



*Promoting ecologic and economic resiliency
in the Coquille watershed.*

Project Bid Prospectus for Knotweed Control in the Coquille Watershed

Statements made by the Association's representatives at the conference will not be binding on Association unless confirmed by written addendum. Bidders shall submit their proposal pursuant to the provisions of this solicitation as a single PDF document to:

irandall@coquillewatershed.org

Subject line: North Fork Coquille River Knotweed Control

MANDATORY PRE-BID SITE TOUR:

August 1, 2023 at 9:00am at CoqWA office:

390 Central Ave.

Coquille, OR 97423

The group will caravan to the project sites

Please RSVP to the site visit no later than July 31, 2023 at 5:00pm

SOLICITATION CLOSING

August 14, 2023 at 4:30pm

(LATE BIDS WILL NOT BE ACCEPTED)

Bidders are solely responsible for ensuring that the CoqWA receives their proposal. Bidders shall familiarize themselves with the entire solicitation document.

All questions and comments about this solicitation shall be directed

IN WRITING to Ivy Randall, CoqWA Watershed Specialist

Email: irandall@coquillewatershed.org



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INVITATION TO BID

Notice is hereby given that the Coquille Watershed Association (CoqWA) intends to contract for the control of knotweed using approved herbicide applications to limit the spread and damage of knotweed in the riparian areas of the watershed. Knotweed control sites are located in the Middle Creek watershed (tributary to the North Fork Coquille River (NFCR)) and NFCR, located in Coos County, OR. This project will be implemented in 2023 with the possibility of renewal for the 2024 treatment season pending available funds and satisfactory performance.

The contractor shall furnish labor, insurance, materials and equipment necessary for completion of the weed control treatments unless otherwise specified in the solicitation documents.

Proposal Instructions: Bids must be received on or before **August 14, 2023 @ 4:30 pm**, and shall be emailed to irandall@coquillewatershed.org

Proposals shall include, at a minimum, the following items in a work plan that is signed and dated by the Authorized Personnel:

- A. **Cost Estimate Breakdown**
 - a. Cost estimate for the work shall be itemized on Bid Rate Sheet
- B. **Authorized Personnel and Firm Information**
 - a. The name of the person(s) authorized to represent the Applicator/Firm in the negotiating and execution of any contract that may result from the proposal. Applicator can provide the name of "Key Person" or responsible employee that will oversee project, at time of bid or at contract signing. This bid **may not be sub-contracted** by bidder.
 - b. Additional information that should be provided include: corporation status, business license number, Oregon Department of Agriculture Commercial Operator license identification number, federal tax ID number, state of incorporation, mailing address, telephone number, and email.
- C. **Proposed Equipment and Methods to Be Used**
 - a. A list of equipment with size expected to be on the project (Including proposed fire safety)
 - b. A written statement affirming your ability to undertake and complete specific phases of this work in a timely fashion from roughly September 1, 2023 through September 30, 2023.



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D. Insurance Requirements

- a. A statement that you can and shall provide the insurance requirement as listed prior to work commencing.
- b. Contractor shall carry state required Commercial Operator Pesticide insurance and will agree to continue coverage through Project completion.

E. Qualifications

- a. Please describe the qualifications of the firm and/or key persons (past projects) and provide at least 2 references.

Selection and Evaluation Criteria: Proposals will be evaluated by a Selection Committee that, after a review of written proposals, may choose to also conduct a personal interview.

Right to Award or Reject: This RFB does not obligate the Coquille Watershed Association to award a contract, CoqWA reserves the right to reject any and all proposals and to further amend or refine a proposal and negotiate a contract with one of the proposers. The Coquille Watershed Association reserves the right to offer a contract to other than the lowest cost bidder based on other evaluation criteria including best value.

Waiver of Informalities: The Coquille Watershed Association reserves the right to waive minor informalities contained in proposals, when in the Association's sole judgment; it is in the best interest of the Coquille Watershed Association to do so.

Incurring Costs: The Coquille Watershed Association accepts no liability for any costs incurred by respondents in the preparation or presentation of bids.

