



2 W JACKSON - PO BOX 308  
IOLA KS 66749

P. 620.365.4900  
[www.cityofiola.com](http://www.cityofiola.com)

January 09, 2026

Re: Request for Proposals

Estimator,

The City of Iola in southeast Kansas is seeking proposals from professional tree trimming companies for the annual line clearing and tree trimming project. The proposal should include a two-man trimming crew with a bucket truck and chipper machine. Please present your proposals at an hourly rate for the requested trimming crew.

This year we are planning for approximately five hundred (500) to five hundred fifty (550) hours of trimming but will be determined by the bid hourly rates.

Enclosed please find the specifications and contract documents for the 2026 Electric Distribution Tree Trimming Project.

*Please submit your sealed proposal with any supporting information by 2:00p.m. February 18, 2026 for consideration and address them to:*

**Corey W. Schinstock**  
**Assistant City Administrator**  
**City of Iola, Kansas**  
**2 West Jackson Avenue**  
**Iola, Kansas 66749**  
**[corey.schinstock@cityofiola.com](mailto:corey.schinstock@cityofiola.com)**

If you have questions regarding the project please contact Mike Phillips, Electric Production & Distribution Superintendent at [mike.phillips@cityofiola.com](mailto:mike.phillips@cityofiola.com) or me at any time.

The City of Iola reserves the right to refuse any and or all bids submitted for this project.

Respectfully,

A handwritten signature in blue ink, appearing to read "Corey W. Schinstock", is written over the typed name and title.

Corey W. Schinstock  
Assistant City Administrator  
City of Iola, Kansas

cc: file



**ELECTRIC DISTRIBUTION  
TREE TRIMMING & REMOVAL PROJECT 2026**

**SPECIFICATIONS  
AND  
CONTRACT DOCUMENTS**

**January 09, 2026**

**ELECTRIC DISTRIBUTION DEPARTMENT**

**IOLA, KANSAS**

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## INVITATION FOR BIDS

Sealed bids will be received by the City of Iola, Kansas at the office of the **City Administrator, Iola City Hall, Attention: Assistant City Administrator, 2 W. Jackson Iola, Kansas 66749** until **2:00 P.M., Wednesday, February 18, 2026** for furnishing all labor and materials and for performing all work for the **CITY OF IOLA – TREE TRIMMING PROJECT 2026**, in the City for major units of work:

The City of Iola is seeking bids for approximately five hundred (500) to five hundred fifty (550) hours of tree trimming/pruning/vegetation removal.

Trimming/Pruning/Vegetation Removal will be located within the City of Iola Electric Service Territory.

Bids should include a minimum two-man trimming crew with a bucket truck and chipper machine.

Trimming/Pruning/Vegetation Removal is to be done in accordance with the latest revision of ANSI A300 Standard.

Proposals shall be submitted in sealed envelopes addressed to **CITY OF IOLA – ELECTRIC DEPARTMENT TREE TRIMMING & REMOVAL PROJECT 2026** in care of the Assistant City Administrator, 2 W. Jackson, Iola, Kansas 66749. Bids received after closing time will be returned unopened.

The City of Iola, Kansas reserves the right to reject any or all bids and to waive informalities.

THE CITY OF IOLA, KANSAS

By:

  
Corey W. Schinstock, Assistant City Administrator

Date:

02-09-2026

## **INSTRUCTIONS TO BIDDERS**

1. The sheets containing Instructions to Bidders and Proposal shall not be detached from the bound copy when submitted as a Bid.
2. Contract documents, including the proposal, must be enclosed in a sealed envelope bearing the Contractor's name and addressed to the Owner, and further endorsed with the title, **"PROPOSAL FOR CONSTRUCTION OF"**:

### **ELECTRIC DISTRIBUTION TREE TRIMMING & REMOVAL PROJECT 2026**

#### **FOR THE CITY OF: IOLA, KANSAS**

3. The name of the bidder shall be filled in the blank left for this purpose on the proposal. The place of residence of each bidder must be given. When a firm is a bidder, the member of the firm who signs the firm name to the proposal should state, in addition, the title of the office this member holds with the firm.
4. All prices in the proposal shall be stated in words and figures. Bids shall state the price of each item in the schedule and the price given shall be in full for all labor and material required for the complete execution of the work. Additional items of work offered by the Bidder will not be considered without receiving approval from the owner prior to the bid opening.
5. In the event the bidders do not fully understand the requirements of the project and other contract documents such information as they need must be obtained from the owner prior to the time bids are filed.
6. All bids will be compared on the basis of the owner's preliminary estimate. This estimate is only approximate and any variation therefore will not entitle the Contractor to any claim for damage if the quantities shall prove greater, or lesser, than the quantities given in the estimate.
7. No bid will be considered from parties who are not regularly engaged in the kind of work to be let. Before the award of the contract, the successful bidder will be required to satisfy the owner as to his competency to construct the work and as to the resources for its vigorous prosecution.
8. The chosen bidder for the project will be presented to City Council for an award and will be on a one-year contract with the possibility of two additional 1-year extensions.
9. The Owner reserves the right to reject any and all bids, to readvertise the letting of the work, and to waive formalities.

