

# INVITATION FOR BIDS (IFB)

for

Post-Fire Erosion Control and Landscape Stabilization  
Materials

Western Shasta Resource Conservation District  
6270 Parallel Road,  
Anderson, CA, 96007

May 22, 2019

**Bids Due: 1:00 pm, June 17, 2019**

## **I) Background/Introduction**

The Western Shasta Resource Conservation District (District) is a local government which collaborates with willing landowners, government agencies and other organizations to facilitate the conservation or restoration of western Shasta County's natural resources.

## **II) Purpose and Description of Services**

The District, with funding from the California State Water Resources Control Board and the Federal Emergency Management Agency, will be conducting soil erosion control and landscape stabilization on approximately 1,600 acres within Shasta County areas affected by the July 2018 Carr Fire in preparation for potential erosion events from the anticipated winter storms.

The District requires the vendor(s) to provide certain erosion control and landscaping materials for erosion control and revegetation. **The vendor is not expected to install or disburse any materials.** The goods required are stated below and the services required will be confined to delivery and potential unloading in Anderson, CA.

## **III) Scope of Goods and Services Required**

The District is requesting bid proposals for the following material classes:

1. Seed mix containing the following California native species:
  - *Bromus carinatus*, California brome (minimum 40-45%);
  - *Elymus glaucus*, blue wildrye (minimum 10-15%);
  - *Festuca microstachys*, three weeks fescue (minimum 5-10%);
  - *Trifolium willdenovii*, tomcat clover (minimum 5-10%);
  - Certified sterile erosion control seed, (25%).
    - Quick germinating when subject to reliable precipitation;
    - Non-invasive perennial/annual grass hybrid to minimize erosion;
    - Assists with establishing CA native seeds;
    - Planting starts in the fall and through the spring.

**Include seed details in the proposal.** This includes seed ratio amounts and the following:

- a. Area coverage for a minimum 500 acres (with potential for up to an additional 500 acres at the same cost rate), with 40lbs./acre spread rate;
- b. Seeds must have a minimum of 85% viability, with certificate;
- c. Seeds must be viable for a minimum of six months;
- d. Proposals must indicate the seed mix ratios or amounts used;
- e. Native seed must be of California source origin;
- f. Seed will be packaged in 40lbs bags;
- g. The first shipment will be delivered to Anderson, CA on August 5, 2019.

2. Fertilizer - Include fertilizer details (use amounts, brand, etc.) in proposal, and provide how the product meets the following:
  - a. Hand broadcast and pelletized;
  - b. Environmentally safe, non-water-soluble and safe for waterways;
  - c. Organic, containing no urea, animal products, or waste materials;
  - d. Area coverage for a minimum 500 acres (with potential for up to an additional 500 acres at the same cost rate);
  - e. Applied at a rate of 400 lbs. per acre;
  - f. Fertilizer will be delivered by the truckload. Truckloads will be requested a minimum of ten (10) days prior to delivery. The first shipment will be delivered to Anderson, CA on August 5, 2019.
  
3. Arbuscular Mycorrhizal Inoculum (AMF) – *Rhizophagus irregularis* / *Rhizophagus intraradices* / *Glomus intraradices*. Include product details (use amounts, brand, etc.) in proposal, and provide how the product meets the following:
  - a. Hand broadcast and pelletized/granular;
  - b. Environmentally safe and organic;
  - c. Does not primarily contain trichoderma or ectomycorrhizae;
  - d. Contains a minimum of 300 ppg (propagules per gram);
  - e. Area coverage for a minimum 500 acres (with potential for up to an additional 500 acres at the same cost rate);
  - f. Applied at a rate of 20 lbs. per acre;
  - g. Mycorrhizal inoculum must viable for at least six months after delivery;
  - h. The first shipment will be delivered to Anderson, CA on August 5, 2019.

