Vegetation Management Services
REQUEST FOR PROPOSALS
RELEASE DATE: April 19, 2010

REQUEST FOR PROPOSALS ISSUED BY:

Nez Perce Soil and Water Conservation District
Contact: Brenda Boyer
Email: npswcd@co.nezperce.id.us

LOCATION

Vegetation Management services will be conducted at various locations within Nez Perce and Lewis Counties, Idaho. The main office location is at the NPSWCD office in Culdesac, Idaho.

SCOPE OF WORK

GENERAL DESCRIPTION OF WORK
Coordinates labor including individuals as well as Idaho Department of Corrections work crews. If labor is not available, then work will be performed by the entity receiving this contract. Vegetation management includes weed control at previously planted sites, grass seeding (broadcast), and maintenance of planted vegetation. Vegetation management plans are completed for each site. Site size varies from 0.5 acres to 5 acres. Work includes scalping, hand spraying, weed pulling, weed injecting, tree replacement, removal or adjustment of tree protectors and marking planted vegetation. Documentation of actions completed at each site is required. Documentation includes hand written ledgers, marking locations on maps, and form completion. Project implementation status reports are required as requested by the District’s field staff. Time commitment is approximately 6 weeks. Equipment is available and herbicides will be supplied.

DUTIES AND RESPONSIBILITIES
- Schedule, coordinate, direct labor.
- Read and interpret vegetation management plans.
Perform work identified in management plans including, but not limited to, spot spraying using hand held or back pack equipment, injection of weeds, adjustment and/or removal of tree protectors, scalping around trees to remove weeds, spraying around weeds, and weed eating.

Maintain record document system.

Operate and maintain field equipment.

Ensure all work meets identified quality standards.

Perform duties on schedule and within budget.

STANDARDS OF PERFORMANCE

- Perform work in a logical, orderly, and skillful manner.
- Respect and maintain confidentiality of issues.
- Be adaptable to changes in workload.
- Maintain high level of professionalism.
- Accept work assignments that could require additional training.
- Meet deadlines and cost budgets
- Perform work in a neat and legible manner.

APPLICATION PACKET

Proposals in response to this RFP are not to exceed 10 pages, and should include the following:

- Cover letter expressing you and/or your organization’s interest
- Information about contractor organization, its background and work
- Resume for the person(s) who will be involved in execution of this contract (education/training, certifications, etc.) and their roles
- List of recent similar clients/projects and their contact information, including a description of the finished product and/or results of the work
- A detailed time proposal
- Include three (3) references with telephone and email contact information

APPLICATION SUBMISSION

Proposals must be received before 12:00 p.m. (PST) on April 27, 2010. Applicants mailing their proposals must allow sufficient delivery time to ensure receipt of their proposal at Culdesac, Idaho. Proposals postmarked on the due date but received after the due date will not be considered.

Submit either (1) original proposal in hard copy format via mail, or (1) original proposal in electronic format (preferably pdf format, but Word will be acceptable) via email to:
Brenda Boyer  
Nez Perce Soil and Water Conservation District  
P.O. Box 131  
Culdesac, ID 83524  
Email: NPSWCD@co.nezperce.id.us

Review of proposals is scheduled to take place soon after the closing date. Applicants will be notified of the status of their proposal within one week of the closing date. No phone calls or office drop-ins, please.