Inquiries: Questions concerning this request for proposals should be directed to:
CoqWA Watershed Specialist – Ivy Randall
Email: irandall@coquillewatershed.org

This Bid Prospectus includes:

- Exhibit A: Bid Prospectus and Requirements for Submission
- Exhibit B: Project maps
- Exhibit C: Applicator license and insurance requirements
- Exhibit D: Spill Containment Plan



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Exhibit A: BID PROSPECTUS

BID DEADLINE: August 14, 2023 at 4:30pm.

LOCATION: Identified treatment areas in the Middle Creek watershed (tributary to NFCR) and NFCR, Coos County OR. **(See Exhibit B – Project Maps and photos).**

APPROXIMATE START: At optimal phenology and treatment time from late summer to early fall when species is setting seed.

COMPLETE: September 30, 2023.

SCOPE OF WORK: The purpose of this contract is to control and contain knotweed in the riparian areas of Middle Creek and sites along the NFCR.

Treatment of knotweed will occur on private and public lands that include pastures, farms, and forests. All areas will have landowner permission granted first and documented with a landowner agreement between the landowner and CoqWA. Any permits and/or licenses required to perform herbicide treatments for this project will be obtained by Contractor.

EQUIPMENT CHOICE: Equipment will be commensurate with the project and operated in a manner that minimizes adverse effects to the environment (e.g., minimally-sized, low pressure tires, minimal hard turn paths for tracked vehicles). All equipment will be cleaned and free from foreign materials and noxious weeds to prevent the introduction of invasive and/or damaging species. Equipment shall be inspected and approved by the Program Coordinator prior to the start of operations. All methods of herbicide application must be cleared with Program Coordinator prior to starting treatment.

TARGETED SPECIES: Japanese Knotweed (*Fallopia japonica*) and Giant Knotweed (*Fallopia sachalinensis*)

APPROVED HERBICIDE: Only aquatic formulations of Imazapyr may be used on this project. Rate will be 1% Imazapyr and 0.5% surfactant (all products will be provided by Coquille Watershed).

SURFACTANT: Only compatible with aquatically approved adjuvants for use in NPDES PGP (National Pollution Discharge Elimination Systems Pesticide General Permit) may be used in this project: Activator 90, Phase, Agridex or Competitor

PESTICIDE REGULATIONS: Contractor will adhere to all pesticide usage and safe handling guidelines in accordance with the State Pesticide Control Act. The Contractor will provide valid Commercial Operators License number and public liability insurance policy number in accordance with ORS.634.116 (5), (6) & (7).



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REPORTING: The Contractor will include detailed spray reports for all work completed at the end of each week (Fridays by 5pm). Additionally, spray reports must be submitted via email to CoqWA Watershed Specialist at irandall@coquillewatershed.org at the end of day when work is conducted on Bureau of Land Management (BLM) properties. These reports must include, but are not limited to: date and time of application, location coordinates, wind speed and direction, total amount of pesticides applied, and contractor pesticide license number.

FIRE RESTRICTIONS: The Contractor shall know and adhere to all fire rules and restrictions that apply to the project area, during implementation of the project. Contractor shall provide adequate tools and equipment to meet fire restriction requirements. Contractor shall be in default of contract should project be delayed for lack of required fire equipment preventing work that could have otherwise been completed. The Contractor shall obtain a Notice of Operations/Permit to Operate Power-Driven Machinery with Oregon Department of Forestry and Coos Forest Protection Association. The Contractor shall comply with all Industrial Fire Precaution Level (IFPL) requirements when operating during the closed fire season.

SPILL PLAN: The Contractor shall have and be ready to deploy a spill kit in response to any leaks/spills of herbicides products or other contaminants. The Contractor shall provide and maintain on-site during operation a spill kit containing: telephone numbers for emergency assistance, absorbent materials (spill pillow, absorbent clay, and cat litter), heavy-duty detergent, a shovel, broom and dustpan, heavy duty garbage bags, gloves (PVC and latex), and goggles. A spill plan has been provided and will on site and followed. (See Exhibit D.)

