

CITY OF MOORE

CONTRACT SPECIFICATIONS RFQ# 2026-005

LANDSCAPING ABATEMENT

MANDATORY PRE-QUAL MEETING: JANUARY 13, 2026, 9:00 AM

PRE-QUALIFICATION APPLICATION DUE JANUARY 20, 2026, 5:00 PM

I. DESCRIPTION OF REQUEST

The City of Moore desires to obtain qualified contractors to provide landscaping removal, planting, and other clean-up services related to landscaping abatement on properties located within the City. Contractors must agree to provide services in strict accordance with the terms and provisions of these specifications and the other contract documents. The City reserves the right to reject any and all contractors and to negotiate with any other contractor(s). The City reserves the right to contract with one or more parties to perform identical services as deemed appropriate.

II. BACKGROUND INFORMATION

The City of Moore (Oklahoma) is a tax-exempt municipality that operates under the "home rule" provisions of its Charter as provided for under Oklahoma law, using a City Council-Manager form of government. Since the year 2000, the City of Moore has experienced tremendous growth of commercial, industrial, and Planned Unit Developments, all of which are required to plant and maintain landscaping as described in Part 12, Chapter 4, Article G of the City of Moore Land Development Code. However, over the years, the required landscaping has died or been removed, leaving said properties in violation of the Moore City Code.

The Moore City Council desires to use the City's abatement authority to bring these properties into compliance with City Code. Although an exact number of how many trees and/or shrubs will be removed or planted is unknown at this time, the City estimates 300 trees and 600 shrubs may be required to be planted and 100 trees and 200 shrubs may require removal and disposal.

The City, City Council, City Manager, and any other officer of the City, including the project officer specifically listed, are together herein referred to as the "City". The contractor, sub-contractor, or other agents or employees of the contractor, are together herein referred to as the "Contractor".

III. PURPOSE OF REQUEST

The City of Moore is requesting applications, including statements of qualifications from individuals, firms or companies interested in being retained by the City to provide landscaping removal, planting, and clean-up abatement services. The objective of the specifications is to obtain responses from which to determine qualifications and thereby select the most appropriate respondent(s) based upon these factors.

IV. GENERAL

- A. The services to be provided under these specifications will be accomplished in a prompt and timely manner. All rules and regulations of the City under the contract will be strictly followed.
- B. The Contractor shall at all times observe and comply with all Federal and State laws and all City ordinances and regulations which in any manner affect the conduct of the work to be performed pursuant to these specifications and in accordance with the terms of the contract.
- C. The contract awarded as a result of these specifications will be effective from the date awarded for one full year unless terminated by the City.
- D. Contract may be renewed at the City's sole option. If the City chooses to renew, the contractor will be notified at least thirty (30) days prior to the end of the contractual period to renew the contract.

V. SERVICES TO BE FURNISHED

The specifications listed will outline the services to be provided in conjunction with the contractual agreement extended under these specifications. Contractors are to furnish information to all aspects of the specifications. The Contractor's response will be the means by which the City will evaluate and select contractors. Exceptions to any terms, conditions or requirements specified herein must be minimal, and there must exist good reason therefore. Any such exceptions must be clearly identified within a distinct section of the Contractor's response. Otherwise, the City will consider that all items are in strict compliance with these bid specifications.

- A. Dead Landscaping Removal- The contractor shall provide all necessary work to remove all dead and/or diseased trees and shrubs from identified properties. All dead and/or diseased landscaping material shall be removed from the site and disposed of in an approved landfill. The City shall determine what type of removal shall be acceptable for each site- i.e.-root ball, cutting the trunk, and/or stump grinding. Immediately after removal, all holes must be filled in with dirt and compacted, if applicable.

- 1. Price List for Tree Removal and Disposal:

- a. 0-2" Caliper \$250.00
 - b. 2.1"-4" Caliper \$325.00
 - c. 4.1"-6" Caliper \$425.00
 - d. 6.1"-8" Caliper \$850.00
 - e. 8" + Caliper 3 Quotes Required

- B. Shrub and Tree Planting- The contractor shall provide all necessary materials, equipment and labor to plant trees and shrubs on private property, including but not limited to site preparation, dirt disposal, soil amendments, mulching and staking. All plant material shall be obtained from a reputable nursery or tree farm in Central Oklahoma. All plantings shall conform to the planting details found in Exhibit B.

- 1. Price List for Tree Planting:

- a. Large/Medium Tree \$600.00
 - b. Small Tree \$500.00
 - c. Shrub \$275.00

C. Tree/Shrub Selection- The approved tree and shrub plantings are listed below. No other tree or shrub species shall be planted, except with permission from the City. The City shall make the determination as to the type of tree(s) to be planted prior to the start of each abatement job.

1. Large/Medium Trees- All trees shall have a minimum 2" caliper or 6' height minimum for evergreens.

- a. Loblolly Pine
- b. Lacebark Elm
- c. Chinese Pistache
- d. Japanese Zelkova
- e. Arizona Cypress
- f. Golden Raintree
- g. Red Maple 'Autumn Blaze'
- h. American Holly

2. Small Trees- All trees shall have a minimum 2" caliper or 6' height minimum for evergreens.

- a. Amur Maple
- b. Eastern Redbud
- c. Smoketree
- d. Eastern Arborvitae
- e. Canaerti Juniper

3. Shrubs- All shrubs shall be minimum of 5-7 gallons and reach a height of 3' + tall at maturity.

- a. Deciduous Holly
- b. Crapemyrtle (tree form)
- c. Chaste Tree
- d. Heavenly Bamboo
- e. Hollywood Juniper

D. Flower Bed Clean-up- The contractor shall provide all necessary materials and equipment to remove dead plant materials, trash, weeds, unwanted grass, and replace appropriate shrubs and/or landscaping materials, including but not limited to dirt disposal, soil amendments, weed barrier, mulching and staking (if needed). All plantings shall conform to the planting detail found in Exhibit B.

