed extension by both parties and will be determined on a case by case basis.**

All contractors submitting bids must provide references and proof that they meet requirements of working in road right of ways.

## **General Tree Work Specifications**

1. A minimum of a three (3) person work crew will be required.
2. The contractor must provide all labor, supervision, equipment, materials and expertise necessary for execution of the contracted tree work.
3. The contractor will be required to comply with all specifications. OCRC will conduct continuous inspections of work performed. Failure to properly carry out the work requested will be considered just cause to terminate the contract and assign any further work to an alternate contractor.
4. Trees shall not be felled onto or across the travel portion or shoulder areas of the roadway. Trees must be sectioned down from the top first before a felling cut is made to avoid damage to roads, structures, etc.
5. Trees shall not be felled onto private property without the property owner's written consent. Contractor shall not work on private property to complete the work without proper notification to OCRC and written agreement with the property owner.

6. Tree and stump removal debris shall not be left at the job site unless otherwise directed by OCRC. Road and shoulder areas will be swept and raked clean of all debris prior to leaving the job site.

## **Oceana County Road Commission Tree Removal/Tree Pruning Stump Grinding Bid Specifications**

### **General Tree Work Specifications** (continued)

7. When wood is left on the property adjacent to the roadway for the use of the property owner, it shall be cut in 8'-10' lengths, unless specified otherwise by a designated Road Commission representative.
8. All wood less than 3 inches in diameter shall be chipped and removed from location where the tree was located.
9. In lawn areas, all debris is to be removed. Any damage caused by the tree removal operation is to be repaired in a condition acceptable to the Road Commission.
10. In those instances where trees are located in maintained lawn areas or in close proximity to fences, buildings, power lines, mailboxes, hedges, other trees, sidewalks, driveways, etc., care shall be taken to avoid damage. The use of ropes, wood cribbing and any other effective means of avoiding such damage are strongly encouraged. The contractor will be responsible for all actions of their tree crews.
11. Stumps to be removed by others shall be left at a height of 3 feet.
12. All stumps designated for flush cut shall be cut to a 2-inch height or less, and flush cut with slope if any.
13. All stumps designated for mechanical grinding shall be ground to a minimum depth of twelve (12) inches below grade.
14. For Urban/Residential areas, chips, dirt, and shavings are not to be left in the roadway, i.e., travel lane, shoulder area or drainage ditches. In Rural areas, chips can be blown toward the back slope. No debris should be left in the drainage ditches, streams or wetlands.
15. The successful bidder will be responsible and liable for the proper and legal disposal of all grinding debris, raking and leveling of disturbed soils. The cavity created by the stump/grinding will be filled, topsoil compacted and leveled to existing grade and area shall be returned to a condition acceptable to Road Commission personnel prior to stump removal.
16. Trees scheduled for removal will be marked approximately 2 feet from ground level with an "R" in pink paint. Trees to be pruned will be marked with a 3-inch dot.
17. Subcontractors, if any, shall be bound by these specifications and it is the responsibility and duty of the contractor to see that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance.
18. All trees designated for pruning shall be pruned in accordance with the following guidelines:
  - A. Prune only the dead, split, broken, or low limbs that are in the roadside half of the tree and/or limbs that could fall into the roadway. Low limbs on trees indicated in these instructions should be cut to at least 15 feet over roadway. (Roadway is shoulder edge to shoulder edge)
  - B. Trees are to be pruned on the roadside only, unless directed to do otherwise by OCRC.
  - C. All branches pruned will be flush cut to existing tree trunk or branch.

# **Oceana County Road Commission Tree Removal/Tree Pruning Stump Grinding Bid Specifications**

## **Useable Timber Disposal**

The property owner affected by the removal of the tree shall have right of first refusal for the useable wood. A designated OCRC representative will direct the successful bidder as to the requirements of disposal if the property owner wants the wood. Wood not claimed by the property owner becomes the property of the contractor for proper disposal.

## **General Work Rules**

The following is a list of general guidelines to be followed by the contractor. OCRC must approve all exceptions and/or deviations to these guidelines.

