

The Forest Stewards Guild

Request for Proposals
For

National Park Service Resilient Forests Initiative

August 10, 2026

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Purpose

The Forest Stewards Guild (the Guild) requests competitive proposals from qualified businesses, organizations, and/or individuals for the implementation of forest resilience projects at Petersburg National Battlefield, Appomattox Court House National Historical Park, Booker T. Washington National Monument, and Colonial National Historical Park. Funding for this project is made possible by an agreement between the Guild and the National Park Service to implement their Resilient Forests Initiative.

The Guild is a national organization of foresters and allied natural resource professionals and is dedicated to practicing and promoting responsible forestry as a means of sustaining the integrity of forest ecosystems and the people dependent upon them. The Guild has over 700 members, over half of whom are professionals who manage over 42 million acres of forestland in the United States and Canada.

The Guild plans to enter into a professional services agreement(s) with successful bidder(s) of this request. The Guild reserves the right to make multiple bidders in its best interest. The Guild also reserves the right to bundle specific or multiple tasks in an agreement to best serve the needs of the Guild and The National Park Service.

Copies of this Request for Proposals may be obtained from the Forest Stewards Guild's website at <https://foreststewardsguild.org/resilient-forests-initiative-rfp/>

The time frame for this agreement shall be roughly from December 1st, 2026, until May 15th, 2029. Within this time frame, the contractor will implement the specified treatments on designated parcels in the project areas as part of the *National Park Service Resilient Forests Initiative*. The schedule of work to be performed under this agreement will be established in consultation between the Guild and the successful bidder.

Project Manager for this RFP:

Sarah Hagan
bids@forestguild.org
540-254-0320

Administrative Contact for the Guild is:

Callie Bertsch
Agreements Manager
Bids@forestguild.org
505-983-8992 ext. 701

Eligible Bidders

The RFP is directed at businesses, organizations, and/or individuals who meet the following criteria:

Minimum Criteria

- Demonstrated ability to identify invasive and native plant species.
- Experience working in Eastern U.S. forest ecosystems.
- Experience controlling terrestrial invasive plant species using chemical and/or mechanical treatment methods.
- Experience planting native trees and other restoration plantings.
- Strong written and verbal communication skills.
- Possession of all licenses, certifications, and permits required to perform the work described in this RFP, including any applicable pesticide applicator licenses.
- Works safely and effectively with all equipment required for the job (vehicle, chainsaw, chipper, safety equipment, masticator, wench, herbicide applicator, etc.)
- Ability to adhere to specifications in the scope of work.

Preferred Criteria

- Ability to interpret maps via aerial photography and work in designated areas.
- Demonstrated knowledge of native forest regeneration and restoration in eastern U.S. forest ecosystems.
- Experience working around sensitive natural and cultural resources and following resource protection measures.
- Experience completing invasive plant management projects on public lands or conservation properties.
- Experience using GPS/GIS or mobile mapping applications to navigate treatment areas and document completed work.
- Adherence to aesthetic and safety considerations for thinning per the specifications in the scope of work.

Project Summary

Forests are iconic to the National Park Service's experience, including the cultural and historic sites predominant in the Northeast. Eastern forests are threatened by a complex array of stressors that are changing the landscape and park visitor experience. Invasive

plants, pests, pathogens, herbivory, and the changing climate are contributing to a forest regeneration failure across the region as documented by the National Park Service (NPS) Inventory and Monitoring Networks. There is a tremendous need to restore the ecological integrity and resiliency of these forests to help ensure that they contribute to ecosystem function and fulfill social values now and into the future.

The objective of the Resilient Forests Initiative is to remove invasive shrubs and encourage/augment native tree regeneration so that sufficient native seedlings and saplings persist in sustaining these forests into the future. Priority invasive, non-native and/or nuisance species will be treated using chemical and/or mechanical control. This project will also involve collaborative site visits, project start up considerations and planning, as well as site-based reconnaissance for additional operational planning as needed.

Park	Invasive spp mgt (acres)	Tree planting (acres)	Trees planted
Petersburg	n/a	10	4000
Appomattox	39	n/a	n/a
Booker T. Washington	19	n/a	n/a
Colonial	26 - 100	n/a	n/a

Submission Instructions

Responses to this RFP must be submitted via email to bids@forestguild.org. The bidder's complete response packet to this Request for Proposals must be received no later than September 20, 2026. Any proposal received after the deadline will be deemed late and will not be accepted for consideration for this award. The Guild will endeavor to make the contract award(s) by November 15, 2026.

Bidders shall submit a single PDF that includes the response to specifications, signed Contractor Assurances, and any supporting appendices. Cost estimates shall be submitted separately in Microsoft Excel using the provided budget template. Proposals shall be submitted via email to bids@forestguild.org with **NPS Resilient Forests Initiative** in the subject line.

Bidders may submit proposals for all parks or individual parks.

Bidders are strongly encouraged to conduct site visits to assess sites firsthand in order to develop accurate cost estimates and treatment plans. Bidders may visit the parks where work is to be completed by following the instructions below:

Park	Instructions
Petersburg National Battlefield	Bidders must notify Jarret Wansley via email prior to their visit: Jarret_Wansley@nps.gov Please include the make and model of your vehicle in the email.
Appomattox Court House National Historical Park	Bidders are to use the Grant's Headquarters parking area and shall not park along State Hwy 24/Old Courthouse Rd. Please note that the speed limit is 55 mph Bidders must notify Jim Baily via email prior to their visit: Jim_Bailey@nps.gov Please include the make and model of your vehicle in the email.
Booker T. Washington National Monument	Bidders must notify Jim Baily via email prior to their visit: Jim_Bailey@nps.gov Please include the make and model of your vehicle in the email.
Colonial National Historical Park	While the treatment area is open to the public, it is located behind a locked gate and must be accessed on foot. Bidders may park in the public lot at the Yorktown National Cemetery on Cook Rd. Bidders must notify Dwayne Sheid via email prior to their visit: Dwayne_Sheid@nps.gov Please include the make and model of your vehicle in the email.

Questions

Questions about this RFP must be submitted in writing using the form found on the Guild's website <https://foreststewardsguild.org/resilient-forests-initiative-rfp/>. The deadline to submit questions is September 6th, 2026. Only questions submitted in this form and by September 6th will be answered. Bidders SHALL NOT contact National Park Staff with questions. An addendum to this RFP with responses to all questions will be posted on the website at <https://foreststewardsguild.org/resilient-forests-initiative-rfp/>. Responses to questions will be posted by September 11th, 2026.

Evaluation

The Guild may initiate discussions with Contractor(s) who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the bid/narratives, but proposals may also be accepted and evaluated without such discussion. The Contractor(s) SHALL NOT initiate discussions. The Guild reserves the right, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

Finalist Contractor(s) may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. The Guild will negotiate with the highest scoring Contractor(s) based on the evaluation criteria listed below. If the Guild cannot negotiate with the initial Contractor(s) in a reasonable timeframe, the next most advantageous Contractor(s) will be contacted without undertaking a new procurement process, or the RFP will be canceled.

The Contractor will submit information sufficient to evaluate their proposal based upon the criteria listed below. Failure by a Contractor to provide the information necessary for our committee to evaluate their proposal may result in rejection of the proposal without further discussion.

Evaluation criteria

- Company background **(10 points)**
- Key personnel **(15 points)**
- Directly related experience and expertise with projects of similar scope and size **(30 points)**
- Ability to complete projects within time frame **(10 points)**
- Leveraged accomplishments **(10 points)**
- For planting projects, plant source and materials **(5 points)**
- Treatment methods **(30 points)**
- Compliance with the specifications of the RFP **(10 points)**
- Budget detail and costs **(30 points)**

Total: (150 points)

The Guild will evaluate responsive quotes based on the criteria above and will select the responsive bidder whose quote is best value to the Guild.

