ATTACHMENT 1
**BID SUBMITTAL FORM**

**BID SUBMITTAL FORM**

**PART 1 – COVER SHEET**

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| **MWMC Project:** | P80083 – Biocycle Farm MU3 Harvest | **Services Requested:** | Logging and wood products marketing |
| **AGENCY'S CONTACT INFORMATION** |
| Name: | Todd Miller | Phone: | 541-736-7137 |
| Fax: | 541-726-2309 | Email: | tmiller@springfield-or.gov |

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| **BID SUBMITTAL AND BID VIEWING ADDRESS:** | **PROJECT LOCATION:** | **BID OPENING LOCATION:** |
| http://www.mwmcpartners.org/capital-improvements/invitation-to-bid/ | MWMC Biosolids Management FacilityBiocycle Farm29689 Awbrey LaneEugene, Oregon 97402 | See the Invitation to Bid web page for updated information on the URL for viewing the virtual bid opening via Zoom or similar platform. |
| **Invitation to Bid Announcement Date:** | **Bid Closing Date & Time:** | **Bid Opening Date & Time:** |
| March 15, 2021 | April 16, 2021 12:00 pm | April 16, 2021 3:30 pm |

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| **BIDDER INFORMATION** |
| Business Name: |       |
| Address: |       |
| City: |       | State: |       | ZIP: |       |
| Telephone Number: |       | Website: |       |
| Primary Contact Name: |       | Title: |       |
| E-Mail Address: |       |
| Name of Signing Principal: |       | Signature: |       |
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| --- | --- | --- |
| Resident Bidder Status  | [ ]  Resident Bidder | [ ]  Non-Resident Bidder |
| (must check one)If non-resident, state relationship to doing business in Oregon: |       |

**BID FORMAT**

Any statement in this document that contains the word **“will”,** **“must”** or **“shall”** means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent will cause the bid to be rejected.

**TYPE OF CONTRACT**

This is a Goods & Services contract under the MWMC’s procurement rules for competitive sealed bidding per OAR 137-047 and ORS 279B.055. The contract will be awarded on a fixed unit cost basis on an agreed not-to-exceed value (NTE Value) for the total contract.

**COST**

Bidder shall include full and complete costs to provide services on a per unit basis (e.g. per acre or per BDT). The Bid Sheet (Part 2) provides the MWMC’s estimated quantities for calculation of extended amounts (subtotals). Invoiced costs will be calculated on the basis of units processed in the invoice period, including revenues from market sales.

**SCOPE**

Bidders are required to bid on Bid Items 1 through 3A, as well as alternate Bid Items 3B and 3C. Bidders may bid on optional Bid Items 4 through 7 but doing so is NOT required for bids to be deemed acceptable. **The MWMC will award the contract based on the total estimated extended cost for Bid Items 1 through 3A**. The final contract will be based on unit prices as bid. The MWMC, in its discretion, will issue the contract scope of work to complete Bid Items 1 and 2, the preferred alternative for Bid Items 3A, 3B, or 3C, and any optional services, as deemed acceptable, for Bid Items 4 through 7.

**BID ITEMS**

**MANDATORY BID ITEMS**

**Bid Item 1: Poplar Harvest**. Full harvest of 118 acres of poplar trees (of which 8.5 acres of storm-damaged trees were previously harvested in 2017) at 222 trees per acre, including mobilization/demobilization, all tree felling, processing, and stockpiling, debris removal and mulching, and site restoration of harvest-impacted areas. Processing includes optimum production of logs and chips for market sales and grinding of residual material into hog fuel. At the direction of the MWMC, processing will also require identifying and cutting sawlogs to specification for the MWMC’s separate milling contract.

**Bid Item 2: Poplar Sales**. Marketing of harvested and processed logs, chips, and hog fuel (if economically feasible), including all on-site loading, trucking/sales documentation, freight, and revenue accounting. At direction of the MWMC, may include loading and accounting/oversight of sawlogs for the MWMC’s separate milling contract. Bid Item 2 comprises three bid factors:

* 2A: Log sales
* 2B: Chip sales
* 2C: Hog fuel sales

**Bid Item 3A: Stump Removal.** Removal and processing of stumps (for potential on-site mulch use, biochar production, or other use) across 118 acres of harvested area at approximately 222 stumps per acre. Includes any additional final site grading and cleanup as impacted by stump management.

**MANDATORY ALTERNATE BID ITEMS**

The following bid items (Bid Items 3B and 3C) are Bid Item 3 alternates. Treatment of stumps will be by the preferred bid method selected by the MWMC: removal, destroyed in place, or left in place.

**Bid Item 3B: Stump Preparation**. Preparation of stumps for herbicide treatment or grow-out of poplar stock across 118 acres of harvested area at approximately 222 stumps per acre.

**Bid Item 3C: Stump Grinding**. Destruction in place of stumps across 118 acres of harvested area at approximately 222 stumps per acre.

**OPTIONAL BID ITEMS**

The following bid items (Bid Items 4 through 7) are optional. Depending on selected contractor’s ability to provide the requested services and the cost of those services, the MWMC may include these optional items in the harvest contract.

**Bid Item 4: Field Preparation**. Final raking, tilling, and ripping of MU3 to prepare tree rows for planting at the completion of harvest activities.

**Bid Item 5: Row Mulching**. Spreading of hog fuel down tree planting rows to serve as mulch for new tree plantings.

**Bid Item 6: Local Hog Fuel/Biochar Trucking**. Trucking of hog fuel or biochar from the Biocycle Farm to local users identified by the MWMC.

