



INVITATION FOR BID (IFB) #3029: Pre-Commercial Thinning Contract South Puget Sound Region

You are invited to bid on the following solicitation to contract with the Department of Natural Resources (DNR/AGENCY) for silvicultural land management services on state owned forestlands. Specific information on work requirements and locations can be found in the attached draft contract (Exhibit 1). You are advised to examine the treatment units prior to submitting a bid. The implied warranty of fitness for a particular purpose, and all other warranties, express or implied, are excluded. For example, the Department of Natural Resources (DNR/AGENCY) does not warrant the estimated quantity of each item described in this solicitation. Additional information can be found in the following Attachments to the Bid: Exhibit 1 – Drafts Contract and Exhibit 2 – Bid Documents.

BID PROCEDURES

Bid Delivery

The bidder shall prepare one complete bid packet including the contents outlined in the Bid Contents Section of this IFB. The completed bid packet may be delivered using the following methods:

- Via mail to the address listed in the Bid Contents Section in its own envelope addressed to Bid Coordinator.
- Via an attachment to an email to the Bid Coordinator in the form of a scanned copy of original documentation submitted as a PDF or similar electronic document. The Bid Coordinator may request original documentation be submitted at any time. Zipped files cannot be accepted by DNR and cannot be used for submission of bids. DNR does not assume responsibility for problems relating to transmittal of emails.

Confirmation of receipt of bid packets for both delivery methods is the responsibility of bidder.

The **Bid Coordinator** for this solicitation is:
Brian Williams, Region Intensive Management Forester
Phone: 425-736-4726
Email: brian.williams@dnr.wa.gov

Bids will be accepted until 2:00 PM, (PST), on Thursday, December 16th, 2021, at the address listed in the Bid Contents Section of this IFB.

Questions pertaining to this Invitation to Bid can be answered by contacting the Bid Coordinator. Oral explanations, interpretation, or instructions given before the award will not be binding.

Individuals who wish to request special accommodations for the bid submission process or bid opening (e.g., sign language, interpreters, Braille, etc.) should contact the Bid Coordinator.

Bid Contents

Each bid shall include all of the following items; including the signature of the individual within the organization authorized to bind the Bidder to the offer:

- 1) Exhibit 2: Bid Documents
 - a) Bidder Information (Exhibit 2-B)
 - b) Bidder Certifications and Assurances (Exhibit 2-C)
 - c) Contractor Certifications (Exhibit 2-D)
 - d) Bidder References* - (Exhibit 2-E)
 - (i) Reference work experience with other landowners or other DNR contracts
 - (ii) The bidder must submit between 1 and 3 references.
 - e) Contractor's Declaration of Industrial Insurance - (Exhibit 2-F)
 - f) Solicitation to Offer and Contract Award - (Exhibit 2-G)
 - g) Bid Form - (Exhibit 2-H)
 - (i) Bids shall include all costs related to the completion of the Work.
 - (ii) An Item Bid Price and a Total must be entered on the Bid Form for all of the Items in the draft contract (see Exhibit 1). All Item Totals for the contract must be summed and entered as the Total Price. In the event of a difference between the sum of all Item Totals and the Contract Price, the individual Item Totals shall prevail.
- 2) Photocopy of a current year Washington State Farm Labor Contractors License and/or proof of application for license renewal for the subsequent year. The license shall meet the following requirements (for more information visit <http://www.lni.wa.gov>):
 - a) License type – Forestation/Reforestation
 - b) Surety Bond Amount – at least \$10,000 for the coverage of greater than 10 workers unless approval is granted for less coverage by the Bid Coordinator.
 - c) A vehicle insurance authorization for the transport of workers.
- 3) Photocopy of a current United States Department of Labor Farm Labor Contractors License and/or proof of application for license renewal for the subsequent licensing period. A Driving and Transportation authorization is preferred. For more information visit <https://www.dol.gov/whd/mspa/>.

All documents must be legible and properly completed.

For bids submitted using mail, each bid envelope should be prepared in the following manner:

Mailing address:

WA DNR
Brian Williams
950 Farman AVE N
Enumclaw, WA 98022

Upper left corner: Bidder's Name
Bidder's Address

Lower left corner: Pre-Commercial Thinning Contract
 Invitation to Bid #3029

Bidders choosing to mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Bid Coordinator. Bidders assume the risk for the method of delivery chosen. The DNR assumes no responsibility for delays caused by any delivery service. Any direct hand deliveries of Bid Documents should be sealed and prepared as described above, and delivered to the DNR Region Office during regular business hours (Monday through Friday 8:00am-4:30pm).

Offer to Contract

Your Invitation for Bid is a solicitation to offer to contract with the DNR. Your bid becomes part of a contract if it is officially awarded by DNR.

Bidder Insurance

Refer to contract requirements outlined in Exhibit 1 – Draft Contract for specific information regarding the types and levels of insurance required to enter into the proposed contract with DNR.

