MARION COUNTY HOUSING AUTHORITY

Request For Quotes

RFQ Number: 26-123

Date of Issuance: November 3, 2026

The Marion County Housing Authority (MCHA) will accept quotes until the date and time specified below,

Countywide Tree Removal

Quote Deadline: November 20, 2026 at 2:00 PM

Office of Marion County Housing Authority

719 E Howard Street

Centralia, IL 62801

The point of contact shall be the MCHA Procurement Specialist.

Phone: (618) 532-1894 Ext: 310

Email: modernization@mchahomes.org

Table of Contents:

A. Project Overview

B. Specifications/Scope of Work

C. Terms and Deadline

D. General Requirements and Information

E. Contractor Responsibilities & Damage Liability

F. Attachments

A. Project Overview

The Marion County Housing Authority (MCHA) is undertaking a tree removal project throughout Marion County to improve property safety, maintain clear access, and protect buildings, utilities, and residents. This procurement seeks a qualified contractor to provide tree removal services. The contractor shall furnish all labor, equipment, materials, supervision, and disposal services necessary to safely perform the work. The contractor shall be responsible for protecting all buildings, sidewalks, parking areas, utilities, landscaping, and other property during operations. All branches, logs, brush, wood chips, and debris generated by the work shall be removed from the site and properly disposed of unless otherwise directed by MCHA. All work shall be performed in accordance with applicable industry standards, safety regulations, and local requirements, with all work areas restored to a clean and safe condition upon completion.

B. Base Scope of Work

1. Tree Removal

- Remove all trees marked in red on the attached maps. Trees will also be marked on-site with an orange X.
- Grind stumps associated with removed trees to a minimum depth of six (6) inches below finished grade.
- Exercise care to prevent damage to buildings, sidewalks, utilities, vehicles, landscaping, and other property during removal operations.
- Remove all wood, brush, and debris generated by the work and dispose of it at an approved location.

2. Site Protection & Safety

- Provide all labor, equipment, tools, traffic control, and safety measures necessary to complete the work safely.
- Protect residents, staff, visitors, and adjacent property during all removal activities.
- Repair any damage caused by the contractor's operations at no additional cost to MCHA.

3. Cleanup & Final Acceptance

- Remove all limbs, brush, logs, wood chips, and other debris from the work area upon completion.
- Leave all project sites clean, safe, and in a condition acceptable to MCHA.
- Restore all disturbed areas resulting from tree removal, trimming, or stump grinding activities.
- Apply straw and grass seed to all disturbed soil areas as necessary to prevent erosion and promote reestablishment of vegetation.
- Complete all work in accordance with applicable local, state, and federal safety requirements.

C. Terms and Deadline

1. Quote Submission

Quotes must be received no later than 2:00 PM on November 20, 2026.

2. Project Completion Deadline

The Contractor must complete all required work no later than December 31, 2026, which shall serve as the established completion date.

D. General Requirements and Information

1. Davis-Bacon Wage Requirements

Based on MCHA's review, Davis-Bacon and Related Acts (DBRA) labor standards are not applicable to this procurement. Contractors shall be responsible for complying with all other applicable federal, state, and local laws, regulations, wage requirements, and employment standards.

2. Certificate of Insurance

All bids must include a current Certificate of Insurance showing general liability and workers' compensation coverage. If awarded a contract, the Contractor must provide an updated Certificate of Insurance listing the Marion County Housing Authority (MCHA) as an additional insured, in accordance with HUD PHA insurance requirements. The updated certificate must be sent directly to MCHA by the Contractor's insurance broker.

3. Applicable Licenses

All Quotes must include copies of any licenses required to perform the scope of work described in this solicitation.

4. Quote Delivery

Quotes may be delivered by e-mail to modernization@mchahomes.org, hand-delivered to the office, placed in the drop box, or mailed to MCHA at **719 E Howard St, Centralia, IL.** All quotes must be received by the date and time stated above to be considered.

5. Questions

For questions regarding this solicitation please contact the Marion County Housing Authority's Procurement Specialist by email at modernization@mchahomes.org or by phone at (618) 532-1894 Ext: 310

E. Contractor Responsibilities & Damage Liability

1. Code, Standards, and Compliance

- All work shall comply with all applicable federal, state, and local laws, regulations, codes, standards, licensing requirements, and manufacturer requirements.
- Contractor shall use materials and methods appropriate for the work being performed and in accordance with applicable manufacturer requirements.
- Contractor is responsible for obtaining any required permits and coordinating inspections when applicable, and must comply with all AHJ requirements.

2. Coordination & Communication

- Coordinate unit access, scheduling, and resident notifications with Housing Authority staff to minimize disruption when applicable.
- Maintain regular communication with the Procurement Specialist regarding progress, issues, and scheduling changes.
- Procurement Specialist approval is required before any invoice is submitted.
- If unforeseen conditions arise that may affect performance of the work, schedule, cost, or scope, the Contractor must notify MCHA immediately before proceeding.

3. Site Management & Safety

- Perform daily cleanup, remove all debris, and maintain safe, orderly work areas throughout the project.
- Maintain safe access routes for residents and staff at all times.
- Store materials and equipment in designated areas only; do not block sidewalks, driveways, or emergency access routes.
- Follow all OSHA safety requirements and ensure all workers use proper PPE.