1. Tree work is to be performed to minimize the impact on the motoring public.
2. The normal workday must stop one hour prior to dusk, or 9:00 p.m., whichever occurs first. Beginning work time will be one hour after sunrise, but no sooner than 7:00 a.m. There will be no scheduled Sunday or Holiday work.
3. As a contractor for OCRC, involvement in disputes or arguments with property owners or the public is not allowed. If disputes arise that cannot be resolved, refer them to a OCRC representative.
4. No firewood shall be processed within the road right of way.
5. Under no circumstances, will any material be burned at any job site.

## **Equipment**

Bidders shall be required to possess the following equipment prior to submitting a bid, including fully trained and experienced personnel capable of operating said equipment. Equipment operators shall be required to possess any and all licenses required by law to operate the equipment listed below and to comply with all regulations and statutes pertaining to them, i.e., Commercial Driver's License. Inspection of equipment by a designated OCRC representative may be required prior to the award of contract.

- A. Bucket Truck (Minimum 50 foot extension)
- B. Brush Chipper (Minimum 10 inch diameter feed)
- C. Stump Grinder (Minimum 32 inch grinding wheel)
- D. Loading Device capable of lifting and loading up to 50-inch diameter
- E. Dump Truck 5 Yard
- F. Dump Truck 15 Yard
- G. Crane
- H. Traffic Control Devices

## **Safety**

The contractor is responsible and liable for locating and protecting utility lines and contacting MISSDIG prior to implementation of any work activity that may damage the utility's existing facility at the site(s).

The contractor shall comply with all related MIOSHA safety regulations and requirements applicable to the contracted work.

Bidder shall be required to use the proper traffic control devices as mandated in the most current Michigan Manual of Uniform Traffic Control Devices, Edition Part 6, Construction and Maintenance. The work crews assigned by the contractor shall have their crews trained and certified for traffic regulation and signing.

# **Oceana County Road Commission Tree Removal/Tree Pruning Stump Grinding Bid Specifications**

## **Insurance Requirements**

Upon award of this contract, and prior to the performance of any work for the Oceana County Road Commission, the contractor and their subcontractors shall furnish proof of insurance certificates with the following minimum requirements.

Worker's Compensation		Statutory Coverage
Bodily Injury and Property Damage General Liability		
	Each Occurrence	\$1,000,000
	Aggregate	\$2,000,000
Bodily Injury Liability and Property Damage Liability Automobile		
Bodily Injury Liability	Each Occurrence	\$1,000,000
	Each Person	\$ 500,000
Property Damage Liability	Each Occurrence	\$1,000,000
Combined Single Limit for Bodily Injury and Property Damage Liability		
Owner's Protective Liability, including Contractual Liability		

Where required as an incident to compliance with Federal Laws and Regulations, bodily injury and property damage protection shall be extended to the Michigan Department of Transportation and the Oceana County Road Commission; and, where indicated by the identity of the contracting parties, the protection shall be extended to all participating political subdivisions and public corporations.

Contractors shall save harmless and indemnify the Oceana County Road Commission and MDOT, as well as their Board of Directors, Administrators and Employees, against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of work.

**The certificate of insurance must be submitted WITH YOUR BID and will include and be named, in writing: "The Board of County Road Commissioners for Oceana County, the Oceana County Road Commission and its Officers, agents and employees have been added as additional insured".**

## **Method of Payment**

- A. Contractor will notify OCRC upon completion of an assigned project area so inspection can be performed and payment can be authorized.
- B. Contractor will then invoice the Oceana County Road Commission. Invoice to include the purchase order number or other identifying numbers as assigned by the Road Commission, location of the job site and type of work performed.
- C. Payment shall then be made in accordance with contract rate(s) as bid.

# **Oceana County Road Commission Tree Removal/Tree Pruning Stump Grinding Bid Specifications**

## **Cancellation of Contract Provisions**

The Oceana County Road Commission shall have the right to cancel the Contract for nonperformance or inadequate performance should an inspection by the designated representative reveal that the Contractor's performance and work results in any non-acceptable maintenance condition of one or all specified areas.

