



INVITATION FOR BID

IFB 2026-10

Bay County Forest Sustainability Program
Emerald Ash Borer
Treatment

JAMES BARCIA
BAY COUNTY EXECUTIVE

INVITATION TO BID---THIS IS NOT AN ORDER OR OFFER

IF FOR ANY REASON YOU CANNOT RETURN THIS BID, PLEASE RETURN THIS FORM INDICATING SO TO INSURE THAT YOUR NAME MAY BE RETAINED ON OUR BIDDER LIST.

DATE OF REQUEST:	OCTOBER 8, 2026
BID NUMBER:	IFB 2026-10
QUESTIONS FROM BIDDERS DUE TO PURCHASING:	OCTOBER 15, 2026 BY 5:00 P.M.
ADDENDUM ISSUED:	OCTOBER 22, 2026 BY 5:00 P.M.
BID DATE/TIME OPENING:	OCTOBER 29, 2026 10:00 A.M.
SUBMIT BID TO:	BAY COUNTY FINANCE DEPARTMENT PURCHASING DIVISION BAY COUNTY BUILDING 7 TH FLOOR 515 CENTER AVENUE BAY CITY, MI 48708- 5128
LABEL BID:	"BAY COUNTY FOREST SUSTAINABILITY PROGRAM EMERALD ASH BORER TREATMENT" DELIVER TO THE PURCHASING OFFICE IMMEDIATELY

The Bay County Purchasing Division, on behalf of the Forest Sustainability Program is soliciting sealed bids for the following:

Injection of publicly owned ash trees with insecticide containing not less than 4% of the active ingredient Emamectin Benzoate to control Emerald Ash Borer (EAB)

Bay County is seeking to enter into a three (3) year contract with an option to renew for an additional two (2) year term for the treatment of publicly owned ash trees to protect them from the invasive beetle, (*Agrilus planipennis*) Emerald Ash Borer (EAB). The County's ash tree treatment operations currently include nearly 3,000 ash trees which are located on public land, with 74% of trees being located within the limits of Bay City. Ash trees have been divided into three (3) treatment groups which were established based on geographic location and cumulative DBH (Diameter at Breast Height) characteristics.

Each treatment group contains approximately one third or up to 950 of the eligible ash trees (**See Exhibit A**). It is the intention of the County to treat groups of trees on a three (3) year rotating schedule. Treatment will be done using an injected systemic insecticide formulation containing not less than 4% Emamectin Benzoate specifically labeled for trunk injection to control EAB in ash tree species (*Fraxinus* spp.) Treatment maps will be provided to the applicators using the mobile mapping program Field Maps for ArcGIS. The Field Maps map will detail the locations of the ash trees, as well as allow the applicators to keep track of treatment progress. Mobile devices must be owned by the contractor, and contractor must have the ability to use these devices for mapping purposes during treatment operations.

Project Description

Ash trees in Bay County continue to be subject to infestation and damage by the non-native EAB beetles. To protect ash trees on public lands, a Contractor is being sought who can provide pesticide, equipment and application services by Michigan Certified Pesticide Applicators to control the pest *Agrilus planipennis* (EAB) for a period of three (3) years 2027, 2028, and 2029 with an option to renew for an additional two (2) year term. A treatment map will be provided to the applicators using the mobile mapping program Field Maps for ArcGIS. Applicators will need to own mobile devices such as iPads, Smart Phones, or Tablets to run the Field Maps App for ArcGIS. This mapping program will allow the applicators to see the locations of the ash trees to be treated, to enter data for each tree, as well as allow the applicator to keep track of overall treatment progress. Training to use the Field Maps App for ArcGIS will be provided by Bay County Forest Sustainability Program staff prior to the project start date.

An overview map showing the locations of the three (3) treatment groups of ash trees as well as tree inventory data for trees to be treated in 2027 can be found in **Exhibit A**.

The following sections describe the pesticide, equipment and other requirements the applicator must meet to be awarded a contract.

Specifications

1. Service Required

On the days of treatment, the Contractor or prior approved Contractor employee assigned shall be in full charge of the work, shall have full authority for making decisions involving the work, and shall not be removed or replaced except with County's prior approval.