Cost considerations

Bidders must use the budget spreadsheet available at <https://foreststewardsguild.org/resilient-forests-initiative-rfp/> to document all costs associated with the proposal. Please identify and describe which treatment

categories/methods will be used and when they will be implemented. Only treatment categories and expenses described in the budget are eligible for reimbursement. Please provide detail in the description for what is included in each treatment category. For example, if the cost for site prep is included in planting costs, make that clear in the description.

Insurance Considerations

Contractor's liability insurance and automobile liability insurance shall be written for not less than limits of liability as follows:

Commercial General Liability:

1. Each Occurrence - \$1,000,000
2. Medical Expenses (any one person) \$15,000
3. General Aggregate – \$2,000,000
4. Products - Comp/Op Agg - \$1,000,000

Comprehensive Automobile Liability

1. \$100,000.00 Each Person
2. \$300,000.00 Each Occurrence
3. Property Damage \$50,000.00 Each Occurrence

Notices

- Award of an agreement is contingent upon sufficient appropriations and authorization being made available to the Forest Stewards Guild.
- The Guild may cancel this RFP and may reject any and all quotes when it is in the Guild's best interest.
- The Guild may conduct discussions with Bidders who submit quotes but may also accept quotes without such discussions.
- Costs incurred by the Bidder in developing a quote response shall be borne solely by the Bidder.
- Non-selection notice: Unsuccessful bidders may submit a request for feedback in writing via email within 10 days after receiving written notice of not being selected for further processing. Applicant feedback requests are to be emailed at bids@forestgulid.org.

Calendar of Significant Events		
Event	Date	Description
RFP issued	August 10, 2026	https://foreststewardsguild.org/resilient-forests-initiative-rfp/
Pre-bid meeting (virtual)	September 1st, 2026 at 1 PM EST	Meeting registration is available on the Guild's website
Deadline to submit questions	September 6 th , 2026	Submission form is available at the Guild's website
Response to questions issued	September 11 th , 2026	Responses will be posted to the Guild's website
Deadline to submit response to specifications	September 20 th , 2026	
Review period	September 20 th - October 18 th , 2026	
Bidders Notified	October 19 th , 2026	
Feedback Period Ends	October 29 th , 2026	See Notices section.
Contracts Finalized	November 15 th , 2026	
Project implementation begins	Winter 2026-2027	

Scopes of Work

Petersburg National Battlefield (PETE)

Petersburg National Battlefield, part of the National Park Service, is located in south central Virginia, approximately 20 miles south of Richmond. The park's four units spread out over two counties and the cities of Petersburg and Hopewell. These units protect and interpret resources associated with the campaign, siege, and defense of Petersburg that occurred as part of the Civil War between June 1864 and April 1865. The Five Forks Battlefield unit of PETE, located in the Piedmont in Dinwiddie County, spans 1,115 acres. Topographic relief in the park is gentle, typical of the rolling uplands of the Piedmont. Most Piedmont forests have a history of repeated cutting, or have regenerated on former agricultural lands. Current forest composition in the Five Forks Battlefield includes large components of successional loblolly pine (*Pinus taeda*) and tuliptree (*Liriodendron tulipifera*).

The project area includes a 10-acre successional field within the Five Forks Battlefield that was originally part of the region's native forest. As part of the park's long-term resource management strategy, this field will be restored to encourage diverse native forest cover. Native hardwood trees typical of the Coastal Plain Mixed Oak / Heath Forest will be planted interspersed between the establishing loblolly pines. This increased tree diversity will facilitate succession towards desired native forest and bolster the forest's resilience to future disturbances.

Park Contact

Park contact name & title	Jarrett Wansley, Biologist
Park contact phone	804-602-7510
Park contact email	Jarrett_Wansley@nps.gov

Forest Diversification

This project will enhance the tree diversity within the successional field. The Contractor shall include in their proposal all necessary components for planting a diversity of native hardwood tree seedlings, including site preparation, tree planting, tree protection, and a three-year maintenance period.

Site preparation

At a minimum, site preparation shall involve the removal or suppression of existing loblolly saplings (≤ 3 inches diameter at breast height) and competing grasses by clearing or

chemically treating a 3-foot radius around each planned planting location. Trees shall be planted at 10ft x 10ft spacing, with a minimum density of 400 trees per acre using suitable native species selected in coordination with project partners. Tree protection is required, with tree tubes identified as the preferred method to ensure seedling survival and reduce browse pressure. The Contractor's maintenance plan shall cover a three-year period and must include:

- Mowing between planted trees (as appropriate)
- Maintenance and repair of tree protection
- Ongoing weed control
- Follow-up invasive species treatments to ensure seedling survival

Tree species used for planting shall be selected from the list provided below. Any substitutions must be approved by the project manager in advance.

Latin Name	Common Name
<i>Quercus alba</i>	white oak
<i>Quercus phellos</i>	willow oak
<i>Quercus coccinea</i>	scarlet oak
<i>Quercus velutina</i>	black oak
<i>Quercus falcata</i>	southern red oak
<i>Quercus prinus</i>	chestnut oak
<i>Liriodendron tulipifera</i>	tuliptree
<i>Nyssa sylvatica</i>	blackgum
<i>Oxydendrum arboreum</i>	sourwood
<i>Acer rubrum</i>	Red maple
<i>Prunus serotina</i>	Black cherry
<i>Sassafras albidum</i>	sassafras
<i>Cercis canadensis</i>	redbud

Invasive plant management

Invasive plant species pose a significant threat to the successful establishment and long-term survival of newly planted trees. The project area currently contains few invasive plants. Maintaining the project area as invasive free is essential to the success of this reforestation effort.

Japanese honeysuckle (*Lonicera japonica*) and Japanese stiltgrass (*Microstegium vimineum*) are the most likely invasive species targets at the restoration site. Unless otherwise specified, refer to the invasive species listed on the [Virginia Department of Natural Resources Invasive Plant Species List](#) for all species that should be eliminated from the project area.

Park Specifications

- Contractor will follow specifications provided by the park related to site accessibility and operations as dictated by the Guild and relevant local park staff

Appomattox Court House National Historical Park (APCO)

Appomattox Court House National Historical Park is a 1,743-acre unit of the National Park Service located near the town of Appomattox, Virginia. Appomattox Court House National Historical Park commemorates the end of the American Civil War and preserves historic battlefields and the village of Appomattox Court House. The topographic relief in the park is gentle, typical of the rolling uplands of the southern Piedmont. The native vegetation of the Piedmont Plateau has been significantly altered due to clearing, agriculture, logging, and other human disturbances. Recently disturbed Piedmont forests tend to have a large component Virginia pine (*Pinus virginiana*) and/or tuliptree (*Liriodendron tulipifera*). Treating invasive plants in high priority areas of the park bolsters forest health and resilience as these young successional forests mature.

Park Contact

Park contact name & title	Jim Bailey, Superintendent
Park contact phone	434-808-3944 (cell)
Park contact email	jim_bailey@nps.gov

Invasive Plant Management

Park	Area ID	Treatment category and target species	Project year(s)	Unit (acres, trees, hours, etc.)	# of Units
APCO	Area 1	Foliar spraying with backpack sprayer (year 1); cut stump (years 1 and 2), foliar spraying with backpack sprayer (year 3). Primary species: Privet	2026 2027 2028	Acres	39

The 39-acre treatment area is dominated by dense to moderately dense privet, surrounded by oak-hickory forest and successional forests dominated by tuliptree, black walnut, and Virginia pine. Additional invasive plant species present within the treatment area are listed below and shall be treated in conjunction with privet management.

State Highway 24 (Old Courthouse Road) bisects the park, and the treatment area extends parallel to the roadway.

