**BID FORM**

**Request for Bids for Site Preparation, Planting, & Plant Establishment of the Whole Watershed Restoration for the Dement Creek Subbasin Project**

Coquille Watershed Association

Attn: Anna Pfeifer

390 N. Central Blvd.,

Coquille OR 97423

[apfeifer@coquillewatershed.org](mailto:apfeifer@coquillewatershed.org)

This Bid is being made to The Coquille Watershed Association, a State of Oregon non-profit corporation (“CoqWA” or “Owner”) in the form of a sealed bid (the “Bid”) with respect to the project known as the “Whole Watershed Restoration for the Dement Creek Subbasin” (the “Project”), located near Coquille, Oregon in Coos County (the “Site”). The undersigned (“Bidder”) is making this Bid pursuant to the terms of the Request for Bids for the Project, dated February 3, 2023 the “RFB”), a copy of which was supplied to Bidder by or on behalf of CoqWA and has been reviewed in its entirety by Bidder. The RFB and all of the documentation required of a proposed bidder on the Project under the terms of the RFB are sometimes hereinafter referred to collectively as the “Bid Documents”.

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Federal Tax Id No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Residence (if individual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Incorporation/Formation (for entities): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to and in compliance with the RFB, the undersigned Bidder, having become familiar with the conditions at the Site and otherwise affecting the performance of the Project; the cost of the work to be done in carrying out the Project (collectively, the “Work”); the terms of the Bid Documents; and the form of the Contract to be awarded to the successful bidder (the “Contract”); hereby proposes and agrees to perform the Work within the time stipulated in the Bid Documents and to provide and furnish any and all labor, materials, equipment, transportation, utilities, and services necessary to perform and complete the Work in a workmanlike manner and in strict conformity with the requirements contained in the Bid Documents, including any addenda referenced below, for the amount(s) and/or at the rates indicated below (collectively, the “Bid Price”).

By signing and submitting this Bid to CoqWA, Bidder hereby represents, warrants, acknowledges, and agrees to and with CoqWA, or certifies to CoqWA (as applicable), as follows:

1. Bid. Bidder hereby offers to carry out and complete the Work for the Bid Price, made up of the price(s) and/or rates, and according to the budget, which are more particularly described in Schedule 1 to this Bid, and Bidder has checked all of the figures contained in this Bid carefully and understands that CoqWA will not be responsible for any errors or omissions on the part of Bidder in making this Bid.

2. Quantities. Bidder understands that the quantities mentioned in the RFB are approximate only and are subject to increase or decrease, and hereby proposes to perform all quantities of work as either increased or decreased in accordance with the terms of the Contract.

3. Bid to Remain Open. This Bid, unless withdrawn prior to the scheduled closing time for receipt of Bids, or thereafter when permitted under the terms of the RFB, shall remain valid and will not be withdrawn by the undersigned Bidder for a period of thirty (30) days after the scheduled closing time for receipt of Bids.

4. Responses to CoqWA Concerns. Bidder hereby responds to CoqWA’s concerns about the following issues as indicated below, with such responses being continued/contained on attached schedules to the extent indicated below in each case:

1. Minority- and Women- Owned Business Enterprises. Is the Bidder’s firm at least 51% minority- or women-owned, controlled and operated: \_\_\_\_ Yes \_\_\_\_\_ No

If the answer is “yes”, identify the % of minority- or women-ownership, control and operation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. License(s). By execution of this Bid, the undersigned Bidder declares that Bidder holds the following license(s) relevant to the Work, in accordance with the applicable licensing laws where the Project is to take place, as follows:

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Interested Persons. The names of all persons interested in this Bid as principals are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Bidder or another interested person is a corporation, state the legal name of the corporation, its state of incorporation, and the names of the president, secretary, treasurer, and manager thereof.*

*If Bidder or another interested person is a partnership or other form of legal entity, state the name and form of the entity, its state of formation, and the names of all the individual partners, members, joint venturers or others with an interest in the entity.*

*If Bidder or another interested person is an individual, the person’s sate of legal residence, and the first and last names in full, and give all fictitious names under which the individual does business.*

7. Notices. Bidder understands that, except as noted below, notice of acceptance of this Bid, any requests for additional information, and any other notices to Bidder with respect to this Bid shall be given in writing and addressed to Bidder at the business address for Bidder which is set out above. Each such notice or request shall be deemed given either upon actual delivery (or attempted delivery) to such address (whether personally or via courier), or three calendar days after being placed in the US mail, postage prepaid, addressed to Bidder at such address. However, Bidder understands that CoqWA may, if it chooses, elect to respond by email to questions from Bidder, at the email address provided in this Bid.