2. Service Period

Services shall be completed between **May 1st and June 30th** each year of the Contract, depending on entomological and weather conditions. The County reserves the option to extend the work beyond the June 30th deadline depending on entomological and weather conditions.

The Contractor agrees that the applicators, pesticide and equipment used on this job shall be assigned exclusively to County work while treating trees within this project. County work will not be intermingled with other Contractor work. Each day that work is to be done on this project, the Contractor representative shall contact the County Coordinator to notify them when and where work is being done for the day.

3. Regulation Compliance

The Contractor shall be aware of and comply with all federal, state and local laws and environmental regulations. The Contractor will follow all label directions for proper use and disposal of any chemicals used on this job. The Contractor will be liable for any violations. The Contractor shall comply with all worker safety regulations and requirements of the product label.

4. Applicator Certification

All Applicators shall be certified for pesticide application 3B (Woody Ornamentals) with the Michigan Department of Agriculture and Rural Development however, ISA Certification is preferred and encouraged. An updated Proof of Certification shall be required within fifteen (15) days of contract award and certificates will be required for any added applicators prior to beginning work on this project. The County may reject at any time, the Contractor's representative, or any applicator, which is, in the County's sole discretion, unqualified or incompetent, violates contract provisions or operates equipment in a negligent manner.

5. Subcontractors

Subcontractors are not preferred, but if deemed necessary, a list of Subcontractors must be submitted fifteen (15) days prior to treatment to allow for the review of the Subcontractors credentials by the County for approval and written confirmation. Subcontractors shall meet all the requirements of this bid.

6. Worker Safety Standards

Contractor shall follow all MIOSHA, OSHA and materials safety requirements as outlined in the law and the labeling of the product.

7. Equipment Required

- The Contractor will use application equipment consistent with the pesticide manufacturer's requirements as directed on the pesticide's label. Either high pressure (125 PSI) or low pressure (30-60 PSI) devices or equivalent may be used. Equivalent products must be approved in advance by Bay County.
- Pesticide shall be injected through a one-way valve type plug. The purpose of this device is to assure the proper dose is sealed within the sapwood during and after pressurized applications protecting the environment and the operator from contact with the pesticide. The plug shall meet the following requirements:
 - Have a hard exterior plastic shell or housing and a soft inner septum or core to allow for the insertion of a needle. When installed, both shall hold back internal pressures up to 600 psi during and after injection; and
 - Able to be set into the sapwood; and
 - The hole needed for installation of the plug shall not exceed 3/8 inch diameter; and
 - Shall not contain any metal; and
 - The plug shall not be threaded into the hole.

- Plugless injections may be considered if applicator can meet requirements of treatment timing, safety protocols, and cumulative DBH to be treated. Plugless injections must be pre-approved by Bay County.
- Ownership and the ability to use mobile devices such as iPads/Smart Phones/Tablets to run the Arc Field Maps App for ArcGIS.
 - The maps detailing the locations of the ash trees to be treated will be provided in this format to the applicators.
 - Any training needed to run the Arc Field Maps App with our maps will be provided to applicators before treatment occurs by our program staff.
 - Applicators will need to let Forest Sustainability Program Staff know if training is needed for applicator's staff prior to treatment occurring.

8. Pesticide Formulation Specifics

- Product used to treat Bay County ash trees shall include an organic liquid formulation of at least 4% Emamectin Benzoate specifically labeled for trunk injection to control Emerald Ash Borer (*Agrilus planipennis*) in ash species (*Fraxinus* spp.), and each year the Contractor shall purchase the pesticide in sufficient quantities to treat all trees that are treated under this contract.
- The dose shall be in accordance with label directions for three years of effective control of EAB.
- All label directions shall be followed.
- The Contractor shall supply up-to-date copies of the EPA approved label and SDS for the product used.

9. Pre-Treatment Survey

Bay County will update the ash tree inventory and mark the trees to be treated each year during April to confirm that they survived the winter. Since the number, size and health of trees can change from one year to the next, the Contractor will work with the Bay County Forest Sustainability Program Coordinator to determine which trees will be treated each year of the contract. Trees to be treated will be marked during the spring survey with a colored marking paint near their base.

