

# Habitat Share 2016-2

## Sample Contractor Application

The following information is intended to provide an example of the basic information that is needed to comply with the minimum contractor bid in the Habitat Share 2016-2 program.

Contractor applications and bids are evaluated based on 6 equal criteria which are outlined in full detail in the Habitat Share 2016-2 Request For Proposals. These criteria include:

1. Technical Capability
2. Organizational and Personnel Qualifications
3. Past Performance
4. Liability Insurance
5. Following the RFP Guidelines
6. Price

The six evaluation factors listed will be of equal importance in evaluating all of the bid proposals received.

## Sample Cover Letter

Dave's Tree Clearing, Inc.  
518 Cedar Street  
St. Paul, NE 68873  
308-846-9999  
[dave@gmail.com](mailto:dave@gmail.com)

Pheasants Forever, Inc.  
PO Box 146  
Nelson, NE 68961

August 22, 2016

Re: Habitat Share 2016 Partnership: Management of Wildlife Management Areas in Nebraska

Offeror: Dave's Tree Clearing, Inc.  
518 Cedar Street  
St. Paul, NE 68873

Type of organization: non-tax exempt corporate entity. We are bonded and carry the necessary insurance and permits for these projects.

Dave's Tree Clearing, LLC agrees to comply with all the terms, provisions, and conditions in the Request for Proposal and this bid. We agree to provide all the products/services at the bid price.

Please find included in this application a copy of:

- Technical Proposal
- Business Proposal
- Additional Paperwork

Personnel authorized to negotiate the terms of the bid:

Dave Reynolds, Owner, 308-846-9999, [dave@gmail.com](mailto:dave@gmail.com)  
Carl Schmidt, General Manager, 308-846-8888, [carl@gmail.com](mailto:carl@gmail.com)

Personnel authorized to sign the proposal:

Dave Reynolds, owner, 308-846-9999, [dave@gmail.com](mailto:dave@gmail.com)

We have contacted the NGPC biologist for each project on which we are offering a bid and have personally visited the sites.

These bids are valid for 100 dates from the Request for Proposal closing date.

*Dave Reynolds*

Dave Reynolds  
Owner



## SOLICITATION FOR CONTRACTOR SERVICES - Request for Proposal.

	<b>Submit Proposals To:</b> PHEASANTS FOREVER, INC.	
	c/o Project Manager	PF Inc. Contract Officer:
<b>PF's Authorized Agent:</b>	Kelsi Wehrman	Sarah Marquart
<b>Title:</b>	Habitat Share Partnership	Contract Specialist
<b>Street Address:</b>	PO Box 146	1783 Buerkle Circle
<b>City State Zip:</b>	Nelson, NE 68961	St. Paul, MN 55110
<b>Telephone:</b>	402-621-0744	561-209-4920
<b>Fax:</b>		651-773-5500
<b>E-mail:</b>	kwehrman@pheasantsforever.org	smarquart@pheasantsforever.or

SOLICITATION DETAILS	
<b>Type of Solicitation:</b>	Request for Proposal - Full & Open Competition
<b>Solicitation Opening Date:</b>	8/22/2016
<b>Due Date:</b>	9/7/2016 5 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
<b>Expected Award Notice Date:</b>	9/16/2016
	LATE RESPONSES WILL NOT BE CONSIDERED
	PF requests your quote remain valid for 90 days
<input type="checkbox"/> PF intends to make a single award to one contractor <input checked="" type="checkbox"/> PF intends to make multiple awards to multiple contractors	

PROJECT DETAILS	
<b>Project Name:</b>	Habitat Share 2016-2 Partnership: Management of Wildlife Management Areas in Nebraska
<b>Project Location:</b>	Nebraska
<b>Statement of Work:</b>	See detailed Statement of Work below.
<b>Work cannot start prior to:</b>	Receipt of PF's written Notice of Acceptance
<b>Work completion Date:</b>	4/15/2017 Refer to Amendment A for specific dates related to the practice.