4. Protection of Property

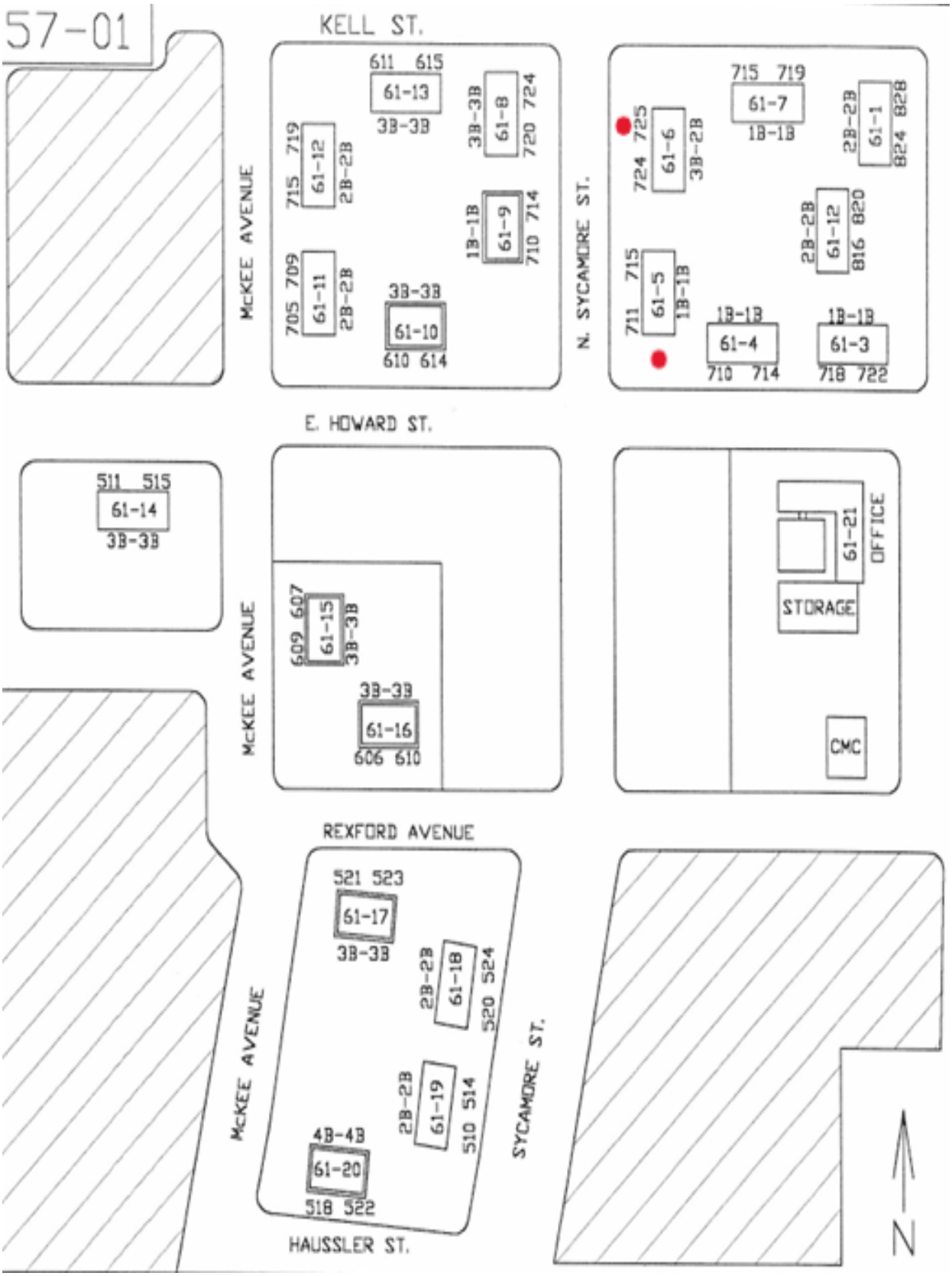
- The contractor is fully responsible for repairing any damages to buildings, driveways, fences, landscaping, or other property caused by their personnel or subcontractors.
- All repairs must meet the satisfaction of MCHA; if not, liquidated damages equal to the cost of restoration will be deducted from the contract amount.
- Protect existing utilities, finishes, and resident belongings during all phases of work.