8. Attachments. Attached to these Bid cover pages and incorporated into this Bid by this reference are the following required items, in the forms required under the RFB:

**(a)** **Schedule 1** – Bid Price sheet with the details of the Bid Price (an Excel spread sheet may be used instead of the form provided);

**(b)** **Schedule 2** – List of references for similar projects completed;

**(c) Schedule 3** – List of proposed subcontractors and suppliers;

**(d) Schedule 4** – Insurance requirements

9. Requirements Upon Award. If this Bid is accepted by CoqWA and notice of such acceptance is timely delivered to the undersigned, then the undersigned shall, within ten (10) days after receipt of such notice, execute and deliver to CoqWA:

(a) the Contract, in the form required under the RFB, as prepared by CoqWA;

(b) the insurance certificates required under the RFB and the Contract; and

(c) such other documentation as may be required under the Contract.

Thereafter, the undersigned will commence and complete the Work within the time required by the Contract.

10. Bidder’s Acknowledgment, Certification, and Agreement as to its Bid. By submitting this Bid, Bidder shall be deemed to acknowledge, certify, and agree to and with CoqWA that Bidder:

(a) has taken steps reasonably necessary to ascertain the nature of and location of the Work;

(b) has investigated and satisfied itself as to the general and local conditions that can affect the Work or its cost, including but not limited to:

(1) conditions bearing upon acquisitions, transportation, disposal, handling, and storage of materials;

(2) the availability of labor, materials, water, electric power, and access via roads or waterway;

(3) uncertainties of weather, river stages, tides, or similar physical conditions at the Site;

(4) the conformation and condition of the ground and any shoreline or riparian area;

(5) the character of equipment and facilities needed preliminary to and during Work performance; and

(6) the Site’s biological, chemical, and associated physical hazards;

(c) has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered, insofar as this information is reasonably ascertainable from an inspection of the Site as well as from the Bid Documents and other information made a part of the RFB; and

(d) has satisfied itself as to the adequacy of time allowed for the completion of the Work.

11. Addenda. Bidder has received, reviewed, and understands, the following Addenda to the original Bid Documents (list all Addendums associated with this Bid packet):

|  |  |
| --- | --- |
| Addendum Number | Date of Addendum |
|  |  |
|  |  |
|  |  |

**In witness whereof, this Bid is being executed and delivered by Bidder as of the date(s) set forth below**

*If Bidder consists of or includes one or more corporations, partnerships, or other forms of legal entity, the full legal name of the entity shall be set forth in the signature block below, together with the signature(s) of the officers, partners, or other individuals authorized to sign contracts on behalf of and to bind the entity.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Bidder consists of or includes one or more individuals, the following form of signature block is to be used for each of such individuals:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule 1**

