



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

March 24, 2026

Ms. Tracey Cannady
TLC Tree Removal
60859 Rue Du Lac Dr. E.
South Bend, IN 46614
Manfire2@aol.com

RE: Quotation Award – 2026 Tree Removal – Project No. 126-025

Dear Ms. Cannady:

At its March 24, 2026 meeting, the Board of Public Works awarded the above referenced quotation to you in the amount of \$12,700.

Please forward the following documents **in one submittal by April 14, 2026** to my attention for Board of Public Works approval at hhorvath@southbendin.gov :

- 1) One (1) signed original of the Contract (enclosed); and
- 2) Certificate of Insurance naming the City of South Bend as an additional insured.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

BOARD OF PUBLIC WORKS
CITY OF SOUTH BEND, INDIANA
PUBLIC WORKS CONTRACT

This Agreement is made and entered into this 24th Day of March, 2026, by and between TLC Tree Removal, (the "Contractor"), and the Board of Public Works (the "Board").

The Contractor covenants and agrees to make the following improvement, as fully set out in the Request for Quotations, Standard Specifications, Special Provisions, Plans, and Bid Proposals, all of which are set forth as a part of this Contract, for:

PROJECT NO. 126-025
DESCRIPTION: 2026 TREE REMOVAL
COMPLETION DATE: SEE SPECIFICATIONS
AMOUNT: \$12,700
FUNDING: PR-00046867


The unit prices for this improvement were those prices as received and accepted by the Board on the 24th Day of March, 2026.

The Contractor further agrees to notify the assigned Engineer when this improvement is completed. This notification shall be in the form of a Project Completion Affidavit, signed by the Contractor. Upon final acceptance of the improvement by the Engineer, the Contractor's final estimate will be presented to the Board for final Payment with one (1) copy of the Project Completion Affidavit and one (1) copy of a Waiver of Lien.

Each of the Parties, by signing below, represents and warrants to the other Party that he/she/it has the authority to bind the named person or entity to this Agreement.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

TLC TREE REMOVAL



Elizabeth A. Maradik, President



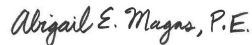
Joseph R. Molnar, Vice President



Murray L. Miller, Member



Breana N. Micou, Member



Abigail E. Magas, Member



Attest: Candy Bermudez, Acting Clerk

Date: March 24, 2026

Printed Name

Signature



CITY OF SOUTH BEND, INDIANA CONTRACTOR'S QUOTE FOR PUBLIC WORK

PROJECT NAME: 2026 Tree Removal
PROJECT NO. 126-025
QUOTES DUE March 13th, 2026 by 4:00pm EST. Electronic quotes are to be delivered via email to cwyant@southbendin.gov.

(Must be completed for all quotes. Please type or print)

Date: 3-12-2026 Firm: JLC Tree Removal inc
Address: 60859 Rue Du Lac St East
City/State/Zip: South Bend IN Telephone Number: (574) 276-3582

Agent of Bidder (if Applicable): _____
Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

2025 Tree and Stump Removal
the City of South Bend, Indiana, in accordance with plans and specifications prepared by:
The City of South Bend, Department of Public Works

and dated 3-12-2026 for the sum of (enter the Total Quote as shown on the Proposal)
Twelve Thousand Seven Hundred (\$ 12,700.00)
(Enter Sum of Total Quote shown on Proposal) (Numerical)

If alternative quotes apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the City of South Bend. If the quote is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By Francis A. Annady
(Signature)
Francis A. Annady
(Printed Name of Person Signing)

ACCEPTANCE

The above quote is accepted this _____ day of _____ 20____
Subject to the following conditions: _____

BOARD OF PUE

CITY OF SOUTH BEND, INDIANA BOARD OF PUBLIC WORKS

Elizabeth A. Maradik
Elizabeth A. Maradik, President

Murray L. Miller
Murray L. Miller, Member

Abigail E. Magas, P.E.
Abigail E. Magas, Member

Joseph R. Molnar
Joseph R. Molnar, Vice President

Breana N. Micou
Breana N. Micou, Member

Candy B
Attest: Candy Bermudez, Acting Clerk

Date: March 24, 2026



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Hillary Horvath, Clerk
Board of Public Works

FROM: Caitlin Wyant, Project Engineer

SUBJECT: Award Project No. 126-025
2026 Tree Removal

DATE: March 24, 2026

On March 13, 2026, I opened and read quotes for the above project, which consisted of a base bid.

