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#2021-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 DBE/MBE/WBE/ESB/SDVBE 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.**

**By completing and signing this proposal, the proposer acknowledges that:**

*No officer, agent, or employee of the District has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the District; the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; and the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.*

Submitted on behalf of:

## Name of Contractor

## Name of Authorized Representative

## Title of Authorized Representative:

## Signature of Authorized Representative:

## Name 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 one (1) page**

 Experience:

Describe company experience in the work categories for which unit rate prices are proposed 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 *efforts 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, businesses that you intend to sub-contract with, or businesses that you purchase materials from have Disadvantaged, Minority-Owned, Women-Owned, Emerging Small Businesses, Service-Disabled Veterans Business Enterprises (DBE/MBE/WBE/ESB/SDVBE) statuses 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 the 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, rights of way, 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. Clackamas SWCD will reimburse Contractor at cost plus 10% for herbicide, surfactants and indicator dye that Contractor uses while performing herbicide application work tasks. Unit prices for work tasks requiring mechanized equipment shall include a qualified equipment operator, all materials necessary for operation such as oil and gas, 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 Public Contract:

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

Contractor also shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Public 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 for twelve (12) months of the year, including during fire season.)

 [ ]  My firm will commit to providing Manual Site Preparation and Maintenance Services on a year-round basis.

[ ]  My firm **cannot** commit to providing Manual Site Preparation and Maintenance Services on a year-round basis.

# Category 1: Manual Site Preparation and Maintenance 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, including spraying herbicide with a boom or boomless nozzles, and field flailing on sites ranging from 1 to 1,000 acres. The District will reimburse Contractor at cost plus 10% for herbicide, surfactants and indicator dye that Contractor uses while performing herbicide application work tasks. Contractor shall provide a lump sum cost to mobilize the equipment to and from the project site at the time the work is requested. Unit prices for work tasks requiring mechanized equipment shall include a qualified equipment operator, all materials needed for operation such as oil and gas, and the necessary safety equipment. Provide both hourly and acre unit rate prices for these work tasks. ***List 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 Public Contract:

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

Contractor also shall maintain a valid Farm and Forest Labor Contractor License (F/FLC License) from the State of Oregon for the duration of the Public 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 for twelve (12) months of the year, including during fire season.]

[ ]  My firm will commit to providing Mechanical Site Preparation, Seeding, and Maintenance Services on a year-round basis.

[ ]  My firm **cannot** commit to providing Mechanical Site Preparation, Seeding, and Maintenance Services on a year-round basis.

# Category 2: Mechanical Site Preparation, Seeding, and Maintenance 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 | Acre |   |
|  *Equipment Type # 1:*  | *Hr* |   |
|  *Equipment Type # 2:*  | *Hr* |   |
|  *Mobilization* | *Each* |  |
| Site Prep – Tree and Shrub Mastication & Stump Grinding |  |   |
|  *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 project sites typically ranging in size from 0.25 to 50 acre with bare root trees and shrubs, spreading native seed over disturbed areas, and marking of 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, and a lump sum delivery cost 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 Public Contract for work in this category.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Planting Services on a year-round basis. [(For this contract, year-round means that your firm will be available for twelve (12) months of the year, including during fire season.]

[ ]  My firm will commit to providing Planting Services on a year-round basis.

[ ]  My firm **cannot** commit to providing Planting Services on a year-round basis.

# Category 3: Planting Prices

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Planting - Scalp | Each |   |
|   |
| Planting - Hand or Crank Broadcast Seed | Hr |   |
|   |
| Planting – Plant Standard Sized Bare Root Plants | Each |   |
|   |
| Planting – Plant Oversized 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 Stakes | Each |   |
|  |  |  |
| Planting – Mark Plants with Flagging Tape | Each |   |
|  |  |  |
| Planting – Install Vexar or Equivalent Tube and Stakes | Each |   |
|  |  |  |
| Planting – Install Solid Blue Tree Protection Tube or Equivalent and 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 of 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, iOS, or approved device with GPS/GNSS capability supplied by the Contractor. Contractor will be required to submit collected data using a District-approved field data collection system application, including but not limited to, an ESRI ArcGIS Online based mobile application known as Field Maps on a daily or approved upon basis. Contractor may use a suitable alternative data collection methodology, including written field notes and datasheets pending approval from the District project manager or its representative.

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Survey and Monitoring Services on a year-round basis. [For this contract, year-round means that your firm will be available for twelve (12) months of the year, including during fire season.]

[ ]  My firm will commit to providing Survey and Monitoring Services on a year-round basis.

[ ]  My firm **cannot** commit to providing Survey and Monitoring Services on a year-round basis.

# Category 4: Survey and Monitoring 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, iOS, or approved device with GPS/GNSS capability supplied by the Contractor. Contractor will be required to submit collected data using a District-approved field data collection system application, including but not limited to, an ESRI ArcGIS Online based mobile application known as Field Maps on a daily or approved upon basis. Contractor may use a suitable alternative data collection methodology, including written field notes and datasheets pending approval from the District project manager or its representative.

# 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 Public Contract:

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

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

# Year-round availability:

Please check the appropriate box to indicate whether your firm is able to support Aquatic Site Preparation, Maintenance, Survey and Monitoring Services on a year-round basis. [For this contract, year-round means that your firm will be available for twelve (12) months of the year, including during fire season.]

[ ]  My firm will commit to providing Aquatic Site Preparation, Maintenance, Survey and Monitoring Services on a year-round basis.

[ ]  My firm **cannot** commit to providing Aquatic Site Preparation, Maintenance, Survey and Monitoring Services on a year-round basis.

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

|  |  |  |
| --- | --- | --- |
| Work Task | Unit | Unit Price |
| Aquatic Site Prep - Backpack Spot or Area Spray | Acre |   |
|   |
| 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 |   |
|   |
| Loading and Hauling with Watercraft | Hr |   |

|  |  |  |
| --- | --- | --- |
|  *Equipment Type #1:*  | *Hr* |   |
|  *Equipment Type #2:*  | *Hr* |   |
|  *Mobilization* | *Each* |   |

# [ ] Category 6: Project Management

Project Management includes those services requested by the District that are beyond the completion of work tasks described in the Contract. Examples include site visits to determine vegetation conditions, monitoring or assessing effectiveness, advanced research, advanced botanical knowledge, consultation with District project manager or representative to address unforeseen challenges, etc.

Project Management does not include time spent scheduling, supervising or coordinating employees or subcontractors performing vegetation management services, generating or submitting invoices, responding to RFP, completing spray records or any other activity associated with completing work tasks described in the Contract. The experience and judgment required for Project Management exceed that expected for work accomplished by hourly labor rates.

# 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 for twelve (12) months of the year, including during fire season.]

[ ]  My firm will commit to providing Project Management Service on a year-round basis.

[ ]  My firm **cannot** commit to providing Project Management Services on a year-round basis.

# Category 6: Project Management Prices

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