

City of Countryside
50/50 Cost Sharing Tree Removal Program
Tree Removal Contractor Policies

1. Being a contractor for the City of Countryside the contractor must have on file a valid certificate of insurance with current liability coverage in an amount no less than \$1,000,000. The City of Countryside, its officials, employees and volunteers must be named as additional insured on said certificate as a condition of participation in the Tree Removal Program.
2. If contacted directly by a resident, the contractor must understand the resident must contact the City prior to any tree(s) removal to participate in the Tree Removal Program. If the resident does not contact the City, the resident, nor contractor will be eligible for reimbursement.
3. No quotes should be given to the resident prior to the resident contacting the City. The tree must be marked and the contractor must wait to be informed by the City that quotes are needed for a particular tree(s).
4. After the resident contacts the City and an Alderman has marked a tree verifying it falls into one of the categories for reimbursement, the City will contact the contractor to obtain a quote for the removal of the tree(s) to ground level and the subsequent removal of debris from the property.
5. The contractor will quote only the marked trees and report that quote to the Clerk's Office.
6. If a tree is **not** marked and the resident contacts the contractor for a quote the contractor may deal with the resident directly but it **must** be understood the City will not be involved. There will be no reimbursement to either the resident or the contractor.
7. Once the Clerk's Office receives three quotes, the resident will be contacted with the lowest bid and requested to pay ½ the cost to the Clerk's Office. If two of the lowest bids are equal, the resident, then, the City will have a choice of the contractor.
8. **ONLY** after the resident's portion is received by the City is a purchase order issued to the contractor requesting the tree(s) be removed.
9. When the contractor receives the purchase order they can begin their process for tree(s) removal. The purchase order may request special

- instructions such as “please contact the resident before removal”. These instructions must be followed.
10. It should be understood by the contractor once the purchase order is received, the work should be completed within a reasonable time frame. Weather permitting.
 11. The City is responsible for the tree removal only, not stump removal. If the resident requests a quote or would like the stump removed they must deal directly with the contractor and make payment directly to the contractor.
 12. When the job is complete the contractor may submit an invoice to the City for the cost of the tree(s) removed. This amount must match the original quote. The purchase order is given to the Alderman to sign off on therefore, verifying the job is completed to the City and the resident’s satisfaction.
 13. If the Clerk’s office contacts the contractor for a quote on a parkway tree, the tree must be marked. The quote for parkway tree should **include grinding of the stump and removal of the grinds to grade.**
 14. If the lowest bid is accepted the contractor will be sent a purchase order and proceed with the removal.
 15. The contractor may submit the invoice to the City upon completion of the job.
 16. In the case of parkway tree(s) the Superintendent of Public Works will sign off on the purchase order verifying the job was complete and satisfactory.
 17. In the rare case of a storm or emergency tree removal, the contractor may obtain verbal direction from **only** the Clerks office, Superintendent of Public Works, or elected official. Never should a contractor remove a tree and direct the resident seek reimbursement through the City. Nor, should the contractor expect reimbursement.
 18. It should be understood by the contractor any violations of these rules could lead to dismissal of service.