CONTRACTOR'S QUOTE	
<input type="checkbox"/> I am familiar with the local conditions affecting the cost of work. <input type="checkbox"/> I have read and agree to all of the Contract Terms below including the Scope of Work & Services and Standard Compliance Terms Attachment. <input type="checkbox"/> I have completed itemized pricing breakdowns requested in Attachment A. <input type="checkbox"/> I hereby propose to furnish all items required for the completion of the project as described for the price per task noted in Attachment A.	*Multiple projects available in Attachment A. Contractor does not need to bid on all projects.
<b>SIGNATURE:</b>	<b>DATE:</b>
<i>YOUR SUBMISSION OF A SIGNED QUOTE INDICATES YOUR OFFER AND ACCEPTANCE OF ALL TERMS. PF'S WRITTEN NOTICE OF ACCEPTANCE (WHETHER BY US MAIL, FAX OR E-MAIL) WILL FINALIZE THE EXECUTION OF THIS CONTRACT WITHOUT NEED FOR ADDITIONAL ACTION OR SIGNATURE BY EITHER PARTY.</i>	

# Technical Proposal Example

This proposal includes data that shall not be disclosed outside Pheasants Forever, Inc. and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, Pheasants Forever, Inc. shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit Pheasants Forever, Inc. right to use information contained in this data if it is obtained from another source without restriction.

Please provide some general background information about yourself or your company so that we can have an understanding of how long you have been in business, the type of work that you do and other appropriate factors to evaluate your bid.

“Dave’s Tree Clearing, Inc. was formed in 1998 and has a strong history of providing quality service. We focus on customer satisfaction and strive to provide the best service in the region. Since forming, we have expanded the tree clearing business and our owned and operated equipment. Our employees are long-term, full time employees and have been fully trained in the operation of the necessary equipment to complete these projects. We have an extensive history of completing similar projects and are providing a list of references and projects. We primarily work in Howard County and the surrounding counties, but are willing to travel statewide for the projects that we are bidding on.”

## Technical Capabilities

This section should list all of the equipment that you have available and would be using on this job. This list of equipment will be used to evaluate your ability to complete the job. Providing detailed information about the equipment and its capabilities will help evaluate the application.

### “Equipment:

- Skid Steers: Two Bobcat T650 track loaders with Wichita shears and a 50 inch bobcat brand forestry head.
- Skid Loaders: Two skid loaders
- Tractors: two tractors – John Deere 4020 and a John Deere 7730
- No-till Grass Drill: Access to a Truax 10’ no-till grass drill. The drill has 7.5” row spacing, packer wheels and depth bands.
- Disks: A heavy disk and a finish disk that are both 24’ wide.
- Additional Equipment: hand saws, chainsaws, 600 gallon pull sprayer, backpack sprayers, 3 ATV’s, and an array of hand tools.
- All of our machinery is regularly maintained and serviced to minimize breakdowns that slow a projects completion.”

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

This section should list all of the personnel that may be involved in helping you or your company to deliver the job.

**Personnel:**

Dave Reynolds, Owner since 1998. 30 years of experience and training with managing and operating equipment.  
Carl Schmidt, General Manager since 2009. 25 years of experience with equipment operation and 10 years of experience with managing a team.  
3 equipment operators that have been trained & certified for the equipment they operate.  
1 office assistant

This section should list enough of your past performance so that an accurate evaluation can be made about your ability to perform and complete the job according to the specifications listed. This past performance list will be used to evaluate your ability to complete the job.

**Past Performance:**

“We have 17 years of exceptional performance on local projects and have never left a job unfinished. We always complete the job in a timely manner and our list of return customers can attest to that. Since the business was formed, we have completed projects on approximately 20,000 acres in 12 different counties in Nebraska.”

**References:**

“Sergio Esteves, USFWS, 308-975-5575. We have worked with him on several projects since 2011.  
Joe Gates, Landowner, 308-750-2222. Local landowner that has been a satisfied and is a repeat customer of ours.  
David Patten, Senior Biologist, Howard County Parks and Recreation. We have worked with David on several projects since 1999. The most recent project was a 200 acre tree grinding project last spring.”

If you have completed jobs for the Nebraska Game & Parks Commission and/or Pheasants Forever, Inc. in the past, it is important to list those jobs and the contact personnel. Past performance with a governmental agency is an important reference on your application.

The inclusion of written references and photos from past work and customers is a good way of demonstrating the quality of your work.

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List all of the appropriate training and certifications that your company or employees have achieved. This information will be used in evaluating your company's ability to perform the job.

**Certifications & Licenses:**

"All operators are certified CDL holders."

**Financial Capacity:**

"We purchase and own all of our own equipment. We maintain a line of credit at a local bank that is in good standing and would be able to fulfil these projects with our current working capital."