The bidders ranked as follows:

<u>Bidder</u>	<u>Amount</u>
1. TLC Tree Removal	\$12,700.00
2. KR Tree Service	\$14,775.00
3. Chava Tree Service	\$16,095.00
4. American Tree Care	\$19,035.00
5. Higher Ground Tree Care	\$19,425.00
6. Kachur Tree Service	\$24,690.00
7. New Image Tree Service	\$27,650.00

I recommend award of a contract to the lowest responsive / responsible quoter, TLC Tree Removal in the amount of \$12,700.00.

Sufficient funds have been appropriated from Fund 202, curb & sidewalk division.

Please call with your questions.

Enc. Bid Tabulation, Lowest Quoter Quote Form



2026 TREE REMOVAL

BASE BID				Engineer's Estimate		TLC TREE REMOVAL		KACHUR TREE SERVICE		AMERICAN TREE CARE		CHAVA TREE SERVICE		HG TREE CARE		KR TREE SERVICE		NEW IMAGE TREE SERVICE	
Item No.	Line Item	Quantity	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	REMOVE TREE, 24 IN	4	EA	\$ 2,302.32	\$ 9,209.28	\$ 1,300.00	\$ 5,200.00	\$ 2,335.00	\$ 9,340.00	\$ 1,793.75	\$ 7,175.00	\$ -	\$ -	\$ 1,825.00	\$ 7,300.00	\$ 1,475.00	\$ 5,900.00	\$ 2,415.00	\$ 9,660.00
2	REMOVE TREE, 30 IN	5	EA	\$ 2,579.00	\$ 12,895.00	\$ 1,500.00	\$ 7,500.00	\$ 3,070.00	\$ 15,350.00	\$ 2,372.00	\$ 11,860.00	\$ -	\$ -	\$ 2,425.00	\$ 12,125.00	\$ 1,775.00	\$ 8,875.00	\$ 3,598.00	\$ 17,990.00
	TOTAL				\$ 22,104.28		\$ 12,700.00		\$ 24,690.00		\$ 19,035.00		\$ 16,095.00		\$ 19,425.00		\$ 14,775.00		\$ 27,650.00

I hereby certify that the above truly and accurately represents bids received for this project on MARCH 13, 2026

Caaitlin M. Wyant

CAITLIN WYANT, PROJECT ENGINEER



QUOTE/PROPOSAL CITY OF SOUTH BEND

PROJECT NAME 2025 Tree and Stump Removal
 PROJECT NO. 125-018
 QUOTES DUE February 25th, 2025 by 9:00am EST. Electronic quotes are to be delivered via email to bpwbids@southbendin.gov.

Item No.	Description	Qty	Unit	Unit Price	Total Amount
1	REMOVAL, TREE, 18-IN	0	EA		
2	REMOVAL, TREE, 24-IN	4	EA	1300	5200
3	REMOVAL, TREE, 30-IN	5	EA	1500	7500

QUOTE TOTAL 12,700

Firm: TLC Tree Removal Inc
 Address: 60859 Rue Du Lac Dr E
 City/State/Zip: South Bend IN Telephone Number: (574) 276-3582
 Fax Number: () NA

By
 (Signature)
Tracy A. ...
 (Printed Name of Person Signing)



SCOPE OF WORK CITY OF SOUTH BEND

PROJECT NAME: 2026 Tree Removal
PROJECT NO. 126-025
QUOTES DUE March 13th, 2026 by 4:00pm EST. Electronic quotes are to be delivered via email to cwyant@southbendin.gov.

I. PROJECT DESCRIPTION

- A. The project includes the furnishing of all equipment, material, insurance, and labor for **the removal of trees in the public right of way at various locations** within the City of South Bend, IN.