## BID FORM

TO: The Mayor and Council members  
City of Iola, Kansas  
c/o Assistant City Administrator  
City Hall, 2 W. Jackson  
Iola, Kansas 66749

1. The Undersigned hereby certifies that they have carefully examined the specifications, and other contract documents and have carefully examined the location, character, and extent of work to be done in connection with the construction of **ELECTRIC DISTRIBUTION TREE TRIMMING & REMOVAL PROJECT 2026**. The Undersigned further certify that they are familiar with the type of work involved.

2. The Undersigned, in compliance with the Invitation for Bids, hereby proposes to do the work called for in said Specifications, Contract, and to furnish equipment and all appurtenances necessary for the completion of said work at the following price:

Project Foreman  
Laborer with Chainsaw  
Bucket Truck \_\_\_\_ Foot  
Chipper Machine  
Telescoping Pole Trimmer

TOTAL bid price for crew and equipment \$\_\_\_\_\_ per hour

6. It is further proposed by the Undersigned that the work will be completed within 180 consecutive calendar days from notice to proceed. Notice to proceed will be issued no later than May 04, 2026.

7. The Undersigned further proposed to enter into a contract and to furnish the specified documents within ten (10) days after award of the contract.

In submitting this bid, it is understood that the right to reject any and all bids has been reserved and that this bid may not be withdrawn for a period of thirty (30) days after the opening thereof.

The Undersigned anticipates that work will commence on or about \_\_\_\_\_, 2026, and that construction will be completed in accordance with time specified in #6 above.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Title

## AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026,

by and between THE CITY OF IOLA, KANSAS, hereinafter called the Owner,

party of the first part, and \_\_\_\_\_ of \_\_\_\_\_

hereinafter called the Contractor, party of the second part; WITNESSETH:

That in consideration of the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) per hour as stated in the proposal, to be paid by the Owner to the Contractor at the time and in the manner hereinafter provided, that said Contractor has agreed and does hereby agree to furnish at his own expense, all labor, materials and equipment, and to complete in every detail, to-wit:

### **ELECTRIC DISTRIBUTION TREE TRIMMING & REMOVAL PROJECT 2026**

and incidental work all to the satisfaction of the Owner and in strict accordance with the Contract Documents, and Specifications hereto attached and made a part of this Agreement.

AND FOR SAID CONSIDERATION, it is further particularly agreed between the parties to this Agreement:

1. That the said Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written NOTICE TO PROCEED from the Owner and to fully complete the project within 180 consecutive calendar days thereafter.
2. That said work and material for the completion of the above mentioned project covered by the specifications and other contract documents shall be completed and delivered to the Owner within the time above stated, clear and free from any and all liens, claims, and demands of any kind for materials, equipment, supplies, labor, accidental death, or otherwise.
3. That the full compensation to be paid to the Contractor by the Owner pursuant to the terms of this Agreement.
4. That the total payment to the Contractor will be made only for the actual quantities of work done.
5. The parties hereto agree that the laws of the State of Kansas shall govern this Contract in all things.
6. This Agreement is executed in DUPLICATE.
7. This Agreement shall commence no later than May 04, 2026 and be completed within one hundred eighty (180) days of issuance of notice to proceed. Agreement has the possibility of Two additional 1- year extensions.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal the day and year first above written.

ATTEST:

\_\_\_\_\_

(SEAL)  
(If Corporation)

OWNER: THE CITY OF IOLA, KANSAS

By: \_\_\_\_\_

Name & Title \_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Business Address including Zip Code \_\_\_\_\_



**NOTICE OF AWARD**

TO:

PROJECT: City of Iola, Kansas

Electric Distribution

Trimming & Removal Project 2026

Attention:

The Owner has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated January 09, 2026, and Instruction to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of

\$ \_\_\_\_\_ per hour.

You are required by the Information for Bidders to execute the Agreement and furnish the required Contractor's certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said certificates of insurance within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned. The Owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Owner.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

OWNER: City of Iola, Kansas

By \_\_\_\_\_

Title \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by \_\_\_\_\_ this the \_\_\_\_\_ day

of \_\_\_\_\_, 2026.

By \_\_\_\_\_

Title \_\_\_\_\_

**NOTICE TO PROCEED**

**DATE:** \_\_\_\_\_

**TO:**

**PROJECT:** City of Iola, Kansas

Electric Distribution

Trimming & Removal Project 2026

Attention:

You are hereby notified to commence work in accordance with the Agreement dated \_\_\_\_\_, 2026, on or before May 05, 2026, and you are to complete the work within 180 consecutive calendar days thereafter. The date of completion of all work is therefore \_\_\_\_\_, 2026.

**OWNER:** CITY OF IOLA

By \_\_\_\_\_

Title, \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by

\_\_\_\_\_  
this the \_\_\_\_\_ day  
of \_\_\_\_\_, 2026.

\_\_\_\_\_  
By \_\_\_\_\_  
Title \_\_\_\_\_