10. Treatment Maps and Detailed Tree Information

The County's ash tree treatment operations currently include nearly 3,000 ash trees which are located on public land, with 74% of trees being located within the limits of Bay City. Ash trees have been divided into three (3) treatment groups which were established based on geographic location and cumulative DBH (Diameter at Breast Height) characteristics. Each treatment group contains approximately one third or up to 950 of the eligible ash trees. It is the intention of the County to treat groups of trees on a three (3) year rotating schedule.

Due to the variable nature of tree growth, natural death and removal of trees, the exact number and total accumulative diameter (DBH) of the trees treated each year cannot be guaranteed at this time. This bid includes the possibility of up to a 10% tree loss reducing the number and cumulative Diameter at Breast Height (DBH) specified in this RFP for each year of the Contract. General tree inventory information will be given to the Contractor for pesticide ordering purposes each year in the spring after the ash tree inventory is completed.

ArcGIS Field Maps maps which can be opened in the Arc Field Maps App on mobile devices (iPads, Smart Phones, Tablets) showing the locations of the ash trees to be treated will be provided by May 1st of each treatment year. Mobile devices must be owned by the contractor, and contractor must have the ability to use these devices for mapping purposes during treatment operations. Training to use the ArcGIS Field Maps maps will be provided by Bay County Forest Sustainability

Program staff prior to the project start date.

Exhibit A provides a detailed map showing the three (3) treatment groups the ash trees are divided within, as well as their locations throughout Bay County. Treatment groups were established based on geographic location and similar DBH (Diameter at Breast Height) characteristics.

Treatment Group A, represented by the red dots on the map, will be the group of trees treated in 2027. Group A has an estimated cumulative DBH of 15,960 inches, a minimum DBH of 5 inches, and a maximum DBH of 88 inches. Information in Exhibit A shall be considered to be accurate within 10%.

11. Reporting & Billing

The Contractor shall submit bills and tree inventory updates on a weekly basis as treatment is completed.

CONTENTS OF SUBMISSION PACKET:

1. All Bid pricing must be good and valid for the term of the contract.
2. All Bids shall be based on a three (3) year contract beginning May 1, 2027.
3. Pricing will only be accepted on the attached form. **(ATTACHMENT A)**
4. Each proposer shall furnish copies of the following: **(ATTACHMENT B)**
 - Michigan Department of Agriculture Commercial Applicators License (3B category)
 - Michigan Business License
 - Certificate Proving they are trained to use Tree-age (or equivalent) and the necessary equipment
 - Proposed pesticide label and SDS
 - Proof of Training for Equipment proposed
 - Financial References
 - Proof of Pesticide Applicator Certification
 - Plan of work detailing staffing levels, equipment and pesticide to be used.
5. Three (3) References. **(ATTACHMENT C)**
6. Each bidder must provide with its formal Bid a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Bid. **(ATTACHMENT D)**
7. A Bid-bond will be required in the form of **5%** of the project cost from each bidder.
8. The successful bidder will be required to submit a Performance and payment bond of 100% of the bid.

GENERAL INFORMATION:

1. **CHANGES TO IFB:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Nicole Putt, or an attorney within Bay County's Department of Corporation Counsel only. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone

or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential bidders by e-mail.

2. **CONTACT INFORMATION:** To receive future communications related to this IFB, possible bidders are asked to immediately send contact information by email to Nicole Putt, Bay County Purchasing Agent, at PuttN@baycountymi.gov; failure to do so may limit your ability to submit a complete, competitive Bid.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a Bid in response to this IFB, Bidder agrees to be bound by this IFB's terms and conditions. The Bidder without penalty may withdraw Bids at any time before notification that the Bidder's Bid has been selected. However, if the Bidder withdraws after selection of its Bid but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Bid ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Bid.
4. **IFB, BIDS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this IFB or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County either to purchase equipment from the Bidder or to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. **TAX-EXEMPT STATUS:** Bay County is a tax-exempt entity. A tax-exempt form will be provided to the successful bidder.
6. **FOIA:** All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in Bids may be subject to FOIA requests.
7. **RESPONSIBILITY:** Bidder is solely responsible for ensuring its bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7th Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

8. **INSURANCE:** The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this IFB and any resultant contract, whether such service be by the Bidder individually or by anyone directly or indirectly employed by Bidder, or by anyone for whose acts Bidder may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

