



## REQUEST FOR BIDS

**Project Name:** 2025 Buchanan Tree Friends Planting Program  
**Project Location:** 606 Clark Street, Buchanan, Michigan 49107  
**Issue Date:** March 10, 2025  
**Bid Due Date:** April 8, 2025 at 1:00PM EST

### PROJECT OVERVIEW

The City of Buchanan is seeking sealed bids from qualified vendors for the purchase of trees to be used in city beautification and environmental projects. The trees will be planted in various locations throughout the city. Bidders must submit their proposals in accordance with the specifications outlined below.

### Tree Specifications:

The City is requesting bids for the following tree species and sizes:

Quantity	Species	Caliper or Height
3	Acer rubrum 'October Glory'	2"
2	Aesculus x carnea 'Ft McNair'	2"
2	Amelanchier x 'Autumn Brilliance'	2"
1	Carpinus betulus	2"
1	Carpinus caroliniana	2"
2	Cornus kousa 'Satomi'	7'
1	Ostrya virginiana	2"
5	Liriodendron tulipifera	2"
2	Metasequoia glyptostroboides	2"
4	Plantanus x acerifolia 'Exclamation'	2"
23		

If the respective bidder would like to propose alternative tree species to those listed above for consideration, space has been provided in the attached bid form to do so.

All trees must be healthy, free from pests and disease, and meet industry standards for quality and size. The vendor should be prepared to provide a warranty for the trees, including replacement of any that fail to thrive within the first year of planting.

Trees must be delivered to the City by April 18th, 2025.

### Bid Submission Guidelines:

- **Deadline:** Bids must be received by April 8 at 1 PM EST. Late submissions will not be considered.
- **Submission Method:** Bids must be sealed and clearly marked "Bid for Tree Purchase" and delivered to: 302 N. Redbud Trail, Buchanan, MI 49107.

**Bid Requirements:**

- Provide detailed pricing for each tree species listed above, including unit costs and total costs.
- Indicate delivery terms, including lead time and delivery charges, if not included in the cost presented.
- Provide any applicable warranties or guarantees for the trees.
- Include references for previous similar projects, if available.
- Specify the method of payment and any other terms and conditions related to the bid.

**Bid Opening:**

Bids will be opened publicly on April 8 at 1 PM EST at the Buchanan City Hall, 302 N Redbud Trail, Buchanan, MI 49107. All interested parties are invited to attend.

**Bid Evaluation:**

The City of Buchanan will evaluate bids based on cost, tree quality, delivery schedule, and vendor experience. The City reserves the right to accept or reject any or all bids, and to negotiate with the selected bidder to obtain the best possible terms.

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Please submit your sealed bid by **April 8, 2025 at 1 PM EST** to:

Kalla Langston-Weiss, City Clerk  
City of Buchanan  
302 North Red Bud Trail  
Buchanan, Michigan 49107

For any questions regarding the project, please contact:

Richard Martin, Buchanan Tree Friends  
buchanantreefriends@gmail.com  
269.876.9578

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**ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED**

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# CONTRACTOR BID

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

Project Name: 2025 Buchanan Tree Friends Planting Program

Contractor: \_\_\_\_\_

Item	Quantity	Caliper/ Height	Cost	Proposed Alternate Species/Cost
Acer rubrum 'October Glory'	3	2"	\$	
Aesculus x carnea 'Ft McNair'	2	2"	\$	
Amelanchier x 'Autumn Brilliance'	2	2"	\$	
Carpinus betulus	1	2"	\$	
Carpinus caroliniana	1	2"	\$	
Cornus kousa 'Satomi'	2	7'	\$	
Ostrya virginiana	1	2"	\$	
Liriodendron tulipifera	5	2"	\$	
Metasequoia glyptostroboides	2	2"	\$	
Plantanus x acerifolia 'Exclamation'	4	2"	\$	
TOTAL:	23		\$	\$

\_\_\_\_\_  
Name Title Signature Date

