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

# 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.

# Question and Answer

Last updated 12/16/2021

**Q1: With the holiday season why did you select the January 3rd to be the deadline for proposals?**

A2: The timeline has been selected to get proposals reviewed and contracts completed by the start of the February planting season. Our original plan was to post the RFP for one month and to close on Dec 22, but because of the holidays we have extended it out an additional 12 days to January 3rd. This allows a full 6 weeks for submissions rather than our standard 30 days.

**Q2: 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?**

A2: We do not need any documentation pertaining to licensing, certifications, or insurance 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.

**Q3: Are the insurance requirements for pesticide applications covered under the general liability requirements?**

A3: The pesticide 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.

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

We recognize that OWEB’s newer requirements for 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 passed along and shared amongst other contracting entities in their proposal pricing.

**Q4: I don’t see a pricing table in the sample contract. Do I need to create one?**

A4: 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.

***Q5. The RFP for the lists a 6-page limit for Section E: Unit Rate Prices for Form #3; however, Form #3 contains 9 pages. Would 9 pages within that section for a total of 28 pages be acceptable?***

A5: The 6-page limit for Section E: Unit Rate Prices was indeed a typo. We regret the error and thank the respondent for pointing it out. If Proposal Form #3 is filled out correctly, it should not exceed 10 pages in length. We have updated the RFP and have updated the section E limit to 10 pages and have raised the total page length to 30 pages to also accommodate a cover.

***Q6. Are a cover and cover letter acceptable in addition to the page limit?***

A6: A cover is an acceptable addition to the proposal. We have modified the RFP page limit to allow for a one-page cover. A cover letter may be provided to help direct correspondence as needed, but the cover letter will not be distributed to the review team or considered during the proposal review. Any relevant information should be incorporated in the proposal itself.