- a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
- b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
- c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Comprehensive general liability insurance in the minimum amount \$1,000,000 per occurrence and \$3,000,000 annual aggregate coverage.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
 2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."
9. **COST OF DEVELOPING BID:** The Bidder shall be responsible for all costs incurred in the development and submission of its Bid.
 10. **BID DELIVERY:** Bids must be returned no later than **October 28, 2026 at 10:00 A.M.** in a sealed envelope clearly marked "**Bay County Forest Sustainability Program Emerald Ash Borer Treatment**"--- **Deliver to the Purchasing Office immediately.** Please provide four (4) printed copies of the submission and deliver to the Bay County Purchasing Office, Bay County Building, 515 Center Ave., 7th Floor, Bay City, Michigan 48708.

The County will not accept Bids sent by FAX machine or Email.

11. **NON-DISCRIMINATION:** In the performance of the Bid and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. BID OPENING: There will be a public Bid opening immediately following the deadline to receive Bids in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the Bids read.
13. BID REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all Bids, to waive any irregularities and to make the final determination as to the best low qualified Bid.

The County is not required to accept the lowest cost Bid in all or in part. The Bid award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience or capacity may be overriding factors. The Bid evaluation criteria should be viewed as standards, which measure how well a bidder's approach meets the desired requirements and needs of the County.

The County reserves the right to waive any informalities or immaterial omissions or defects not involving prices, time or changes in the work and to reject any or all Bid, if to do so is deemed in the best interest of the County. In no event will an award be made until all necessary investigations are made as to the responsibility and qualification of the bidder to whom it is proposed to make such an award. Any contract awarded to a person or company who is discovered to have been in default or disqualified at the time of the awarding of the contract shall be voidable at the discretion of the County.

14. BID AWARD: In the event the Bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the Bid to the Bidder providing the best value to the County.
15. CONTRACT: The County's award of any Bid is subject to and conditioned upon execution of a formal agreement for products and services between the successful bidder and the County. In submitting a Bid, the bidder acknowledges that the contents of the IFB will become incorporated within any formal agreement. This IFB does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected bidder, and proceed to accept another qualified Bid, or reject all Bids.

A copy of a bidder's suggested terms and conditions may be submitted with bidder's Bid, however, neither the County's acceptance of any Bid nor award of any contract pursuant to this IFB shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the IFB, and last, the Bidder's Bid.

16. DISPUTES: In the event a bidder disagrees with the recommendation of the Bay County Finance Officer concerning this award, the bidder may obtain a Bid Protest Form from the Purchasing Office which must be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) business days from the date of the notice of intent to award.**
17. QUESTIONS: All questions about this IFB must be received by October 15, 2026, 5:00 p.m. in writing, via email, to:

Nicole Putt
Purchasing Agent
PuttN@baycountymi.gov

Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after the October 15, 2026 due date.

Responses to any inquiries will be issued in one (1) Addendum no later than October 22, 2026, 5:00 p.m. and will be sent to all known bidders.

Correspondence or inquiries made directly to bidders regarding their Bids from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Invitation for Bid must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their Bids. Any information given to a prospective bidder concerning the Invitation for Bid will be furnished to all prospective bidders as an amendment or addendum to the Invitation for Bid, if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

ADA ASSISTANCE: The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Ave. 4th Floor
Bay City, MI 48708-5128
(989) 895-4131

johnsona@baycountymi.gov

Nicole Putt, Purchasing Agent
Bay County Finance Department
Purchasing Division
Bay County Building
515 Center Ave. 7th Floor
Bay City, MI 48708
PuttN@baycountymi.gov

This bid process will be conducted in conformity with the Bay County Purchasing Policy as found on the Bay County website www.baycounty-mi.gov.