II. PREVAILING SPECIFICATIONS AND CONSTRUCTION STANDARDS AND SPECIFICATIONS

- A. The City of South Bend's **PREVAILING SPECIFICATIONS**, most recent version, and **CONSTRUCTION STANDARDS AND SPECIFICATIONS**, most recent version, are to be used on this project.
- B. Each Quote provider is specifically instructed to become completely familiar with the most recent version of the **PREVAILING SPECIFICATIONS** and the **CONSTRUCTION STANDARDS AND SPECIFICATIONS** prior to submitting a quote.
- C. Wherever the **PREVAILING SPECIFICATIONS** refer to "State Specifications," it shall mean the 2026 INDOT Standard Specifications for the letting effective after September 1, 2025.
- D. These **SPECIAL PROVISIONS** will list only "Additions" or "Deletions" to the **PREVAILING SPECIFICATIONS** and are to be used only in conjunction with the **PREVAILING SPECIFICATIONS**.
- E. In the event of conflict between the **SPECIAL PROVISIONS** and the **PREVAILING SPECIFICATIONS**, the **SPECIAL PROVISIONS** will govern.

III. DESCRIPTION OF WORK

- A. Prevailing Specifications: None
- B. Additions
1. Work to be performed shall include furnishing all labor, services, materials, insurance and equipment to **the removal of trees within the public right of way at various locations** within the City of South Bend.
 2. **The tree removals done as part of this project are intended to facilitate curb and sidewalk replacement work to be done by the City of South Bend Department of Public Works, Streets Division. The contractor shall coordinate the schedule for each tree removal with the Streets Division.**
 3. The Contractor shall preserve and protect all surrounding property, structures, tenants, visitors and their property from damage caused by the Contractor's operations.

IV. TREE AND STUMP REMOVALS

- A. Prevailing Specifications: 2026, INDOT Standard Specifications Sections 201, 211, and 621
- B. Additions:
1. All work on trees and stumps in City right of way shall be done by a Licensed Arborist registered with the South Bend Board of Park Commissioners. Any subcontractor must comply with all requirements of the Prevailing Specifications, General Conditions, and Special Provisions for this work.
 2. The Contractor shall obtain the following permits before beginning Tree Removal work at any site. The Contractor must note that the permits are being submitted as part of this City project to have permit fees waived by the City.
 - a. Tree Permit from the City Forester, 321 East Walter Street
 - b. Occupancy Permit from the Division of Engineering, 215 S Dr Martin Luther King Jr Blvd, Suite

400, South Bend, IN 46601 (for right of way occupancy lasting two (2) hours or longer). The Occupancy Permit application shall include a traffic control plan.

(i) **Note: Occupancy Bond is required for Occupancy Permit.**

3. The Contractor shall take diligent care to protect the public, the workers, streets, sidewalks, and adjacent public and private property from the hazards of tree removal and stump removal operations.
4. The Contractor shall notify residents in advance of work commencing via door hangers. The Contractor shall submit a letter to the City for approval prior to distributing.
5. **Trees and stumps to be removed and all their debris shall be completely removed from the site daily.** No piles of debris are allowed to sit on site after work is completed daily. No fires or burning will be allowed. The debris shall be removed in accordance with all applicable Federal, State, and local laws and ordinances to a facility licensed to receive such waste. The Contractor shall inform the Engineer of the name of the facility receiving the waste. Items of salvageable value to the Contractor, such as firewood or kindling, must be removed from the site as the work progresses. Storage or sale on the site will not be permitted. The Contractor may choose to sell or provide firewood, kindling, or mulch gratis to the adjacent homeowner or a neighbor. All such salvaged materials must be removed to the receiver's premises as the work progresses in compliance with all laws, statutes, and ordinances regulating such transactions including transportation, zoning, and storage.
6. Stumps can be removed either by grinding or by full removal, at the contractor's discretion. Any curb, sidewalk, approach, pavement, lawn, or other feature that is damaged during removals shall be repaired or replaced as necessary at no additional cost to the City or adjacent property owner.
7. Stumps and roots within five (5) feet of the stump shall be ground to a depth of at least 18 inches below the existing sidewalk elevation, using suitable stump grinding equipment when in proximity to curb, sidewalk, or approaches.
8. The tree and stump removals within this contract correspond with sidewalk replacement being completed in 2026 by the City of South Bend Streets Division. If the contractor intends to remove stumps and roots by full excavation, the contractor must verify with the Streets Division that the adjacent sidewalk is scheduled for replacement. The contractor shall then cut roots at the edge of sidewalk and leave roots underneath sidewalk in place.
9. At all removal locations, the contractor shall fill the created hole with B Borrow up to a depth of four (4) inches below grade. The contractor shall then provide four (4) inches of clean, rich topsoil covering the entire disturbed area. The cost of B Borrow and topsoil will not be paid for separately, but shall be included in the cost of the tree removal or stump removal.
10. After placing topsoil, each removal area shall receive mulching. The cost of mulching will not be paid for separately, but shall be included in the cost of the tree removal or stump removal.
11. The bid price for removal of any size tree shall include removal of its stump and roots. The cost of stump removal will be incidental to the cost of the tree being removed. Stump removal will only be paid separately for existing stumps in the right-of-way that are not otherwise part of a tree removal.
12. Tree diameters shall be confirmed prior to removal. All trees shall be measured with a representative from the City of South Bend Engineering Division on site. The City will not pay for any trees measured and removed without the on-site approval of the Engineer.