1. Price List for Flower Bed Clean-up. The contractor shall be paid the following, to include all site prep work, materials, and labor for cleanup, but not including plant materials:

- a. Per Square-Foot \$1.50

E. Additional Landscaping Abatement Regulations:

1. The City will reimburse all qualifying landfill charges.

2. The contractor may request to use additional equipment to perform landscaping removal or planting. If the contractor feels this is necessary they must obtain prior approval from the City. The rates of any such equipment charges must be agreed upon in writing before any equipment is used and additional charges assessed.
 3. The City shall meet with the contractor prior to abatement to determine the scope of work. The contractor shall not charge for meeting with City staff.
 4. The City reserves the right to contract with other persons or firms for landscaping abatements when deemed appropriate and/or necessary.
 5. In the event that any abatement cost is estimated to exceed \$5,000, the contractor shall obtain written consent from the assigned City Staff and their immediate supervisor. If the abatement cost is estimated to exceed \$8,000 the contractor shall obtain written consent from the assigned City Staff, their immediate supervisor, and the Community Development Director or their designee.
 6. Landscaping Abatements shall take place from October 15 through April 15, however the City has the right to modify the planting periods as deemed appropriate.
- F. Photographs- The contractor shall be required to take multiple digital photographs of each work area before and after the work is performed, and the photos shall be submitted with each bill for services rendered. Photo submittals shall be provided on a USB drive or emailed to City Hall. Camera and related costs are the responsibility of the contractor. No fee shall be paid to the contractor for the required photos. If the minimum standards for photographs is not met, the City reserves the right to withhold payment for the abatement at that location.
1. Minimum Standards for Photographs
 - a. All jobs shall have a picture from the middle of the street looking at the property to obtain the full structure, yard, and address.
 - b. All jobs shall have "before and after" pictures that are clear enough to see the type and amount of work performed.
 - c. All photos shall have the job address and date of abatement clearly indicated within the picture on a white-erase board or other similar method. The sign shall be 17" tall and 24" wide. The address and date shall be at least a minimum of 2 inches in height.
 - d. For landscaping removal jobs, the before photos shall clearly show each area of dead and/or diseased landscaping to be removed in their original location. The after photo shall be taken of the same areas as taken in the before pictures. Additionally, photos shall be taken of each load of landscaping debris hauled away, along with the number of the load.
- G. Warranties. The contractor shall not be responsible for extending any warranties or guarantees on the survivability of the landscape material, provided however, any materials proved to be defective (not by misuse or neglect) or installed incorrectly, may be required to be replaced. The decision of whether materials are defective or installed incorrectly shall be the sole determination of the City.

VI. CONTRACT AWARD

- A. Contract shall be awarded to one or more qualified contractors. **To be considered for an award of contract, all materials in Exhibit A along with proof of insurance and workman's comp insurance must be submitted by January 20, 5:00 pm, Moore City Hall, 301 N. Broadway, Moore 73160, Attn: Purchasing Agent, to be considered.**
- B. Contractor and any sub-contractor that will be utilized shall have a minimum of 3-years of direct experience in the planting and maintenance of trees and shrubs.
- C. Failure to perform as specified and in accordance with the bid submitted, will constitute sufficient grounds for cancellation of the Contract at the option of the City of Moore.

VII. CONTRACT PERIOD

This contract term is for one (1) year. At the end of said term, the City, at its option, may extend the contract for one year intervals, but not exceeding three (3) extensions.

VIII. MANDATORY PRE-QUALIFICATION MEETING

A mandatory pre-qualification meeting will be conducted on January 13, 2026 at 9:00 am in the Moore City Council Chambers at Moore City Hall, 301 N Broadway. Failure to attend this meeting will result in bidder disqualification. The purpose of this mandatory meeting is to review contract specifications and answer all questions related to the project. At the conclusion of this mandatory meeting, no additional questions will be received by the City. If questions are raised during the meeting that cannot be clearly answered by the City representatives, those questions and the correct answers will be compiled and sent to meeting attendees via email if such e-mail address is submitted to the City for such purpose.

IX. SPECIFICATIONS

A. General

1. Plant materials, plantings and other services must meet the general standards outlined in the RFQ.
2. Exceptions to specifications should be listed on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS".
3. Line Locates, Call OKIE: No land disturbance shall take place until a line locate request has been submitted with CALL OKIE and all utilities have been marked. Pictures of the marked lines are required to be submitted to the City prior to planting.
4. Contractor is responsible for repairing minor ruts, spills, irrigation lines, utility and/or other damage caused by tree/shrub removal and/or planting . Repairs may include but are not limited to sanding, grading, removing debris, seed/straw, etc. as directed by the City.
5. The exact locations of plantings are to be staked in the field in coordination with the City.
6. Plants shall be handled so that roots are protected at all times and if delivery is made in open vehicles, the entire load shall be suitably covered.

B. Plant Removal

1. As directed by the City, remove tree stumps completely by grinding or grubbing if root ball cannot be extracted. Cutting the trunk to ground level will only be allowed with City approval.
2. Backfill disturbed areas with clean dirt or an appropriate growing media to allow existing grass to root through.
3. The City shall notify contractor if an area requires erosion control. In such a case, contractor shall cover large areas with new sod, seed mat or seed/straw as approved by the City.

C. Tree and Shrub Planting

1. All tree plantings shall take place in accordance with Exhibit B.
2. All plantings shall be slowly “watered in” immediately after planting to achieve moist soil and root ball.
3. Tree and Shrub Form and Quality shall conform to industry standards. The City reserves the right to reject any plant material for any deviation from proper tree or shrub form/quality, as solely determined by the City.
4. Crapemyrtles must be in “tree form” and reach a mature minimum height of 6-feet. Multi-trunk forms will be accepted. Color of flower blooms is not a consideration in these specifications.

D. Planting Bed Clean-Up

1. Mulching material shall be double shredded hardwood bark mulch, three-inch minimum thickness.
2. Weed Barrier must be installed using industry standards.

X. BILLING, INSPECTIONS, AND PAYMENT

A. A Work Order shall be issued by the City for each project prior to any work occurring. Prior to a Work Order being issued, the following must occur:

1. The City shall supply to the Contractor a landscaping plan detailing the work to be done.
2. The Contractor shall cause the utility lines to be marked.
3. Once the utility lines are marked, the Contractor shall meet the City on-site to stake the locations of all new trees/shrubs and tag the dead/diseased trees requiring removal.

B. Billing and Payment

1. After the completion of each job, the Work Order shall be returned to the City for payment processing. All required pictures shall accompany each work order when returned to the City for payment. Payment by the City may take up to 30-days.
2. Payment shall be denied if no pictures accompany the work order, or if the pictures are insufficient to document the violation and the abatement.

C. City Inspection

1. The project shall be inspected by the City after project completion to ensure adherence to the contract and basic standard workmanship. The work order will not be paid until the site passes all City inspections.
2. If it is determined that the plants, materials, or services are deficient in any respect, the City may cause the project to be remedied at no cost, or will not pay for the project, as determined by the City.

