

**PROPOSAL REQUEST**  
**Title: Tree Planting Inspection**

May 18, 2022

Dear Potential Supplier,

1. OSU Research Forests seeks proposals for tree planting inspection and related services. Additional details are included in Exhibit A – Sample Contract (attached).
2. OSU has the option to extend the term of the Contract for five (5) additional one (1) year terms based on the current terms and conditions. If OSU opts to renew this Contract for subsequent years, a revised Attachment C will be negotiated to cover all areas for the new contract term.
3. This is a best value procurement, which includes the evaluation of factors in addition to or other than price. OSU may select the supplier who, in OSU's opinion, best meets the description of products/services; qualifications and certifications, as applicable; and price as determined through the evaluation process which may include, but is not limited to: a) Scoring or Ranking; b) Discussions and Revised Proposals; c) Interviews and Demonstrations; d) Site Visits; or e) Negotiations.
4. OSU reserves the right to select a portion or all of the work, or cancel the request, as determined in the best interest of OSU.
5. OSU is not liable for costs incurred by the supplier during this process. Upon completion of this process, information in all proposals will become subject records under the Oregon Public Records Law.
6. Changes to this Proposal Request will be provided in writing from the Proposal Request Contact identified below.
7. Submit proposals by **Monday, June 20, 2022 at 5:00 PM (Pacific Time)** to the Proposal Request Contact below.

Proposal Request Contact:

Name: Carli Morgan  
Title: Reforestation Manager  
Telephone: 541-737-4924  
E-Mail: carli.morgan@oregonstate.edu

**8. Requested Products/Services:**

The supplier will provide timely and thorough communications to OSU Representatives, seedling nurseries, planting contractor, and other contractors involved in the reforestation efforts. Additionally, they will provide accurate, daily record-keeping, as required by OSU. The supplier will coordinate and schedule seedling delivery, storage, and transportation to field sites. The supplier will inspect planted seedlings and seedling tubing for compliance with standards described in the Contract.

## 9. Requested Qualifications / Certifications:

The supplier or their employees shall perform all work under the Contract. OSU does not allow sub-contracting unless approved in writing by OSU and prior to the commencement of any Contract work.

The supplier's representative shall be the lead contact and implementor for communications, coordination, contract administration, record-keeping, and data transmittal. This person is responsible for successful implementation of all activities under the Contract. The supplier's representative shall have a minimum of three years of contract administration experience and three seasons of planting inspection experience. Other persons engaged in planting inspection under this Contract shall have a minimum of two prior seasons of planting inspection experience. Experience must be provided in writing to OSU for all personnel involved in any Contract work and prior to beginning Contract work.

The supplier will use the planting inspection protocol and datasheets developed by OSU.

The supplier must be available to start contract administration and planting inspection tasks when seedlings and planting labor become available. OSU anticipates a pre-operations meeting will occur in September or October of 2022. Communications and coordination with nurseries, seedling transport company, and planting company will start in November. Seedling delivery and cooler storage usually happens in late December or early January. The planting field inspections typically occur in January and February.

## 10. Submittal Documents:

- Work Plan – include the following:
  - Personnel / Employees – full name, education, related planting inspection and contract administration experience, number of years with company, designation as supplier's representative and/or planting inspector, phone number, email
  - Timeline / availability to complete specific work tasks at preferred timelines stated in Contract – see 9. Requested Qualifications / Certifications (above).
  - Equipment – list the devices (and quantity) that you have available for planting inspection (include make and model, if available):
    - GPS
    - Electronic recording device (compatible with Microsoft Excel)
    - Other field tools (planting shovels, distance tapes, etc.)
    - Vehicles
- Reforestation and Planting Inspection Work References – name, company, phone, email, location, and description of work project
- Contract Attachment C – bid prices