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#2016-WW-01

PRIORITY INVASIVE WEED

AND VEGETATION MANAGEMENT

Proposal Forms

**To be returned to Clackamas Soil and Water Conservation District**

**PROPOSAL FORM #1**

Company Information:

|  |
| --- |
| Company Name |
|  |
| Owner/Manager | Number of Employees |
|  |  |
| Email Address |
|  |
| Phone Number | Fax Number |
|  |  |
| Mailing Address |
|  |
| Business License # and type | Exp. Date | Oregon Department of Agriculture Herbicide License # and Type | Exp. Date |
|  |  |  |  |
| Oregon MWESB Certification & Type: |  |

Cooperative Procurement:

**Check the appropriate box.**

[ ]  Yes: Other Agencies may purchase at the unit prices and/or hourly labor rates contained in the proposal.

[ ]  No: Other Agencies may not purchase at the unit prices and/or hourly labor rates contained in the proposal.

**This proposal will be valid for ninety (90) days.**

Submitted on behalf of:

## Name of Contractor:

## Name of Authorized Representative:

## Title of Authorized Representative:

## Signature of Authorized Representative:

## Signature Date of Signature

**PROPOSAL FORM #2**

References:

Provide a minimum of two (2) references for vegetation management work that you have completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Project | Type of Work | Term of Contract/Amount | Contact Person | Phone Number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Company Capacity:

Describe your company’s capacity to work on multiple sites, large and small throughout Clackamas County. **Not to exceed (1) page**

 Experience:

Convey company experience as it applies to the work categories you are proposing unit rate prices on in Proposal Form 3. **Not to exceed nine (9) pages**

Sustainable Business Practices:

Describe steps your company has taken to utilize sustainable business practices on a regular basis. Examples include use of recycled paper, use of biodiesel, recycling of materials, etc. **Not to exceed two (2) pages**

Diversity in Employment and Contracting:

Describe *e*fforts your company has made on past or current projects to ensure a diverse workforce, including policies and practices to promote the hiring of women and ethnic minorities. List if your business, business that you intend to sub-contract with, or business that you purchase materials from have MWESB status with the State of Oregon. **Not to exceed two (2) pages**

**PROPOSAL FORM #3**

## ****Instructions:**** Fill in the unit price for each work task you seek to provide. Detailed work task descriptions are included in Scope of Work identified in this RFP

# [ ]  Category 1: Manual Site Preparation and Maintenance

Examples of work in this category include priority invasive weed treatments under various site conditions including forests, right-of-ways, urban and residential sites, and natural areas. Activities include invasive weed control, site preparation, and maintenance of native tree and shrub planting ranging in size from less than one acre to several hundred acres. The Clackamas SWCD at its sole discretion may choose to have Contractor work hourly. For herbicide, surfactants and indicator dye that Contractor uses while performing herbicide application work tasks, Clackamas SWCD will reimburse Contractor at cost plus 10%. Unit prices for work tasks requiring mechanized equipment shall include a qualified equipment operator, all materials such as oil and fuel, and the necessary safety equipment. Contractor shall be responsible for transportation of crew to and from the site and equipping the crew with tools and safety equipment necessary to complete the work tasks.

# Licensing:

Herbicide-related tasks require the Contractor to maintain one of the following licenses from the Oregon Department of Agriculture for the duration of the Contract:

* Commercial Applicator License (with appropriate endorsements),
* Commercial Operator

Contractor shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Contract for work in this category.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Manual Site Preparation and Maintenance Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Manual Site Preparation and Maintenance Services on a year-round basis, including during the summer fire season.

[ ]  My firm cannot commit to providing Manual Site Preparation and Maintenance Services on a year-round basis that includes the summer fire season.

# Category 1: Manual Site Preparation and Maintenance Unit Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Site Prep - Backpack Spot or Area Spray | Acre |   |
|   |
| Site Prep - Hack and Squirt | Hr |   |
|   |
| Site Prep – Cut Stump | Hr |   |
|   |
| Site Prep - Hand Mow/Cut | Acre |   |
|   |
| Site Prep - Push Mow  | Acre |   |
|  |
| Site Prep –Tree Cutting  | Hr |   |
|  |  |  |
| Site Prep - Cut Blackberry/Brush  | Acre |   |
|   |
| Maintenance - Backpack Spot or Area Spray | Acre |   |
|   |
| Maintenance - Backpack Ring or Row Spray | Acre |   |
|   |
| Maintenance - Hand Mow/Cut | Acre |   |
|   |
| Maintenance - Hourly Spray | Hr |   |
|   |
| Maintenance - Hourly Cut | Hr |   |
|   |
| Maintenance - Hourly Labor | Hr |   |
|  |  |  |
| Additional Disposal Lump Sum Rate | Each |   |

