

## CITY OF PASADENA

### Notice Inviting Bids

For

#### Citywide Tree and Stump Removal

Notice is hereby given that the City of Pasadena is calling for sealed bids for the Public Works Department and will receive sealed bids prior to 3:00 pm, Thursday, October 19, 2023 and will electronically unseal and make them available online (<https://procurement.opengov.com/portal/pasadena>) for this solicitation named "Citywide Tree and Stump Removal" Project ID: 2023-IFB-LM-685.

#### 1.1. Summary

The City of Pasadena has a rich tradition of maintaining mature public trees within the public right of way, parks, libraries, medians, and other landscaped areas. As part of this maintenance, the City occasionally needs to remove public trees, including their stumps and major roots, at any specified citywide location. Contractors are expected to provide all labor, materials, equipment, notification, and related services necessary to perform tree removals as specified in these Specifications.

#### 1.2. Delivery Instructions

Bids will be received via the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the [Submittals/Checklist](#). Bids will be received prior to 3:00 pm on Thursday, October 19, 2023 and will be opened online at that time.

Copies of the Specifications and all required forms may be obtained for this solicitation online: <https://procurement.opengov.com/portal/pasadena/projects/52686>

Addenda shall be acknowledged via the City's eProcurement Portal. Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

#### 1.3. Pre-bid Conference

See the Timeline in the section named "[Instructions to Bidders](#)." If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline ([#Instructions to Bidders](#)) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

#### 1.4. Required Licenses (Eligibility Requirement)

Bidders must possess and provide the following license(s) or certification(s) to be deemed qualified to perform the work specified:

ISA Certified Arborist and C-27 Landscape Contractor licenses are required.

#### 1.5. Deadline for Questions

The deadline to submit questions related to this solicitation is Thursday, October 5, 2023, prior to 3:00 pm.

Questions regarding this solicitation should be submitted directly through the City's [eProcurement Portal Q&A](#) function. Do not contact any other City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

#### 1.6. Release Date

Release Dated: Thursday, September 21, 2023

MIGUEL MÁRQUEZ  
City Manager