XI. INSURANCE

- A. Contractor shall carry comprehensive general liability for minimum \$1,000,000 with the City of Moore named as an additional insured.
- B. Contractor shall provide proof of Workman's Compensation Insurance as required by the State of Oklahoma.

Terms and Conditions of Contract Accepted by Contractor.

Company Name

Printed Owner Name

Owner Signature

Date

To be filled out only upon approval by Moore City Council :

Mark Hamm, Mayor

Date

Vanessa Kemp, City Clerk

Date

Exhibit A- Contractor Information

Applicant Business Name:		
Applicant Contact Name:		Email Address:
Applicant Address:	City	State Zip Code
Applicant Phone Number:		
<input type="checkbox"/> If applicant proposes to use sub-contractors, check this box and make copies as necessary for each sub-contractor.		
Years in Landscaping Service	Services Provided by Company: <input type="checkbox"/> Tree/Shrub Planting <input type="checkbox"/> Tree/Shrub Pruning <input type="checkbox"/> Tree/Shrub Removal <input type="checkbox"/> Cut Down <input type="checkbox"/> Root Ball Removal <input type="checkbox"/> Stump Grinding <input type="checkbox"/> Planting bed Clean-Up <input type="checkbox"/> Fertilization <input type="checkbox"/> Watering <input type="checkbox"/> Tree Health Evaluation <input type="checkbox"/> Irrigation Installation/Repairs	
No. of Employees		
List sources of Trees/Shrubs:		
List all Certifications and Licenses:		
List all Equipment Owned by Business:	List all Equipment Leased by Business, and typical hourly rate:	

Exhibit A- References

REFERENCE 1			
Business Name:		Dates Services Provided:	
Contact Name:	Phone:	Email:	
Business Address:	City	State	Zip Code
Description of Services			
REFERENCE 2			
Business Name:		Dates Services Provided:	
Contact Name:	Phone:	Email:	
Business Address:	City	State	Zip Code
Description of Services			
REFERENCE 3			
Business Name:		Dates Services Provided:	
Contact Name:	Phone:	Email:	
Business Address:	City	State	Zip Code
Description of Services			

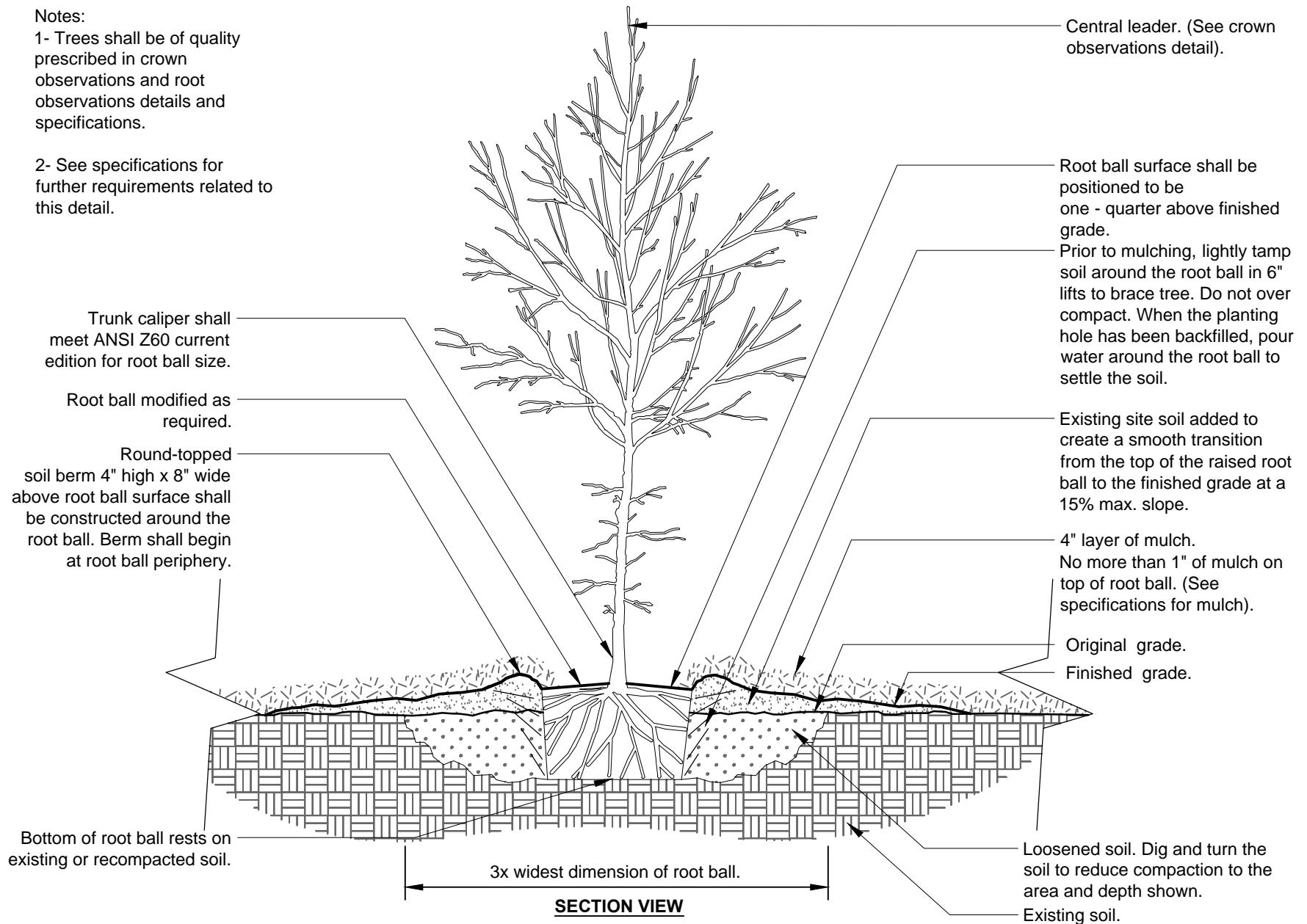
<u>Exhibit A- Nursery List</u>	
Tree/Shrub	Nursery
Loblolly Pine	
Lacebark Elm	
Chinese Pistache	
Japanese Zelkova	
Arizona Cypress	
Golden Raintree	
Red Maple 'Autumn Blaze'	
American Holly	
Amur Maple	
Eastern Redbud	
Smoketree	
Eastern Arborvitae	
Canaerti Juniper	
Deciduous Holly	
Crape myrtle	
Chaste Tree	
Heavenly Bamboo	
Hollywood Juniper	

Exhibit B- Planting Details

Notes:

1- Trees shall be of quality prescribed in crown observations and root observations details and specifications.

