

Invitation to Bid for Timber Marking Services

DATE ISSUED: January 2, 2013

PROJECT NAME: Timber Marking 2013 Agreement 4 – Pike

The State of Ohio, through the Ohio Department of Natural Resources - Division of Forestry (DOF) is requesting proposals for:

Timber Marking on Pike State Forest

The purpose of this project is to procure timber marking services on Pike State Forest. The Ohio Department of Natural Resources – Division of Forestry plans to mark approximately **1,000,000 board feet on 99 acres utilizing contractor services on this contract.**

PROJECT REQUIREMENTS

This section describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). References to the Ftp site refers to <ftp://www.dnr.state.oh.us/Forestry/downloads/>, under the 2013 Pike folder.

Scope of Work.

Timber sales that are included in this project are listed below.

Pike State Forest

Sale ID	Estimated Volume	No. of Cutting Sections	Acres - Total	Acres - Thin	Acres - Deferment	Acres - Shelter	Acres - CC	Special Instructions
PI B28	1,000,000	3	99		89		10	Minimum 50ft trail buffer.

Layout of state forest harvest units including the following:

- Attendance in a preseason marking meeting between DOF and contractor(s)
- Cutting Section and retention area boundary marking
 - Shapefiles of expected boundaries are provided
 - On-ground situation shall prevail (conform to marked property boundaries and use DOF SMZ policy)
 - Special details may be listed for each sale
- Individual tree marking for deferment, shelterwood, and thinning sales.
- GPS data for boundaries of all cutting sections
- Inventory – raw data

- 100% tally on thinning/selection sales
- Point-sample cruise on clearcut, shelterwood, and deferment sales
- Inventory – provide calculated, summarized per cutting section and sale. Format shall be electronic. Contractor may use Division of Forestry’s template or provide their own mutually agreeable solution.
- GPS data of cruise point locations

All field work shall conform to the guide “Marking Timber Sales on Ohio State Forests” listed as a on the Division of Forestry’s FTP site. Tree paint (gun-type) shall be provided by the Division of Forestry at designated field locations. Maps and shapefiles are provided on the FTP site.

Project Duration

All deliverables shall be submitted to the project representative by **8/31/2013**. Up to 3 month extension may be granted by the Chief of the Division of Forestry if at least 75% of the project is complete. The contracting firm may not bid or work as subcontractor on another service contract during the extension period.

Payment Structure

The Contractor will be paid as proposed on the Cost Summary Form after the Ohio Department of Natural Resources, Division of Forestry approves the receipt of all deliverables. Payments may be delayed for processing for up to ten (10) business days after submittal for quality control verification, see “Timber Marking 2013 Agreement 4 – Pike” on the Division of Forestry’s FTP site.

Once submitted for payment, there may be a delay of up to thirty (30) days for processing.

Bid Requirements

Contractor shall mail attachments 1, 2, and 3 in an envelope to: Division of Forestry, 345 Allen Avenue, Chillicothe, OH, 45601. Envelope should clearly be marked on the front as “Timber Marking 2013 Agreement 4 – Pike”. If the bidder wishes to be considered for the 5% “Buy Ohio” preference pursuant to ORC 125.09 and 125.11 they must complete the forms at <http://thinkohiofirst.ohio.gov/> and submit a copy with their bid.

Project staff members shall meet the requirements below. The staffing plan (attachment 3) should be submitted with the bid. The state may request additional information from the contractor as verification.

Table 1 – Mandatory Requirements

MANDATORY REQUIREMENTS
<p>1. Minimum qualifications will be for at least one employee serving in a managerial function to meet the eligibility requirements for the Society of American Foresters Certified Forester® program. In addition all other employees or subcontractors expected to work independently shall meet <u>one</u> of the standards below:</p> <ul style="list-style-type: none">-Possess a 4-yr degree in a natural resources field-Possess a 2-yr degree in forestry, forest technology, or similar degree-Have at least 5 years experience in mensuration of eastern hardwoods

Post-Bid Package Service Contractor Requirements

The state intends to issue a letter of intent to sign a contract with the service provider that meets the minimum bid requirements and submits the lowest total bid. Prior to signing an agreement the contractor must provide the following information to the state's project representative. Requirements and forms for these items are listed on the Division's FTP site.