Part of your application and bid should include the Certificate of Insurance that names Pheasants Forever, Inc. and the Nebraska Game & Parks Commission at the dollar amount described in the RFP.

**Insurance:**

"We carry a \$1,000,000 general liability insurance policy, \$1,000,000 equipment liability insurance policy, and a \$500,000 workers compensation insurance policy. If awarded a project, we certify that Pheasants Forever, Inc. and the Nebraska Game & Parks Commission will be listed at the dollar amount described in the RFP."

**Drug Free Workplace:**

"We certify that we have implemented an appropriate drug free workplace policy in accordance with the Drug-Free Workplace Act of 1988."

The Drug-free workplace statement is a required part of your application packet.

## Business and Cost Proposal Example

This proposal includes data that shall not be disclosed outside Pheasants Forever, Inc. and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, Pheasants Forever, Inc. shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit Pheasants Forever, Inc. right to use information contained in this data if it is obtained from another source without restriction.

“Dave’s Tree Clearing, Inc. has been a solvent company since 1998. The majority of the equipment listed in the Technical Proposal is owned by the company. We maintain an annual line of credit of \$500,000 through our financial institution. The working capital needed to complete this project has already been secured.”

**Dave’s Tree Clearing, Inc.**  
Profit and Loss Summary  
Profit Summary – 2 year

	<b>Jan-Dec 2014</b>	<b>Jan-Dec 2015</b>
Income	<u>2,948,635.48</u>	<u>3,548,751.26</u>
Total Income	2,948,635.48	3,548,751.26
Direct Costs	1,756,428.54	2,268,745.98
Indirect Costs	<u>907,135.65</u>	<u>909,746.75</u>
Total Expenses	2,663,564.19	3,178,492.73
Net Income	<u><u>285,071.2</u></u>	<u><u>370,258.5</u></u>

Additional Business Proposal financial information can be supplied by Bank financial statements for the business, Bank letter of reference, Business income tax filing, etc.

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ITEM	UNIT
NO. Specification Name & Description of Activities	PRICE
1. <u>Brush Pile Burning</u>	Site Per Site \$XXX.XX per group 2, 3, 4 <u>Group 1 no bid</u>

Specifications for tree pile burning on Wildlife Management Areas. Tree pile burning will occur on the following areas:

- **Group 1:** There is 1 site on Twin Lakes WMA in Seward County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection.
- **Group 2:** There is 1 site on Conestoga WMA in Lancaster County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection.
- **Group 3:** There is 1 site on Wagontrain WMA in Lancaster County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection.
- **Group 4:** There is 1 site on Yankee Hill WMA in Lancaster County. Contact NGPC area biologist Kirk Hansen at 402-783-3408 for information or inspection.

Work Specifications: Tree pile burning shall be completed from December 1, 2016 to March 31, 2017. All tree piles occurring within the designated blocks shall be completely burned. All scattered dead trees within the designated block must be piled and burned as well. Bids are to be submitted on each individual site. Sites are prioritized and each will be awarded to lowest bidding contractor as funding allows. Some sites may be excluded and/or re-prioritized if bids exceed budget. Contractors will ignite and tend piles with skid loaders, tractor/loader, water supply, and any tools and equipment deemed necessary to ensure a safe, timely burn and complete burn of piles. Piles shall be continuously restacked to ensure a complete burn of woody debris. Sites shall be completely extinguished prior to contractor's departure from the site. Caution must be exercised to minimize soil disturbance from equipment.

Contractors should submit individual bids per site. For Group 1, there will be 10 sites total that are individually numbered from 1 to 10. For Group 2, there will be 5 sites total that are individually numbered from 1 to 5. Information about each specific site can be obtained through the NGPC area biologist listed for that site.

Contractor shall be responsible for obtaining burn permit and maintaining daily communication with the local fire chief and NGPC staff. NGPC will prepare a burn plan for submission to the local fire chief. Piles will be burned following an accumulating snowfall in order to ensure safer burn conditions. The contractor shall take advantage of the first accumulating snow and complete the burns. Contractor shall agree to carry all applicable insurance. Contractor is responsible for all equipment, supplies, maintenance, repairs, and injuries.

Contractor will be responsible for inspection, equipment and operation and any needed insurance. Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with NGPC area biologist before initiation of work. Regular communication and inspection will be required by NGPC area biologist and contractor during project operation.