Target Invasive Species for Control

Unless otherwise specified, species targeted for treatment within this park will be invasive, non-native, and/or nuisance species that have been identified by NPS staff. The target species for this park are:

Latin Name	Common Name
<i>Ligustrum</i> spp.	Privet
<i>Berberis thunbergii</i>	Japanese barberry
<i>Rosa multiflora</i>	Multifloral rose
<i>Euonymus</i> spp.	Burning bushes
<i>Lonicera</i> spp.	Honeysuckles (exotic)
<i>Elaeagnus</i> spp	Autumn olive, Russian olive, etc
<i>Ailanthus altissima</i>	Tree-of-heaven
<i>Hedera helix</i>	English ivy
<i>Vinca minor</i>	Periwinkle

Park Specifications for Invasive Control

Contractor will follow specifications provided by the park related to site accessibility and operations as dictated by the Guild and relevant local park staff

Booker T Washington National Monument (BOWA)

Booker T. Washington National Monument is a 239-acre unit of the National Park Service located in Franklin County, Virginia near the community of Hardy. It was established as a national park in 1956 to preserve and protect the birth site and childhood home of educator and activist Booker T. Washington, one of the most influential African Americans of the late 19th and early 20th centuries. Topographic relief in the park is gentle, typical of the rolling uplands of the southern Piedmont. Vegetation of the Piedmont Plateau currently is a patchwork of secondary forests, pastures, and production fields. Most Piedmont forests have a history of repeated cutting, or have regenerated on former agricultural lands. Within the park, upland soils usually support oak-hickory forests dominated by white oak (*Quercus alba*), while riparian and alluvial forests are dominated by tuliptree (*Liriodendron tulipifera*), American sycamore (*Platanus occidentalis*), and maples (*Acer* spp.). Treating invasive plants in high priority areas of the park bolsters forest health and resilience, ensuring that park forests can regenerate for future generations.

Park Contact

Park contact name & title	Jim Bailey, Superintendent
Park contact phone	434-808-3944 (cell)
Park contact email	jim_bailey@nps.gov

Invasive Plant Management

Park	Area ID	Treatment category and target species	Project year(s)	Unit (acres, trees, hours, etc.)	# of Units
BOWA	Area 1	Foliar spraying with backpack sprayer (year 1); cut stump (years 1 and 2), foliar spraying with backpack sprayer (year 3). Primary species: Numerous species, see list below	2026 2027 2028	Acres	19

The 19-acre treatment area includes Acidic Oak-Hickory and Piedmont Alluvial Forest natural communities along the Jack-O-Lantern Tributary, including portions of the priority habitat management zones identified in the park's *Invasive Plant Species and Habitat Management Plan* (Shattelroe et al. 2022). The treatment area contains low to moderate densities of invasive plant species, providing an opportunity to protect and restore these native forest communities through early intervention.

Target Invasive Species for Control

Unless otherwise specified, species targeted for treatment within this park will be invasive, non-native, and/or nuisance species that have been identified by NPS staff. The target species for this park are:

Latin Name	Common Name
<i>Securigera varia</i>	crown vetch
<i>Sorghum halepense</i>	johnsongrass
<i>Berberis julianae</i> , <i>B. thunbergii</i>	barberries
<i>Ailanthus altissima</i>	tree of heaven
<i>Pueraria lobata</i>	kudzu
<i>Rosa multiflora</i>	multifloral rose
<i>Lonicera japonica</i>	Japanese honeysuckle
<i>Elaeagnus umbellata</i>	autumn olive
<i>Ligustrum spp.</i>	privet
<i>Rubus phoenicolasius</i>	wineberry

Park Specifications for Invasive Control

- Contractor will follow specifications provided by the park related to site accessibility and operations as dictated by the Guild and relevant local park staff

Colonial National Historical Park (COLO)

Colonial National Historical Park is located on the Lower Peninsula of Virginia's Coastal Plain, between the James and York rivers, southeast of Richmond, Virginia. Established as a unit of the National Park Service in 1930, the park preserves the historic resources of Yorktown Battlefield, the scene of the culminating battle of the American Revolution in 1781, and Jamestown Island, the site of the first permanent English settlement in North America. The Colonial Parkway, a 24 mile scenic road, links Yorktown Battlefield with Jamestown Island, passing through the City of Williamsburg.

This project will target high priority exotic invasive plants in the Freed Slave community known as Slabtown or Union Town within Yorktown Battlefield. Woody and vine invasive plants are negatively impacting the interpretive view over the Yorktown Battlefield and inhibiting the interpretive opportunities for the Slabtown community, as well as threatening to spread into the adjacent ecologically sensitive Wormley Pond area. Removing the invasive plants will protect cultural, scenic, and natural resources, prevent further damage to trail and road pavement, and improve visitor experience.

Park Contact

Park contact name & title	Dwayne Scheid, Cultural Resource Program Manager
Park contact phone	(757) 898-2429
Park contact email	Dwayne_Scheid@nps.gov

Invasive Plant Management

The park has identified approximately 100 acres with extensive invasive plant infestations. While the long-term goal is to restore the entire 100-acre treatment area, the project has been divided into four quadrants based on the park's restoration priorities and implementation capacity.

Contractors are requested to submit a separate restoration plan and cost estimate for each quadrant. If the total cost to restore all four quadrants exceeds available funding, contracts will be awarded according to the park's established quadrant priorities.

Accepted treatment methods include mastication; cut-stump, hack-and-squirt, and basal bark herbicide applications; and foliar herbicide applications. Contractors may use one or more of these methods as appropriate based on target species, site conditions, and applicable herbicide labels.

The contractor should submit a written summary of their proposed restoration plan for each quadrant.

Area 1 – 26 acres:

This area encompasses the majority of the former homesites within the historic Slabtown community. It consists of a mosaic of mixed pine-hardwood forest and sparsely regenerated open land. Native plant communities should be retained to the greatest extent practicable while achieving invasive species management objectives.

Area 2 – 27 acres:

Approximately 13 acres of this quadrant are dominated by a dense thicket of privet and grapevine. Native trees over 6 inches are to be retained. Following invasive species control within the 13-acre treatment area, the Contractor shall establish a native understory using a mix of graminoids (e.g., *Chasmanthium latifolium*, *Chasmanthium laxum*, *Dichantherium boscii*, and *Dichantherium clandestinum*) and native forbs.

The Contractor shall provide a three-year maintenance plan for the restored area that includes:

- Ongoing weed management.
- Follow-up invasive species treatments necessary to ensure successful establishment and long-term restoration.

Area 3 – 19 acres:

This area is predominantly mixed pine-hardwood forest, with the heaviest privet infestations concentrated along the field edge. Two patches of tree-of-heaven, totaling approximately 2 acres, are also present and shall be included in treatment activities.

Area 4 – 28 acres:

This quadrant consists of mixed pine-hardwood forest with two large drainage gullies that flow south toward Wormly Pond. Privet occurs throughout the area at varying densities and shall be treated as part of the restoration effort.