**Bid proposals will be accepted for any or all of the above materials listed (1-3).** Proposals will specify which material items are to be considered in your bid. If vendors are bidding on multiple material classes, then proposals must provide **separate bids for each specific material class**. Bid proposals with multiple material class bids may be awarded the entire proposal or selected material classes.

Unloading of Trucks: The District will unload trucks unless requested not to by the contractor. The District requests an optional quote by bidders by truckload for unloading by the contractor.

#### **IV. Bidder Minimum Qualifications**

Bidders are expected to provide materials in a timely manner, provide the needed quantities as specified, and be able to deliver materials to the specified job site. Bidders will be checked against state and federal debarment databases to assure the bidder's legal ability to bid on government contracts.

#### **V. Bid Requirements and Information**

1) Key Action Dates

<u>Event</u>	<u>Date</u>
IFB available to Prospective Bidders	May 23, 2019
Final Date for Bid Submission	June 17, 2019 at 1:00pm PST
Bid Opening (1pm at District Office)	June 17, 2019
Notice of Intent to Award	June 20, 2019
Proposed Award Date	June 25, 2019
Contract Signed By	June 28, 2019

First shipment of materials must be delivered at 12:00pm on **Monday, August 5, 2019**.

#### **VI) Submission of Bid**

- a) All bids must be delivered under **sealed** cover and arrive at the District **by 1 PM on June 17, 2019**. The sealed cover must be plainly marked with 1) the IFB title, 2) must show your firm name and address, and 3) must be marked with "DO NOT OPEN", as shown in the following example:

Post-Fire Erosion Control and Landscape Stabilization Materials  
(Western Shasta Resource Conservation District)

[Company Name]  
[Company Address]

DO NOT OPEN

Bids not submitted under sealed cover may be rejected. A minimum of 3 copies of the bid must be submitted.

- b) All bids will include the documents identified in the Required Attachment Checklist (see page 9). Bids not including the proper "required attachments" shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements and are therefore subject to disqualification.
- c) All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm.
- d) Mail or deliver bids to the following address:

U.S. Postal Service Deliveries            or            Hand Deliveries  
(UPS, Express Mail, Federal Express)

Western Shasta Resource Conservation District  
6270 Parallel Road  
Anderson, CA 97007

- e) Bids must be submitted for the performance of any or all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.
- f) A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The District may reject any or all bids and may waive an immaterial deviation in a bid. The District's waiver of an immaterial deviation shall in no way modify the IFB document or excuse the bidder from full compliance with all requirements if awarded the agreement.
- g) Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to the District.
- h) An individual who is authorized to bind the bidder contractually shall sign the Bid/Bidder Certification Sheet, (see page 10). The signature should indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.
- i) A bidder may modify a bid after its submission by submitting a written withdrawal of its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.

- j) A bidder may withdraw its bid by submitting a written withdrawal request to the District, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.
- k) The District may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package and by posting the addendum on the District's website at [www.westernshastarcd.org](http://www.westernshastarcd.org).
- l) The District reserves the right to reject any or all bids. The District is not required to award an agreement.
- m) Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the IFB requirements.
- n) Where applicable, bidder should carefully examine the delivery site and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of the delivery site and specifications.
- o) The District does not accept alternate contract language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected.
- p) No oral understanding or agreement shall be binding on either party.
- q) All bid proposals will include all total costs, fees, and taxes.
- r) For shipping estimates, please use 6270 Parallel Road Anderson, CA 96007, USA as the delivery address.

## **VII) Evaluation and Selection**

- a) At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.
- b) The District will evaluate each bid to determine its responsiveness to the stated requirements.
- c) Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected.

- d) Award if made, will be to the lowest responsive responsible bidder(s).
- e) The successful bidder will be checked against state and federal debarment databases to assure the bidder's legal ability to bid on government contracts.

