



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS



June 23, 2026

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

RE: Project Completion Affidavit – 2026 Tree Removal – Project No. 126-025

Dear Tracey:

At its June 23, 2026 meeting, the Board of Public Works approved the Project Completion Affidavit for this project in the amount of \$12,700.

A copy of the Project Completion Affidavit is enclosed for your records.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk

Final Waiver of Lien

State of Indiana, County of St Joseph. SS:
being duly sworn that he/she is the CEO
(Name of Officer) (Title)
of TLC Tree Removal inc having contracted with City of South Bend
(Contractor) (Owner)

to furnish certain materials and/or labor as follows: Removal of trees + stumps to support sidewalk reconstruction
(Description)

for a project known as 2020 Tree Removal
(Name of Project)

located at various locations in South Bend

and owned by City of South Bend
(Owner)

and does hereby further state on the behalf of the aforementioned subcontractor/supplier:

(PARTIAL WAIVER) that there is due from the Contractor the sum of

_____ Dollars (\$.)

- receipt of which is hereby acknowledged; or
the payment of which has been promised as the sole consideration for this Affidavit and Final Waiver of Lien which is given solely with respect to said amount, and which waiver shall be effective only upon receipt of payment thereof by the undersigned;

(FINAL WAIVER) that the final balance due from the contractor is the sum of

_____ (\$ 0.00)

- receipt of which is hereby acknowledged; or
the payment of which has been promised as the sole consideration for this Affidavit and Final Waiver of Lien which shall become effective only upon receipt of such payment.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all liens or claims whatsoever on the above-described property and improvements thereon an account of labor or material or both, furnished b the undersigned thereto, subject to limitations or conditions expressed herein, if any; and further certified that no other party has any claim or right to a lien on account of any work performed or material furnished to the undersigned for said project, and within the scope of this Affidavit and Waiver of Lien.

TLC Tree Removal inc By Tracy A Cannady
(Firm) (Authorized Representative)

STATE OF INDIANA)
) SS:
ST. JOSEPH COUNTY)

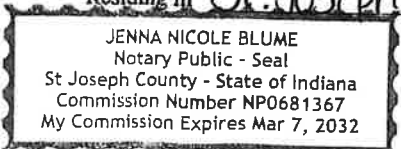
Before me, the undersigned, a Notary Public, in and for said County and State, personally appeared Tracy A. Cannady and acknowledged the execution of the foregoing Affidavit and Waiver of Lien.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the 3rd day of June 2020

Jenna Nicole Blume
Notary Public Signature

Jenna Nicole Blume
Notary Public Name

My Commission Expires: March 7th 2032
Residing in St. Joseph County, IN



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

Date: 6/12/2026
 Name: Caitlin Wyant, EI Department of Public Works – Engineering Division
 BPW Date: 6/23/2026 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 type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input checked="" 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 type="checkbox"/> No
MBE/WBE Contractor	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Completed E-Verify Form Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	2026 Tree Removal
Project Number	126-025
Funding Source	Motor Vehicle Highway Fund (202 – Curb & Sidewalk Division)
Account No.	PO #43655
Amount	\$12,700
Terms of Contract	
Special Contract Provisions	
Purpose/Description	PCA + Final Waiver of Lien for 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:		_____