Target Invasive Species for Control

Unless otherwise specified, species targeted for treatment within this park will be invasive, non-native, and/or nuisance species that have been identified by NPS staff. The target species for this park are:

Latin Name	Common Name
<i>Ligustrum spp.</i>	Privet
<i>Berberis bealei</i> , <i>B. thunbergii</i>	Barberries
<i>Rosa multiflora</i>	Multiflora rose
<i>Euonymus spp.</i>	Burning bushes
<i>Lonicera spp.</i>	Honeysuckles
<i>Lespedeza cuneata</i>	Chinese lespedeza
<i>Paulownia tomentosa</i>	Princess tree
<i>Wisteria spp.</i>	Wisteria
<i>Ailanthus altissima</i>	Tree-of-heaven
<i>Rubus phoenicolasius</i>	Wineberry
<i>Morus alba</i>	White mulberry
<i>Citrus trifoliata</i>	Trifoliate orange
<i>Elaeagnus spp.</i>	Autumn olive, Russian olive
<i>Hedera helix</i>	English ivy

Park Specifications for Invasive Control

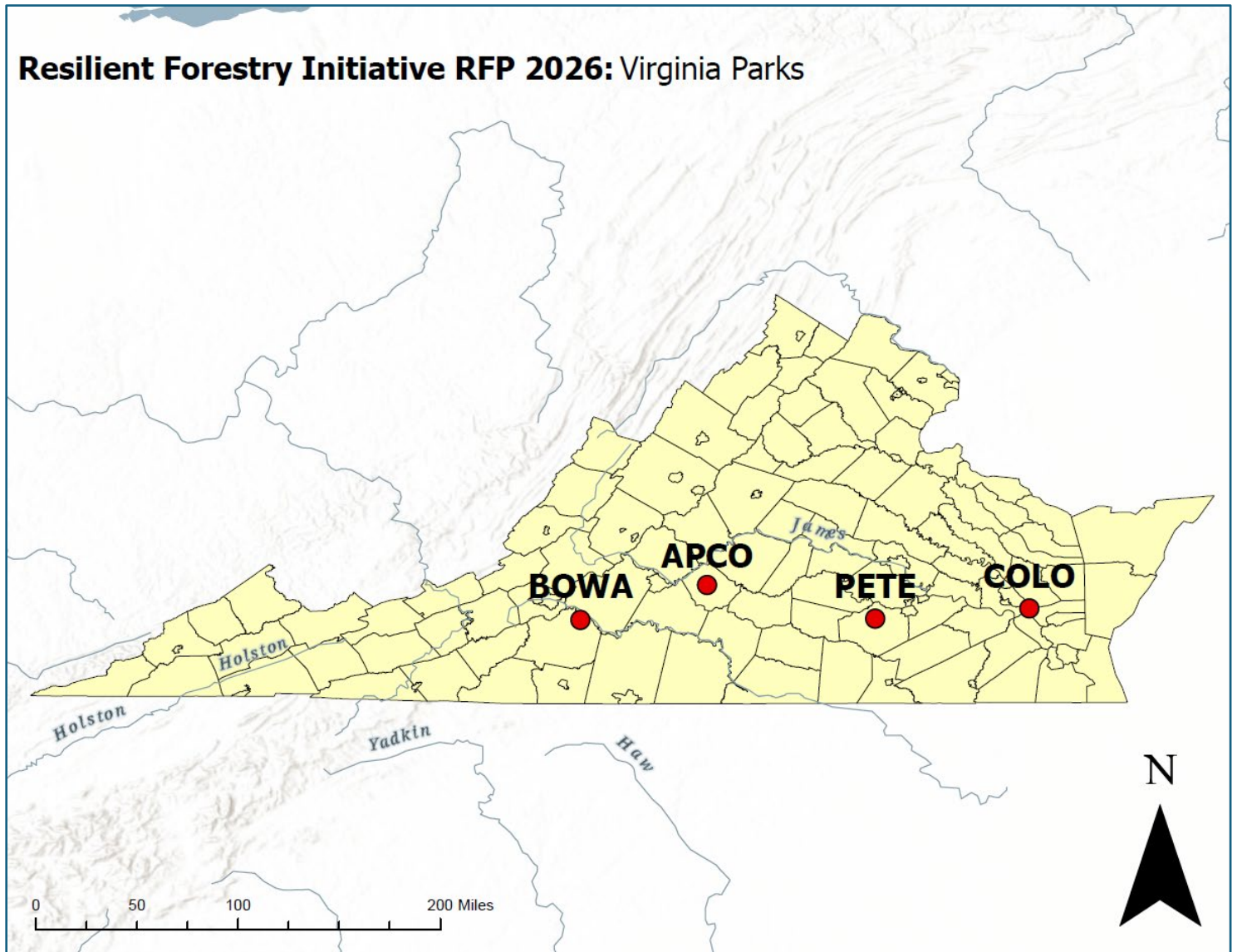
Within the 100-acre treatment area are multiple culturally significant sites ranging in size from approximately 50 to 4,000 square feet. To protect these resources, mechanized equipment may not be used within any identified cultural site. Where mechanized treatment is prohibited, contractors should hand cut and treat vegetation within the cultural sites and in a 5-foot buffer around each site to avoid damage to cultural resources.

Because the locations of these sites are sensitive, exact coordinates cannot be shared during the solicitation process. Instead, the park has provided a spatial data layer showing the general areas where cultural sites are concentrated. Park staff will flag these sites prior to contractor site visits. The successful contractor will receive access to the precise locations upon contract award.

In total, the cultural sites cover 3.9 acres of the total 100-acre project site. Total area in each quadrant is:

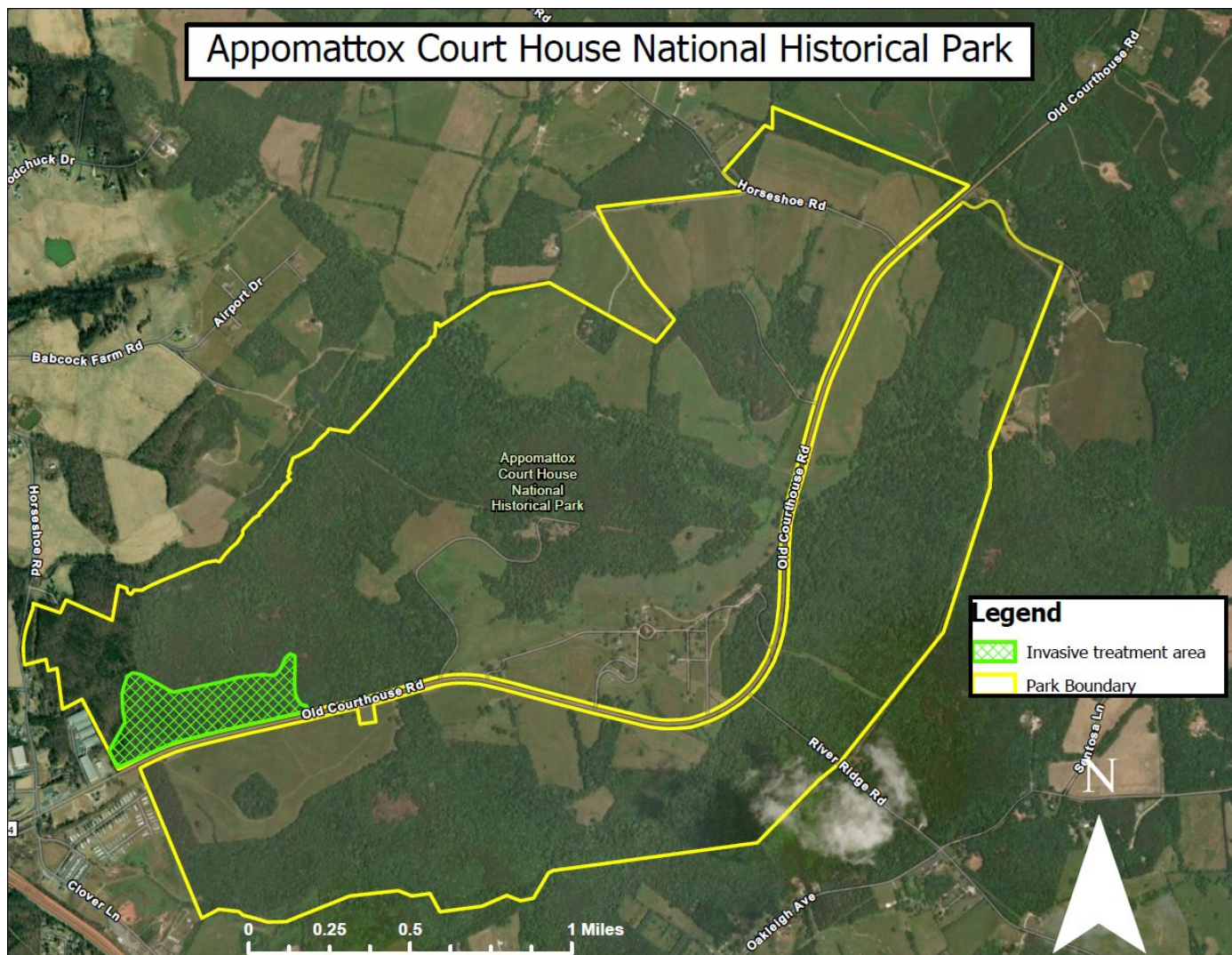
- Area 1 – 1 acre
- Area 2 – 0.75 acres
- Area 3 – 0.4 acres
- Area 4 – 1.7 acres

