



**City of White Bear Lake  
Public Works Department  
3900 Hoffman Road  
White Bear Lake, Minnesota 55110  
651-747-3650 | [www.whitebearlake.org](http://www.whitebearlake.org)**

## **BIDDING PROCESS FOR TREE REMOVAL**

The City of White Bear Lake maintains a list of contractors to assist with the City's diseased, dying or hazardous tree removal program. This form outlines the City's process for being added to the contractor bid list for consideration.

### **Process**

When the City's tree inspectors mark a tree for removal, the property owner is given 20 days to have it removed. The property owners may decide to remove the tree themselves or have the City handle its removal. In the event it is determined the City will handle tree removal, a bidding process with licensed contractors begins immediately.

### **Bid Qualifications**

- Must be a licensed tree-trimming contractor with the City of White Bear Lake Building Department. Call 651-429-8518 or email the Class II Tree Trimmer License application to [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)
- Timely response to bid requests within 1-3 days
- Tree removal and restoration completed within 20 days after the contract is awarded
- Prompt invoicing after services are performed
- Bids showing:
  - Complete tree removal with stump grinding
  - Turf restoration of the area (black dirt and seed)
  - Final cost without tax (City is tax exempt)

Incomplete or combined bids for different properties will be not considered. You will only be notified if you are awarded the bid.

### **Contact List**

If you can meet these requirements and would like to be considered in the bidding process, please contact Mary Helmerick at [mhelmerick@whitebearlake.org](mailto:mhelmerick@whitebearlake.org) or call 651-747-3650 and request to be added to the tree removal contractor bid list.

Thank you for your interest in working with The City of White Bear Lake.