



Request for Proposal: Community Chipping Program Services

February 20, 2023

Issued by:

Grand County Wildfire Council (GCWC)
60500 US Highway 40, PO Box 338
Granby, CO 80446
bewildfireready@gmail.com

Critical Dates:

- **Proposals Submission Deadline:** March 9, 2023 at 4:00pm
- **Contract Award & Signing:** target March 30, 2023

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Project Title: 2023 GCWC Community Chipping Program Services

How to Submit a Proposal: Please use the attached “**Contractor Proposal Application Form.**” Please feel free to attach any supporting documents to your application. Please submit a paper copy OR an electronic copy of your proposal by March 9th, 2023 at 4:00pm. If you plan to mail it, make sure that you put it in the mail early enough so that it arrives by the deadline date and time. The mailing address and physical delivery address is located on the cover of this RFP. You may submit electronic copies of your proposal via email to GCWC – Mitigation Work Group via email at bewildfireready@gmail.com.

Project Summary:

Goals & Objectives:

- Reduce wildland fire risk in communities throughout Grand County.
- Educate and assist landowners with hazardous fuels reduction efforts, especially within the “home ignition zone,” by providing residents with a temporary deposit site for slash and chipping service.
- Convert moderate to light fuels into usable chipped product and deliver to end user.
- Track landowner participation by parcel and volume of biomass chipped

Landowners and renters in Grand County will be eligible for the program provided that they:

- Have a home or other structure on their property (this program is not for commercial or forest thinning projects), or their property closely adjoins a property with a home or structure on it.

Location: This program provides temporary chipping services at five locations on Saturdays during summer (May – Sept)*: Kremmling, Grand Lake, East Grand Fire Headquarters (WP), HSSP/Parshall, Grand Fire Headquarters Station in Granby. **locations & dates to be determined based on site availability*

Contract Value: The value of the contract resulting from this RFP will be fixed and agreed upon at time of contract. GCWC guarantees five (5) days of collections and chipping per year, but an unknown amount of work at each site including setup and cleanup. At the discretion of GCWC, based on program demand, funding availability and Contractor availability, the contract may be amended annually to change the contract length. In addition, the GCWC may elect to award multiple contracts to multiple contractors.

Scope of Work: The selected contractor will provide chipping and hauling services utilizing a mobile, tow-behind wood chipper) and truck at pre-established sites, with one day of chipping at each site. Dates to be finalized with selected Contractor and site owners, but shall be Saturdays. The contractor will supply a crew consisting of a minimum of three (3) persons, a powered wood chipper, chip hauling truck, skid steer with forks or grapples, transportation, chainsaw, and any other equipment deemed necessary to satisfactorily provide the services. The following is a list of expectations, roles and responsibilities related to this program:

- **Community Outreach & Program Promotion:** GCWC will be responsible for all community outreach and program promotion. GCWC will work with community leaders to schedule sites and promote the chipping program.
- **Materials Guidelines:** Guidelines for program participants on what materials will and will not be chipped will be available on the GCWC website at www.bewildfireready.org and at each site.
- **Chipping:** The chipping crew will be expected to chip all wood product that are within the guidelines and brought to the collection site during the hours established by contract.
- **Materials Unloading:** Contractor is responsible to assist community members removing slash from trailers or vehicles.
- **Mobilization:** Chipping dates will be determined with the contractor and the contractor will ensure that all mobilization to and from the site will happen in a timely manner, ensuring equipment arrives no sooner than Friday morning, and vacates the property no later than end of business on Tuesday following chipping activities.

- **Work Log:** The chipping crew will be required to maintain a Work Log consisting of estimated volume of chipped material (cubic yards) from each location. This data will be submitted with each invoice submitted by the contractor.
- **Chips:** Chips shall be transported by contractor to potential locations in Grand County to be confirmed with successful bidder. Contractor is requested to propose additional chip reuse options.
- **Work Period:** Work shall only proceed on designated Saturday at each location. GCWC shall arrange for Contractor to stage equipment as early as Friday morning and remove as late as Tuesday at each site.
- **Damages:** The contractor will take steps to prevent any damage to site facilities, paving, adjacent timber, soil, water, or other property.
- **Safety:** Contractor will be responsible for supply of all personal protective equipment (e.g. hard hats, safety goggles, gloves, visibility vests, hearing protection, etc.), first aid kits, and training required for their workers.
- **Traffic:** Contractor will be responsible for safe vehicle movements, including signage, in slash drop-off areas and near any operating equipment.
- **Trash:** No trash or litter will be left on work sites or public right-of-ways.
- **Fire extinguisher:** Each site must have a properly serviced Class A, 10 pound fire extinguisher. All vehicles and motorized equipment must utilize effective manufacturer-certified spark arresters and muffler systems.

