



**CHESAPEAKE BAY FOUNDATION**  
*Saving a National Treasure*

**Request for Proposals:  
Tree Orders for 2021 Delivery  
6/5/2020 Questions & Answers**

**Q:** Can I bid on trees, supplies, stakes separately or must I bid on them together?

**A:** You can bid on any of them separately or all together.

**Q:** Will a bid criteria form be sent out?

**A:** A bid criteria form will be sent out to those who have joined our pre-bid meeting; it will be provided prior to the RFP closing date.

**Q:** Will you be conducting plant inspections both at the nurseries during the growing season and on job sites at time of delivery?

**A:** Nursery inspections are not required as part of this RFP. We may ask to do an inspection and if we do so, you will be given reasonable advance notice of our visit. We may also inspect product at delivery sites.

**Q:** Is there an option for our partners to pick their plants up at the nursery?

**A:** Absolutely, please specify this as an option on RFP under delivery section.

**Q:** Can I bid on both plants and shelters/stakes?

**A:** Yes

**Q:** Will details of all bid results be made public?

**A:** No, however, each submission will receive their bid score and have an opportunity to meet/call with us to discuss the score.

**Q:** If I submitted a bid in the past, do I have to submit the entire bid package again?

**A:** Yes, as information changes annually.

**Q:** Will only one tree or shelter supplier be considered?

**A:** Historically we have only selected one supplier for shelters and stakes, but that will not be determined until bid scoring and awards are determined.

**Q:** What if my company does not have a financial statement?

**A:** You may answer the following questions:

1. Did you make a profit in each of your last 3 fiscal years?
2. How many months of operating cash do you currently have on hand?
3. Have you had to take out any loans to maintain your operations during the last 12 months?
4. Did you apply for the PPP loan program? Were you denied or accepted?
5. What is your expense to revenue ratio?

**Q:** If our nursery is out of state, do we have to obtain a nursery certificate from the Pennsylvania Department of Agriculture?

**A:** No, but you will need to submit certification from your states. Bidders should check with the PA Department of Ag to ensure their state certificate is sufficient to distribute trees and supplies in PA.

**Q:** Is a Spotted Lanternfly permit required?

**A:** Yes, due to their spread across our core planting region, we want to ensure that all growers know what to look out for during deliveries as they are a hitchhiking species. Training is free through the Penn State Extension- <https://extension.psu.edu/spotted-lanternfly-permit-training>. Your state may also offer its own permit training/certification.

**Q:** Will you provide the breakdown of species that you need for projects or enter our anticipated inventory?

**A:** Please enter your anticipated inventory. We supply our partners with what you offer!