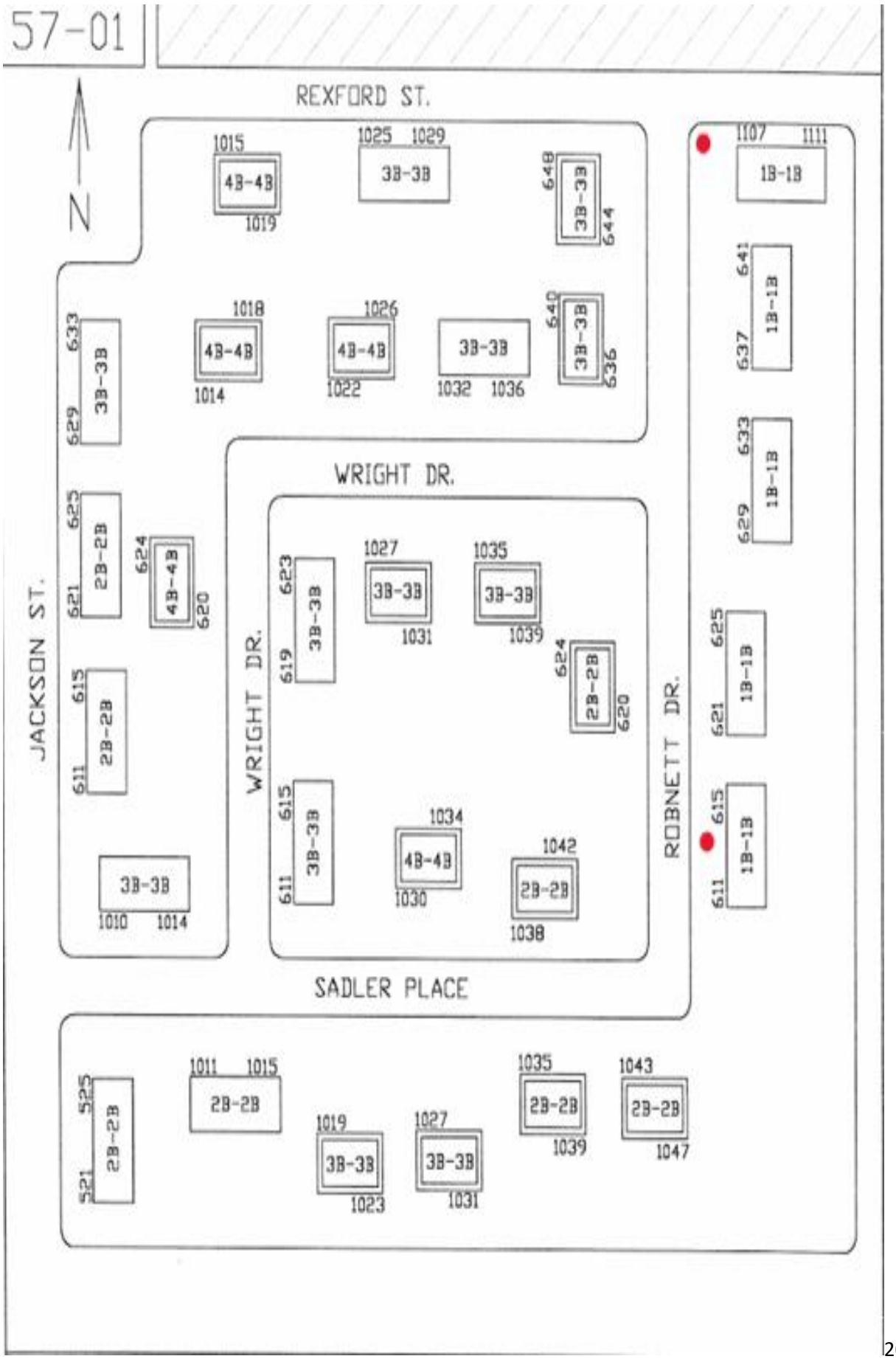
5. Documentation & Closeout Requirements