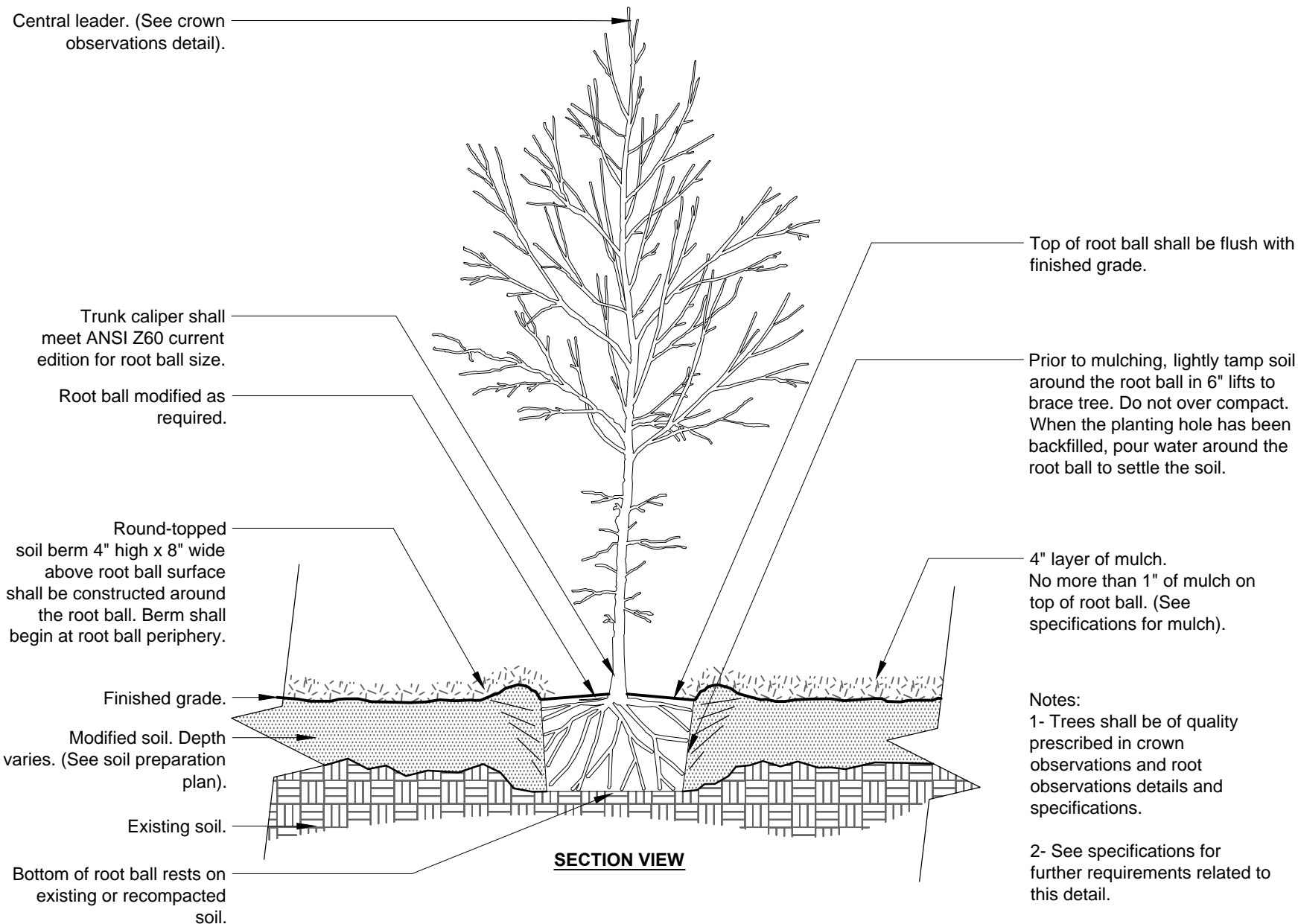
2- See specifications for further requirements related to this detail.



A-1

TREE IN POORLY DRAINED SOIL

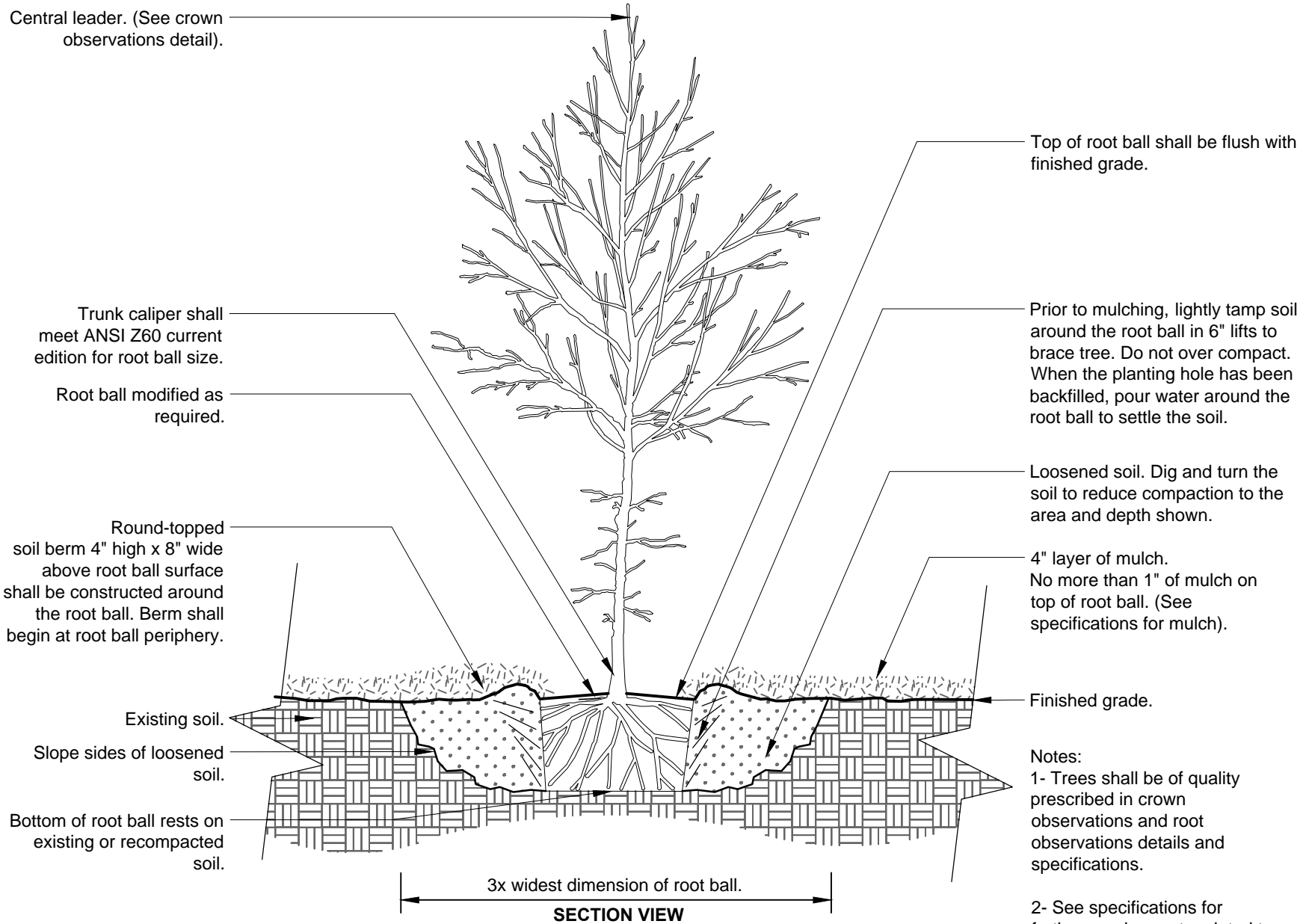
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OPEN SOURCE FREE TO USE



