

Bridging the Gap/Heartland Tree Alliance
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Cathy Justice

Tree Acquisition, Care, and Delivery Scope of Work

Project Summary:

Heartland Tree Alliance (HTA), a program of Bridging The Gap, Inc. is requesting proposals for a tree acquisition and delivery contract. Heartland Tree Alliance brings communities together to plant and care for the Kansas City's urban trees. We are seeking bids for a contractor to source, acquire, hold, care for, and deliver trees and mulch for planting and adoption events throughout the greater Kansas City Area during the fall 2026 (September – December) and spring 2027 (March – May) seasons. Deliveries are expected to begin in September of 2026.

Project Tasks and Deliverables

Task	Deliverable
Work with HTA to identify quantity and species needed for planting events.	Source approximately 2500 (1250 per planting season), 1" caliper containerized trees per year. Tree selection will be based on KCMO Approved Tree List.
Acquire, hold, and care for 1" caliper trees until delivery is complete.	Acquire approximately 2500 (1250 per planting season), 1" caliper containerized trees per year. Trees must be properly watered, heeled in, and cared for as appropriate until delivery.
Deliver trees to home addresses, parks or HTA office as needed for projects.	Perform approximately 100 deliveries of 1" caliper trees per year. Coordinate deliveries with HTA staff as needed for projects. Each delivery may include dropping trees off at multiple addresses within a neighborhood/group of neighborhoods within close proximity to each other and/or nearby parks.
Source, acquire, hold, and deliver bagged mulch for 1" caliper trees.	Deliver one 2 cu ft bag of double grind mulch for each 1" caliper tree delivered (approx. 2500 bags of mulch). Bagged mulch will be delivered at the same time trees are delivered.
Source 3 gal containerized trees for adoption events.	Source up to 2200, 3 gal containerized trees of at least 5 different species.
Deliver 3 gal trees to adoption/giveaway sites.	Perform approximately 8 deliveries of 3 gal trees per calendar year (4 each season). Coordinate deliveries with HTA staff as needed for projects.
Trees must be in good condition at time of delivery.	Trees must meet minimum quality requirements and specifications for container size as described in the American Standard for Nursery Stock.

Task	Deliverable
Maintain communication throughout planting season.	Communicate with HTA staff to provide updates on tree procurement, order changes, any issues encountered, and to schedule deliveries.

Bid Submission Form

Submission Instructions

Email questions and completed bid submission form to Cathy Justice at cathy.justice@bridgingthegap.org. Completed Bid Submission forms must be received by Friday, August 7, 2026. Proposals will be evaluated based on overall cost and experience of the bidder. Bidders will be notified by August 11, 2026, of the award status via email or by telephone.

Bidder Information

Company Name	
Contact Name	
Company Address	
Contact Phone Number	
Email	

Bid Details

Item	Price per Item
2 cu ft double ground bagged mulch	
Multiple Address Delivery	
Single Location Delivery	
3 gal trees	
1" caliper trees:	
American Hornbeam (Carpinus caroliniana, Native Flame 'JFS-KW6')	
Eastern Redbud (Cercis canadensis)	
Eastern (Red) Whitebud (Cercis canadensis f. alba 'Royal White')	
Eastern Redbud (Cercis canadensis, 'Forest Pansy', 'Appalachian Red', 'Rising Sun')	