13. Pay Item Diameters are defined as follows:

Measured DBH	Pay Diameter
0 to 18 in.	18 in.
Over 18 to 24 in.	24 in.
Over 24 to 36 in.	30 in.
Over 36 in. to 42 in.	36 in.

14. Tree diameters shall be confirmed prior to removal. All trees shall be marked for removal and measured with a representative from the City of South Bend Engineering Division on site. The City will not pay for any trees measured and removed without the on-site approval of the City.

15. Payment for all labor, materials, equipment, and associated incidentals for tree removals shall be made at the Unit Prices for the various items bid in the Proposal as follows:

REMOVAL, TREE, 18-INCH.....EA
 REMOVAL, TREE, 24-INCH.....EA
 REMOVAL, TREE, 30-INCH.....EA

V. TREE LOCATIONS

- A. Contractor shall verify locations with City representative on site before removing any trees.
- B. Locations of trees included in this quote are as follows:

Location	# of Tasks	DBH	Pay Item Diameters
1012 S 31 st St	1	30"	30"
2721 Mac Arthur Ave	1	30"	30"
1102 S Thomas St	1	22"	24"
750 S Liberty St	1	26"	30"
1125 E Madison St	2	21", 34"	24", 30"
911 S 32 nd St	2	22", 30"	24", 30"
917 S 32 nd St	1	22"	24"
Total	9		

VI. RETAINAGE AND FINAL PAYMENT

- A. Prevailing Specifications: 2026, INDOT Standard Specifications Section 109
- B. Additions:
 - 1. Payments will be made every thirty (30) calendar days
 - 2. Consistent with provisions of IC 36-1-12-14, the Board of Public Works shall withhold three percent (3%) of the dollar value of all work satisfactorily completed until the public work is substantially completed and the Project Completion Affidavit is approved by the Board.
 - 3. Before final payment and retainage are released the Contractor must satisfy the following:
 - a. One (1) copy of the City of South Bend Completion Affidavit and one (1) copy of a Final Waiver of Lien.

VII. OTHER UTILITIES

- A. Prevailing Specifications: None
- B. Additions:
 - 1. The Contractor shall verify the locations of all utilities by contacting Indiana811 by calling 811 (in Indiana) or 1-800-382-5544 (outside of Indiana), or via www.indiana811.org, at least two (2) working days, not counting Saturdays, Sundays or federal and state holidays before proceeding with construction. It shall also be the Contractor's responsibility to contact any other utility that is not contacted by Indiana811 and verify the utility locations.
 - 2. The Contractor shall be responsible for working with the other utilities, i.e., gas electric, telephone, etc. in order to assure that all utilities that need to be replaced or relocated can be done with a minimum disturbance to service. The Contractor shall also be responsible for coordinating schedules with the various utilities such that they can proceed with their relocation work as efficiently as possible.
 - 3. If the odor of natural gas is detected in a work area at any time during the course of work, the Contractor shall immediately notify NIPSCO at 1-800-634-3524. The Contractor shall also immediately notify the residents of adjacent properties. The Contractor shall advise the residents to evacuate their homes immediately if the odor is present within the dwelling.
 - 4. Restoration of laterals, service lines, sprinkler systems, or other utilities damaged by the Contractor's operations shall be repaired by the Contractor at no additional cost to the City or the Owner of the system.