Proof of Insurance
Standard Affirmation and Disclosure Form

After providing the required documentation the state will sign a personal service agreement with the prospective contractor. The contractor should plan on at least 3 weeks for the agreement to be finalized, more time will be necessary if the appropriation request must be presented to the Ohio Controlling Board. A boiler-plate contract is located on the Division of Forestry's FTP site as an example.

In addition the contractor must register as a vendor in the State of Ohio's Accounting System Vendor file. See <http://ohiosharedservices.ohio.gov/Home.aspx>

Bidding Policy

The act of bidding indicates an implied commitment to sign a service contract. If the successful bidder declines or is unable to sign a contract for the above-mentioned project, the bidder may have bids for future projects rejected for at least one (1) year from the bid opening date at the discretion of the Chief of the Division of Forestry.

The State reserves the right to negotiate terms prior to contract award and reserves the right to refuse any or all bids.

**ATTACHMENT ONE
BID FORM**

Bid Opening: January 23, 2013 at 2:30 P.M.

Project Designation: Timber Marking 2013
Agreement 4 – Pike

**Ohio Department of Natural Resources
Division of Forestry
345 Allen Avenue
Chillicothe, Ohio 45601**

Firm name and billing address:

Business location(s) of employees or subcontractors to work on the project:

Contact information for the Firm's project manager:

**ATTACHMENT TWO
COST SUMMARY FORM**

Cost must be in U.S. dollars

Invoices are to be submitted after each timber sale completion and must be preceded by task deliverables.	
DESCRIPTION	Price
Price to mark cutting section boundaries, perform all GPS data collection, mark all individual trees required, perform all timber cruising, and analyze and compute all data.	
Timber Marking 2013 Agreement 4 – Pike	

ATTACHMENT THREE
Staffing Plan – MUST BE SUBMITTED WITH BID

Contractor shall list all personnel that are expected to work on the project. Alternate personnel may only be used with prior written approval of the State's project representative. Prospective contractors may develop their own form that includes the same information (e.g., resumes and project staffing charts). Subcontractors should be listed. Use multiple sheets if necessary.

Project Manager _____

SAF Certified Forester # (not required) _____

If no SAF CF #, then list post-secondary education and employment history that meets the minimum requirements:

Field Staffperson _____

SAF Certified Forester # (not required) _____

If no SAF CF #, then list post-secondary education and employment history that meets the minimum requirements:

Field Staffperson _____

SAF Certified Forester # (not required) _____

If no SAF CF #, then list post-secondary education and employment history that meets the minimum requirements:

Invitation to Bid for Timber Marking Services

DATE ISSUED: January 2, 2013

PROJECT NAME: Timber Marking 2013 Agreement 5 – Tar Hollow and Richland Furnace

The State of Ohio, through the Ohio Department of Natural Resources - Division of Forestry (DOF) is requesting proposals for:

Timber Marking on Tar Hollow and Richland Furnace State Forests

The purpose of this project is to procure timber marking services on Tar Hollow State Forest and Richland Furnace State Forest. The Ohio Department of Natural Resources – Division of Forestry plans to mark approximately **753,000 board feet on 153 acres utilizing contractor services on this contract.**

PROJECT REQUIREMENTS

This section describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). References to the Ftp site refers to <ftp://www.dnr.state.oh.us/Forestry/downloads/>, under the 2013 Tar Hollow and Richland Furnace folder.

Scope of Work.

Timber sales that are included in this project are listed below.