A-2

TREE w/ BERM (EXISTING SOIL MODIFIED)

URBAN TREE FOUNDATION © 2014
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A-3

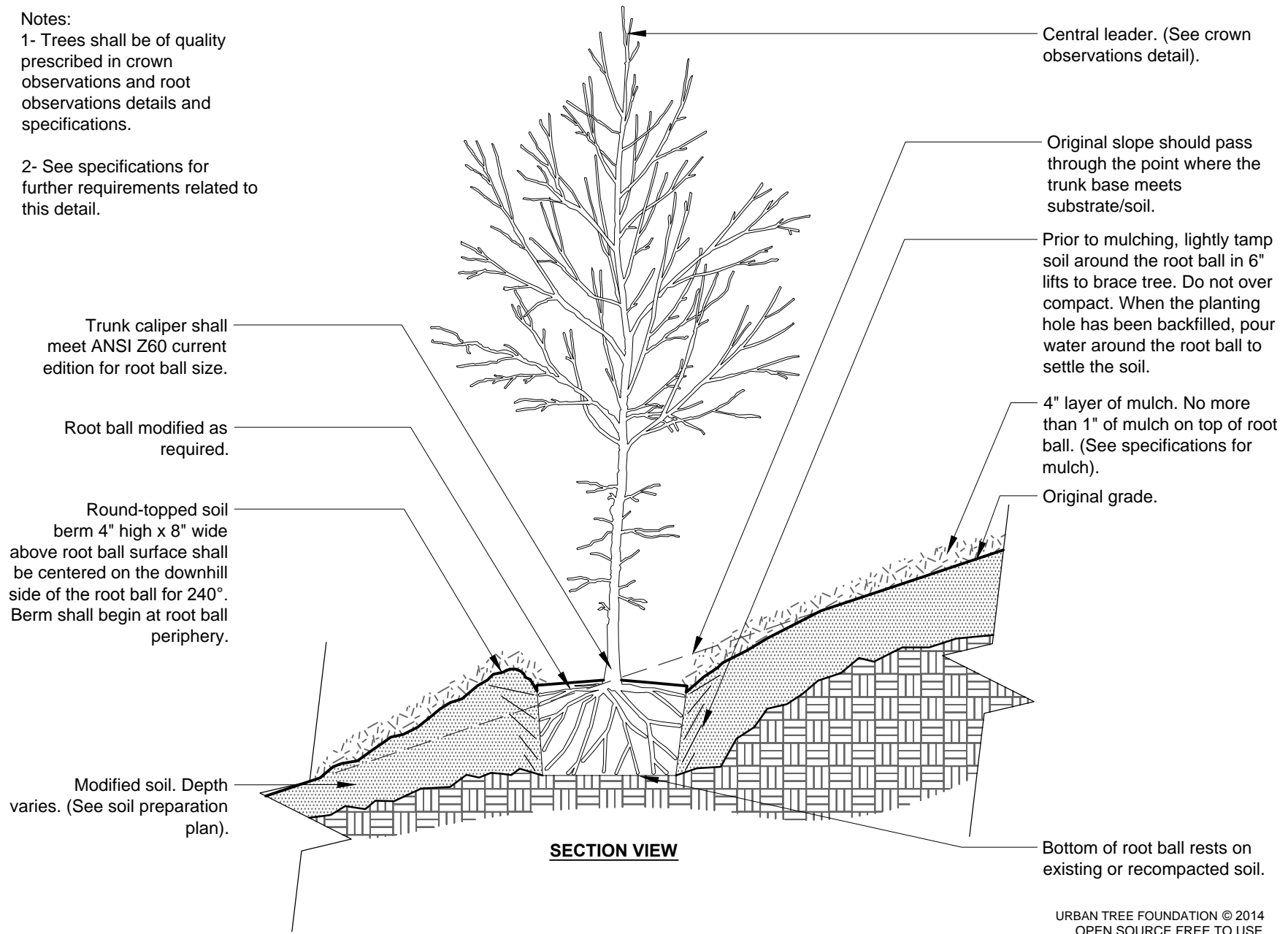
TREE w/ BERM (EXISTING SOIL NOT MODIFIED)

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Notes:

1- Trees shall be of quality prescribed in crown observations and root observations details and specifications.

2- See specifications for further requirements related to this detail.