VIII. MAINTENANCE OF TRAFFIC

- A. Prevailing Specifications: 2026, INDOT Standard Specifications Sections 105 & 801
- B. Additions:
 - 1. The Contractor shall arrange and prosecute the work specified for this contract in such a manner that traffic on existing streets is unrestricted throughout the Project. The Engineer shall approve the method of traffic control. No construction equipment, vehicles, materials, supplies or temporary facilities shall be left unattended in the right-of-way of any street or left parked overnight without proper marking and lighting.
 - 2. After the award of the contract and before beginning the work, the Contractor shall submit his/her/its proposed schedule of operations for the review of the Engineer. The schedule of operations as reviewed by the Engineer shall be maintained at all times.

When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,
CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT ELIGIBILITY
VERIFICATION, NON-DISCRIMINATION COMMITMENT AND CERTIFICATION OF USE
OF UNITED STATES STEEL PRODUCTS OR FOUNDRY PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF Indiana)
) SS:
St. Joseph COUNTY)

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.
 - a. For purposes of this Certification, "Iran" means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
 - b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
 - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
 - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.
4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized

alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor's newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor's documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, firms, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions will consider the Contractor's good faith efforts to obtain participation by those subcontractors certified by the State of Indiana as a Minority Business ("MBE") or as a Women's Business Enterprise ("WBE") as a factor in determining the lowest, responsible, responsive bidder.

Contractors seeking the award of a City contract cannot be required to award a subcontract to a MWBE; however, they may not unlawfully discriminate against said MBE/WBE. A finding of noncompliance or a discriminatory practice shall prohibit that Contractor from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contract to which the discriminatory practice or noncompliance pertains.

7. The undersigned Contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel

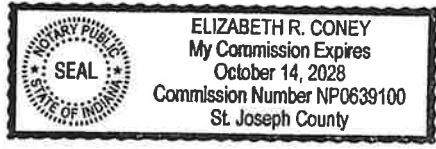
products or foundry products made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. I understand that violations hereunder may result in forfeiture of contractual payments.

I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this ~~21st~~ ^{12th} day of ~~March~~ ^{March}, 20 ~~20~~ ²⁰
11

TLC Tree Removal Inc
Contractor/Bidder (Firm)
Tracey A. Connolly
Signature of Contractor/Bidder or Its Agent
Tracey A. Connolly
Printed Name and Title

A Subscribed and sworn to before me this 11th day of March, 2020
My Commission Expires October 14, 2028 Elizabeth R. Coney
Notary Public
County of Residence St. Joseph



**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date: 03/16/2026
 Name: Caitlin Wyant Department of Public Works – Engineering Division
 BPW Date: 03/24/2026 Phone Extension: 7483

Required Prior to Submittal to Board

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name
Dept. Attorney	<input type="checkbox"/>	Attorney Name
Purchasing	<input type="checkbox"/>	_____

Check the Appropriate Item Type – Required for All Submissions

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input checked="" type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach

Required Information

Company or Vendor Name	TLC Tree Removal
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing <input checked="" type="checkbox"/> No
MBE/WBE Contractor	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Yes <input type="checkbox"/> No Completed E-Verify Form Attached
Project Name	2026 Tree Removal
Project Number	126-025
Funding Source	Motor Vehicle Highway Fund (202 – Curb & Sidewalk Divison)
Account No.	PR #46867
Amount	\$12,700.00
Terms of Contract	
Special Contract Provisions	
Purpose/Description	2026 Tree Removal work done in relation to curb & sidewalk work to be completed by CoSB Streets Dept

For Change Orders Only

Amount of	<input type="checkbox"/> Increase	\$ _____
	<input type="checkbox"/> Decrease	(\$ _____)
Previous Amount		\$ _____
	Increase	_____ %
Current Percent of Change:	Decrease	(_____ %)
New Amount		\$ _____
	Increase	_____ %
Total Percent of Change:	Decrease	(_____ %)
Time Extension Amount:		_____
New Completion Date:		_____