Village of Orland Park
Parkway Tree Pruning Program - Proposal Sheet
Contractors are responsible for all utility locates.
Contact Village Forester Georgie Szymczak with any questions: 312-502-8655

VOP Parkway Tree Pruning Program

PRUNING ZONE	NUMBER OF TREES TO BE PRUNED	UNIT PRICE	TOTAL PRICE
ZONE 1	4146	75.00	310,950
ZONE 2	3444	75.00	258,300
ZONE 3	3320	82.00	272,240
ZONE 4	5277	89.00	469,653
ZONE 5	3713	85.00	315,605
ZONE 6	3796	85.00	322,660
ZONE 7	4845	85.00	411,825

TREE REMOVAL AND STUMP GRINDING ALLOWANCE	$25,000.00
GRAND TOTAL BID PRICE	$2,386,233

AUTHORIZATION & SIGNATURE

Company Name: WINKLER SERVICES

Name of Authorized Signee: KEVIN HALBERT

Signature of Authorized Signee: [signature]

Title: OWNER Date: 7/9/25

Orland Park Parkway Tree Pruning Program Specifications

6/23/2025

A. GENERAL REQUIREMENTS

1. **Scope of Work**

   The work included in this Contract shall be for cleaning, thinning, raising and pruning of trees greater than 4" DBH located on public parkways within the Village of Orland Park as detailed on the "Exhibit A VOP Tree Pruning Program Tree Data" and described below in Section B. TREE PRUNING SPECIFICATIONS.

2. **Project Allowance**

   While the focus of this project is tree pruning, an allowance of $25,000.00 has been included for all bidders to be used for emergency tree removals and stump grinding if and when requested and approved by the Village of Orland Park Operations Manager or designee.

3. **Pre-Work Meeting**

   Upon execution of the contract with the successful Bidder, the Contractor will schedule a meeting with the Village. In attendance shall be the Contract's Project Manager that will be working on this job. The purpose of the pre-work meeting is to review the scope of work. In addition, the Village will review, with the Contractor, the required equipment (including signs and safety equipment) personnel requirements, pruning procedures, and other activities related to execution of the Contract.

4. **Timeframes and Completion Requirements**

   It is understood that this contract may span multiple years. The Contractor shall provide the Village with a proposed (draft) overall project schedule within (10) days of a submittal of a Notice of Award (NOA). It will be determined which Zones are to be completed during which year as a part of this process. All work shall be completed by the schedule agreed upon by the Contractor and approved by the Village of Orland Park Operations Manager.

5. **Advance Notice to Village by Contractor**

   The Contractor shall notify via email the Village of Orland Park Operations Manager or the Consulting Municipal Arborist representative prior to beginning work each day on this contract. The Contractor shall provide weekly updates on the progress of all work. Following the completion of all work, the Contractor inform the Village that the project is complete.

6. **Advance Notice to Residents by Contractor**

   The Contractor shall post suitable advance notice signs (at least 24 hours but not more than 2 days prior to performing work in that location) on streets scheduled to be pruned. Signs are to be posted in both parkways, at intersection corners, and suitable intervals, facing all directions of travel on horses with signage provided by the Village of Orland Park. The Contractor,

immediately upon completion of work on each street, shall remove all such signs. The sign used must indicate the type of work that is planned for the area (i.e. pruning), the date range it is planned for, and any other language approved/required by the Municipality. The Contractor is responsible for all advance notice to residents and this item is incidental to the cost of the overall contract work.

7. **Site Appearance and Clean-Up**

Tree removals and/or pruned limbs and branches temporarily placed in the parkway area shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians including streets, driveways and sidewalks. At all times, pruning crews shall not advance more than 1 block ahead of chipping/clean-up crews.

The Contractor shall clean up the site and remove and dispose of all debris. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, parkway, sidewalk, private lawns and driveways with the appropriate tools for the job. The site shall be returned to the same state it existed in prior to the pruning work. Under no circumstances shall any materials be allowed to lie on the parkway overnight.
As pruning may occur during or after snow events, some debris may filter down through the snow and may not be immediately accessible for clean-up. In these instances, it is the responsibility of the Contractor to re-clean and rake up debris in these areas within 2 to 3 days after the snow melts. No extra payment shall be made for this clean-up work.