Bid Opening

Bids will be accepted until the time and date specified in the bid delivery clause above. Bids may be reviewed by DNR as they are received, but bid evaluations will not occur and bid results will not be announced until after close of the solicitation period. Individuals who wish to request special accommodations for receiving bid results (e.g., sign language, interpreters, Braille, etc.) should contact the Bid Coordinator at least five (5) working days prior to the scheduled end of the solicitation period stated in the Bid Delivery Section of this IFB.

Withdrawal of Bid

A bidder’s authorized representative may withdraw a bid in person prior to the close of the solicitation period. Bidder’s representative will be required to show photo identification and sign on the bid summary sheet before the bid will be released. Bids may not be withdrawn following the close of the solicitation period.

Cost to Propose

The DNR will not be liable for any costs incurred by the Bidder in preparation of a bid submitted in response to this IFB, in conduct of a presentation, or any other activities related to responding to this IFB.

No Obligation to Contract

This IFB does not obligate the state of Washington or the DNR to contract for services specified herein.

Rejection of Bids

The DNR reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this IFB.

Responsiveness

All bids will be reviewed by the Bid Coordinator to determine compliance with administrative requirements and instructions specified in this IFB. The Bidder is specifically notified that failure to comply with any part of the IFB may result in rejection of the proposal as non-responsive. The DNR also reserves the right at its sole discretion to waive minor administrative irregularities.

Most Favorable Terms

The DNR reserves the right to make an award without further discussion of the proposal(s) submitted. Therefore, the proposal should be submitted initially on the most favorable terms, which the Bidder can propose. There will be no best and final offer procedure. The DNR does reserve the right to contact a Bidder for clarification of its proposal.

The “Lowest Responsive and Responsible Bidder” should be prepared to accept this IFB for incorporation into a contract resulting from this IFB. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the DNR.

Lowest Responsive and Responsible Bidder

Award of this solicitation to the Lowest Responsive and Responsible Bidder shall be based on a qualitative assessment of the Bid Contents by the DNR. The Lowest Responsive and Responsible Bidder is not necessarily the bidder that submits the lowest bid price but is the bidder that receives the highest score during the bid evaluation process (see Bid Scoring section).

Criteria used in the bid evaluation process, per [RCW 39.26.160](#), include but is not limited to: (a) the bid price; (b) the bidder’s ability, capacity, and skill to perform the contract; (c) the bidder’s character, integrity, reputation, judgment, experience, and efficiency; (d) whether the bidder can perform the contract within the time specified; (e) the quality of the bidder’s previous contract performance with the DNR or other landowners; (f) the bidder’s previous and current compliance with laws relating to the contract or services; and (g) the bidder’s receiving of a citation, in the past three years, for violation of Washington State wage payment laws (RCW 49.46, 49.48, or 49.52). The DNR’s determination that a bidder is not qualified may result in rejection of the bid submitted.

Any bidder who has had unsatisfactory performance resulting in the termination of a DNR contract, will not be considered a responsible bidder unless the bidder provides government or forest industry references demonstrating acceptable performance on at least one contract of work similar to that described in Exhibit 1 – Draft Contract attached to this IFB. DNR reserves the right to contact references and make its own judgment regarding their reliability. DNR will review situations on a case-by-case basis, and encourages interested bidders to contact DNR with any questions before the close of the bidding period.

Bid Scoring

The following weighting and points will be assigned to the bid for evaluation purposes:

Lowest Responsive and Responsible Bidder Criteria	Weight Assigned
Bid price (Exhibit 2-H - Bid Form)	8
Quality of previous work*	4
Productivity/crew size*	4
Other criteria described in RCW 39.26.160 *	4
Total Points	20

* scoring of these categories will utilize references provided by the bidder (Exhibit 2-E) and prior performance evaluations on DNR silviculture contracts, when available.

The bid that receives the highest score will be awarded the solicitation. DNR reserves the right to award the contract to the Bidder whose proposal is deemed to be in the best interest of the DNR and the state of Washington.

Bid Evaluation Process

Responsive bids will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the DNR, which will determine the ranking of the proposals. The Bid Coordinator may contact the Bidder for clarification of any portion of the Bidder's proposal.

Complaint Procedure

Bidders are expected to raise any questions, exceptions, or requested additions they have concerning the IFB requirements early in the IFB process. Bidders may submit specific complaints to the Bid Coordinator if the bidder believes the IFB unduly constrains competition or contains inadequate or improper criteria. The complaint must be made in writing to the Bid Coordinator before the bid due date. The solicitation process may continue.

These complaints will not be handled through the protest procedures outlined below. However, the Bid Coordinator will forward a copy of the complaint to the Silviculture Operations Specialist for further review. Should a bidder complaint identify a change that would be in the best interest of the DNR to make, DNR may modify this IFB accordingly. The DNR decision is final; no further administrative appeal is available.

