



**Purchasing Division**  
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**Addendum 1**  
**Solicitation # 23-AA05**  
**Tree Growing Contract**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. The pre-bid meeting attendees are listed below:  
Patti Stalvig, City of Duluth, [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)  
Jesse Hoffbauer, Sawtooth Arbor Supply & Tree Care, [jesse@sawtoothtreeservice.com](mailto:jesse@sawtoothtreeservice.com)  
Mike Wolf, City of Duluth, [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)  
Laura Smith, City of Duluth, [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)  
Clark Christenson, City of Duluth, [cchristenson@duluthmn.gov](mailto:cchristenson@duluthmn.gov)  
Josh Connor, Hoffman & McNamara, [josh.connor@hoffmanandmcnamara.com](mailto:josh.connor@hoffmanandmcnamara.com)

The following questions asked are answered below in *italics*.

2. Is the City guaranteeing the quantities indicated in the bid form? *The quantities are estimates. The City does not plan to reduce quantities, but it's possible they could be increased.*
3. How will bids be reviewed and compared if the first year is different between bidders. *The City has determined that the first year trees are to be provided is 2025. All bids will be based on 2025 being year one.*
4. Will the City consider a delivered price per tree rather than separate shipping costs? *After consideration, the City has decided to keep the shipping costs as a separate line item. If the City will be charged shipping, the bidder must provide a fixed shipping cost for each of the five years. The bid form and itemized bid form have been updated to reflect this change. Shipping costs will be included in determining the overall cost to the City.*
5. How will the preference for air or root pruning pot affect award? *Since the first year that trees are to be provided is 2025, the City is now requiring air or root pruning pots or bags, fabric bags, or other non-plastic containers. Bidders are still required to indicate on the bid form the container type to be used. If more than one type of container is being used, bidders may provide a separate sheet identifying which containers are used for which trees.*

6. Is there potential for the grower to plant the trees? *At this time, the City intends to plant all trees.*
7. Are the prices provided firm prices? *The prices provided for the first five years are to be firm prices. The awarded bidder will have an opportunity to negotiate a price for any renewal terms. Price will be part of the determination whether or not the City will renew the agreement or rebid it.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum 1 below the bid form on the invitation for bids.

Posted: **April 20, 2023**

**REVISED BID FORM**  
**BID 23-AA05 TREE GROWING CONTRACT**

<b>ITEM</b> (enter the total cost for each year – this number must match the total column from the itemized bid list)	<b>PRICE</b>
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
TOTAL	\$

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TOTAL BASE PRICE IN WRITING

**ACKNOWLEDGMENT OF ADDENDA**

ADDENDUM #                      INITIAL/DATE

ADDENDUM #                      INITIAL/DATE \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name/Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

If your organization is certified as a Disadvantaged Business Enterprise, please check here: ☐

City of Duluth Solicitation 23-AA05  
Contracted Tree Growing

Company Name:

Calendar year for first full order:

Identify container type:

Size Class A = minimum 3' tall, #7 pot  
Size Class C = 5' tall, #10 pot, lightly branched  
Size Class D = 6' tall, #10 pot, lightly branched

		Annual Order		Year 1		Year 2		Year 3		Year 4		Year 5	
Item	Species	Size Class	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
DECIDUOUS SPECIES													
1	Muckle plum	C	20		\$ -		\$ -		\$ -		\$ -		\$ -
2	Magnolia	C	30		\$ -		\$ -		\$ -		\$ -		\$ -
3	Powerline Magnolia	C	20		\$ -		\$ -		\$ -		\$ -		\$ -
4	Sugar Maple	D	20		\$ -		\$ -		\$ -		\$ -		\$ -
5	Ohio Buckeye	C	30		\$ -		\$ -		\$ -		\$ -		\$ -
7	Korean Birch	A	20		\$ -		\$ -		\$ -		\$ -		\$ -
9	Hawthorn	D	20		\$ -		\$ -		\$ -		\$ -		\$ -
10	Flowering pear	D	20		\$ -		\$ -		\$ -		\$ -		\$ -
11	Alder	D	30		\$ -		\$ -		\$ -		\$ -		\$ -
12	Smoketree	C	20		\$ -		\$ -		\$ -		\$ -		\$ -
CONIFER SPECIES													
13	Swiss stone pine	A	20		\$ -		\$ -		\$ -		\$ -		\$ -
14	European larch	A	20		\$ -		\$ -		\$ -		\$ -		\$ -
SHIPPING													
15	Annual shipping cost		1		\$ -		\$ -		\$ -		\$ -		\$ -
	TOTALS:		270		\$ -		\$ -		\$ -		\$ -		\$ -