



Request for Proposals:

Tree Orders for 2024 Delivery

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue, Annapolis, MD 21403
Contact: Cassandra Barkley

ISSUE DATE: November 13, 2023

SUMMARY OF NEED:

The Chesapeake Bay Foundation seeks proposals for tree suppliers for the 2024 planting seasons.

THE PROJECT:

The Chesapeake Bay Foundation seeks responsible bids on up to 44,000 total trees and shrubs for use in our spring and fall 2024 projects.

Vendor prices to be held through the duration of the project period. Vendors must provide goods and services in compliance with all applicable state and federal environmental and employment laws and regulations.

Pricing of supplies and expected size of stock upon delivery in spring 2024, and fall 2024, must be entered in the attached Pricing Proposal spreadsheet as part of each vendor's bid.

All supply vendors may have the option for an annual contract renewal, through 2025. Specifications, delivery dates and amounts subject to change.

CBF planting projects may include Federal, State, and Private grant awards subjecting selected vendor(s) to all applicable State and Federal laws and regulations imposed on individuals and organizations receiving State/Federal Funds, including but not limited to Equal Opportunity Employment, the Americans with Disabilities Act and Drug-Free workplace requirements, Clean Air Act (42 U.S.C. 7401- 7671q.), the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), Debarment and Suspension (Executive Orders 12549 and 12689), Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), (43 P.S. § 165-14) and/or the Davis-Bacon Act (40 U.S.C. 3141-

3148) in the Code of Federal Regulations (CFR). Contractors may also need to adhere to any applicable provisions within the PA Prevailing Wage Act (P.L. 987) and cooperation with the Office of the State Inspector General’s Contractor Integrity Provisions

SCOPE OF WORK:

CBF anticipates delivery of up to 11,000 combined trees and shrubs March-May 2024 and up to 33,000 combined trees and shrubs in Sep-Nov 2024.

Tree Specifications

Selected vendor(s) will ensure trees and shrubs from the list below are available for planting projects March 20 – Nov 22, 2024 according to the following specifications:

1. Combination of live stake and seedling size stock in Fall and Spring 2023
2. Average size between 12 – 36 inches in length
3. All trees and shrubs should be healthy and packaged according to industry standard that will ensure their survival for 2-3 weeks.
4. All seedling-grown nursery stock shall be healthy, vigorous, well rooted, and established in the container in which it is growing. Container-grown nursery stock shall have a well-established root system reaching the sides of the container to maintain a firm ball when the container is removed but shall not have excessive root growth encircling the inside of the container.
5. Livestakes should be 18" - 24" in length and 1/2" - 1" diameter, cut at an angle or point on the basal end, and packaged so they are moist.

Tree Species
Black Willow (Salix Nigra) Sandbar Willow (Salix Exigua)
Shrub Species
Arrowwood (Viburnum Dentatum) Black Elderberry (Sambucus Nigra) Black Chokeberry (Aronia Melanocarpa) Buttonbush (Cephalanthus Occidentalis) Pussy Willow (Salix Discolor) Red-Osier Dogwood (Cornus Stolonifera) Red-Osier Dogwood (Cornus Stolonifera) Silky Dogwood (Cornus Amomum)

Silky Willow (Salix Sericea) Spicebush (Lindera Benzoin)

Delivery

Vendors will provide delivery service of trees and supplies to project address and/or staging areas throughout Pennsylvania, and to Duncannon, PA warehouse and Marietta, PA warehouse, during designated delivery request time. To provide a fair comparison, delivery rates should be provided in bid response form below listing per mile fee. Staff time, vehicle rentals, insurance, etc should be built into per mile fee. If vendor cannot provide delivery service, vendor should provide referrals to delivery service with which they have established business.

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Cassandra Barkley no later than 5:00pm on November 22, 2023.

It is the intent of CBF to make a selection no later than November 30, 2023. We will notify you once a decision for award of bid is made.

PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS:

CBF requests that your proposal be delivered electronically to CBF staff member Cassandra Barkley cbarkley@cbf.org no later than 5:00pm on Friday November 22, 2023. Please complete and submit the following:

1. Bid Response Form below.
2. Pricing Proposal (entered into form attached)
3. Certificate of Insurance (COI)
4. Workers Compensation
5. Current Balance Sheet OR Audited Financial Statement
6. W-9 Form
7. Plant Merchant Certification from the PA Department of Agriculture
8. Spotted Lanternfly Permit from the PA Department of Agriculture

If you cannot provide these items, please contact Cassandra Barkley by November 22, 2023 and provide written documentation explaining why this information cannot be provided. If written documentation is not submitted by November 22, 2023, and bid is submitted without items 1-6 the bid will be rejected.

MINORITY PARTICIPATION:

CBF is open to working with all types and sizes of businesses to ensure mutual success. CBF actively encourages proposals from Small, Women, Veteran, Minority Owned (SWAM) and/or B Corp businesses and Non-Profit entities. Please note if you are a Small, Women, Women, Minority Owned and/or B Corp Business, Non-Profit Entity and if you are certified by the State/Commonwealth/DC.

BID EVALUATION CRITERIA

All eligible bids will be evaluated on the following categories: Tree Cost; Delivery Per Mile Cost; Relevant Projects Completed; Sustainable Forestry; Seed/Tree Regions; Location Trees Will be Grown/Nursery Location; Variety of Trees that Can be Grown at Facility; Sustainability and/or Conservation Plan; Ability to meet Federal Uniform Guidance Regulations; Current Balance Sheet or Audited Financial Statement Review; Delivery Capabilities, Small, Women, Veteran, Diverse, Non-Profit or Minority Owned, CBF Working Relationship, Past Performance on CBF Contracted goods and Services

FOR FURTHER INFORMATION OR QUESTIONS:

Cassandra Barkley
Cbarkley@cbf.org

BID RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company, physical locations of your company and nursery locations, and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]
2. List and describe three projects completed within the previous five years that are relevant to this project (i.e. large-scale contract growing agreements, working relationships with Chesapeake Bay Foundation and/or existing Keystone 10 Million Trees partners). External project contact name and phone number or email address must be included. Attach additional information as appropriate.
3. Name the region from which seeds will be sourced and the location at which the trees

will be grown. Please note any instance in which the trees would be grown or moved to another area during the contract period. Please describe how your company verifies tree species to avoid hybrids/invasive.

4. Include 1 paragraph describing sustainability and/or conservation business plan and growing practices, and how the plan and practices are measured and executed.

5. Describe your company's financial management system, specifically addressing internal control requirements including, but not limited to cash receipts, cash disbursements, indirect costs, procurement, labor costs and interest earned on contract funds from State or Federal sources.

6. List below if delivery service of trees and supplies to project address and/or staging areas throughout Pennsylvania, and to Duncannon, PA and Marietta warehouses during designated delivery request time is offered. To provide a fair comparison, delivery rates should be provided below listing per mile fee. Staff time, vehicle rentals, insurance, etc should be built into per mile fee.

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate. The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have

agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)