If you are not bidding on all groups, you must specify the group and/or WMA you are bidding on.



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ITEM NO.	Specification Name & Description of Activities	UNIT	UNIT PRICE
2.	<u>Disking and Interseeding 1</u>	Acre	<u>\$XXX.XX per acre group 1, 2, 3</u>

Specifications for disking grasslands and inter-seeding grass and forbs (Disking #1) on Wildlife Management Areas. Disking and planting will occur on the following areas:

- **Group 1:** 35.0 acres on Kiowa WMA in Scottsbluff County. Contact NGPC area biologist Chris Becker at 308-641-5571 for information or inspection. Winter Cover Mix: Please contact Program Manager for Seedmix.
- **Group 2:** 61.5 acres on Sherman Reservoir WMA in Sherman County; 45.5 acres on Pressey WMA in Custer County. Contact NGPC area biologist Mark Feeney at 308-745-1848 for information or inspection. High diversity seeding mixture: Mixed Grass Loamy Mixture
- **Group 3:** 32.5 acres on Wagontrain SRA and 44 acres on Wildwood WMA in Lancaster County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection. High diversity seeding mixture: Tallgrass Prairie Mixture

Work Specifications: Tillage can occur starting October 1, 2016 and planting will occur between November 1, 2016 and December 31, 2016. Tillage operation will include primary and finishing disking of grassland with heavy residue cover. Offset disk or heavy tandem disk should allow soil penetration of minimum of 6". One pass of heavy disking will be required. Finishing disking equipment should allow soil penetration of a minimum of 4 inches. One pass with a finishing tandem disk will be required. The soil disturbance should be adequate to allow early successional vegetation, forbs and legumes to become established within the grassland. Contractor must consider remote locations of fields, access to fields, rough terrain and difficulty in moving equipment.

Grass and forb plantings should be done using a no-till or minimum-till drill to allow proper placement of the seed to a depth of 1/8 of an inch in rough, broken soil conditions. The contractor will plant a Pheasants Forever designed high diversity seeding mixture designated by Pheasants Forever and NGPC biologists. The high diversity seeding mixture to be used on each project is listed in the appendix of this RFP. Contractor will need to provide and sign a verification statement about seed mixture information that provides the scientific name of each species used, PLS of each species, seeding rate for the mixture and seed source location information. This information format can be provided in a similar format used for USDA conservation programs.

Contractor will be responsible for inspection, equipment and operation, seed, chemical, and any needed insurance. Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with NGPC area biologist before initiation of work. Regular communication and inspection will be required by NGPC area biologist and contractor during project operation.

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<b>ITEM NO.</b>	<b>Specification Name &amp; Description of Activities</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
3.	<u>Inter-seeding 1</u>	Acre	<u>\$XXX.XX per acre</u>

Specifications for inter-seeding forbs (Inter-seeding #1) on Wildlife Management Areas. Planting will occur on the following areas:

- **Group 1:** 25.0 acres on Branched Oak WMA and 11.0 acres on Olive Creek WMA in Lancaster County. Contact NGPC area biologist Kirk Hansen at 402-783-3408 for information or inspection. High diversity seeding mixture: Tallgrass Prairie Mixture

Work Specifications: Planting will occur between November 1, 2016 and December 31, 2016. Contractor must consider remote locations of fields, access to fields, rough terrain and difficulty in moving equipment.

Grass and forb plantings should be done using a no-till or minimum-till drill to allow proper placement of the seed to a depth of 1/8 of an inch in rough, broken soil conditions. The contractor will plant a Pheasants Forever designed high diversity seeding mixture designated by Pheasants Forever and NGPC biologists. The high diversity seeding mixture to be used on each project is listed in the appendix of this RFP. Contractor will need to provide and sign a verification statement about seed mixture information that provides the scientific name of each species used, PLS of each species, seeding rate for the mixture and seed source location information. This information format can be provided in a similar format used for USDA conservation programs.

Contractor will be responsible for inspection, equipment and operation, seed, and any needed insurance. Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with NGPC area biologist before initiation of work. Regular communication and inspection will be required by NGPC area biologist and contractor during project operation.