The designated representative at the time of the **first** circumstance shall call for a meeting with the contractor to issue a written warning of possible contract termination should the condition continue. If the condition should repeat itself a **second** time, written notice of termination shall be sent.

Submission of a bid will be interpreted as a conclusive presumption that the Contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained within this Contract. The Oceana County Road Commission shall have the right to cancel the Contract between the Contractor and the Road Commission for any violation as may be determined by the Road Commission. Such determination shall be the sole determination of the Road Commission and its representative.

## **Assignment Clause**

The contract between the Oceana County Road Commission and the contractor may not be assigned to a third party without the written consent of the Oceana County Road Commission.

## **Renewal Clause**

The Oceana County Road Commission reserves the right to renew the Contract for two additional one-year extension(s) subject to satisfactory performance and negotiated unit price. A letter requesting the extension(s) must be submitted prior to the end of this Contract from the Contractor.

## **Questions**

Call the Clerk at (231) 873-4226 if you have questions concerning the specifications for the work.

## **Sealed Bids Due**

Sealed bids will be accepted by mail, delivered in person, or received electronically until 2:00 pm Thursday, February 12, 2026, where they will be opened and read aloud at:

Oceana County Road Commission  
P.O. Box 112  
3501 W. Polk Rd  
Hart, MI 49420

clerk@oceanacrc.org

NOTE: REGULAR MAIL MAY BE SLOW SO PLAN ACCORDINGLY!!!

The Board reserves the right to accept and/or reject any and all bids, waive irregularities therein, and to accept any bids which, in the opinion of the Board and/or the staff, may be most advantageous and in the best interest of the County.

# Oceana County Road Commission

## Bid Price Structure

### Bid Form 1 of 2

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Scheduled tree removal and stump grinding shall be considered routine work scheduled in advance.  
Emergency tree removal shall be considered an unscheduled event requiring immediate action.

#### **Tree Removal**

...measured by tree diameter at 4 1/2 feet from ground level

#### **Stump Grinding**

...measured by stump diameter at ground level

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<b><u>Tree Size</u></b>	<b><u>Scheduled Price Tree Removal</u></b>	<b><u>Emergency Price Tree Removal</u></b>
0" to 6"	\$ _____	\$ _____
7" to 12"	\$ _____	\$ _____
13" to 18"	\$ _____	\$ _____
19" to 24"	\$ _____	\$ _____
25" to 30"	\$ _____	\$ _____
31" to 36"	\$ _____	\$ _____
37" to 42"	\$ _____	\$ _____

42"+ in diameter will be bid at a cost per inch:

\$ \_\_\_\_\_ per inch  
Scheduled

\$ \_\_\_\_\_ per inch  
Emergency

#### **Stump Grinding - Scheduled**

#### **Stump Grinding - Emergency**

Stump Grinding w/Cleanup      \$ \_\_\_\_\_ per inch      \$ \_\_\_\_\_ per inch

Stump Grinding Only              \$ \_\_\_\_\_ per inch      \$ \_\_\_\_\_ per inch

**Oceana County Road Commission  
Bid Price Structure  
Bid Form 2 of 2**

	<b>SCHEDULED TOTAL</b>	<b>EMERGENCY TOTAL</b>
<b>COMBINED ABOVE TOTALS</b>	\$ _____	\$ _____
	***Sum of all above scheduled costs	***Sum of all above emergency costs
<b>TOTAL BID (scheduled + emergency)</b>		<b>TOTAL COMBINED BID</b> \$ _____

\*\*\*Bid awarded to low sum total of all above costs for combined  
Scheduled and Emergency

**Emergency Response Definition:**

Contractor agrees that a crew will be able to respond as needed  
within 3 hours for emergency services requested by the Oceana  
County Road Commission.

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Signature: \_\_\_\_\_

Emergency #: \_\_\_\_\_

Email: \_\_\_\_\_

**INCLUDE PROOF OF INSURANCE WITH BID FORMS.**