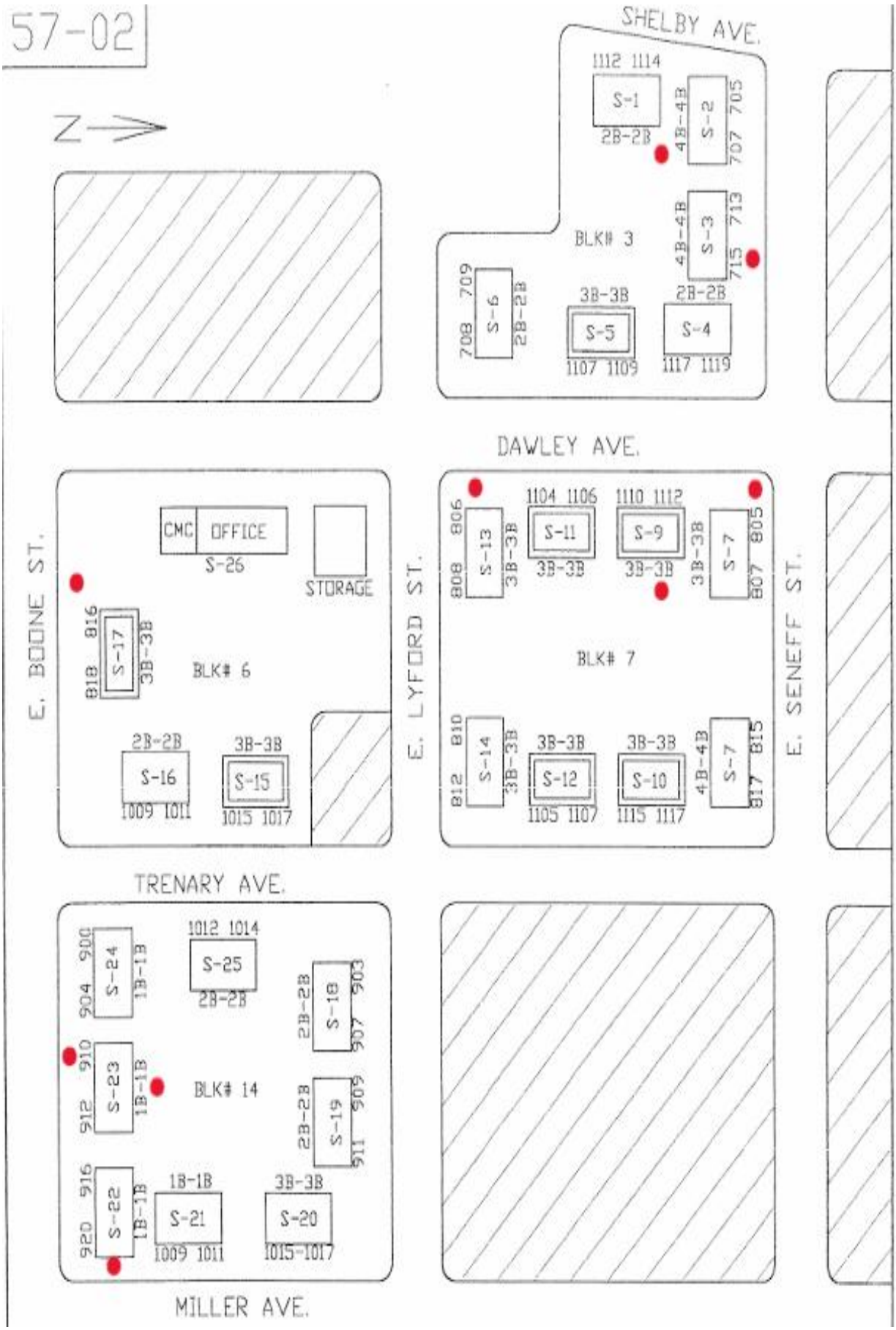
- Provide all required warranties, including manufacturer and workmanship warranties when applicable.
- Provide inspection approvals and utility coordination documents, when applicable.
- Submit a final punch list and complete all corrective items prior to final payment