8. **Protection of Property**

The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real or personal property. Holes made in lawns, regardless of size, shall be filled with black dirt and seeded with a turf grass lawn seed mix. Any damage shall be rectified within ten (10) days. Equipment shall not enter upon private property unless the property owner(s) consent or the Operations Manager.

9. **Damage to Public or Private Property**

Should any damage to private or public property occur because of the service performed or work done by the Contractor, the Contractor shall **immediately** notify the Operations Manager, the Consulting Municipal Arborist, or other Village representative of such damage. Any correction of damage shall be resolved within ten (10) days after damage occurs. Should the damage not be rectified within the period agreed upon or to the satisfaction of the Operations Manager, the Village reserves the right to repair or replace that which was damaged and assess the Contractor such costs as may be reasonable and related to damage caused by the Contractor and deduct these costs from any payment due the Contractor.

The Contractor shall report all tree hazards to the Village **immediately**.

The Contractor shall report all accidents to the Village **immediately** and always follow the

approved Emergency Communications Plan.

10. **Contractor Personnel and Equipment**

The Contractor shall supply all material, equipment, and personnel necessary to complete the work specified. The Contractor shall rent equipment as needed to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time. All vehicles and equipment shall have the Contractor's name in a visible location. All vehicles and equipment shall abide by the standards listed in the Traffic Control section. All vehicles and equipment shall have the appropriate items to avoid damage to public and private property (example – boards or pads for outriggers to avoid depressions, etc.)

The Contractor shall employ only competent and efficient employees. All employees and supervisors shall wear uniforms or apparel clearly displaying the company name for ease of identification. All individuals shall be familiar with the removal specifications. The Operations Manager or other Village representative shall have, throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the Contractor. If the Operations Manager, Consulting Municipal Arborist or other Village representative rejects staff, the Contractor must provide replacement staff satisfactory to the Operations Manager or other Village representative in a timely manner and at no additional cost to the Village. The day-to-day supervision and control of the Contractor's employees is the responsibility solely of the Contractor.

The Contractor shall always endeavor to maintain good relations with the public and respectfully answer questions. If work and equipment must block a driveway, the Contractor shall contact the property resident to inform them of the work, shall keep the time of blockage to a minimum and shall move equipment promptly if requested.

Once work has commenced, the Contractor will be expected to have a minimum of two and a maximum of three crews working every weekday, weather permitting, until the project is completed.

11. **Work Crew Supervision**

The Contractor shall always provide qualified supervision of each crew while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Operations Manager or other Village representative.

12. **Workdays, Working Hours, and After-Hours Contact**

The Contractor shall schedule work between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, unless authorized by the Operations Manager or another Village representative. Any work within a two-block radius of a school shall be performed between the hours of 9:00 a.m. and 2:00

p.m. It is preferred that work is scheduled on days when school is not in session. Any work along a street with significant traffic during rush-hours shall be performed between the hours of 9:00 a.m. and 4:00 p.m.

13. Safety Standards

All equipment to be used and all work to be performed shall be in full compliance with the most current revision of the *ANSI Z133.1-2012 Safety Requirements for Arboricultural Operations*, or as amended. Contractor personnel exposed to public vehicular traffic shall wear warning vests or other suitable garments marked with or made of reflectorized material. At a minimum, this includes ANSI Class 2 garments.

14. Traffic Control

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the Village. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to minimize any hazard to traffic or pedestrians. The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD) current edition, the State of Illinois *Illinois Vehicle Code,* the Illinois Department of Transportation *Highway Standards*, and the Illinois Department of Transportation *Handbook of Traffic Engineering Practice for Small Cities.* All personnel, signs, barricades, and any other items or devices necessary shall be provided by the Contractor. The Village shall make no separate payment for this work. Traffic control shall include but not be limited to the following:

1. All work vehicles shall be positioned on the same side of the street as the work site.
2. Whenever possible the work site on a two-lane street or highway shall be confined to one traffic lane leaving the opposite lane open to traffic.
3. Work area protection shall consider the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
4. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection that may be necessary.
5. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
6. Warning signs such as "Men Working" shall be diamond shaped having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 36 inches by 36 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
7. Cones used as daytime channeling devices shall be at least 18 inches tall, conical or tubular in shape with a broadened base, and orange in color. Cones shall be spaced equal in feet to the posted speed limit or closer along the taper length.