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**SEE ATTACHED
REQUIRED DOCUMENTATION**

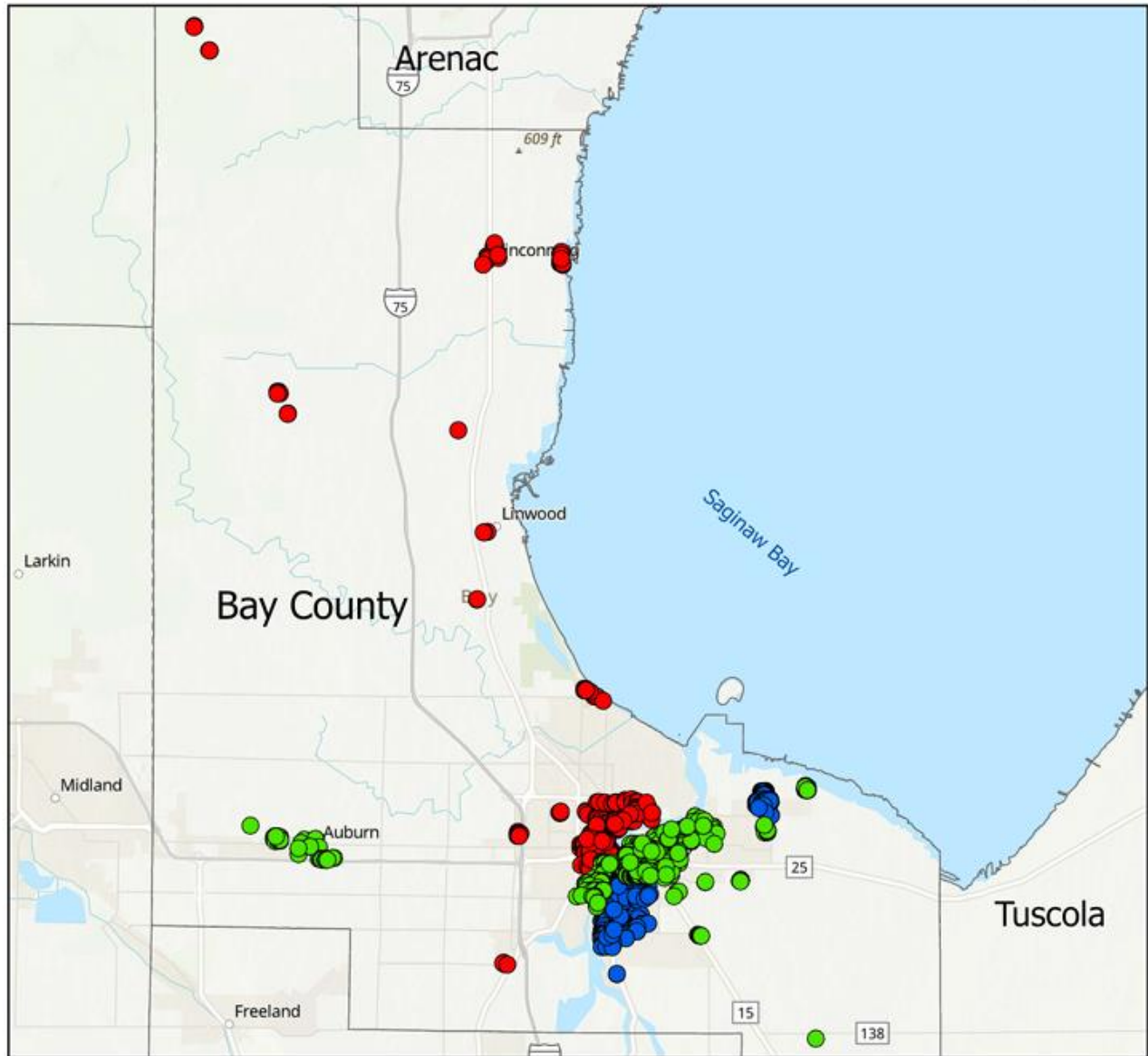
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Environmental Affairs and Community Development

Forest Sustainability Program

Emerald Ash Borer: Ash Tree Treatment Groups



Ash Tree Locations

- Treatment Group A (2027)
- Treatment Group B (2028)
- Treatment Group C (2029)
- County Boundaries

0 2.75 5.5 11 Miles

Treatment Groups were established based on geographic location and similar DBH (Diameter at Breast Height) characteristics.

