

Request for Bid (RFB): Tree Planting and Mulching Services and Staking

Project: Planting and Mulching and Staking of 42 Trees

Bid Due Date: Friday, September 12, 2025 10:00AM

Contact Person: Dr. Joe Gilgour, 573-518-2149

Project Location: 5270 Flat River Rd., Park Hills, MO

Planting Timeframe: Fall 2025 (No Later than Nov 30th, 2025)

1. Overview

Mineral Area College is requesting bids from qualified contractors to plant, mulch and stake **42 trees**. The contractor will be responsible for proper installation, mulching, staking and initial watering of all trees according to the specifications outlined in this document. All work must comply with **Missouri Department of Conservation (MDC) tree planting guidelines**.

2. Scope of Work

Tree Planting

- Contractor will plant **42 trees** (species and sizes provided separately in the tree purchase bid form).
- Planting holes must be dug at least **twice the diameter of the root ball** and deep enough to place the **root flare even with (or up to 1 inch above) the final soil line**.
- If bald and burlap trees are used, burlap will be completely removed prior to planting.
- Trees will be planted approximately 50' apart. Refer to project map for location of where to plant trees.
- Backfill procedure:
 - Use only the soil removed from the planting hole.
 - Chop soil finely and remove stones, clods, and debris.
 - Do not use potting soil, peat moss, or other amendments.
 - Place tree in hole, ensuring it is **straight and vertical**.
 - Fill hole halfway, water thoroughly, then continue backfilling.
 - Work soil around the root ball gently to avoid air pockets.
 - Firm soil to stabilize the tree, but do not overly compact.
 - Thoroughly water after backfilling with a **slow, gentle soaking**.
 - Add additional soil, if necessary, to compensate for settling.

Mulching

- Apply **3 inches of mulch** around each tree, extending outward to the tree's drip line.
- Mulch must be **wood composite or bark chips**.
- Keep mulch **away from direct contact with the trunk** to avoid rot.

Staking

Placement of Stakes

- Install three wooden or metal stakes, equally spaced (approximately 120° apart) around the tree.
- Position stakes just outside the planting hole to avoid damaging roots.
- Drive stakes a minimum of 18 inches into undisturbed soil for stability.

Tie Height

- Secure ties to the trunk at a point one-third of the distance from the ground to the first major branch.
- This height provides root ball stability while allowing natural trunk movement.

Tying Method

- Use wide, flexible, non-abrasive materials such as canvas webbing, horticultural tape, or plastic tree ties.
- Attach ties in a figure-8 pattern between the stake and trunk to prevent rubbing.
- Do not use wire, rope, or any material that could girdle or injure the bark.

Allowance for Movement

- Ensure ties have enough slack to allow the upper trunk to sway 6–8 inches in the wind.
- This movement encourages stronger root development and trunk taper.

Tree Care Standards

- Contractor must follow MDC technical guidelines for tree planting.
- Trees must be handled carefully to prevent root or trunk damage.
- Contractor is responsible for leaving the site clean and free of debris after planting.
- Any questions about MDC tree care standards can be directed to priority habitat coordinator, Julie Norris at 217-836-4791.

3. Materials and Labor

- Contractor will supply all equipment, labor, mulch and staking supplies.
- Trees will be provided by Mineral Area College.
- Contractor will ensure proper watering during installation.

4. Bid Submission Requirements

Bids must include:

1. Lump sum cost for planting and mulching 42 trees.
2. Unit price per tree (for possible quantity adjustments).
3. Description of mulch material to be used (type and source).
4. Confirmation that planting will follow MDC guidelines.
5. Proposed schedule for planting (No later than Nov 30, 2025).
6. Warranty/establishment guarantee on installed trees, if offered.

5. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with specifications.
- Cost (total and per tree).
- Proposed mulch material.
- Contractor qualifications and experience.
- Warranty/guarantee provisions (if applicable).

6. Submission Information

Submit bids by 10:00 AM on Friday, September 12, 2025, to:

Dr. Joe Gilgour
Mineral Area College
jgilgour@mineralarea.edu
5270 Flat River Rd
Park Hills, MO 63601