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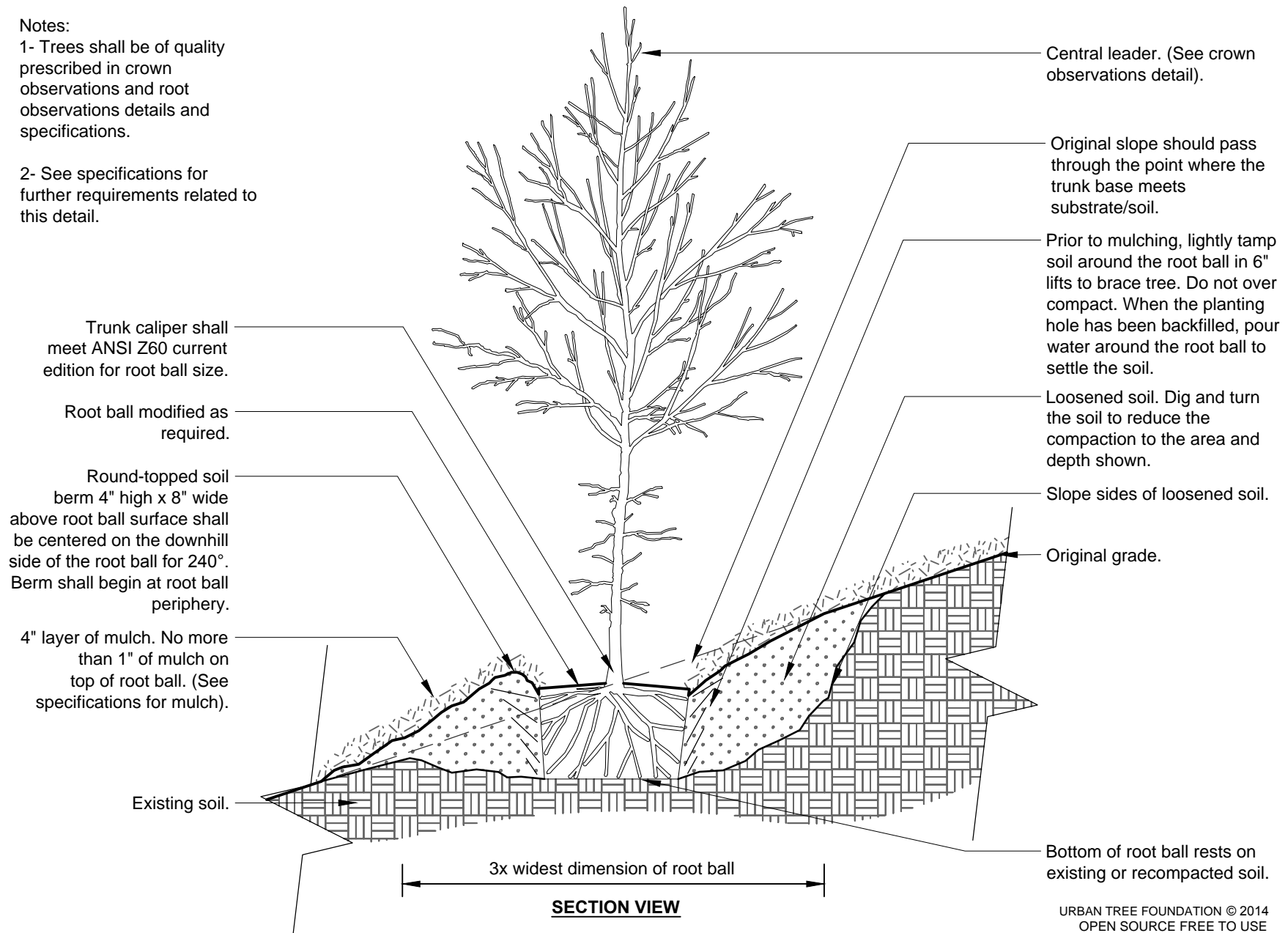
A-4

TREE ON SLOPE 5% (20:1) TO 50% (2:1) (EXISTING SOIL MODIFIED)

Notes:

1- Trees shall be of quality prescribed in crown observations and root observations details and specifications.

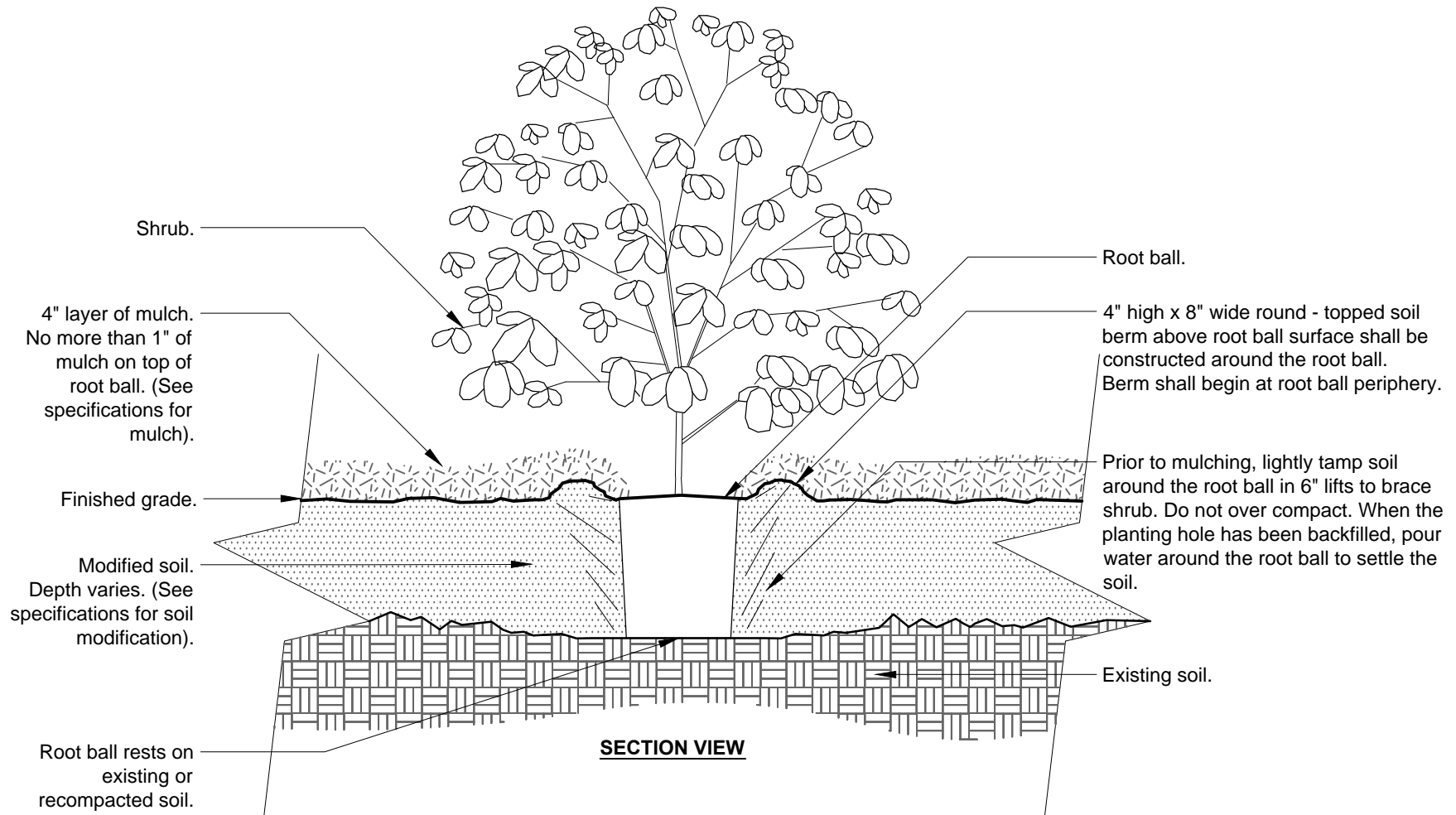
2- See specifications for further requirements related to this detail.