Treatment Group A to be treated in 2027 (Red Circles)

Cumulative DBH of Trees in Group A: 15,960 Inches Sum DBH

Minimum DBH in Group A: 5 inches DBH

Maximum DBH in Group A: 88 inches DBH

Bid Response Cover Sheet

**ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS
A COVER SHEET OR PAGE ONE (1) OF THE BID**

TO: County of Bay
515 Center Ave, 7th Floor
Bay City, MI 48708

FROM: _____

Company Name

☐ an individual,

☐ a corporation

(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Invitation to Bid (IFB) for “Emerald Ash Borer Treatment”, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Bid, including, by reference here, the County’s IFB document. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
(Signature of authorized representative)

(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____

County: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

TIN #: _____

DUNS #: _____

**BAY COUNTY
PURCHASING DIVISION
BIDDERS CHECK LIST**

YES

NO

- | | | |
|---|-------|-------|
| 1. I have read ALL the instructions and specifications. | _____ | _____ |
| 2. I have read and acknowledge the information contained in the "General Information" section of the Bid | _____ | _____ |
| 3. I have filled in ALL of the required documentation. | _____ | _____ |
| 4. I have provided all required information per the guidelines specified within the bid document. | _____ | _____ |
| 5. I am an officer of the company. | _____ | _____ |
| 6. I have the authority to obligate my company. | _____ | _____ |
| 7. I am returning the signed ORIGINAL and specified number of copies required per the bid document | _____ | _____ |
| 8. I have organized and labeled the bid per instruction. | _____ | _____ |
| 9. I have retained a copy of the submission. | _____ | _____ |
| 10. I have properly labeled the external envelope. | _____ | _____ |
| 11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award. | _____ | _____ |
| 12. I have provided the necessary information for the person responsible for follow-up. | _____ | _____ |

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Date: _____

FIRM QUESTIONNAIRE

Date: _____

Firm Name: _____

Address: _____

County/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Year Firm Established _____ Years in Business: _____

Type of Organization:

_____ Individual	_____ Corporation
_____ Partnership	_____ Other (please describe)

Please provide contact information for person responsible for IFB communications:

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

NON-BIDDERS FEEDBACK FORM

Bid #: 2026-10

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycountymi.gov

- _____ Unable to bid at this time, but would like to receive future bid requests.
- _____ Service(s) or material(s) not provided by our firm.
- _____ Service(s) or material(s) we offer do not fully meet all the requirements specified.
- _____ We cannot meet the timetable required.
- _____ Insufficient time allowed for preparation and submission of bid.
- _____ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)
- _____ Other: _____
- _____
- _____

Please remove our name from your bidders list for _____ This commodity group
_____ These item(s) or material(s)
_____ All bids

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Email: _____

Phone: _____ Date: _____

PRICING

YEAR	Price per inch of DBH	Maximum DBH per Year	Total Contract Cost
2027		15,960 inches	
2028		17,283 inches	
2029		17,343 inches	
Total Contract Cost			

* For years 2027, 2028, 2029 maximum DBH is an average and subject to adjustment

Estimate how many trees your firm can treat in an average day? _____

Please provide contact information for person responsible for the pricing relating to this IFB:

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

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ADDITIONAL REQUIRED DOCUMENTS

1. Michigan Department of Agriculture Commercial Applicators License (3B category).
2. Michigan Business License.
3. Certificate Proving they are trained to use Tree-age (or equivalent) and the necessary equipment.
4. Proposed pesticide label and SDS.
5. Proof of Training for Equipment proposed.
6. Financial Reference.
7. Proof of Pesticide Applicator Certification.
8. Plan of work detailing staffing levels, equipment and pesticide to be used.

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REFERENCES

1	Customer Name:	Contact Name:	Contact Title:
Address: Service Provided: 		Phone Number:	
		Number of Trees Treated:	
		How long have you had this account?	

2	Customer Name:	Contact Name:	Contact Title:
Address: Service Provided: 		Phone Number:	
		Number of Trees Treated:	
		How long have you had this account?	

3	Customer Name:	Contact Name:	Contact Title:
Address: 		Phone Number:	
		Number of Trees Treated:	

— — — Service Provided: — — —	How long have you had this account?
---	---

CERTIFICATION

The individual signing below certifies:

1. He/She is fully authorized to submit this Bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Bid was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by the Bid.
4. The content of this Bid has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the Bid opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Bid has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