Request for Proposal: The Grand County Wildfire Council will make the contract(s) award decision based on commercial quotations (bids) and qualifications. A complete Proposal form must be completed and submitted to the Grand County Wildfire Council to be considered for contract award. You are welcome to attach additional supporting documents, photographs or other information to this form.

- **Daily / Hourly Rate for Chipping Services:** Total rate for an eight (8) hour day, plus hourly rate for any overage required to complete chipping woody debris at designated sites.
- **Mobilization / De-mobilization:** The time necessary to travel from start of business headquarters to the chipping site plus the time necessary to travel from the chipping site back to business headquarters will NOT be counted towards the Hourly Rate for Chipping Services. Mobilization costs should be included in the hourly rates for site work.
- **Equipment:** Type of equipment that the contractor has available to meet the scope of work as described in this RFP. Please be specific regarding year, make, model and specifications of the equipment that you would likely be using in the execution of this contract, including backup options.
- **Qualifications:** Experience with chipping slash, disposal of chips, and ability to meet the project schedule.
- **Subcontracting:** All subcontractors must be listed on the bidder application form and must be approved by GCWC in writing.
- **Professional references:** Shall be provided for past similar projects or work.
- **Proof of insurance** or statement of ability to purchase required insurance, with respect to Insurance Requirements.
- **Safety:** submit last 2 years of contractor's OSHA 300 or equivalent safety logs

Changes to the RFP: GCWC reserves the right to make such changes in the RFP as it may deem appropriate. Any and all changes in the RFP will be by written addendum issued by GCWC and published on the GCWC website. GCWC will attempt to email changes to those Contractors that notify us of intent to bid. All potential contractors must check the website to keep abreast of potential changes, as no other notice will be provided.

Any potential contractor may request a change in any part of the RFP. Any such request shall:

- Be in writing;
- Identify the particular portion of the RFP affected;
- Include the specific language requested to affect such change; and

- Contain a statement of justification which establishes advantages to GCWC in making the change.

Any requested changes or inquiries should be submitted as early as possible. GCWC may not consider requests submitted less than six (6) business days prior to the proposal due date. GCWC will evaluate any change request so submitted but reserves complete and sole discretion to determine the desirability of any requested change. Any change desired by GCWC will be the subject of an addendum and will be published on the GCWC website.

Evaluation Criteria: The criteria that will be used to evaluate each proposal include, but is not limited to, the following:

- Ability to meet requirements of this RFP and contract.
- Daily/Hourly rate for chipping services (including travel time) within each Chipping Service Site.
- Availability for working in all Grand County chipping service sites.
- Business headquarters physical location.
- Capable equipment and personnel to meet project scope and deliverables.
- Qualifications and experience with running a tow-behind chipper and truck.
- Ability to correspond via email.
- Ability to meet project schedule.
- Low safety incident rates.
- References and past record of residential chipping services success.

The proposals will be evaluated by GCWC Board and Mitigation Subcommittee. GCWC reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals. GCWC reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of GCWC.

Qualifications: Furnish a summary of your experience on similar projects and be prepared to provide examples. Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for GCWC to consider in terms of any efficiencies, issues, processes, or products.

Awarding of Contract: This is a qualification and cost-based selection process. GCWC will determine the highest-ranked respondent and will then draft a contract that includes price for deliverables, as well as other final contract terms that are acceptable to both parties. If the draft contract does not result in mutually acceptable contract terms, GCWC reserves the right to reject the proposal and repeat the process with the next highest ranked respondent, and so on, until mutually acceptable contract terms are achieved. GCWC reserves the right to award multiple contracts under this program.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

Subcontracting: This agreement or any interest therein, may not be assigned without prior, written consent of the Contract Administrator.