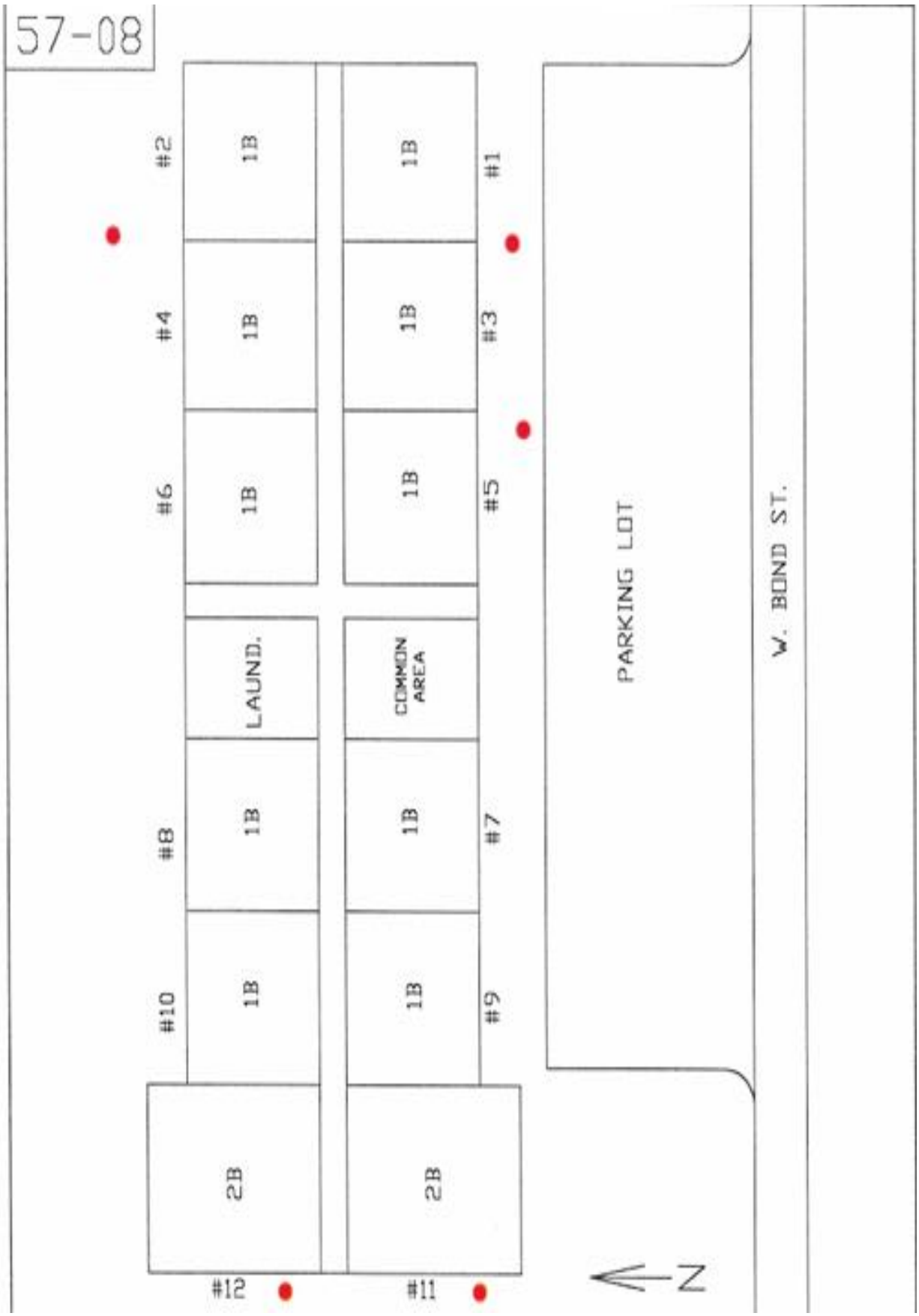
F. Attachments

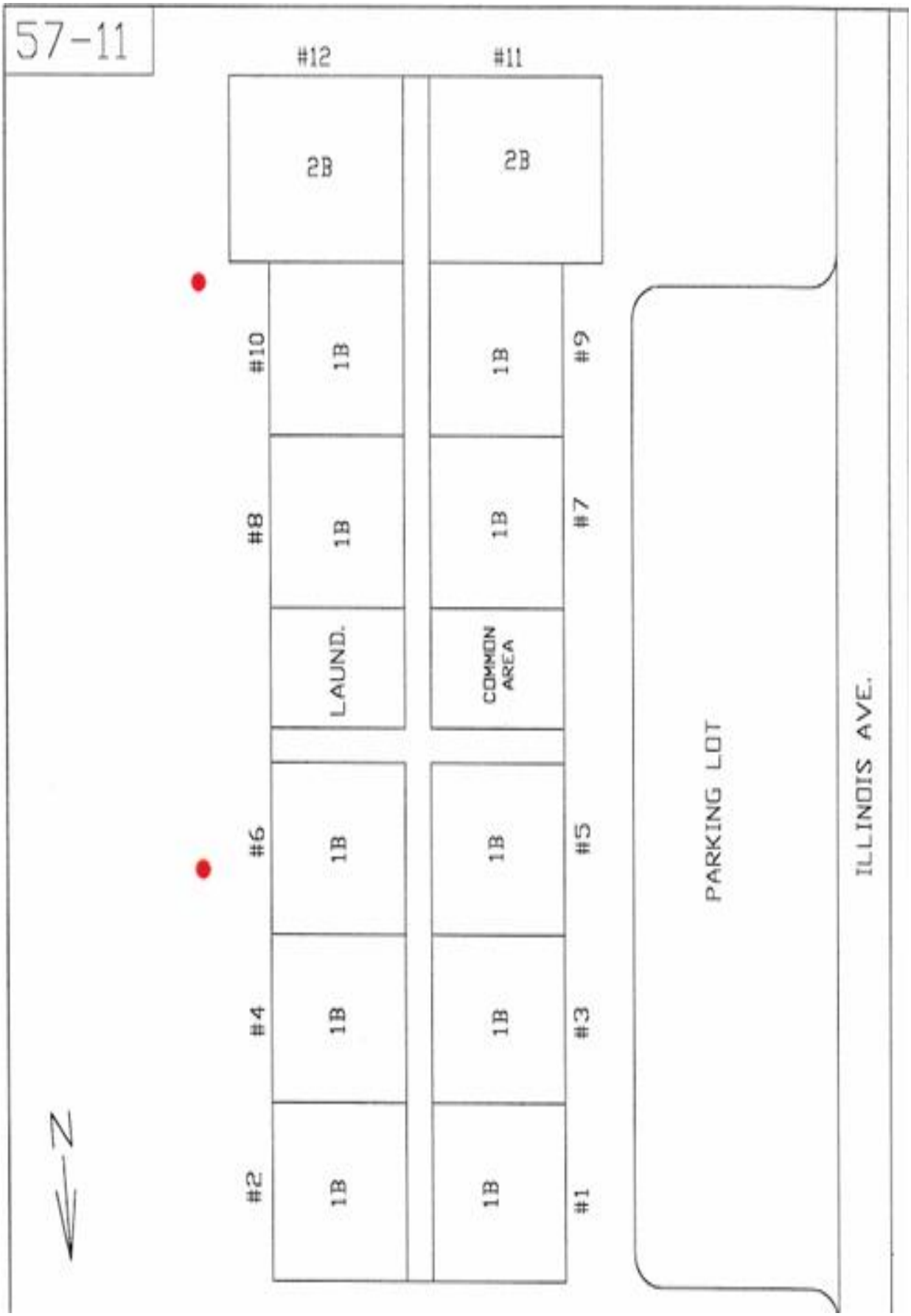
1. Site Maps

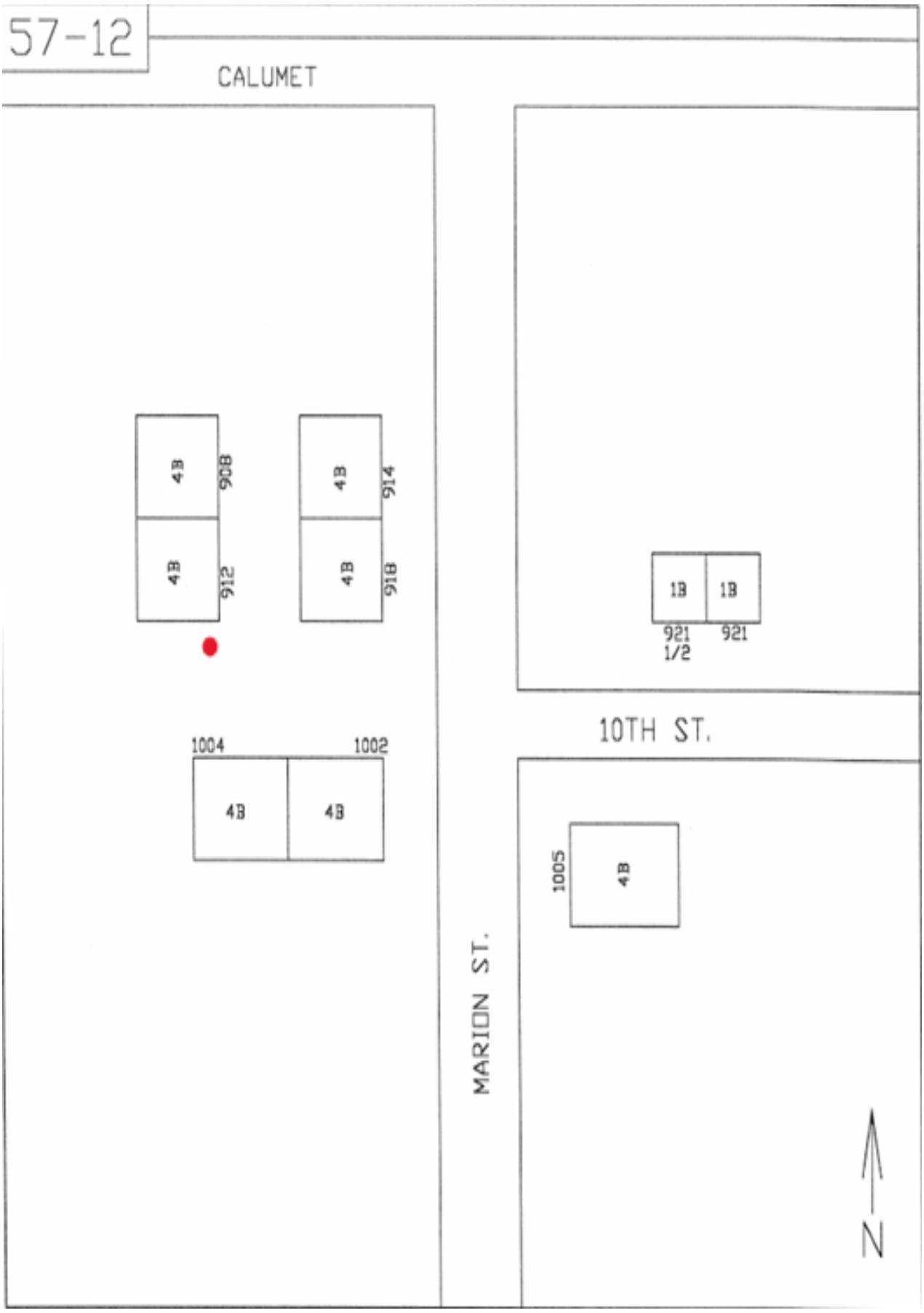


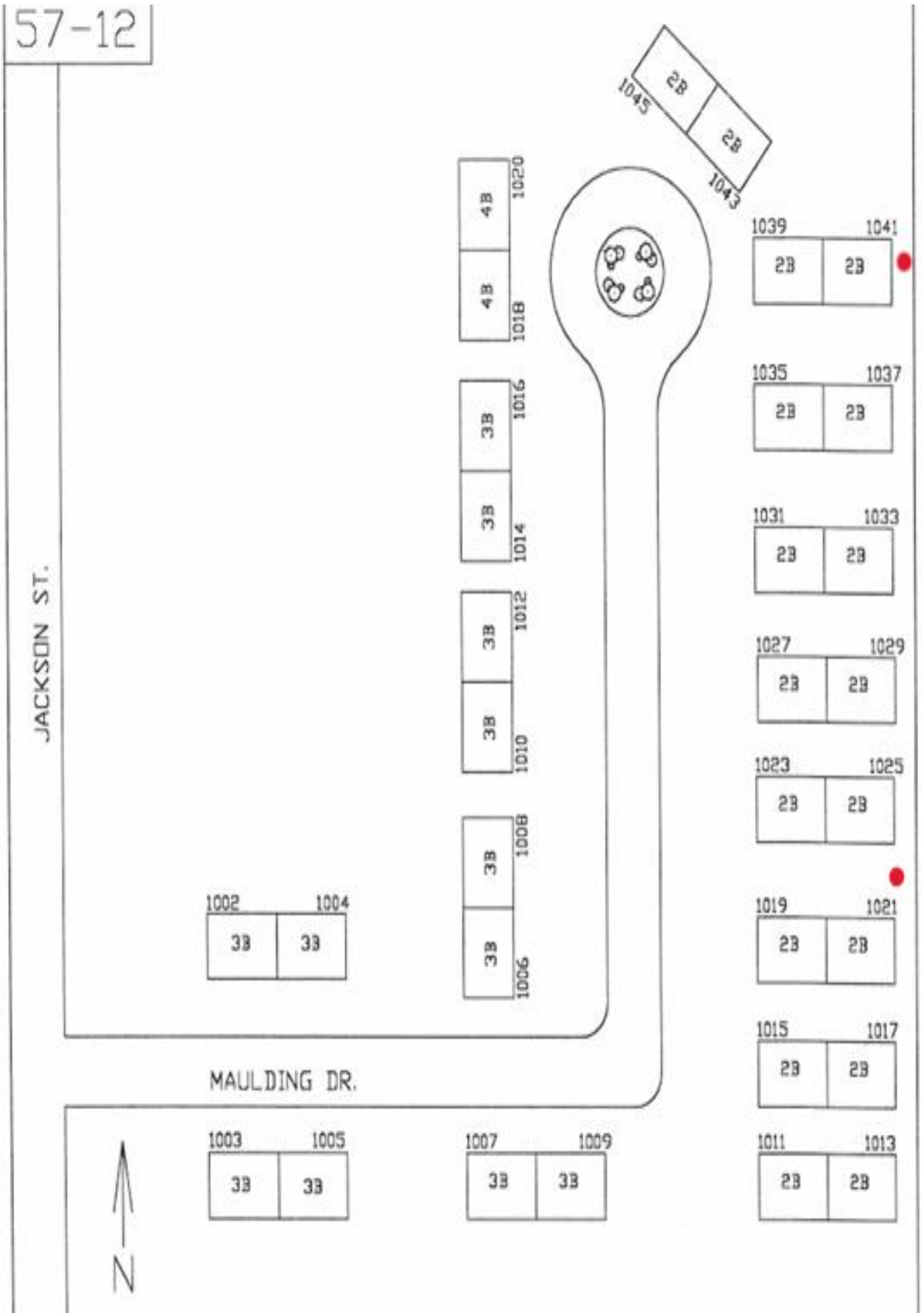

57-01
REXFORD ST.
N
1015
4B-4B
1019
1025 1029
3B-3B
648
3B-3B
644
1107 1111
1B-1B
641
1B-1B
637
633
3B-3B
629
1018
4B-4B
1014
1026
4B-4B
1022
3B-3B
1032 1036
640
3B-3B
636
633
1B-1B
629
WRIGHT DR.
625
2B-2B
621
624
4B-4B
620
1027
3B-3B
1031
1035
3B-3B
1039
623
3B-3B
619
624
2B-2B
620
625
1B-1B
621
615
2B-2B
611
JACKSON ST.
WRIGHT DR.
ROBNETT DR.
615
3B-3B
611
1034
4B-4B
1030
1042
2B-2B
1038
615
1B-1B
611
3B-3B
1010 1014
SADLER PLACE
525
2B-2B
521
1011 1015
2B-2B
1019
3B-3B
1023
1027
3B-3B
1031
1035
2B-2B
1039
1043
2B-2B
1047