### **VIII) Award and Protest**

- a) Whenever an agreement is awarded under a procedure, which provides for competitive bidding, but the agreement is not to be awarded to the eligible low bidder(s), the low bidder(s) shall be notified by email, electronic facsimile transmission, overnight courier, or personal delivery one (1) working day prior to the award of the agreement.
- b) Upon written request by any bidder, notice of the proposed award shall be posted in a public place in the office of the awarding agency at least one (1) working day prior to awarding the agreement.
- c) If any bidder, prior to the award of agreement, files a written protest with the District (within twenty-fours (24) of the Notice of Intent to Award) and the District, on the grounds that the (protesting) bidder is the lowest responsive responsible bidder, the agreement shall not be awarded until either the protest has been withdrawn or the District has decided the matter.
- d) Within twenty-four hours (24) after filing the initial protest, the protesting bidder shall file with the District written statement specifying the grounds for the protest. The written protest must be sent to the District. A copy of the detailed written statement should be mailed to the District. It is suggested that you submit any protest by certified or registered mail.
- e) Upon resolution of the protest and award of the agreement, bidder(s) must complete and submit to the District an IRS W-9 form.
- f) Upon resolution of the protest (if any) and award of the agreement, the bidder must sign and submit to the District a signed contract

### **IX) Disposition of Bids**

- a) Upon bid opening, all documents submitted in response to this IFB will become the property of the District, and will be regarded as public records under the California

Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

- b) Bid packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

**X) Agreement Execution and Performance**

- a) Performance shall start not later than 10 days, or on the express date set by the awarding agency and the contractor, after all approvals have been obtained and the agreement is fully executed. Should the contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the contractor, reserves the right to terminate the agreement. In addition, the contractor shall be liable to the District for the difference between contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

**XI) Preference Programs**

No preferences are in effect in this IFB.

**XII) Payment Terms**

Contractor will be paid thirty days (30) after delivery of materials. The District reserves the right to retain 10% of amounts due until successful completion of a contract.

**XIII) Required Attachments**

Refer to the following pages for additional Required Attachments that are a part of this agreement.

**Direct questions regarding the IFB to Analia Bertucci at [abertucci@westernshstarcd.org](mailto:abertucci@westernshstarcd.org).**

ATTACHMENT 1

REQUIRED ATTACHMENT CHECK LIST

A complete bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or “X” next to each item that you are submitting to the District. For your bid to be responsive, all required attachments must be returned. This checklist should be returned with your bid package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Bid/Bidder Certification Sheet
_____ Attachment 3	Cost Sheet
_____ Attachment 4	Bidder References (optional)

ATTACHMENT 2

BID/BIDDER CERTIFICATION SHEET

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

**Please do not return the Bidder Certification Instructions (page 10).**

- a) Our bid(s) by material class and truck unloading options is (are) submitted as detailed in Attachment 3, Cost Sheet.
- b) All required attachments are included with this certification sheet.
- c) The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

**An Unsigned Bid/Bidder Certification Sheet May Be Cause for Rejection**

1. Company Name	2. Telephone ( )	2a. Fax Number ( )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No.	8. California Corporation	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. <b>Signature</b>	13. Date	

## Completion Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

Item Number s	Instructions
<b>1, 2, 2a, 3</b>	Must be completed. These items are self-explanatory.
<b>4</b>	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
<b>5</b>	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
<b>6</b>	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
<b>7</b>	Enter your federal employee tax identification number.
<b>8</b>	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
<b>9</b>	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
<b>10, 11, 12, 13</b>	Must be completed. These items are self-explanatory.

## ATTACHMENT 3

### COST SHEET

Use this page (or substitute) to address specific costs, cost/price limitations by material class.  
Please include any optional costs for unloading trucks.

ATTACHMENT 4  
(Optional)

BIDDER REFERENCES

Submission of this attachment is optional. Failure to complete and return this attachment with your bid will not cause your bid to be rejected and deemed nonresponsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

<b>REFERENCE 1</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

<b>REFERENCE 2</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

<b>REFERENCE 3</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

