



Request for Proposals: Fall 2026 and Spring 2027 native trees and shrubs

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue
Annapolis, MD 21403
Contact: Ashley E. Spotts

ISSUE DATE: August 3, 2026

SUMMARY OF NEED:

5,200 containerized seedlings and 150 large potted stock (1-3 gallon) for the Fall 2026 delivery
3,000 containerized seedlings for Spring 2027 delivery.
Delivery location in Lancaster, Pennsylvania.

THE PROJECT:

The Chesapeake Bay Foundation is requesting a proposal for potted stock and containerized seedlings for planting new acres of forested riparian buffers throughout central Pennsylvania. We plant native trees and shrubs to help offset mortality, increase diversity, and wildlife habitat in existing forested riparian buffers. We are working with private landowners, NGOs, and other entities for new acreage.

SCOPE OF WORK:

- Tree and shrub seedlings age and container– Minimum 2-year SP5 container grown plant or equivalent. Alternative container bids must be marked accordingly.
- Tree and shrub seedling condition- All container 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.
- 150 - Large potted stock (trees and shrubs) - container size- 1-3 gallon (6 ½" to 11" diameter) for delivery Fall 2026.
- 5,200 containerized seedlings- for delivery Fall 2026.
- 3,000 containerized seedlings– for delivery Spring 2027.
- Delivery of the seedlings and large potted stock to a site in Lancaster County, Pennsylvania

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Ashley Spotts no later than 5:00 pm on August 19, 2026.

It is the intent of CBF to make a selection no later than August 24, 2026. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project by October 16, 2026 for fall trees and April 9, 2027, for spring trees.

MINIMUM REQUIREMENTS:

At a minimum, you must be able to provide the following: **see information listed under scope of work.**

FOR FURTHER INFORMATION OR QUESTIONS:

Ashley E. Spotts
Aspotts@cbf.org
717-314-3297

BID RESPONSE FORM:

Please complete the following information for your response:

1. The name and full contact information of your company 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. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:
4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.
5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if

applicable), typical direct out of pocket costs such as travel reimbursement, copies, mailings etc...., and any other anticipated expenses that you foresee: (change this description if it is for equipment, software, or supplies)

6. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.]

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)