**If you are not bidding on all groups, you must specify the group and/or WMA you are bidding on.**

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ITEM NO.	Specification Name & Description of Activities	UNIT	UNIT PRICE
4.	<u>Spraying 1</u>	Acre	\$_no bid_____

Specifications for fall herbicide application for Smooth Brome and Kentucky bluegrass control (Spraying #1) on Wildlife Management Areas. Spraying practices will occur on the following areas:

- **Group 1:** 100.0 acres on Calamus Reservoir WMA in Loup/Garfield Counties; 200.0 acres on Davis Creek WMA in Greeley/Valley Counties; 70.0 acres on Myrtle Hall WMA in Custer/Loup Counties. Contact PF Coordinating Wildlife Biologist Jim Conn at 308-942-6053 for information or inspection.
- **Group 2:** 60.0 acres on Sacramento WMA in Phelps County. Contact NGPC area biologist Bob Meduna for information or inspection.
- **Group 3:** 42 acres (two separate sites) on Branched Oak WMA in Lancaster County. Contact NGPC area biologist Kirk Hansen at 402-783-3408 for information or inspection.
- **Group 4:** 80 acres on Oak Glen WMA in Seward County and 88 acres on Conestoga WMA in Lancaster County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection.
- **Group 5:** 20 acres on Cozad WMA in Dawson County and 84 acres on Darr Strip WMA in Dawson County. Contact NGPC area biologist Nic Fryda at 308-865-5352 for information or inspection.

Work Specifications: Work Specifications: Contractor to apply 64 ounces per acre of glyphosate product 4 pound ai/gal, with anti-foaming agent & drift control properties, and with a rate of 17 pounds per 100 gallons water of ammonium sulfate. Application rate of 10 to 15 gallons per acre will be applied to grassland. The contractor will provide the chemical, surfactant and ammonium sulfate. Herbicide application dates are between September 15, 2016 and December 15, 2016. A killing frost must first occur in which the temperature reaches 28 degrees for 3 consecutive hours. Day time temperatures must reach at least 55° F during the time of actual application. The herbicide will be applied to open fields and grasslands as part of early successional management. Contractors will be required to consult with area biologists prior to herbicide application to ensure that targeted grass species are still actively growing for the year. The herbicide application is intended to suppress smooth brome grass and Kentucky blue grass. Contractor must consider remote locations of fields, access to fields, rough terrain and difficulty in moving equipment.

Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by area biologist and contractor during project operation.

**If you are not bidding on all groups, you must specify the group and/or WMA you are bidding on.**

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<b>ITEM NO.</b>	<b>Specification Name &amp; Description of Activities</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
<u>5.</u>	<u>Spraying 2</u>	Acre	<u>\$XXX.XX per acre</u>

Specifications for fall herbicide application for tree and brush control (Spraying #2) on Wildlife Management Areas. Spraying practices will occur on the following areas.

- **Group 1:** 135 acres on Pawnee SRA and 45 acres on Stagecoach SRA in Lancaster County. Contact NGPC area biologist Chuck Lesiak at 402-783-3406 for information or inspection.
- **Group 2:** 185 acres on Rakes Creek WMA in Cass County. Contact NGPC area biologist Neal VanWinkle at 402-296-0041 for information or inspection.

Work Specification: Contractor will apply 2 quarts of Garlon 3A + 1 ounce Escort + 25 ounces NIS per 25 gallons of water, with an anti-foaming agent and drift control properties according to chemical label directions. The contractor will provide the chemicals, surfactant, and drift control agent. Herbicide application dates are between August 1, 2016 and September 30, 2016. Day time temperatures must reach at least 55° F during the time of actual application. The herbicide will be spot sprayed on trees and brush in fields designated by the area biologist as part of early successional management. The chemical will control invasive trees and brush encroaching on grasslands. Contractor must consider remote locations of fields, access to fields, rough terrain, and difficulty in moving equipment.

Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by area biologist and contractor during project operation.

<b>ITEM NO.</b>	<b>Specification Name &amp; Description of Activities</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
<u>6.</u>	<u>Spraying 4</u>	Acre	<u>\$no bid</u>

Specifications for spring herbicide spraying (Spraying #4) application for downy brome control on Wildlife Management Areas. Spraying practices will occur on the following areas:

- **Group 1:** 150 acres on Clear Creek WMA in Keith County. Contact NGPC area biologist Luke Meduna at 308-535-8025 for information or inspection.