Tar Hollow and Richland Furnace State Forest

Sale ID	Estimated Volume	No. of Cutting Sections	Acres - Total	Acres - Thin	Acres - Deferment	Acres - Shelter	Acres - CC	Special Instructions
TH C18	500 MBF	4		38	22		19	Use a trail buffer of 50ft on deferment and shelterwood sections, 75 ft on clearcut section, and none required on the thinning
RF C4	253 MBF	3			57		17	

Layout of state forest harvest units including the following:

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- Cutting Section and retention area boundary marking
 - Shapefiles of expected boundaries are provided

- On-ground situation shall prevail (conform to marked property boundaries and use DOF SMZ policy)
 - Special details may be listed for each sale
- Individual tree marking for deferment, shelterwood, and thinning sales.
- GPS data for boundaries of all cutting sections
- Inventory – raw data
 - 100% tally on thinning/selection sales
 - Point-sample cruise on clearcut, shelterwood, and deferment sales
- Inventory – provide calculated, summarized per cutting section and sale. Format shall be electronic. Contractor may use Division of Forestry’s template or provide their own mutually agreeable solution.
- GPS data of cruise point locations

All field work shall conform to the guide “Marking Timber Sales on Ohio State Forests” listed as a on the Division of Forestry’s FTP site. Tree paint (gun-type) shall be provided by the Division of Forestry at designated field locations. Maps and shapefiles are provided on the FTP site.

Project Duration

All deliverables shall be submitted to the project representative by **8/31/2013**. Up to 3 month extension may be granted by the Chief of the Division of Forestry if at least 75% of the project is complete. The contracting firm may not bid or work as subcontractor on another service contract during the extension period.

Payment Structure

The Contractor will be paid as proposed on the Cost Summary Form after the Ohio Department of Natural Resources, Division of Forestry approves the receipt of all deliverables. Payments may be delayed for processing for up to ten (10) business days after submittal for quality control verification, see “Timber Marking 2013 Agreement 5 – Tar Hollow and Richland Furnace” on the Division of Forestry’s FTP site.

Once submitted for payment, there may be a delay of up to thirty (30) days for processing.

Bid Requirements

Contractor shall mail attachments 1, 2, and 3 in an envelope to: Division of Forestry, 345 Allen Avenue, Chillicothe, OH, 45601. Envelope should clearly be marked on the front as “Timber Marking 2013 Agreement 5 – Tar Hollow and Richland Furnace”. If the bidder wishes to be considered for the 5% “Buy Ohio” preference pursuant to ORC 125.09 and 125.11 they must complete the forms at <http://thinkohiofirst.ohio.gov/> and submit a copy with their bid.

Project staff members shall meet the requirements below. The staffing plan (attachment 3) should be submitted with the bid. The state may request additional information from the contractor as verification.

Table 1 – Mandatory Requirements

MANDATORY REQUIREMENTS
<p>1. Minimum qualifications will be for at least one employee serving in a managerial function to meet the eligibility requirements for the Society of American Foresters Certified Forester® program. In addition all other employees or subcontractors expected to work independently shall meet <u>one</u> of the standards below:</p> <ul style="list-style-type: none">-Possess a 4-yr degree in a natural resources field-Possess a 2-yr degree in forestry, forest technology, or similar degree-Have at least 5 years experience in mensuration of eastern hardwoods

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Bidding Policy

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The State reserves the right to negotiate terms prior to contract award and reserves the right to refuse any or all bids.

ATTACHMENT ONE

BID FORM

Bid Opening: January 23, 2013 at 2:45 P.M.

Project Designation: Timber Marking 2013 Agreement 5 – Tar Hollow and Richland Furnace

Ohio Department of Natural Resources

Division of Forestry

345 Allen Avenue

Chillicothe, Ohio 45601

Firm name and billing address:

Business location(s) of employees or subcontractors to work on the project:

Contact information for the Firm's project manager:

**ATTACHMENT TWO
COST SUMMARY FORM**

Cost must be in U.S. dollars

Invoices are to be submitted after each timber sale completion and must be preceded by task deliverables.	
DESCRIPTION	Price
Price to mark cutting section boundaries, perform all GPS data collection, mark all individual trees required, perform all timber cruising, and analyze and compute all data.	
Tar Hollow C 18	
Richland Furnace C 4	
Contract Total -	

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Staffing Plan – MUST BE SUBMITTED WITH BID

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Project Manager _____

SAF Certified Forester # (not required) _____

If no SAF CF #, then list post-secondary education and employment history that meets the minimum requirements:

Field Staffperson _____

SAF Certified Forester # (not required) _____

If no SAF CF #, then list post-secondary education and employment history that meets the minimum requirements:

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