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A-5

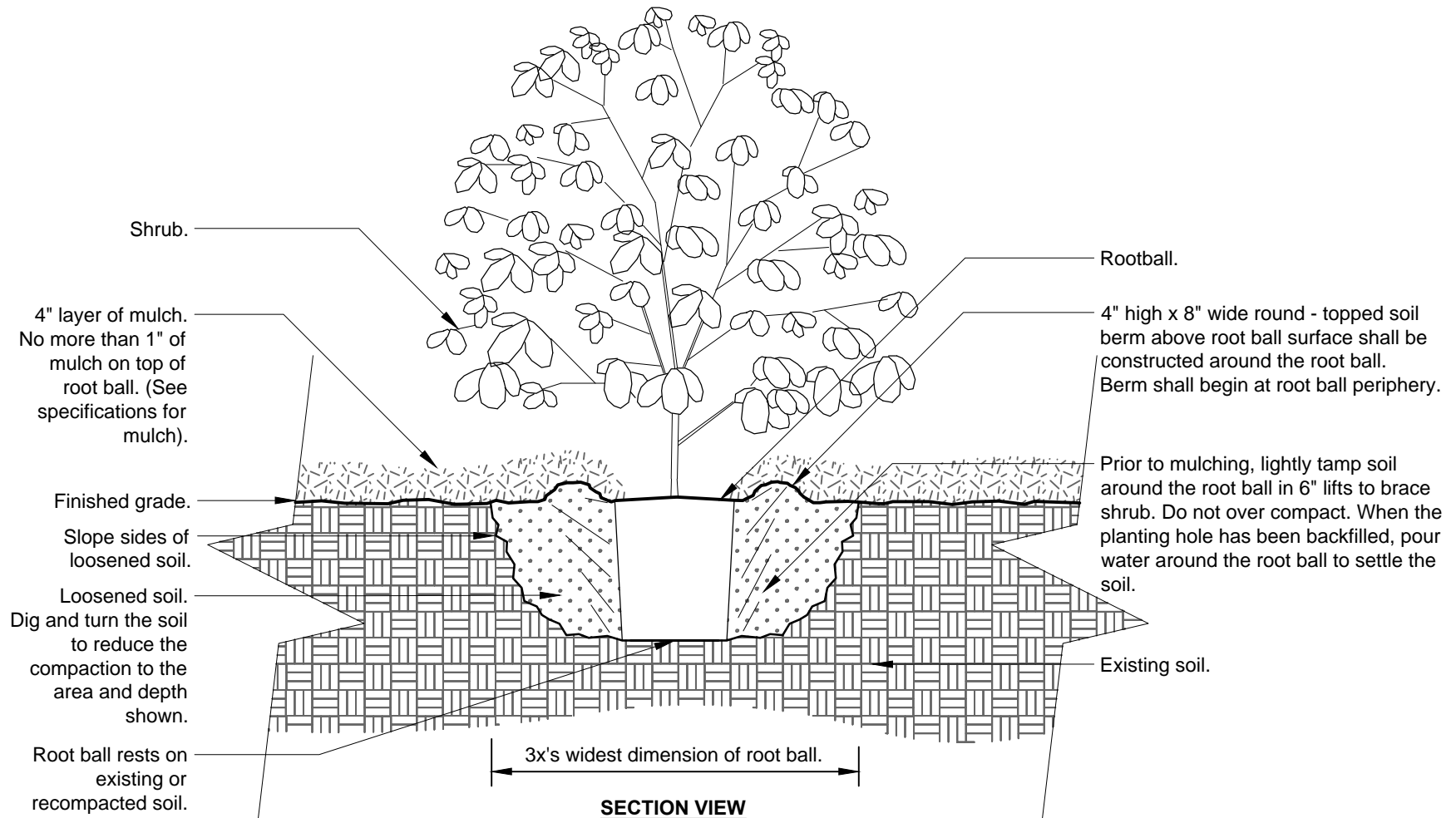
TREE ON SLOPE 5% (20:1) TO 50% (2:1) - UNMODIFIED SOIL



Notes:

1- Shrubs shall be of quality prescribed in the root observations detail and specifications.

