



**Request for Proposals:  
Forward Contract 500,000 trees for 2022 Delivery**

**6/5/2020 Questions and Answers**

**Q:** What will the payment schedule be for the contract grow?

**A:** As per the Forward Contract "Schedule": All payments will be made net 45 days from vendor invoice submission: 30% payment – upon agreement execution, 30% payment upon successful site evaluation of stock (August 2021), 40% final payment upon CBF acceptance of final delivery.

**Q:** What will the delivery schedule be?

**A:** As per the Forward Contract, deliveries must be made according to the following Schedule: March-May 2022 (Spring) & Sept-Nov 2022 (Fall)

**Q:** What provision will there be to remedy delays in delivery?

**A:** Any fees that will be charged for delays, on the vendors' end, should be identified in your **bid** and can be negotiated to be included in the final contract should you be awarded.

**Q:** Are there any provenance restrictions?

**A:** No restrictions, but higher **scores** will be given for PA provenance seeds. Please refer to the Bid Criteria Score sheet once it is made public.

**Q:** Are there any mid-season inspections.? Some of our stock is out of state.

**A:** The date of inspections is not currently determined. **CBF** will provide reasonable advance notice prior to inspection visits as per the "Scope of Work" description: Awarded vendor(s) must provide a stock report twice annually, July 1st and Jan 1st, to include current height/diameter of trees, inventory of species ordered vs. survived, any indication of disease/fungus/species loss and photos of trees (Forward Contract Plant Health Report spreadsheet). Report must indicate any crop failures. One of the reports can be waived in lieu of in-person inspection by representative of CBF which coincides with the stock report dates. CBF will provide reasonable advance notice prior to visit.

**Q:** What size trucks can I submit delivery info for?

**A:** Please provide quotes for a 26' box truck and a 16' box truck for a full load and a half load. If you do not have either of these in your vehicle fleet, please let us know.

**Q:** Will CBF use multiple growers?



## CHESAPEAKE BAY FOUNDATION

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**A:** We intend to select multiple growers for the forward contract based on the scoring from the Bid Criteria Score sheet.

**Q:** Can plants be grown from cuttings, bare root seedlings, etc.?

**A:** Yes, but we would like to know the origin/provenance of the tree.

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

**A:** Instead of providing a financial statement, 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.