Item	Price per Item
Japanese Tree Lilac (<i>Syringa reticulata</i> 'Ivory Silk')	
Serviceberry, single stem (<i>Amelanchier grandiflora</i> , 'Robin Hill' or 'Autumn Brilliance')	
Serviceberry, single stem (<i>Amelanchier laevis</i> 'JFS-Arb' PP 15304 Spring Flurry®)	
Serviceberry, single stem (<i>Amelanchier arborea</i> 'Downy', 'Shadbow', 'Juneberry', 'shadbush')	
Sugar Maple (<i>Acer saccharum</i> 'Sugar Cone')	
Sugar Maple (<i>Acer saccharum</i> 'Endowment')	
Red Maple, Armstrong (<i>Acer rubrum</i> 'Armstrong')	
Pacific Sunset Maple (<i>Acer truncatum</i> x <i>A. plantanoides</i> 'Warrenred')	
Paperbark Maple (<i>Acer griseum</i>)	
Sugar Cone Maple (<i>Acer saccharum</i> 'Sugar Cone')	
Sugar Maple (<i>Acer saccharum</i> 'Fall Fiesta', 'Legacy')	
Caddo Maple (<i>Acer saccharum</i> , 'Autumn Splendor')	
Red Maple, Autumn Blaze (<i>Acer x freemanii</i> , 'Jeffsred')	
Red Maple, Red Sunset (<i>Acer rubrum</i> , 'Red Sunset')	
Tatarian Maple (<i>Acer tataricum</i> , 'Summer Splendor')	
City Sprite Zelkova (<i>Zelkova serrata</i> 'City Sprite' JFSKW1 PP 20996)	
Musahino Zelkova (<i>Zelkova serrata</i> , 'Musahino')	
Green Vase Zelkova (<i>Zelkova Serrata</i> 'Green Vase')	
European Hornbeam (<i>Carpinus betulus</i> , 'Fastigiata')	
Ginkgo (<i>Ginkgo biloba</i> , 'Princeton Sentry')	
Ginkgo (<i>Ginkgo biloba</i> , 'Autumn Gold')	
Crimson Spire (<i>Quercus robur</i> x <i>Q. alba</i>)	
Hackberry (<i>Celtis occidentalis</i> 'Prairie Sentinel')	

Item	Price per Item
Hackberry (<i>Celtis occidentalis</i> 'Chicagoland')	
Sugarberry (<i>Celtis laevigata</i>)	
Honey Locust (<i>Gleditsia triacanthos</i> 'Draves 'PP 21698' 'Street Keeper®')	
Honey Locust (<i>Gleditsia triacanthos</i> var. <i>inermis</i> , 'Shademaster', 'Imperial', 'Skyline')	
Regal Prince (<i>Quercus robur</i> x <i>Q. bicolor</i> , 'Long')	
Tulip Tree (<i>Liriodendron tulipifera</i>)	
Tulip tree (<i>Liriodendron tulipifera</i> , 'Fastigiatum')	
American Hophornbeam (<i>Ostrya virginiana</i>)	
White Flowering Dogwood (<i>Cornus florida</i>)	
Black Tupelo (<i>Nyssa sylvatica</i> 'Hayman Red', 'Afterburner Tupelo', 'David', 'Firestarter 'JFS-red')	
Emerald Sunshine Elm (<i>Ulmus propinqua</i> , 'JFS Beirberich')	
Frontier Elm (<i>Ulmus carpinifolia</i> x <i>parvifolia</i>)	
American Elm (<i>Ulmus americana</i> 'Valley Forge', 'Jefferson', 'Princeton', 'New Harmony')	
Linden (<i>Tilia americana</i> 'Lincoln')	
Linden (<i>Tilia Americana</i> 'Boulevard', 'Continental Appeal')	
Silver Leaf Linden (<i>Tilia tomentosa</i>)	
Bald Cypress (<i>Taxodium distichum</i> 'Shawnee Brave')	
Overcup Oak (<i>Quercus lyrata</i>)	
Nuttall Oak (<i>Quercus texana</i>)	
Scarlet Oak (<i>Quercus coccinea</i>)	
Shingle Oak (<i>Quercus imbricaria</i>)	
Bur Oak (<i>Quercus macrocarpa</i>)	
Northern Red Oak (<i>Quercus rubra</i>)	

Item	Price per Item
Chinkapin Oak (<i>Quercus muehlenbergii</i>)	
Post Oak (<i>Quercus stellata</i>)	
Shumard Oak (<i>Quercus shumardii</i>)	
Swamp White Oak (<i>Quercus bicolor</i>)	
White Oak (<i>Quercus alba</i>)	
London Planetree (<i>Platanus x acerifolia</i>)	
American Hop-hornbeam (<i>Ostrya virginiana</i>)	
Spring Snow Crabapple (<i>Malus</i> 'Spring Snow')	
Royal Raindrops Crabapple (<i>Malus</i> 'JFS-KW5')	
Kentucky Yellowwood (<i>Cladrastis kentukea</i>)	
Kentucky Coffee Tree (<i>Gymnocladus dioica</i> 'Espresso')	

Signature _____ Date _____