# [ ]  Category 2: Mechanical Site Preparation, Seeding, and Maintenance

Examples of work in this category include mechanical treatments to manage terrestrial vegetation on sites ranging from 1 to 1000 acres, including spraying herbicide with a boom or boomless nozzles, and field flailing. For herbicide, surfactants and indicator dye that Contractor uses while performing herbicide application work tasks, the District will reimburse Contractor at cost plus 10%. Contractor shall provide a lump sum cost to mobilize the equipment to and from the project site at the time the work is requested. See Sections 17 and 18 in the Scope of Work for additional details on equipment cleaning and fueling requirements. Unit prices for work tasks requiring mechanized equipment shall include a qualified equipment operator, all materials such as oil and fuel, and the necessary safety equipment. Contractor shall be responsible for transportation of crew to and from the site and equipping the crew with tools and safety equipment necessary to complete the work tasks. Provide both hourly and acre unit rate prices for these work tasks. List multiple types of equipment as applicable.

# Licensing:

Herbicide-related tasks require the Contractor to maintain one of the following licenses from the Oregon Department of Agriculture for the duration of the Contract:

* Commercial Applicator License (with appropriate endorsements),
* Commercial Operator

Contractor shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Contract for work in this category.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Manual Site Preparation and Maintenance Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Mechanical Site Preparation, Seeding, and Maintenance Services on a year-round basis, including during the summer fire season.

[ ]  My firm cannot commit to providing Mechanical Site Preparation, Seeding, and Maintenance Services on a year-round basis that includes the summer fire season.

# Category 2: Mechanical Site Preparation, Seeding, and Maintenance Unit Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Site Prep - Field Tilling or Disc Harrow | Acre |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Planting - Machine Broadcast or No-Till Drill Seed | Acre |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Site Prep - Boom Spray or Boomless Nozzle Spray | Acre |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Site Prep - Field Flail or Mow | Acre |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Maintenance - Field Mowing Between Planting Rows or Clusters of Plants | Acre |   |
|  *Equipment Type # 1:* | *Hr* |  |
|  *Equipment Type # 2:* | *Hr* |  |
|  *Mobilization* | *Each* |  |
| Maintenance - Field Haying | Ton/Acre |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
| Site Prep – Tree and shrub mastication |  |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Site Prep – Tree Shearing |  |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Site Prep - Tree and Brush Chipping with Portable Chipper or Tub Grinder |  |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |
| Site Prep – Hauling Chips or Biomass |  |   |
|  *Equipment Type # 1:* | *Hr* |   |
|  *Equipment Type # 2:* | *Hr* |   |
|  *Mobilization* | *Each* |   |

# [ ]  Category 3: Planting

Examples of work in this category include planting ¼ to 50 acre project sites with bare root trees and shrubs, spreading native seed over disturbed areas, and marking newly planted or old plantings with bamboo stakes and Vexar tubes.

The District will provide the planting materials from locations specified in the Scope of Work. Contractor’s unit prices shall include the pickup and delivery of all materials if specified in the Planting work task description in the Scope of Work. The lump sum delivery cost below is for additional delivery or pick up requested by the District. The District at its sole discretion may choose to have Contractor work hourly on planting projects. Contractor shall be responsible for transportation of crew to and from the site and equipping the crew with tools and safety equipment necessary to complete the work tasks.

# Licensing:

Contractor shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Contract for work in this category.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Manual Site Preparation and Maintenance Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Planting Services on a year-round basis, including during the summer fire season.

[ ]  My firm cannot commit to providing Planting Services on a year-round basis that includes the summer fire season.

# Category 3: Planting Unit Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Planting - Scalp | Each |   |
|   |
| Planting - Hand or Crank Broadcast Seed | Hr |   |
|   |
| Planting – Plant Small Bare Root Plants | Each |   |
|   |
| Planting – Plant Large Bare Root Plants | Each |   |
|   |
| Planting - Plant Container Plants | Each |   |
|  |
| Planting – Plant Plugs, Bulbs, or Root Fragments | Each |   |
|  |  |  |
| Planting - Harvest Small Pole Cuttings | Each |   |
|   |
| Planting - Harvest Large Pole Cuttings | Each |   |
|   |
| Planting – Plant Small Pole Cuttings | Each |   |
|   |
| Planting – Plant Large Pole Cuttings | Each |   |
|   |
| Planting - Auger Planting | Each |   |
|   |
| Planting – Apply Mulch | Each |   |
|   |
| Planting – Mark Plants with Flagging Tape | Each |   |
|  |  |  |
| Planting – Install Vexar or Equivalent Tube and Bamboo Stakes | Each |   |
|  |  |  |
| Planting – Install Solid Blue Tree Protection Tube or Equivalent Bamboo Stakes | Each |   |
|  |  |  |
| Planting - Hourly Planting | Hr |   |
|  |  |  |
| Planting – Additional Delivery Lump Sum Rate | Each |   |

# [ ]  Category 4: Survey and Monitoring

Examples of work in this category include surveying a site for the presence or absence for some or all of the weeds included on the District’s Target Species List across a site, mapping the location and size of one or multiple targeted species, or documenting a site or treatment using established photo monitoring methods.