**Bid Price Sheet: Please provide cost estimates for each bid item. Bidders are welcome to bid on a portion (e.g. site prep only; fencing only; planting & plant establishment only, etc.) or all of the requested contracted work. A total cost estimate is REQIURED. If more line items are needed, please attach a budget with break downs for each cost.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bid Item** | **Units** | **Contract Quantity** | **Unit Price** | **Total** |
| **Upper Landowner Sites** | | | | | |
| Equipment Mobilization |  |  |  |  | |
| Fire watch, fire tools, water truck & pumps (fire season only) |  |  |  |  | |
| **Site Prep** | | | | | |
| Sourcing and delivery of aquatic safe herbicides |  |  |  |  | |
| Labor: 9.5 acres site preparation (mowing, weed whacking, herbicide application, etc.) |  |  |  |  | |
| **Planting** | | | | | |
| Sourcing and delivery of 2,170 native trees and shrubs |  |  |  |  | |
| Sourcing and delivery of 2,170 4’ Vexar tubes and 2,170 5’ bamboo stakes |  |  |  |  | |
| Sourcing and delivery of 300 12” diameter, 4’ tall, 14-gauge (or greater), galvanized steel, 2”x4” welded wire tree protection cages and 600 2”x1”x5’ or 2”x2”x5’ wooden stakes |  |  |  |  | |
| On site harvest of at least 1,200 willow stakes |  |  |  |  | |
| Labor: Planting 1,200 willows and 2,170 trees and shrubs |  |  |  |  | |
| Labor: Vexar tubing and staking of 2,170 trees and shrubs; and caging 300 cottonwood trees |  |  |  |  | |
| **Plant Establishment** | | | | | |
| Labor: plant establishment on approximately 9.5 acres, including weed whacking, mowing, and plant materials maintenance twice per year for 3 years. |  |  |  |  | |
| Labor: Plant establishment, including fence repair (optional, based on need) |  |  |  |  | |
| Labor: Plant establishment, including application of aquatic safe herbicides (optional, based on need) |  |  |  |  | |
| Labor: plant establishment, including supplemental planting (optional, based on need) |  |  |  |  | |
| **Lower Landowner Site** | | | | | |
| Equipment Mobilization |  |  |  |  | |
| Fire watch, fire tools, water truck & pumps (fire season only) |  |  |  |  | |
| **Site Prep** | | | | | |
| Sourcing and delivery of aquatic safe herbicides |  |  |  |  | |
| Labor: 0.15 acres site preparation (mowing, weed whacking, herbicide application, etc.) |  |  |  |  | |
| **Planting** | | | | | |
| Sourcing and delivery of 110 native trees and shrubs |  |  |  |  | |
| Sourcing and delivery of 110 4’ Vexar tubes and 110 5’ bamboo stakes |  |  |  |  | |
| On site harvest of at least 50 willow stakes |  |  |  |  | |
| Labor: Planting 50 willows and 110 trees and shrubs |  |  |  |  | |
| Labor: Vexar tubing and staking of 110 trees and shrubs |  |  |  |  | |
| **Plant Establishment** | | | | | |
| Labor: plant establishment on approximately 0.15 acres, including weed whacking, mowing, and plant materials maintenance once per year for 3 years. |  |  |  |  | |
| Labor: Plant establishment, including application of aquatic safe herbicides (optional, based on need) |  |  |  |  | |
| Labor: plant establishment, including supplemental planting (optional, based on need) |  |  |  |  | |
| Other: Please line item and justify additional expenses (such as material and supplies) for the completion of this project. | | | | | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| Total: |  |  |  |  | |

**Schedule 2**

**Bidder’s References for Similar Projects Completed**

Please list references, including name, address, and telephone number of those who have personal knowledge of Bidder’s abilities to undertake and complete projects of similar scope and complexity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Reference** | **Address** | **Telephone Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

References will be contacted. If possible, provide a brief description of each project.

**Schedule 3**

**List of Proposed Subcontractors and Suppliers**

Please list the name and the location of the place of business of each proposed subcontractor or supplier who will perform work or labor or render service or materials to the prime contractor as part of the Work. List only one subcontractor for each such portion as is defined by the prime contractor in this bid. Bidder understands and agrees that, if its Bid is accepted, Bidder shall not: (i) substitute any subcontractor for one that was listed in its Bid; (b) permit any subcontract to be voluntarily assigned or transferred by the original subcontractor or allow it to be performed by anyone other than the original subcontractor listed here; or (c) subcontract any portion of the Work to any subcontractor except as listed here, except as authorized by CoqWA in writing.

|  |  |  |
| --- | --- | --- |
| **Portion of Work** | **Name of Subcontractor** | **Address of Subcontractor** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Check this box if no subcontractors will be used.**

|  |  |  |
| --- | --- | --- |
| **Material Supplied** | **Name of Supplier** | **Address of Supplier** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Schedule 4**

**Insurance and Security**

\*Contractor is responsible to comply with all federal, state, county and local laws, ordinances and regulations applicable to this contract. At the time or request for bid the information listed below was known additional coverages may be required or change.

**INSURANCE:** The CoqWA shall have no obligation to CONTRACTOR until CONTRACTOR has fully complied with the following requirements. CONTRACTOR must carry insurance policies offering the following minimum coverage levels and provide Certificates of Coverage to the CoqWA and landowner(s) before work commences.

\_\_\_\_\_\_\_\_\_\_ Commercial General Liability

* $1,000,000 Each Occurrence
* $2,000,000 Policy Aggregate
* $10,000 Premise Medical

\_\_\_\_\_\_\_\_ Automobile –Liability covering owned, hired and non-owned vehicles. (Including the “**pollution from autos endorsement,” 1S0 Form No. CA 99 48**)

* $1,000,000 combined single limit

\_\_\_\_\_\_\_\_\_\_ State or Private Accident Insurance – Workers Compensation

The above polices as shall reference as additional insured as follows and copies be provided to:

Coquille Watershed Association

390 N Central Blvd.

Coquille, OR 97423

\*If selected, the Contractor will also be required to list the landowner(s) as additional insure