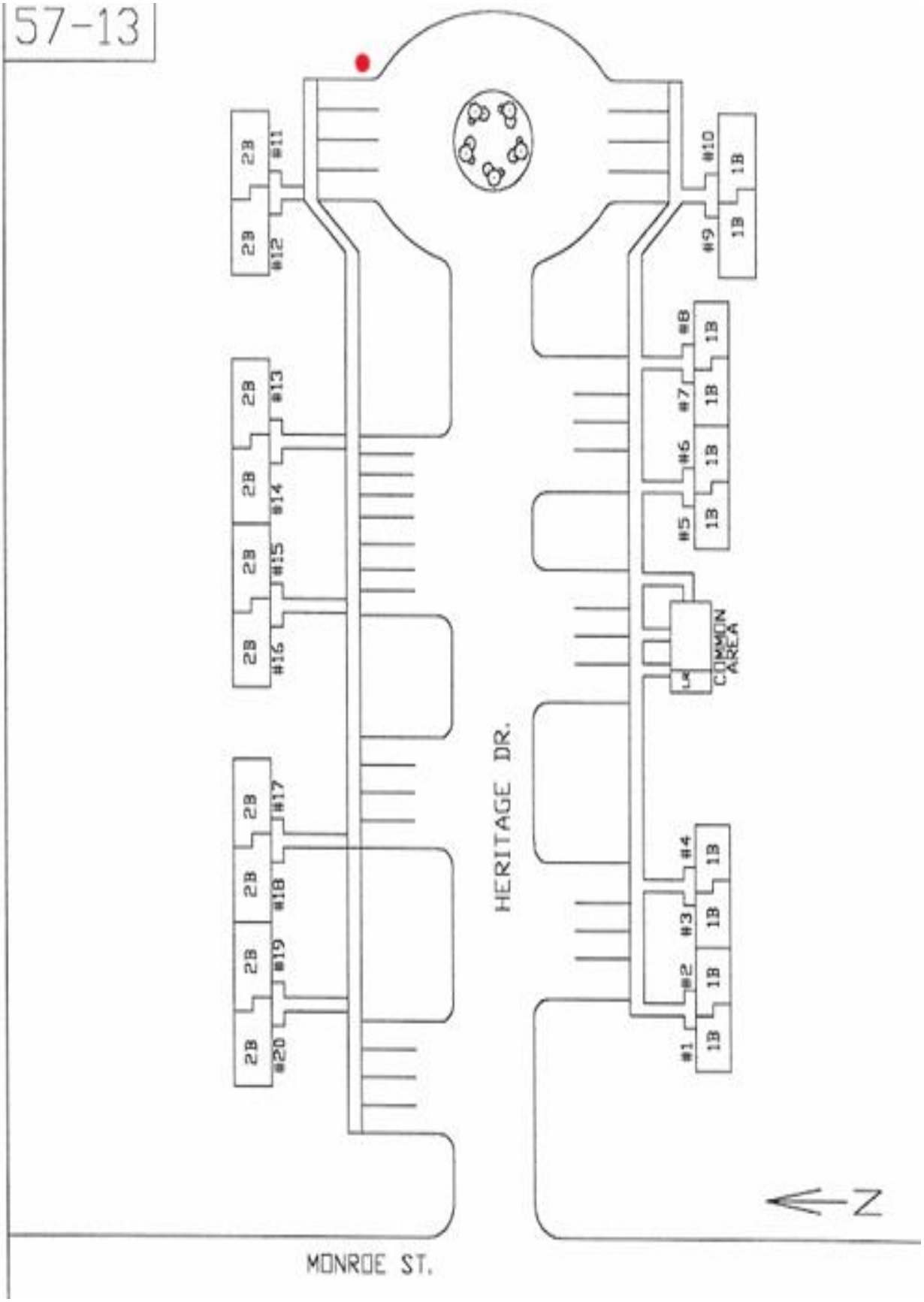

57-02
N
SHELBY AVE.
1112 1114
S-1
2B-2B
4B-4B
S-2
707 705
BLK# 3
S-3
715 713
708 709
S-6
2B-2B
3B-3B
S-5
1107 1109
2B-2B
S-4
1117 1119
DAWLEY AVE.
E. BOONE ST.
CMC OFFICE
S-26
STORAGE
816
818
S-17
3B-3B
BLK# 6
2B-2B
S-16
1009 1011
3B-3B
S-15
1015 1017
E. LYFORD ST.
806
808
S-13
3B-3B
1104 1106
S-11
3B-3B
1110 1112
S-9
3B-3B
3B-3B
S-7
807 805
BLK# 7
810
812
S-14
3B-3B
3B-3B
S-12
1105 1107
3B-3B
S-10
1115 1117
4B-4B
S-7
817 815
E. SENEFF ST.
TRENARY AVE.
900
904
S-24
1B-1B
1012 1014
S-25
2B-2B
2B-2B
S-18
907 903
910
912
S-23
1B-1B
BLK# 14
2B-2B
S-19
911 909
916
920
S-22
1B-1B
1B-1B
S-21
1009 1011
3B-3B
S-20
1015-1017
MILLER AVE.


57-08
#2
1B
1B
#1
#4
1B
1B
#3
#6
1B
1B
#5
LAUND.
COMMON AREA
#8
1B
1B
#7
#10
1B
1B
#9
2B
2B
#12
#11
PARKING LOT
W. BOND ST.
N


57-11
#12
#11
2B
2B
#10
1B
1B
#9
#8
1B
1B
#7
LAUND.
COMMON AREA
#6
1B
1B
#5
#4
1B
1B
#3
#2
1B
1B
#1
N
PARKING LOT
ILLINOIS AVE.


57-12
CALUMET
4B
908
4B
912
4B
914
4B
918
1B
1B
921
1/2
921
10TH ST.
1004
1002
4B
4B
1005
4B
MARION ST.
N


57-12
JACKSON ST.
MAULDING DR.
N
1045
2B
2B
1043
1039
1041
2B
2B
1035
1037
2B
2B
1031
1033
2B
2B
1027
1029
2B
2B
1023
1025
2B
2B
1019
1021
2B
2B
1015
1017
2B
2B
1011
1013
2B
2B
1020
4B
4B
1018
1016
3B
3B
1014
1012
3B
3B
1010
1008
3B
3B
1006
1002
1004
3B
3B
1003
1005
3B
3B
1007
1009
3B
3B


57-13
2B
#11
2B
#12
#10
1B
#9
1B
#8
1B
#7
1B
#6
1B
#5
1B
2B
#13
2B
#14
2B
#15
2B
#16
COMMON AREA
#4
1B
#3
1B
#2
1B
#1
1B
2B
#17
2B
#18
2B
#19
2B
#20
HERITAGE DR.
MONROE ST.
N