Incurring Costs: GCWC is not liable for any costs incurred by contractors who have submitted proposals prior to issuance of a signed contract.

Acceptance of Proposal Content: The contents from the proposal submitted by the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

Contract Compensation: Funding for this project is being provided to GCWC from various local, state and federal grant agreements. Invoice schedule will be arranged by agreement between the GCWC and the contractor. All invoices for contracted labor will be honored provided that they meet all of the terms of the contract.

Potential Program Renewal/Extension: Chipping for the GCWC 2023 Community Chipping Program is anticipated to begin in May 2023, and is expected to be completed in September 2023. The Grand County Wildfire Council reserves the right to continue the program with the awarded contractor beyond 2023 for 2 additional years at agreed rates, pending community support and future funding.

Grand County Wildfire Council's Rights and Obligations: Contractor assumes all risk connected with work to be performed. Contractor also accepts all responsibility for the condition of all equipment used in the performance of this contract. GCWC assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP. All of such costs shall be borne solely by each respondent and its team members.

GCWC retains the right upon its sole discretion to:

- Cancel, withdraw, postpone, or extend this RFP in whole or in part at any time prior to the execution of a contract without incurring any obligations or liabilities.
- Issue a new RFP.
- Reject any and all proposals received at any time, even after contractor selection if a "fair and reasonable" price for deliverables cannot be negotiated.
- Modify dates projected in this RFP.
- Waive minor irregularities, errors, and omissions in received proposals.
- Correspond or meet with respondents to seek clarification or improved understanding of their responses to the RFP.
- Seek data that has the potential to improve understanding and evaluation of responses to the RFP.

For Further Information: If you have questions regarding this RFP or the project in general, please contact GCWC – Mitigation Work Group via email at bewildfireready@gmail.com .

APPENDIX A: Insurance Requirements

Prior to engaging in Community Chipping Services Program, the contractor(s) must furnish evidence of insurance in the form of a Certificate of Insurance satisfactory to the GCWC, executed by a duly authorized representative of each insurer showing compliance with the insurance requirements set forth below. The Certificate of Insurance must reference the Grand County Wildfire Council as additional insured. The contractor(s) must provide proof of coverage before implementing the Contract.

The Certificate(s) of Insurance must provide forty-five (45) days written notice to GCWC before the cancellation, non-renewal, or material change of any insurance coverage included therein. Notices must be sent to the Grand County Wildfire Council, PO Box 338, Granby, CO 80446. Digital file(s) will be accepted and should be emailed to bewildfireready@gmail.com.

Additional Requirements:

- 1) All insurance policies **must** name Grand County Wildfire Council as an additional insured.
- 2) All insurance policies **must** name the property owner of the chipping site as an additional insured.
- 3) All insurance policies must include Other Insurance provisions that state contractor's policy provides primary insurance coverage.
- 4) All insurance policies must provide liability coverage on an **occurrence** basis unless otherwise specified in the Contract.
- 5) Policies must be issued by an insurer admitted and licensed by the Colorado Division of Insurance (DOI) to do business in the State of Colorado.

Minimum Coverage Requirements:

The Minimum Coverage Requirements set forth the *minimum* limits of insurance the contractor(s) may purchase to enter a contract with GCWC. These limits may not be sufficient to cover all liability losses and related claim settlement expenses. Purchase of these minimum limits of coverage does not relieve the contractor from liability for losses and settlement expenses greater than these amounts.

During the term of the Contract, contractor(s) must purchase and maintain the insurance coverages and limits specified below:

- A. Commercial General Liability (CGL) Insurance:** Contractor(s) must purchase and maintain CGL covering liability arising from premises, operations, independent contractors, fire damage, personal injury, products-completed operations, and liability assumed under an insured contract. Such insurance must be provided on an occurrence basis. Insurance must include liability coverage with limits not less than those specified below:

<u>Description</u>	<u>Dollar Amount</u>
General Aggregate Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Any one fire	\$100,000

- B. Motor Vehicle Liability:** If activities pursuant to this Agreement involve the use of vehicles, the contractor(s) must purchase and maintain Motor Vehicle Liability Insurance. Such insurance must be provided on an occurrence basis. The insurance coverage must include liability coverage with limits not less than those specified below. The contractor is responsible for any deductible.