Work Specification: Contractor will apply 16 oz. per acre of glyphosate at seedhead emergence of most mature plants, therefore application will need to be coordinated with area biologist. The contractor will provide the chemical, surfactant, and drift control agent. Herbicide application dates are between March 1, 2017 and April 10, 2017, dependent on green up and seedhead emergence. Contractor must consider remote locations of fields, access to fields, rough terrain, and difficulty in moving equipment.

Contractors who want to bid on project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by area biologist and contractor during project operation.

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ITEM NO.	Specification Name & Description of Activities	UNIT	UNIT PRICE
7.	Tree Removal 1	Acre	<u>\$XXX.XX per acre</u>

Specifications for tree removal (Tree Removal 1) on Wildlife Management Areas. Tree removal practices will occur on the following areas:

- **Group 1:** 40.0 acres on Calamus Reservoir WMA in Loup/Garfield Counties; Contact PF Coordinating Wildlife Biologist Jim Conn at 308-942-6053 for information or inspection.

Work Specifications: Tree clearing areas will have all eastern red cedar and ponderosa pine trees in each area removed from woodland and/or grasslands, unless rough terrain prevents equipment and personnel from accessing the trees safely. Trees will be ground or mulched at the ground level wherever possible. Trees too large to be mulched will be cut with tree shear or chainsaws. Trees that are cut down, will be piled near tree removal areas under direction of the NGPC area biologist. Trees cannot be cut between the dates of May 1, 2016 and July 15, 2016 unless a survey has been conducted by a wildlife biologist to ensure nesting migratory birds are not present on the site.

Contractor will be responsible for inspection, equipment and operation, chemical, and any needed insurance. Contractors who want to bid on the project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by the area biologist and the contractor during project operation.

ITEM NO.	Specification Name & Description of Activities	UNIT	UNIT PRICE
8.	Tree Removal 2	Acre	\$____XXX____

Specifications for tree removal and stump treatment (Tree Removal #2) on Wildlife Management Areas. Tree removal practices will occur on the following areas:

- **Group 1:** 50 acres on Grove Lake WMA in Antelope County. Contact NGPC area biologist Lucas Negus at 402-893-2559 for information or inspection.
- **Group 2:** 2700 feet of cedar shelterbelt (2 rows) approximately 2.0 acres on Rakes Creek WMA in Cass County. Contact NGPC area biologist Neal VanWinkle at 402-296-0041 for information or inspection.

Work Specifications: Tree clearing areas will have all eastern red cedar trees in each area removed from woodland and/or grasslands, unless rough terrain prevents equipment and personnel from accessing the trees safely. Trees will be ground or mulched at the ground level wherever possible. Trees too large to be mulched will be cut with tree shear or chainsaws. Trees that are cut down, will be piled near tree removal areas under direction of the NGPC area biologist. Trees cannot be cut between the dates of May 1, 2016 and July 15, 2016 unless a survey has been conducted by a wildlife biologist to ensure nesting migratory birds are not present on the site.

Contractor will be responsible for inspection, equipment and operation, chemical, and any needed insurance. Contractors who want to bid on the project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by the area biologist and the contractor during project operation.

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ITEM NO.	Specification Name & Description of Activities	UNIT	UNIT PRICE
<u>9.</u>	Tree Removal 3	Acre	\$ _____

Specifications for tree removal and stump treatment (Tree Removal 3) on Wildlife Management Areas. Tree removal practices will occur on the following areas:

- **Group 1:** 42 acres on Blue Hole WMA and 25 acres on Bassway Strip WMA in Buffalo County. Contact NGPC area biologists Nic Fryda at 308-865-5352 for additional information or inspection.

Work Specifications: Tree removal area will have all trees removed from the selected site locations for the construction of firebreaks. Trees within the first 75 ft. on the east, west, and south portions of the removal area will be completely removed, no mulching will be allowed on the complete removal areas. The next 75 ft. on the east and west portions of the removal area will be removed of all Russian olive and cedar trees, which will be mulched, sheared or cut at ground level whenever possible. All deciduous tree stumps will be treated immediately after removal to prevent re-sprouting. All Russian olive tree stumps will be treated within 30 minutes of being cut. Contractor needs to be diligent in treating to prevent missing stumps. Contractor will use Tordon RTU, Pathway, or another approved chemical to treat all Russian olive and deciduous tree stumps. Trees too large to be mulched, sheared or cut will be cut with chainsaws. If trees are not mulched, they must be piled or removed from the site. Trees will be piled near tree removal areas under the direction of the NGPC area biologist. Trees cannot be cut between the dates of May 1 and July 15 unless a survey has been conducted by the area wildlife biologist to ensure nesting migratory birds are not present on the site.