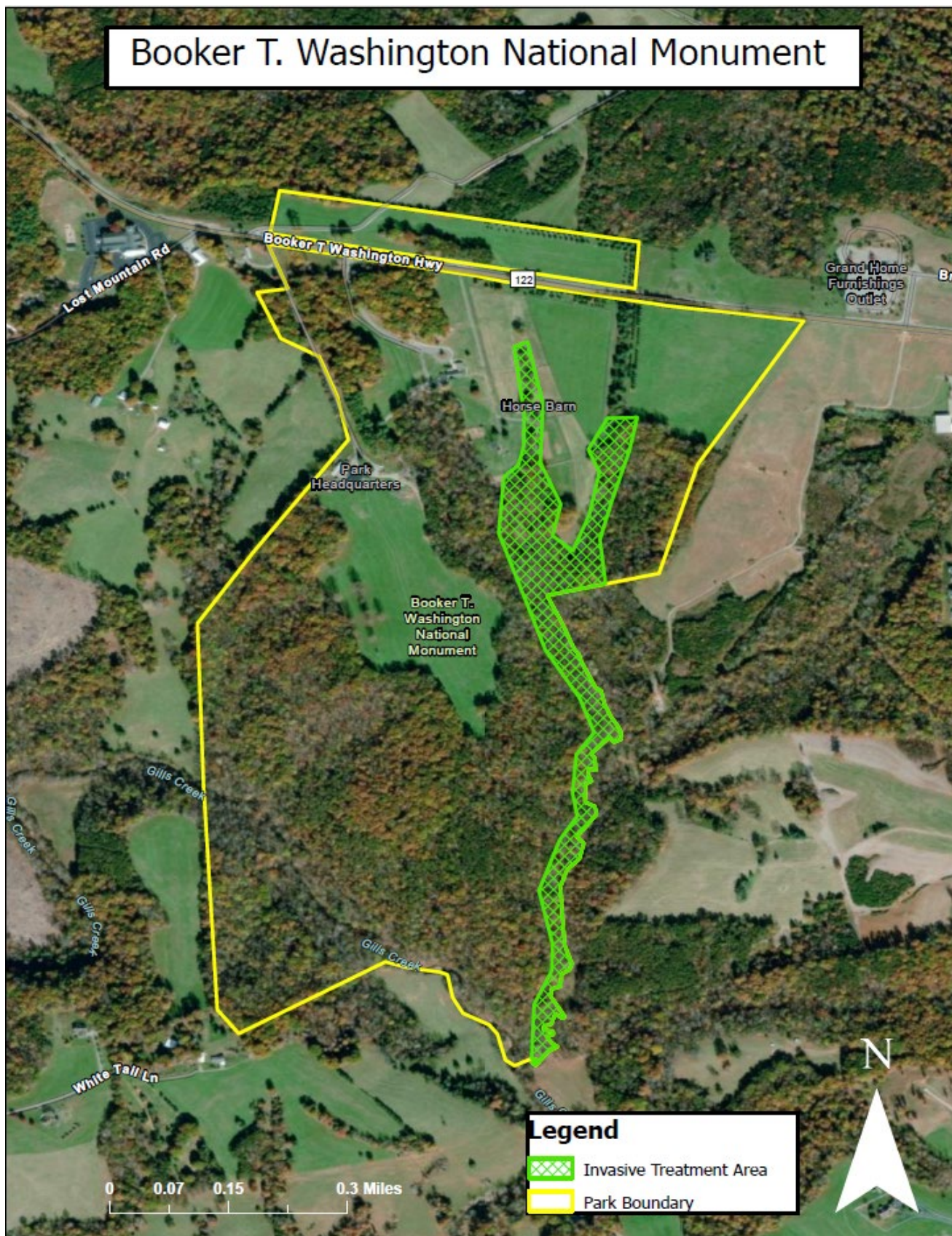
Maps

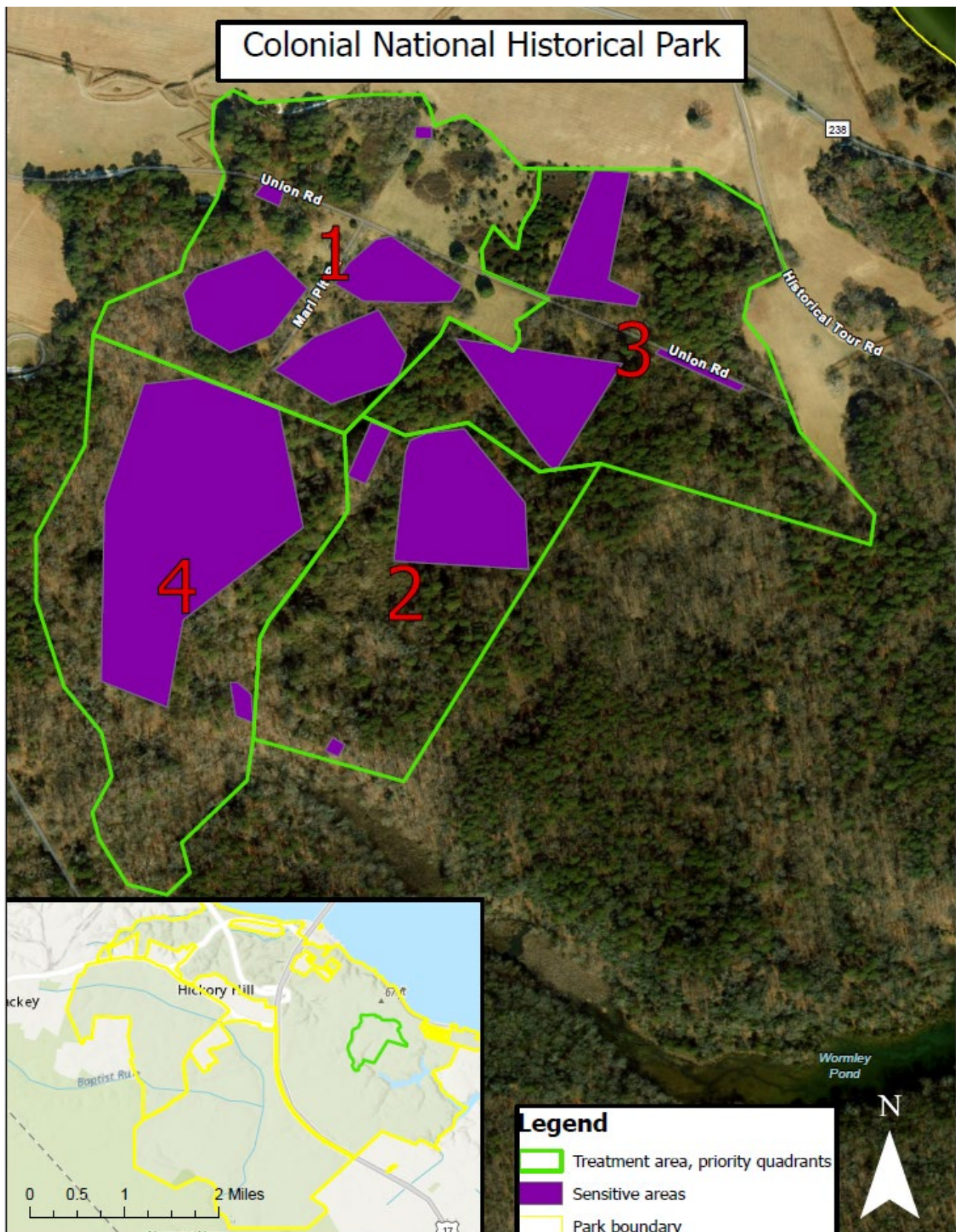


Petersburg National Battlefield: Five Forks Unit









Contract Specifications

Invasive Species Control Specifications

1. Non-target species

The contractor is not to target any native, non-target species including any trees, shrubs, forbs, grasses, or wildflowers. The Contractor is not to conduct treatments outside of approved units without prior authorization by the Guild.