<u>Description</u>	<u>Dollar Amount</u>
Bodily Injury Per Person	\$100,000
Each Accident	\$300,000
Property Damage	\$100,000

- C. Workers' Compensation Insurance and Employer's Liability Insurance:** Contractor(s) must comply at all times with applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations. Such coverage must be afforded for all

employees of the contractor(s), and for all employees of any subcontractor retained by the contractor(s).

- 1) Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such program is mandatory in any jurisdiction.
- 2) Purchase of workers' compensation and occupational disease insurance, to the extent such coverage is not provided under a mandatory government program such as described above.
- 3) Maintenance of a legally permitted and governmentally approved program of self-insurance. Contractor(s) must purchase and maintain Employer's Liability or "Stop Gap" Insurance to include liability coverage with limits not less than those specified below. Insurance must include liability coverage with limits not less than those specified below:

Each Employee		Policy Limit	
<u>Description</u>	<u>By Accident</u>	<u>By Disease</u>	<u>By Disease</u>
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000

Except where prohibited by law, workers' compensation coverage shall provide for a waiver of rights of subrogation against GCWC, its directors, officers, and employees. If GCWC incurs fines or is required by law to provide coverage or benefits due to failure by contractor(s), or any subcontractor retained by a contractor, to effect or maintain a program of compliance with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes and regulations, the contractor must indemnify GCWC for all benefits, costs, and fines. Amounts owed to GCWC by the contractor pursuant to any such indemnity may not be deducted for any payments owed by GCWC to the contractor for performance of this Agreement.

PROPOSAL
2023 Grand County Wildfire Council Chipping Program

Please answer the following topics and questions within each section, or on additional pages, to best inform the GCWC of the firm’s qualifications and to aid the GCWC in determining firm selection.

The Applicant hereby certifies that all statements and all answers to questions herein are true and correct. Statements must be complete, accurate, and in the form requested.

CONTRACTOR INFORMATION

Contact Information

Business Name _____

Contact Name _____

Mailing Address _____

Physical Address _____

Phone Numbers _____
(office / mobile)

Email Address(es) _____

BIDDER QUALIFICATIONS, EXPERIENCE & CERTIFICATIONS: Submit a description of the contractor qualifications and experience, including but not limited state licenses and registration, years of experience in Grand County.

SCOPE OF WORK: Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any options or recommendations on improving efficiencies in the process.

SUBCONTRACTOR INFORMATION: Contractors proposing use of Subcontractors shall list them here.

EQUIPMENT: Submit a detailed list of equipment deemed necessary to provide the requested operations. Provide information detailing the size and type of equipment that will be used for this project. In the event equipment becomes mechanically inoperable, describe your ability to maintain the contract service requirements and service area schedule by providing backup equipment. At a minimum include equipment type, size, and quantity.

STAFFING LEVELS: Submit the number of employees deemed necessary to provide the requested operations including all subcontractor staffing. Include your ability to provide additional crew in the event additional resources are required to complete wood pile removal operations in any given week.

RECENT EXAMPLES OF SIMILAR WORK: Submit references, descriptions, photos of work.

REFERENCES: Submit a list at least three (3) references supporting bidder’s capability to successfully fulfill the requested operations. Information gathered from persons listed as references will be treated as letters of reference concerning employment, and will not be disclosed to either the public or other bidders.

Professional Reference - #1

- Name
- Mailing Address
- Physical Address
- Phone Number
- Email Address
- Prior Work Scope

Professional Reference - #2

- Name
- Mailing Address
- Work Location
- Phone Number
- Email Address
- Prior Work Scope

Professional Reference - #3

- Name
- Mailing Address
- Work Location
- Phone Number
- Email Address
- Prior Work Scope

ACKNOWLEDGEMENT

The submittal of this proposal is a duly authorized official act of the bidder and the undersigned officer of bidder is duly authorized and designated to submit this bid to Grand County Wildfire Council this _____ day of _____, 2023.

By Company: _____

Name & Signature of Bidder: _____

Title: _____ Date: _____