

Request for Proposals (RFP): Main Street Tree Maintenance and Removal Project

City of Joseph, Oregon

The City of Joseph is requesting proposals from qualified arborists and tree care contractors to maintain downtown trees and remove hazardous, diseased vegetation.

1. Project Overview

The Main Street Committee seeks bids to prune, trim, and care for trees along Main Street, as well as identify and remove diseased trees. This project ensures the health of our urban canopy and the safety of the downtown corridor.

2. Scope of Work

Contractors must provide a detailed explanation of work and itemized costs for the following tasks:

- **Assessment:** Evaluate the health of all trees along the Main Street corridor.
- **Maintenance:** Prune, trim, and perform standard maintenance required for healthy tree growth.
- **Removal:** Cut down and completely remove up to six (6) diseased trees.
- **Stump Grinding:** Grind down all stumps from removed trees below ground level and backfill the holes.
- **Disposal:** Chip, haul away, and properly dispose of all debris, wood, stumps, and brush.

3. Submission Guidelines

- **Itemized Costs:** Bids must include all costs associated with labor, equipment, disposal, stump grinding, and permits.
- **Clarification:** Proposals must clearly explain the specific tree care work covered under the bid price.
- **Questions:** Direct all inquiries via email to info@josephoregon.org.

4. Project Timeline

- **June 5, 2026 (10:00 AM):** Pre-bid site walkthrough for interested contractors.
- **June 8, 2026:** Proposal period officially begins.
- **June 22, 2026 (3:00 PM):** Proposal submission deadline.

- June 22, 2026 (3:30 PM): Public opening of bids at the Joseph Public Library.
- June 29, 2026: Main Street Committee reviews proposals and drafts Council Action Request.
- July 2, 2026: Recommendation to award presented at the City Council meeting.
- Week of July 6, 2026: Official award announcement.

5. Insurance Requirements

The selected contractor must maintain the following insurance coverage throughout the project. Proof of insurance must be submitted to the city prior to contract execution:

- General Liability: Minimum of \$2,000,000 per occurrence and \$4,000,000 aggregate, including Completed Operations coverage.
- Additional Insured: The policy must explicitly name the City of Joseph, its officers, agents, and employees as Additional Insureds.

6. How to Submit

Deliver sealed proposals physically to City Hall before the 3:00 PM deadline on June 22, 2026.

Delivery Address:

Joseph City Hall
201 N. Main Street
Joseph, OR 97846