RE: REQUEST FOR PROPOSALS: PRIORITY INVASIVE WEED AND VEGETATION MANAGEMENT

# Question and Answer

Last updated 2/20/2019

**Q1: I am finalizing a proposal for the Priority Invasive Weed and Vegetation Management RFP and I am wondering if you require the copies of licenses, certifications, or certificates of insurance to accompany our proposal?**

A1: We do not need any of that documentation during the proposal phase.

Once we have reviewed the proposals and selected the contractors to whom we would like to offer not-to-exceed contracts, we’ll enter into the contracting phase.  At that time, those contractors will be required to provide certificates of insurance and a list of their workers who are applicators.  Contractors are not required to purchase insurance and obtain applicators’ licenses before that time.

***Q2: We are having trouble entering prices in the proposal form. The Site Prep - Boom Spray or Boomless Nozzle Spray did not allow us to fill in our numbers.***

A2: In reviewing the proposal form, there was a problem with the proposal form not being editable for “The Site Prep - Boom Spray or Boomless Nozzle Spray, Equipment #1 and Equipment #2 “ per hour pricing. This section has been corrected in the form, and an updated form has been added to the announcement. We ask that bidders please use the updated form, ***or*** specify the corresponding per hour prices in the body of the email when you submit your completed proposals.

***Q3: We are having trouble entering prices in the proposal form. The Site Prep - Boom Spray or Boomless Nozzle Spray did not allow us to fill in our numbers.***

A2: In reviewing the proposal form, there was a problem with the proposal from not being editable for “The Site Prep - Boom Spray or Boomless Nozzle Spray, Equipment #1 and Equipment #2 “ per hour pricing. This section has been corrected in the form, and an updated form has been added to the announcement. We ask that bidders please use the updated form, ***or*** specify the corresponding per hour prices in the body of the email when you submit your completed proposals.

**Q4: Are the insurance requirements for pesticide applications covered under the general liability requirements?**

A1: The pesticide/herbicide insurance requirements are separate from the general liability requirement. This insurance can be purchased as either a standalone policy or as an endorsement to your general liability insurance policy. Either way, if you apply pesticides, we need written documentation that you are covered for liability related to herbicide or pesticide application.

The requirements for pesticide/herbicide insurance, child abuse/molestation insurance, and the increased rates for general liability are newer requirement mandated for all work that is funded by the Oregon Watershed Enhancement Board (OWEB). The Clackamas SWCD anticipates having OWEB funded projects during the contracted period.

We recognize that OWEB’s newer requirements come at an additional expense, but because so much restoration work in the region is funded by OWEB, we anticipate these requirements are, or will become, industry standards across the region. As a result, we anticipate these costs will be passed along and shared amongst other contracting entities in their proposal pricing.

**Q5: I don’t see a pricing table in the sample contract. Do I need to create one?**

A1: Under the *Unit Pricing* section of the sample contract, the proposal form will be incorporated into the contract as an attachment. As a result, there is no need to create a separate table.

# General Clarification Points to Potential Bidders:

* Contractors should bid on the tasks they are capable and suited to perform. Contractors are not required to bid on all areas of the Scope of Work.
* This RFP process is intended to streamline procurement and will be used to cover weed control and vegetation management activities undertaken by the Conservation District for the contract period. This RFP for weed and vegetation management activities is carried out in lieu of project- based procurement.
* Work activities outlined in the Scope of Work will be consistent over the course of the contract period, but specific projects may vary dramatically. Successful bidders will be issued work orders for specific tasks based on contractor capacity, availability, costs, and exhibited work performance. Execution of a contract is no guarantee of work, but the Conservation District has an interest in ensuring the viability of our contractors, and will avoid issuing contracts if there is no anticipated need for services.