It is understood that a certain amount of unintended damage may occur to non-target species due to overspray, but proper application technique and chemical selection will minimize this damage.

Japanese stiltgrass will not be treated as part of in this contract unless indicated in a park's scope of work above.

The Contractor is responsible for the restoration or replacement of all excessively damaged native vegetation, at no cost to the project. Repair, replace, or restore to original condition all property damaged because of any unauthorized or negligent activity by the Contractor and/or Subcontractor(s). The use of subcontractors must receive prior approval by the Guild. This includes, but is not limited to, soil grade disturbance resulting from heavy equipment/stump removal, pavement surface, turf areas, mixing zones, man-made structures, and equipment.

2. Licensing and chemical use

- The Contractor must possess and maintain current applicable state pesticide applicators' license, valid state Department of Agriculture and Consumer Services or similar state agency-based state certification in the Aquatics and/or Natural Areas categories appropriate for the work and state requirements before work begins.
- The contractor must possess and maintain valid pesticide business registration in the state(s) where work will be performed.
- Use of chemicals shall strictly adhere to United States Environmental Protection Agency (EPA) regulations, manufacturers label directions, state pesticide laws, and National Park Service requirements. No pesticide shall be used until approved by the Guild and NPS.

- The applicator(s) will use caution to limit off-target damage to desirable vegetation or sensitive sites, avoid spraying during periods of high winds or temperature inversions, and shall follow all label requirements and mix rates.

3. Safety

- All work shall conform to OSHA Regulations, ANSI Z133, and Arborist Industry Safe Work Practices.
- Contractor shall ensure the security and safety of the worksite, including the safety of Park visitors, pedestrians, and bystanders by placing appropriate signage and coordinating with park staff.
- The Contractor shall be familiar with and adhere to any and all federal, state, or local safety regulations pertaining to aquatic and terrestrial plant control operations, pesticide use and storage, transportation and trailering operations including but not limited to the use of vehicles, airboats, motorboats, all-terrain vehicles (ATVs), or utility terrain vehicles (UTVs).
- The Contractor shall provide Crew Members with all supplies and equipment for invasive, non-native, and nuisance plant control projects- including appropriate vehicles or vessels for transportation to worksites, GPS equipment for collecting site positions and tracking logs, pesticides and adjuvants, sprayers, machetes, hand tools, chainsaws, brush cutters, PPE, potable water, and suitable communications capability and any other equipment needed to facilitate operational coordination and safety of Crew Members.

4. Equipment

- The Contractor shall furnish all equipment and supplies including personal protective equipment (PPE), pesticides, dyes, vehicles, GPS equipment, radios, hand tools, chainsaws, brush cutters, and adjuvants needed to complete the specified service requested. All equipment must meet all federal OSHA, state and local safety requirements and must be properly licensed.
- The Contractor shall provide for the safety and security of all equipment and materials.
- The Contractor may leave equipment at the work site at a pre-determined location in consultation with Guild and Park staff. The Contractor shall be solely responsible for the equipment if it is lost, stolen or damaged.

- Mechanical equipment, such as chainsaws, masticators, and UTVs must be in good condition and well maintained. Chainsaws must use spark arrestors when operating during times of high fire danger.
- When using mechanical equipment that may spark a fire, the Contractor must have a fire extinguisher in all vehicles (trucks, masticators, UTVs etc.).

5. Sanitation and travel management

- The Contractor shall sanitize all equipment and vehicles (including personal protective gear) to avoid unnecessary spreading of invasive, non-native, and/or nuisance plant species within and from each treatment site. All equipment, clothing, boots, and vehicles entering into Park units shall be inspected by the Contractor before entering Park units and shall be free of mud, soil, weeds, seeds, eggs, other living organisms, and other such debris that could contain or hold seeds, other propagules, eggs, or larva. The Contractor shall power-wash all equipment before initial entry to the Park and between mobilizing to different work sites.
- The Contractor shall ensure protection of the worksite from Contractor-caused human trampling and off-target damage to other resources in the area. Contractor materials such as but not limited to human waste, food, food wrappers, containers, bottles, and other trash shall be removed from the site daily to ensure site restoration.
- The Contractor shall follow all local, state, and federal guidelines regarding the cleaning of equipment used to dispense herbicide and the disposal of herbicide and associated containers. The disposal and cleaning of herbicide and associated equipment will be done off-site.
- Ruts, divots, and any and all other damage to turf, vehicles, utilities or surrounding structures shall be repaired at Contractor's expense.
- Contractor will not take heavy equipment off road after heavy rains (greater than 0.25" per 24 hours)
- Treatment operations will not interfere with active agricultural operations. Travel must be limited to field edges and gates must be left as they are found.

6. Site Access, Timing, and Conditions

- Work may occur during any season during the year, except as prescribed for specific growing seasons or treatment windows depending on the target species or in the event of Park specific closures (e.g., avoidance of nesting seasons for wildlife, special events, etc.).

- The contractor is responsible for communicating with the Guild and Park staff if there is a need to close or limit visitor access to adjacent or overlapping trails/points of public access near the work site due to the ongoing site conditions, herbicide application, or public visibility of the work site.
- All woody material resulting from these treatments will be left on site.

Treatment standards and inspections

- All control efforts for each treatment area shall be at least 90% effective in preventing re-sprouts of all invasive, non-native, and/or nuisance target vegetation by the conclusion of this agreement.
- The Guild will coordinate with the Contractor to conduct interim inspections. A final inspection will be conducted within 30 days of the issuance of the final invoice. This will be conducted before the final invoice is paid.

Documentation, reporting, and invoicing

The contractor will provide Guild staff with the following reports, licenses, and invoices:

- Pesticide applicator license(s) across relevant states;
- Pesticide Use Proposal System (PUPS): Contractor reports proposed type(s) of herbicide used and method(s) of application, using the PUPS Proposal Sheet, to the Guild prior to beginning work. This sheet must include the estimated area (acres) to be treated and EPA registration # for the product(s). If multiple pesticides are used for one treatment method, that should be described in the proposal. Implementation cannot begin prior to approval by Guild staff. Contractor must also report the name of pesticide(s), pesticide EPA registration number, annual volume of each herbicide used (with units), its concentration (with units of percent solution or grams/gallon), treatment method, and acres treated to the Guild;
- Monthly Invoices: Invoices will be submitted monthly using the invoice template provided by the Guild.
- Data collection for invasive control will be required in a format compatible with ArcGIS for use in the National Invasive Species Information Management System (NISIMS).
- Quarterly report: Contractor will submit quarterly reports within 30 days of the end of the quarter. The Guild will provide a quarterly report template. Quarterly reports must include available spatial data and maps indicating progress.
- Annual Performance Report: Contractor will submit an annual report by October 31st of each project year. The Guild will provide an annual report template. Annual reports must include pre and post treatment photos at a minimum of five points within each treatment area. Standards for photo points are:

- One point per 10 acres, a minimum of three points for treatment areas less than 10 acres.
- Geographically disbursed within the unit
- Select sites that will demonstrate a visual contrast before and after treatment and if possible, choose sites that will overlap with future planting efforts.
- The frequency of photo point collection will occur once pretreatment (year 1), post treatment (year 1), and annually for the following years remaining in the contract (years 2 and 3).
- Files must be in .jpg format
- GPS coordinates will be collected and provided with an associated shapefile
- No humans in the image
- Repeat photos must be taken within the same season
- Contain a photo board in the foreground with the following information:
 - Date
 - Location
 - Unit ID
 - Azimuth
 - GPS coordinates
 - PRE or POST
- Final report: Contractor will submit a final report within 60 days of the end of the performance period. The Guild will provide a final report template.