8. Channeling devices such as cones shall be positioned to provide adequate taper length before the work area to guide traffic through the work area. Tapers approaching the work zone shall be:

* 150' minimum for posted speed limits 35 mph or higher

* 50' minimum for posted speed limits 30 mph or less

9. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.
10. For lane closures on busy streets, appropriate signal boards and warning signs such as "Right Lane Closed" and channeling devices at the appropriate intervals shall be used depending on the speed limit.
11. Should complete street closure be required to complete contract work, the Contractor shall notify the Public Works Department to coordinate and to plan appropriate actions. At the time the road is closed, the Contractor shall use appropriate barricades (at least 3 Type II barricades at each intersection), and "Road Closed" and "Detour" arrow signs shall be used to direct traffic around the work area.
12. Flaggers shall be appropriately dressed (orange vest, etc.) to alert motorists, shall stand in a conspicuous position facing approaching traffic, and shall use the proper traffic control sign and IDOT flagging procedures when directing traffic.

15. Inspection of Work

All work shall be completed to the satisfaction of the Operations Manager or the Consulting Municipal Arborist and same shall resolve any questions as to proper procedures or quality of workmanship.

16. Unsatisfactory or Unsafe Work

If, at any time during the contract, the service performed, or work done by the Contractor is considered by the Village to create a condition that threatens the health, safety, or welfare of the community, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work. In the event the Contractor fails, after notice, to correct the deficient service or work immediately, the Village shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Village reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

17. Utility Locates

Contractors are responsible for all utility locates.

B. TREE PRUNING SPECIFICATIONS

1. Purpose and Pruning Procedures

a. All pruning shall follow the *ANSI A300 (Part 1) - 2008 Pruning* Standard and the ISA's *Best Management Practices: Tree Pruning (2008)* for the purpose of crown cleaning, crown thinning, crown raising, and structure development.

b. All pruning shall improve the appearance of the trees, maintaining the crown shape and symmetry typical of the species at its given size and age with an emphasis on the following:

1. Crown cleaning to remove all dead, diseased, detached and broken branches. This shall apply to all the above-described branches and stubs greater than ½" (half inch) in diameter.
2. Crown thinning to selectively remove live branches to reduce crown density. Branches to be thinned shall be ½" (half inch) diameter and greater. Thinning cuts shall remove crowded and low vigor branches. Thinning shall increase light penetration and air
movement through the crown. Thinning shall also remove suckers from the base of the tree and some waterspouts on the interior. After crown thinning, tree branches shall have foliage and mechanical stress evenly distributed along a branch and throughout the crown. Not more than one-fourth of the crown shall be removed from mature trees.
3. Crown raising to remove lower branches where practical (dependent on tree size) to obtain an eventual full foliage height clearance of **thirteen (13) feet** on the street side of the tree. All work shall always maintain the crown shape and symmetry typical of the species being pruned and shall balance the tree evenly. This raising should also allow an eventual clearance over the pedestrian walk of **eight (8) feet.** Pruning may include reduction cuts to shorten lower limbs or thinning cuts to lighten lower branch loads to achieve clearance if complete branch removal from the tree trunk is not practical.
4. Pruning for structure to influence the orientation, spacing, growth rate, strength of attachment, and ultimate size of branches and stems. Particular attention is to be given to young trees (those less than 40 years old with diameters 6"-24") if a scaffold branch is large in diameter and competes with the leader, then this scaffold branch is to be reduced back to a lateral and/or thinned to obtain a balanced crown shape overall.
5. Pruning to choose and develop a dominant leader. Competing stems and branches are to be subordinated (reduced in length) or removed, particularly if structurally weak "V" crotches occur along the main trunk or are developing within young tree crowns. Special attention shall be given to the effect reducing or removal of such branches will have on the ultimate form of the tree.
6. Pruning for clearance such that branches clear houses, building rooftops, streetlights, and all traffic control devices by a minimum of fifteen (15) feet. Branches shall be pruned such that all traffic control devices (including but not limited to traffic light signals, cameras, STOP and Yield signs, speed limit signs, parking control signs) are visible to moving traffic.