Contractor will be responsible for inspection, equipment and operation, chemical, and any needed insurance. Contractors who want to bid on the project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by the area biologist and the contractor during project operation.

<u>10.</u>	<u>Tree Removal 4</u>	Acre	\$ _____
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Specifications for tree removal and stump treatment(Tree Removal #4) on Wildlife Management Areas. Tree removal practices will occur on the following areas:

- **Group 1:** 110.0 acres on Darr Strip WMA in Dawson County. Contact NGPC area biologist Nic Fryda at 308-865-5352 for information or inspection.

Work Specifications: Tree removal area will have all eastern red cedar, Russian olive, and select deciduous trees removed from the selected site location. Trees will be mulched, sheared, or cut at ground level whenever possible. **NOTE: regardless of removal method, all trees must be removed from the entire designated acreage.** Trees too large to be mulched or sheared will be cut with chainsaws. If trees are not mulched, they will be piled near tree removal areas under the direction of the NGPC area biologist. All deciduous tree stumps will be treated immediately after removal to prevent re-sprouting. Contractor needs to be diligent in treating to prevent missing stumps. Russian olive stumps need to be treated within 30 minutes of being cut. All other deciduous stumps need to be treated within 2 hours or chemical will not penetrate. Contractor will use Tordon RTU, Pathway, or another approved chemical to treat stumps. Trees cannot be cut between the dates of May 1 and July 15 unless a survey has been conducted by the area wildlife biologist to ensure nesting migratory birds is not present on the site.

Contractor will be responsible for inspection, equipment and operation, chemical, and any needed insurance. Contractors who want to bid on the project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by the area biologist and the contractor during project operation.

**11. Brush Clearing/Removal**

Acre

\$ no bid

Work Specifications: for clearing woody brush in grasslands on Wildlife Management Areas. Brush removal will occur on the following areas:

- **Group 1:** 103 acres on Bowwood WMA in Pawnee County. Contact NGPC area biologist Mike Remund at 402-335-8033 for information or inspection.

Work Specifications: Brush clearing areas will have all undesirable tree & brush species, up to 4 inches DBH removed. Undesirable species will be identified by the area biologist and will include roughleaf dogwood, sumac sp., honeylocust, osage orange, Siberian elm, indigo bush and mulberry sp. Trees/brush will be rotary mowed, sheared, or cut to ground level wherever possible. No herbicide treatment will be required. Trees/brush cannot be cut between the dates of May 1, 2015 and July 15, 2015 unless a survey has been conducted by a wildlife biologist to ensure nesting migratory birds are not present on the site.

Contractor will be responsible for inspection, equipment (shear and grapple), chainsaw if necessary and equipment operation, chemical, and any needed insurance. Contractors who want to bid on the project can make an appointment to meet for a site inspection before bids are submitted. Successful bidder must inspect sites with area biologist before initiation of work. Regular communication and inspection will be required by the area biologist and the contractor during project operation.

If you are not bidding on all groups, you must specify the group and/or WMA you are bidding on.

# Additional Information Example



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/19/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CONTACT NAME: Linda PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Burlington INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC #
INSURED Dave's Tree Clearing	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			582B004858	07/27/2013	07/27/2014	EACH OCCURRENCE \$ 1,000,000. DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000. MED EXP (Any one person) \$ 5,000. PERSONAL & ADV INJURY \$ 1,000,000. GENERAL AGGREGATE \$ 2,000,000. PRODUCTS - COMPIOP AGG \$ Inc. in Gen. Agg. \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  Pheasants Forever, Inc. 1011 Alexander Ave. Elba, NE 68835	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)

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# Final Sample Contractor Application Comments

This summary and example was designed to provide contractors with an example of the basic information that would meet the minimum requirements for the Habitat Share 2016-2 Request For Proposal.

Applications that contain additional and more detailed information may be awarded a higher score during the review process than applications that supply the minimum requirements for the RFP.

Always refer to the full Habitat Share 2016-2 Request For Proposal for detailed information about the partnership, job specifications and application requirements.