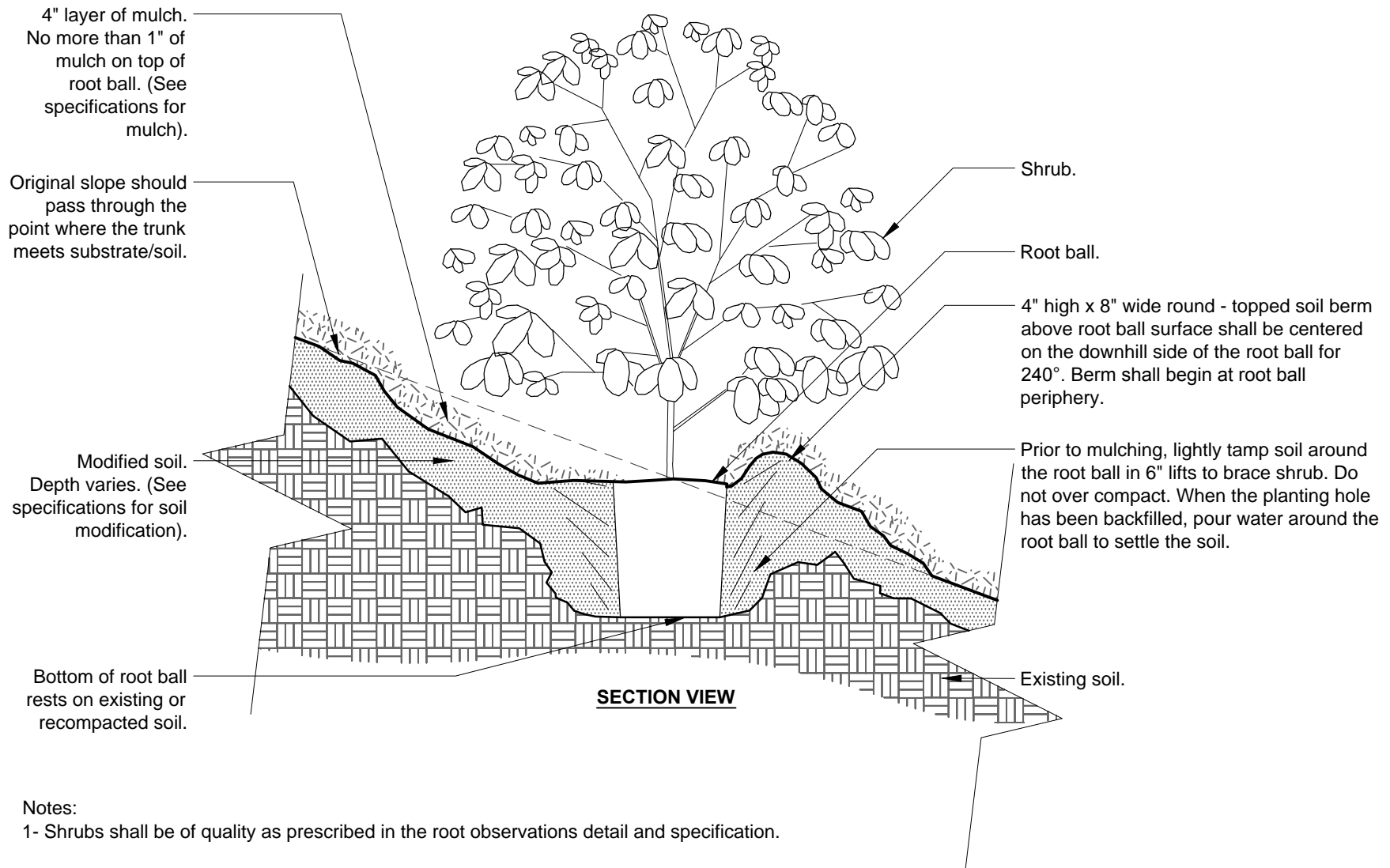
2- See specifications for further requirements related to this detail.



Notes:

1- Shrubs shall be of quality prescribed in the root observations detail and specifications.

2- See specifications for further requirements related to this detail.



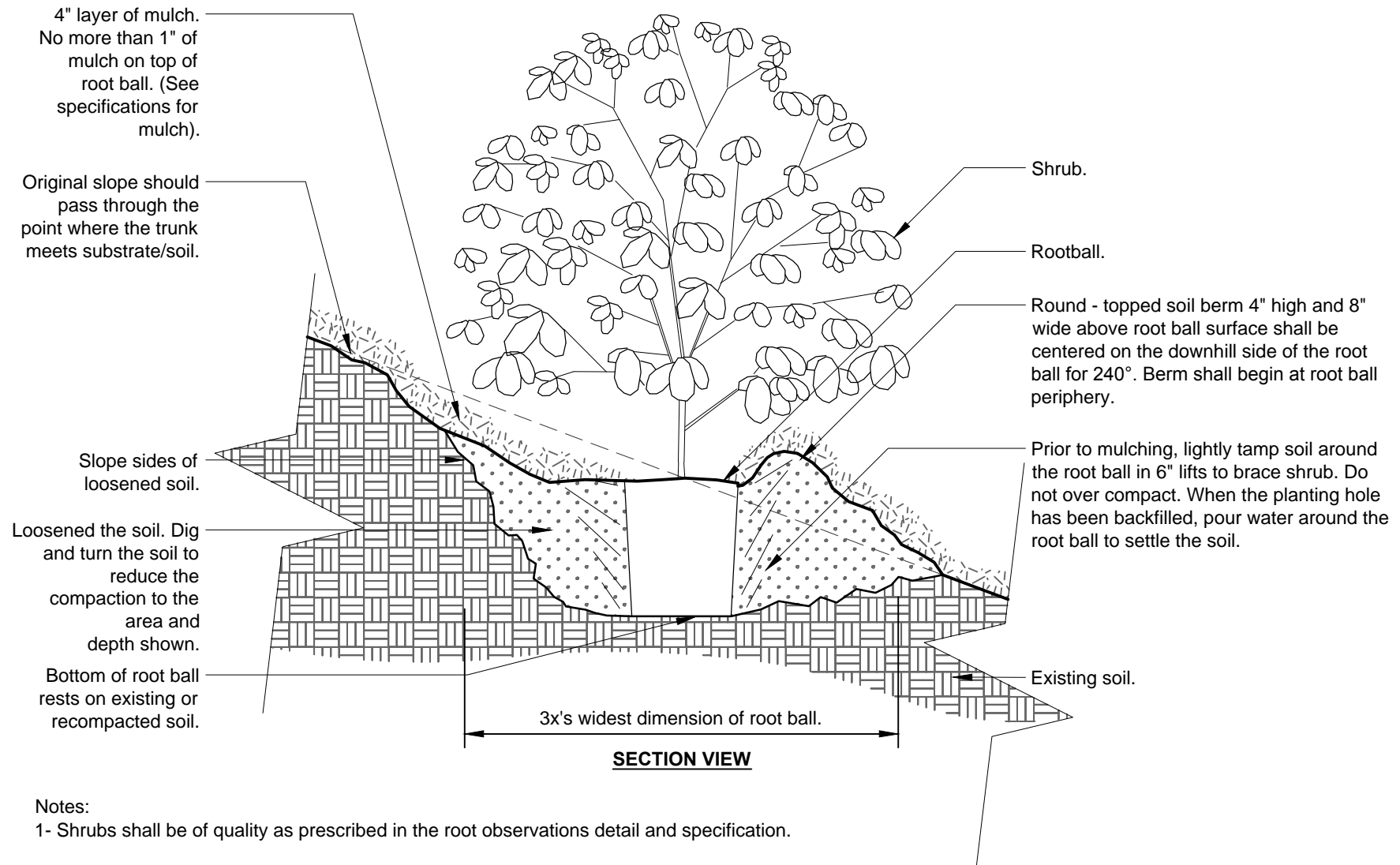
Notes:

- 1- Shrubs shall be of quality as prescribed in the root observations detail and specification.
- 2- See specifications for further requirements related to this detail.

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A-8

SHRUB ON SLOPE 5% (20:1) TO 50% (2:1) - MODIFIED SOIL



Notes:

1- Shrubs shall be of quality as prescribed in the root observations detail and specification.

2- See specifications for further requirements related to this detail.

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