**Bid Item 7: Local Log Trucking**. Trucking of logs to the MWMC’s milling contractor or other identified local users.

**SCHEDULE AND DELIVERY:**

The MWMC intends to authorize contracts(s) for the scopes of work at the May 14, 2021 MWMC meeting and subsequently execute contract(s) and issue notice(s)-to-proceed no later than June 11, 2021. Submittal of approvable harvest plans for Bid Item 1 and Bid Item 2 shall be in place prior to on-site logging operations. Substantial completion of poplar harvest scopes shall occur by August 31, 2021 and all market sales and any remaining stump treatment and field services by September 15, 2021.

**BIDDER QUALIFICATIONS AND RESPONSIBILITY**

Bids must meet or exceed all defined specifications in the ITB. Bids must meet all terms and conditions of the ITB and the laws of the State of Oregon. Bidder must complete and submit the following information or statements. Any exceptions to, or explanations of, the ability to meet these requirements must be stated on the following page.

[ ]  Resident bidder status (check box in Part 1)

[ ]  Bid Sheet (Bidder’s table of costs in Part 2)

[ ]  Statement of Qualifications (Part 3)

[ ]  List of References (Part 3)

[ ]  Performance Bond surety affirmation (Part 4)

[ ]  Insurance coverage requirements (Part 4)

[ ]  Certification of Non-Discrimination (Part 5)

Bidder’s explanations or exceptions (optional). Should Bidder contend that Bidder should be deemed qualified to provide the requested services but needs further explanation of information provided or finds exception(s) to the ITB, Bidder shall state so here. Include any alternate insurance, bonding, experience, or other capacities the Bidder believes demonstrates qualifications to perform the work per MWMC needs.

**PART 2 – BID SHEET**

**INSTRUCTIONS:** Bidders must complete the bid tables per the instructions in Section IV. B. Enter values for both unit prices (bid price) and estimated total cost per the bid sheet quantities and multipliers. Your bid will be evaluated on the total estimated cost of all estimated costs and revenues – you must enter that total per the instructions on the bid sheet (Bid Item 1 less Bid Item 2 plus Bid Item 3).

*IMPORTANT: The bid tables are embedded Excel worksheets that can be double-clicked to open and fill in. Alternatively, this Part 2 to the Bid may be submitted as a separately prepared Bid Sheet by downloading the Excel spreadsheet from the MWMC Invitation to Bid page and completing the tables presented on the three worksheet tabs in the Excel file. Additionally, Bidders may print and hand fill this Bid Sheet – please scan and submit as part of the PDF bid submittal package with the rest of the Bid Submittal Form.*

**Table 1: Primary Bid Items - these items are REQUIRED services as part of the bid package; these items WILL be used for selection of the winning bid.**



**Table 2. Bid Alternates - these items are REQUIRED services as part of the bid package; these items will NOT be used for winning bid selection, but may be requested services by the MWMC under the awarded contract.**

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**Table 3. Optional Bid Items - these items NOT considered in total Bid award; bidding on these items is NOT required.**

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**PART 3 – STATEMENT OF QUALIFICATIONS**

**BACKGROUND**

Briefly state Bidder’s background/experience with the type of work required. Bidder should demonstrate at least 3 years of experience for each type of work.

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| **BID ITEM(TYPE OF WORK)** | **EXPERIENCE** |
| Bid Item 1 (tree harvesting) |       |
| Bid Item 2 (wood products marketing) |       |
| Bid Item 3 (stump treatment) |       |

**RELEVANT EXPERIENCE**

Provide a brief list of the most relevant similar projects completed within the last 5 years.

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| **Project Description, Location, and Timeframe** |
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**PART 3 – STATEMENT OF QUALIFICATIONS - continued**

**PROJECT READINESS**

List key personnel who will directly oversee the project and key subcontractors who will provide more than 5% of the work on the project. Briefly state roles of personnel/subcontractors to demonstrate Bidder qualifications and readiness to proceed.

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| **Name (personnel or subcontractor)** | **Project Role** |
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**REFERENCES**

Provide contact information for 3 to 5 references who can confirm Bidder’s performance on similar projects within the past 5 years.

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| **1** | Project | Client/Name | Address |
|       |       |       |
| Contact Name | Phone | Email |
|       |       |       |
| **2** | Project | Client/Name | Address |
|       |       |       |
| Contact Name | Phone | Email |
|       |       |       |
| **3** | Project | Client/Name | Address |
|       |       |       |
| Contact Name | Phone | Email |
|       |       |       |
| **4** | Project | Client/Name | Address |
|       |       |       |
| Contact Name | Phone | Email |
|       |       |       |
| **5** | Project | Client/Name | Address |
|       |       |       |
| Contact Name | Phone | Email |
|       |       |       |

**PART 4 – FINANCIAL INTEGRITY**

Financial integrity shall be based on the job performance capabilities demonstrated in Part 3 and on the information provided below.

[ ]  Affirmation of Bonding Capacity. Bidder affirms that Bidder is capable of carrying performance and payment bonds adequate to cover the full value of the project as bid.

[ ]  Affirmation of Insurance Coverage. Bidder affirms that Bidder has, or shall have prior to commencement of work, insurance coverage in place that meets, at minimum, the requirements set forth in the ITB.

Identify and list any claims, lawsuits, or judgments against or pending with the proposing organization(s):

**PART 5 – STATUTORY COMPLIANCE**

The following affirmations are required by MWMC per Oregon statutes.

[ ]  Bidder has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract

[ ]  Bidder is not listed on the Oregon Bureau of Labor and Industries (BOLI) list of persons having violated prevailing wage rate laws. If Bidder is from a state other than Oregon then Bidder is not be listed on that state’s list of persons having violated prevailing wage laws. Bidder is not in violation of any tax laws.