WATER APPLICATION RESTRICTIONS: The contractor will abide by all surface water restrictions. OAR 333.061.0030(2)(f) "Persons who apply pesticides on watersheds above surface water intakes of public water systems shall comply with federal and state pesticide application requirements. (Safe Drinking Water Act (EPA), Clean Water Act (EPA), Federal Insecticide, Fungicide and Rodenticide Act (EPA), ORS 536.220 to 536.360 (Water Resources), 468B.005 (DEQ), 527.610 to 527.990 (DOF), 634.016 to 634.992 (Department of Agriculture)). Any person who has reasonable cause to believe that his or her actions have led to organic chemical contamination of a public water system shall report that fact immediately to the water supplier."

WASTE: All trash shall be contained or removed daily from the vicinity of the operation.

OTHER: The cost of clean-up, maintenance and or rehab for damages done are solely the responsibility of the CONTRACTOR.

COVID-19: It is expected that CONTRACTOR will follow and enforce all laws and rules that are in effect at the time that work commences.



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Exhibit C: Insurance and Security

*Applicator 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 know additional coverages may be required or change.

INSURANCE: 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 CoqWA.

_____ Commercial General Liability
\$ 500,000 Each Occurrence
\$ 1,000,000 Policy Aggregate
\$10,000 Premise Medical

_____ Comerical Operator Pesticide Insurance Certification
Pubic liabitiy policy number
Insurance Type Minimum Amount
\$1,000,000 General liability (per occurrence)
\$2,000,000 Annual Aggregate

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

_____ Fire Endorsement- Oregon non-negligent fire coverage (ORS 477)
\$300,000

_____ State or private accident insurance- Workers Compensation

The general liability, automobile, and fire endorsement polices as shall reference as additional insured as follows and copies be provided to Coquille Watershed Association and mailed to the office address.



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Exhibit D: SPILL CONTAINMENT PLAN

General Requirements

1. This **SPILL CONTAINMENT PLAN** is to be used for the duration of the contract. As a minimum, each o spill kit will consist of the following items:
 - A. Absorbent pads
 - B. 10-36" W x 60"H Polyethylene Disposal Bags
 - C. Several pairs of nitrile gloves (PVC and Latex) and safety eyewear.
 - D. Shovel, broom and dustpan
 - E. Heavy-duty detergent
 - F. Two 22 Liter containers of water

2. Priorities during an incident will be:
 - A. Protection of employee and public health and safety.
 - B. Protection of natural and environmental resources.
 - C. Compliance with state and federal regulations.

Project Emergency Response Procedures

If a spill or release occurs, the contractor will take immediate action to accomplish the following steps:

- A. Protect employee and public health and safety. If the spill occurs near on in waterway, immediately stop application method and take instant to stop the flow of the product being released.
- B. Other personnel will begin placing absorbent pads in the most effective place(s) downstream from the spill. If the spill occurs out of the waterway, take action to prevent the spilled material from reaching the waterway.
- C. Dike or berm around the spill and use absorbent pads to contain and mop the spill as needed. Reasonable care must be taken to prevent excessive damage to the environment by spill containment measures.
- D. Disposal of herbicide disposal must be in accordance with applicable Federal, state and local regulations and procedures.

The contractor will contact the Coquille Watershed Association 541-396-2541 as soon as practical. The report will need the following information:

- A. Location by site name provided on the project site map.
- B. Medical assistance required.
- C. If none, so state. Brief description of the spill:
- D. Quantity, type of material.
- E. Requester immediately contacts the HAZMAT Coordinator.
- F. Other information that may be critical.

DIRECTIONS FOR USE OF SPILL CONTAINMENT KIT

1. Follow the instructions of on the SDS or contact the manufacturer.
2. Place absorbent pads at over collection points to help pick up spilled material.
3. Sweep up any absorbent materials and other contaminated items.
4. If spill is on concrete or asphalt rinse spill area three times with clean water.
5. Dispose of all chemical materials in accordance with label guidelines.

Reviewed by Contractor: _____ Date: _____

And

Reviewed by "Key Person" _____ Date: _____

**To be returned to CoqWA with signed contract or agreement after award of bid. **