Tree Planting Specifications

Compliance

- The contractor must submit a planting plan to the Guild no later than six months prior to planting for NPS review and approval. No tree planting should commence prior to invasive plant treatments, however, the planting plan can be developed in conjunction with invasive species treatment.
- The plan shall include proposed planting locations, shapefiles of the planting areas, and the quantity and species of trees to be planted in each area. A planting plan template will be provided by the Guild.
- Planting cannot deviate from the pre-approved planting plan without prior approval through the NPS compliance process and appropriate staff. If the planting plan changes then additional post-planting data will be provided by the contractor for approval.

Mapping and monumentation

- The contractor will provide spatial data (shapefiles) of the canopy gaps where planting will occur at least six months prior to planting. Each spatial data layer will contain the following fields:
 - Park
 - Site Name
 - Date
 - Name of Contractor (company)
 - Name of Observer mapping the canopy gap or Crew Lead for Planting (person)
 - Model of GPS unit (NPS names the field MAPSOURCE)
 - XYACCURACY - just an estimate/average of GPS precision in the field
 - Canopy Gap ID – a unique identifier within the park for that canopy gap (ParkID_AreaID_CG#)
 - Area of Canopy Gap
 - Planting Stock – number and species of trees planted, can use abbreviations for tree names (5 NYSSYL, 10 QUEALB, etc).
 - Notes – anything that someone planting trees in the gap would need to know (e.g., large rocks, seeps, lots of downed trees, etc).
- The contractor shall collect and submit all mapping and data files in formats that work with ArcGIS, such as shapefiles (.shp), GPS exchange format (.gpx), file geodatabases (.gdb), or KMZ/KML files.

Planting stock type and quality

- The seedling type (i.e. tubling, bareroot etc.), source, and species must be approved by the Guild and NPS for each treatment unit prior to the purchase and/or sourcing of material.
 - Bareroot hardwood seedlings must have a root collar diameter of at least 1/4" or greater and a height of at least 18".
 - Tublings with soil dimensions between 2" x 2" x 6" and 3" x 3" x 9" are the preferred stock for most projects.
 - Hickories must be D60 cell or similar to prevent tap root disturbance.
 - Containerized trees (up to 15 gallon pots) may be appropriate for some treatment areas if park compliance process approves larger holes being dug.
- Choose seedlings produced from seed sources at or near the same level III Ecoregion or seed lot as the planting site.
- Inspect seedlings for any injury, and for general condition. Musty smelling or moldy seedlings should be avoided.

- Inspect fill materials and top-soil sources on site to confirm that they are weed and jumping worm free before transporting to the site. Use only weed-free material that has been treated and maintained in weed-free stockpiles.
- All nursery stock transacted within the terms of the Standard shall, at time of shipment, be substantially free of damaging insects and diseases, in good living condition, and typical in habit for the species in the region of the country in which it is grown.
- When requested the contractor must identify and share the plant source and propagation method
- Hardening- Any seedlings grown in a greenhouse shall have undergone a sufficient hardening process before being out planted
- All plant material complies with American Standard for Nursery Stock ANZI Z60.1. All plant material has been selected based on site conditions and constraints.

Tublings

- Hardening- Any seedlings grown in a greenhouse shall have undergone a sufficient hardening process before being out planted
- General requirement for container grown root systems
 - *“All plant material complies with Container grown nursery stock shall have a well-established root system reaching the sides of the container to maintain a firm ball, but shall not have excessive root growth encircling the inside of the container.” - American Standard for Nursery Stock ANZI Z60.1*
- Nursery stock does not contain signs of jumping worms

Seedling care

Bareroot & Tublings

- All plant material shall be protected from desiccation from sun/wind during transport. If transporting in an uncovered truck bed, plant material shall be covered with a plant tarp or similar material. If transporting in uncovered truck bed during hot weather, plants shall be watered prior to travel.
- All plant material shall be stored in a location protected from local herbivore pressure (e.g. deer, rabbits)

Bareroot

- Keep in a cool, protected place with air circulation between the bundles. Handle and store seedlings carefully by planting them promptly, storing them in a cool dark

place, out of the sun, wind, and high temperatures. Protect bundles/bags from rain, wind and freezing.

- Stock must be kept cool and protected from “heating”. Heating is a condition where seedlings break dormancy thereby using up stored water and energy resources. Stock must be well watered, protected from direct sunlight, and properly aerated. Seedlings that have been subjected to heating should not be planted.
- Bare root seedlings shall be planted as soon after being lifted from nursery beds as possible. Loose seedlings, those not balled or bagged, should be “heeled in” immediately upon arrival.
- Seedlings that are not being planted should be rewrapped and put in a shady or cool area out of direct sunlight.

Containerized trees

- All plant material shall be protected from desiccation from sun/wind during transport. If transporting in an uncovered truck bed, plant material shall be covered with a plant tarp or similar material. If transporting in uncovered truck bed during hot weather, plants shall be watered prior to travel
- During transportation of plant material, the Contractor shall exercise care to prevent injury and drying out of the trees. Should the roots be dried out, large branches broken, balls of earth broken or loosened, or areas of bark torn, the Guild may reject the injured tree(s) and order them replaced at no additional cost to the Guild.
- Plants must be protected at all times from sun or drying winds.
- Those that cannot be planted immediately upon delivery shall be kept in the partial shade (Light availability varies depending on species and where the seedlings are coming from. We probably can't specify this. If we have to, partial shade is probably more appropriate and will do the least harm in most situations), well protected with soil covered with wood chips or other acceptable material and kept well-watered.
- Plants shall not remain unplanted any longer than 3 days after delivery without permission from the Guild.
- Plants shall not be bound with wire or rope at any time so as to damage the bark or break branches.
- Plants shall be lifted and handled with suitable support of the soil ball to avoid damaging it.
- Tree shall be watered regularly while stored in containers (at least 1x/day when not raining)
- All plant material shall be stored in a location protected from local herbivore pressure (e.g. deer, rabbits)

Tubling

- During storage, all plant material shall be watered regularly, considering the increased need for watering plants while being stored in containers
- While in storage, all plant material shall be maintained to ensure it continues to meet the following standards (American Standard for Nursery Stock ANZI Z60.1):
 - Correct identification requirement
 - Minimum quality requirement
 - General requirement for container grown root systems

Planting Period

Bareroot & Tublings

- Coordinate planting periods with maintenance periods of site treatments to support overall project implementation when possible.
- Weather limitations: Proceed with planting only when existing and forecasted weather conditions permit planting and when beneficial and optimum results may be achieved.

Bareroot

- Seedlings shall be planted during the dormant season. Avoid planting when the ground is frozen or dry or excessively wet and sticky.

Tublings

- Planting shall take place within the time window recommended on the planting plan

Planting methods

Sanitation and travel

- Clean all planting equipment and boots at an off-site location before entering the park and when moving between geographically disjunct treatment units within a park.
- Remove mud, dirt, and plant parts. Seed and plant parts need to be collected and removed.