2. Pruning Cuts and Tools

All final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar that leave oval exposed wounds shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.

b. All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning method. All limbs shall be brought to the ground in such a manner as to prevent any damage to real or personal property, publicly or privately owned.

c. Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be placed on each branch to obtain the proper pruning cut. This shall be done in a way that will not cut, rip, or harm adjacent bark areas.

d. No person working in trees shall use shoes with spikes, or any other footwear, which will, in the opinion of the Operations Manager, his designee or the Forestry Consultant, injure the tree being pruned. At no time shall any person working in trees for pruning purposes, wear spurs or climbing irons.

3. Pruning of Oak and Elm Species

All American elms (*Ulmus americana)* or other elms susceptible to Dutch Elm Disease and all Oak Species *(Quercus)* shall be pruned by April 1st of each year unless an extension is granted by the Operations Manager, his designee, or the Forestry Consultant.

4. Pruning of Trees Near Power Wires

Trees which have been disfigured due to ComEd pruning for power line clearance shall only be pruned for height clearance from the ground, clearance from buildings, and removal of structurally weak branches or deadwood under this contract.

5. Wood and Chip/Grinding Debris Disposal

Disposal of wood chips and grinding debris generated by work described within this contract shall be the responsibility of the Contractor.

6. Protection of Overhead Utilities

Tree pruning operations may be conducted in areas where overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to their operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a hazard in conducting

the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

7. Pruning Height

Trees shall be trimmed at least thirteen (13') feet from street level on the curb side of the tree. Trees shall be trimmed between eight (8') to ten (10') on all other sides of the tree.

C. TREE REMOVAL WORK

1. Tree Removal

The Contractor shall remove all trees designated for removal by the Orland Park Operations Manager or Consulting Municipal Arborist. Removal shall consist of cutting down each tree in a safe manner to a point four inches above the adjacent ground level. Stumps shall be flush and level without pointed wood fibers projecting upward. The Contractor shall remove and dispose of all tree limbs and tree trunks from the site in accordance with applicable ordinances and regulations of the Village of Orland Park, Cook County, and the State of Illinois. The Contractor shall use caution and good judgment during tree removal operations particularly when deciding if it may be appropriate to "flop" a tree, or how to make the final trunk cut of a "limbed" tree. Sidewalks, curbs, streets, and utility access hole structures shall always be protected from the impact of falling wood by use of the tree or limb ground supports. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

2. Wildlife Considerations

Except for infectious diseased trees or structurally hazardous trees, should the Contractor discover a tree marked for removal has interesting wildlife such as owls or songbirds or any birds protected by the Migratory Bird Treaty Act, the trees are to be "limbed" out to ensure public safety and the Operations Manager notified. Forestry staff will coordinate any public relations. The remaining stem or trunk shall be removed later once wildlife has vacated the tree.

D. STUMP REMOVAL AND RESTORATION WORK

1. Stump Removal

The Contractor shall remove all tree stumps and buttress roots designated by the Operations Manager or Forestry representative to a point approximately eight inches (8") below the adjacent ground level. Additionally, the Contractor shall remove all surface and sufficient subsurface roots as may be necessary to eliminate "humps" in the lawn area adjacent to the stump.

2. Site Appearance and Disposal of Stump Grindings

After the grinding (removal) of a tree stump and all associated roots has been completed, Contractor shall remove **all stump grindings and associated debris** from the site with the

appropriate tools for the job within 24 Hours. Grindings, and debris shall be placed away from the curb and gutter, street, sidewalk, and private property immediately to eliminate hazards to the motoring public and pedestrians and to eliminate damage to private property. The Contractor shall also remove and dispose of any flags left by utility companies responding to J.U.L.I.E. locate requests. Disposal of Grinding debris generated by work described in this contract shall be the responsibility of the Contractor.

AUTHORIZATION & SIGNATURE

I have reviewed this document and agree to fully comply with all specifications herein.

Company Name: WINKLER SERVICES LLC

Name of Authorized Signee: KEVIN HALBERT

Signature of Authorized Signee: [signature]

Title: OWNER **Date:** 7/9/25