Contractor will be required to collect survey data using an Android or iOS device with GPS/GNSS capability supplied by the Contractor. Contractor will be required to regularly submit collected data using integrated synchronization functionality in the Fulcrum–based system, generally at least on a daily basis. Contractor may use a suitable alternative data collection methodology pending approval from the District.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Manual Site Preparation and Maintenance Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Survey and Monitoring Services on a year-round basis, including during the summer fire season.

[ ]  My firm cannot commit to providing Survey and Monitoring Services on a year-round basis that includes the summer fire season.

# Category 4: Survey and Monitoring Unit Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Site Inventory and Monitoring | Hr |   |
|  |
| Patch Survey Mapping | Hr |   |
|  |
| Photopoint Monitoring | Hr |   |

# [ ]  Category 5: Aquatic Site Preparation, Maintenance, Survey and Monitoring

Examples of work in this category include the treatment of invasive weed treatments at site locations inaccessible except by raft, kayak, or suitable watercraft. Specific examples include treating targeted weeds on an island in the middle of stream or lake, treating riparian weeds at the base of a canyon wall with no access from adjacent uplands, surveying for targeted weeds along a stream or river from a raft, kayak, or suitable watercraft.

Contractor is responsible for providing suitable watercraft, and all personal safety equipment. For aquatic survey and monitoring, Contractor will be required to collect survey data using an Android or iOS device with GPS/GNSS capability supplied by the Contractor. Contractor will be required to regularly submit collected data using integrated synchronization functionality in the Fulcrum–based system, generally at least on a daily basis. Contractor may use a suitable alternative data collection methodology pending approval from the District

# Licensing:

Herbicide-related tasks require the Contractor to maintain one of the following licenses from the Oregon Department of Agriculture for the duration of the Contract:

* Commercial Applicator License (with appropriate endorsements),
* Commercial Operator

Contractor shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Contract for work in this category.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Manual Site Preparation and Maintenance Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Aquatic Site Preparation, Maintenance, Survey and Monitoring Services on a year-round basis, including during the summer fire season, pending safe and suitable aquatic conditions.

[ ]  My firm cannot commit to providing Aquatic Site Preparation, Maintenance, Survey and Monitoring Services on a year-round basis that includes the summer fire season, pending safe and suitable aquatic conditions.

# Category 5: Aquatic Site Preparation, Maintenance, Survey and Monitoring Unit Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Aquatic Site Prep - Backpack Spot or Area Spray | Area |   |
|   |
| Aquatic Site Prep - Hack and Squirt | Hr |   |
|   |
| Aquatic Site Prep – Cut Stump | Hr |   |
|   |
| Aquatic Site Prep - Hand Cut/Mow | Acre |   |
|   |
| Aquatic Maintenance - Backpack Spot or Area Spray | Acre |   |
|  |
| Aquatic Maintenance - Backpack Ring or Row Spray | Acre |   |
|  |  |  |
| Aquatic Maintenance - Hand Cut/Mow | Acre |   |
|   |
| Aquatic Maintenance - Hourly Spray | Hr |   |
|   |
| Aquatic Maintenance - Hourly Cut | Hr |   |
|   |
| Aquatic Maintenance - Hourly Labor | Hr |   |
|   |
| Aquatic Survey and Monitoring | Hr |   |

# [ ] Category 6: Project Management

Project Management includes additional site visits, site monitoring, telephone calls, photo monitoring, and email correspondence for the purpose of determining the proper timing of cutting, spraying, or other activities. Project Management does not include time spent generating or submitting invoices or any other activity associated with completing work tasks described in the Contract.

For instream and aquatic work, Project Management will also include securing access points and addressing logistics associated with mobilization from access points within the targeted waterbody.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Project Management Services on a year-round basis. (For this contract, year-round means that your firm will be available on a reliable basis throughout the year, including during the summer fire season.)

[ ]  My firm will commit to providing Project Management Services on a year-round basis, including during the summer fire season.

[ ]  My firm cannot commit to providing Project Management Services on a year-round basis that includes the summer fire season.

# Category 6: Project Management

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Project Management | Hr |   |