Debriefing of Unsuccessful Bidders

Any bidder who has submitted a bid and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the Bid Coordinator within three (3) business days after the Unsuccessful Bidder Notification is initially sent to the bidder (whether via e-mail, fax, or other method). The Bid Coordinator must receive debriefing requests no later than 4:00 PM, local time, on the third business day following the transmittal of the Unsuccessful Bidder Notification. The debriefing must be held within three (3) business days of the request and may be conducted in person or on the telephone.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

Protest Procedure

Protests may be made only by bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the bidder is allowed five (5) business days to file a protest of the acquisition with the Bid Coordinator. The Bid Coordinator must receive protests no later than 4:00 PM, local time, on the fifth business day following the debriefing. All protests must be in writing via email, addressed to the Bid Coordinator, by the protesting party or an authorized Agent. The protest must state the invitation for bid (IFB) number, the

grounds for the protest with facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Bidders protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

Only protests stipulating an issue of fact concerning the following subjects shall be considered: (a) A matter of bias, discrimination or conflict of interest on the part of DNR; (b) Errors in computing the score; and/or (c) Non-compliance with procedures described in the procurement document, DNR protest process, or requirements set forth by the Department of Enterprise Services (DES). Protests must be based on these factors to be considered.

Upon receipt of a protest, a protest review will be held by the DNR Office of Finance, Budget, and Economics and Silviculture Operations staff in Olympia. These DNR staff, that are not directly involved in this procurement, will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the DNR’s action; or
- Find only technical or harmless errors in DNR’s acquisition process and determine DNR to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide DNR options which may include:
 - Correct the errors and re-evaluate all bids, and/or
 - Reissue the solicitation document and begin a new IFB process, or
 - Make other findings and determine other courses of action as appropriate.

If DNR determines that the protest is without merit, DNR will enter into a contract with the Lowest Responsive and Responsible Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. The protest decision is final and no appeal process will be required. If a protesting bidder does not accept DNR’s protest response, the bidder may try to seek relief from Thurston County Superior Court. A copy of the original protest and DNR’s response will be provided to the Commissioner of Public Lands and the Director of the Department of Enterprise Services.

Award Letter

The DNR makes every effort to mail an award letter with instructions and the final contract to the successful bidder within five (5) business days of bid opening.

Typical Solicitation Process Timeline

Event	Time period
Complaint period	Between IFB posting date and 1 business day prior to the close of the solicitation acceptance period
Bid evaluations	Following the bid response date/time
Announce “Lowest Responsive and Responsible Bidder” and send notifications to unsuccessful bidders	Within 5 business days following the conclusion of bid evaluation period
Period for requesting a debriefing conference	Between transmittal of notifications to unsuccessful bidders and the end of the fourth business day following transmittal

Debriefing conference	Within 3 business days of DNR's receiving of the debriefing request
Protest submission period	Within 5 business days of the debriefing conference
Final determination of protest	Within 5 business days of DNR's receiving of a protest
Sign contract & begin contract work	Following the conclusion of the "Period for requesting a debriefing conference" if no requests were received or the protest period, whichever is sooner

Conditions on Award

Within ten (5) business days after the bidder receives their award letter, DNR must receive an insurance certificate and other required documentation at the DNR office responsible for managing the contract. The Contract Manager, specified at the Pre-Work Conference, may extend this time upon written request.

If the bidder fails to submit the above items within the time specified, the DNR may consider the contract award rescinded.

Right to Amend Invitation for Bid

The DNR reserves the right to amend this Invitation for Bid, in which case DNR will notify all known bidders prior to bid opening.

Registration with the Department of Enterprise Services WEBs system

All bidders should be registered with the Department of Enterprise Services “Washington Electronic Business Solution” (WEBs) system. Failure to register on WEBs may result in a disqualified bid. Please follow this link for more information on how to register <https://fortress.wa.gov/ga/web/s/>

Registration with the Statewide Payee Desk

Payments on this Invitation for Bid can only be paid out to contractors who are registered with the State of Washington Statewide Payee Desk. Please follow the link for instructions on how to register <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

Or contact:

Statewide Payee Desk
P.O. Box 41450
Olympia, WA 98504-1434
Phone: 360-407-8180
PayeeHelpdesk@watech.wa.gov

Special Remarks

Keys (383 & 786) can be obtained by calling Jarrod (360-825-1631) to make arrangements to be picked up.

Term of contract: Monday, January 3rd, 2022 to Thursday, June 30th, 2022.

Georeferenced driving maps (for use in programs such as Avenza) can be downloaded [HERE](#).

Hospitals: It is the contractor’s responsibility to identify appropriate hospitals for any emergency care required. The following is a courtesy list and should be verified by any potential contractor.

WORK UNIT	HOSPITAL NAME	ADDRESS	CITY	ZIP	PHONE
Belfair	Harrison Hospital Bremerton	2520 Cherry Avenue	Bremerton	98310	360-744-3911
Belfair	Harrison Belfair Urgent Care (not a hospital)	21 NE Romance Hill Road	Belfair	98528	360-277-2975