Bareroot seedlings and tublings

- Seedlings may be planted by hand using a spade shovel, or other hand digging tool, planting bar, mattock, modified dibble bar, or sharpshooter shovel. Soil may be removed only with the approval from park resource specialists.
- The hole or furrow shall be large enough for the entire root system.

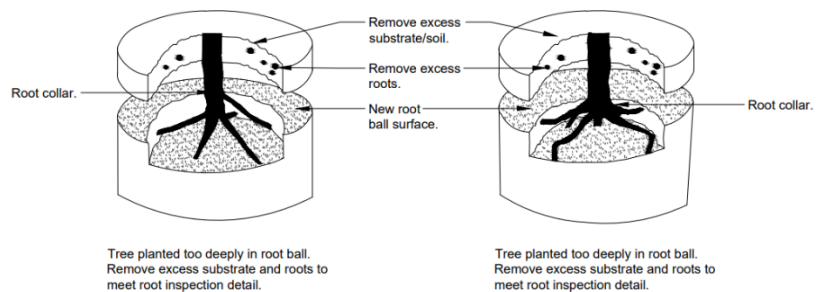
- Seedlings should be planted with their roots straight down not “L” or “J” rooted, plant holes should be free of debris and have only one seedling per hole.
- The seedling should be set in the ground with no air pockets or voids.
- When planting bareroot seedlings or tublings, **the root collar will be at the soil line.**
- All digging tools must be reviewed and approved through the NPS compliance process before use is authorized.
- Trees must be watered when no rain is expected.
- Roots shall be adequately protected from the sun and/or drying winds during planting
- Any tags that could become constricting shall be removed from the tree
- Roots shall be adequately protected from the sun and/or drying winds during planting

Tublings

- Any roots wrapped around the sides of the containers shall be loosened from the root balls to avoid circular root growth. Plants shall be planted with the roots untangled and laid out in the planting holes to promote good root growth and prevent the plants from becoming root bound.

Containerized trees

- Installation of plant material shall be in accordance with the current industry standards of the International Society of Arboriculture and the American Association of Nurserymen.
- Locate the root collar. Remove all excess soil to expose the root collar.
- Dig the planting hole at least three times wider than the root ball with sloping sides. Dig the hole to a depth so the located root collar, at the first order lateral root, is at or within 2 inches above the surrounding, undisturbed finished grade.
- Planting holes shall be backfilled with excavated soil. When holes are approximately two-thirds full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, excavated soil shall be installed to the top of the hole and watered. Prevent puddled soil conditions by avoiding compaction once the soil is wet.
- All twine, rope, transit guards or wrappings, and plant labels secured around the trunk or branches shall be removed after planting is completed.



- Mulch the entire planting surface (ideally at least an 8 ft diameter around the tree) with composted bark or woodchips applied no less than two inches (2”) deep and no more than three inches (3”) deep, leaving three inches (3”) adjacent to the tree trunk free of mulch.
- Tree shall be immediately watered after planting with a slow, saturating watering.
- Staking shall only be utilized for trees exposed to excessive winds or if the tree is unable to stay upright without temporary support. Install a staking system in a way that will not damage the bark on the tree. Wire, rubber hose, or similar materials shall not be permitted.
- Any roots wrapped around the sides of the containers shall be pulled loose from the root balls. Plants shall be planted with the roots untangled and laid out in the planting holes to promote good root growth and prevent the plants from becoming root bound.
- Seedlings shall not be pruned during planting except in the following situations:
 - Damaged branches may be pruned
 - If impossible to dig a hole to accommodate the roots, root pruning may be used

Site Conditions

- Avoid and/or remove sources of weed seed and propagules (i.e., invasive, non-native, nuisance species) to prevent new infestations and spread of existing infestations. Before planting activities begin, assess site conditions and treat weeds with high risk of establishment and spread into the disturbed planting site.
- Identify treatment, prevention, and maintenance needs of weed vegetation management.
- Establish weed-free project staging area and avoid travel through infested areas during planting period.
- Clean planting equipment before entering the park at an off-site location. Remove mud, dirt, and plant parts. Seed and plant parts need to be collected and removed.
- Do not plant shade intolerant species under the canopy or within 20 feet of a larger over-story tree
- Trees will be planted at least 20 feet from a powerline
- Trees will not be planted on game trails
- Trees will not be planted in seeps

Tree Protection

Tree tubes

If contract includes the sourcing and/or purchasing of herbivore protection:

- Tubes must be four feet tall
- Contractor will use white oak or other rot resistant stakes
- The contractor will install each tree tube stake in a straight and upright manner and to a minimum depth in the soil of 10 inches to 12 inches.
- The top of each installed stake will be no greater than 3 inches above the top fastening tie of the tube when tightened.
- All stakes will be oriented in the same direction and installed on the north side of each tube.
- Each tree tube must be labeled with the species of the seedling.
- Ensure tree limbs are not caught under zip ties.
- The contractor will properly install all tree tubes with stakes and bird netting on each tree seedling on the same day that each seedling is planted.

Cages

- Cages must be of sturdy material such as steel welded wire fencing
- Cages must be five feet tall. For tree seedlings over one foot in height, cages may consist of four feet of wire fencing elevated one foot off the ground using T-stakes.
- Contractor must secure the cage with metal stakes such as electrical conduit (EMT) or T stakes
- Cages must be at least 12” in diameter
- All fastening ties will be pulled tightly against each stake.
- Each cage must be labeled with the species of seedling it protects in UV Resistant Marker that will not fade or wash off with rain.

Natural regeneration

- Where advanced native regeneration occurs, caging is optional to supplement planting with approval from NPS.

Planting Maintenance

General

- All planted seedlings will be protected from any and all damage resulting from herbicide application.
- If surrounding vegetation is likely to severely compete with the planted seedling, the Contractor will remove or kill vegetation within 6 inches of the tree tube through hand weeding and/or mowing.
- Watering (except during the initial planting), mulching, and fertilizing will not be required but will be at the discretion of the contractor to maintain plant health.
- If surrounding vegetation is competing with or overtopping the planted seedling, the contractor will remove all plants except the seedling from inside all tree tubes and wire cages. The contractor will guarantee 80% survival after three years.

- At the end of the first growing season, the contractor shall inspect all planted trees in September. Trees deemed unacceptable shall be replaced and replanted at the contractor's expense by April 30 of the following calendar year. Unacceptable trees are defined as those that are dead, exhibit more than 25% leaf die-back, have leader die-back exceeding 10% of the tree's height, or branch die-back greater than 6 inches on at least 75% of branches. Replacement trees must be of the same species as those that failed. After the first year, ongoing maintenance requirements shall follow the specified maintenance guidelines.

Tree Tube Maintenance

- Inspect annually
- Straighten tipped shelters and replace broken stakes and lost bird netting
- Remove bird netting when trees are at the top of the tube

Cage maintenance

- Inspect annually
- Straighten tipped or loose cages and replace any broken stakes
- Prune as necessary to prevent tree branches from growing into cage
- If dense vegetation becomes established within the cage and is competing with the tree seedling, the contractor shall remove the vegetation by hand from around the seedling.

Treatment standards and inspections

- The contractor will guarantee 80% survival of planted trees after three years.
- The Guild will coordinate with the Contractor to conduct a post-planting inspection. A final inspection will be conducted within 30 days of the issuance of the final invoice
 - Trees not planted according to contract shall be replaced by the contractor

General requirements

- Contractor shall ensure the security and safety of the worksite, including the safety of Park visitors, pedestrians, and bystanders by placing appropriate signage and coordinating with park staff.
- The Contractor shall furnish all equipment and supplies including personal protective equipment (PPE), vehicles, GPS equipment, radios, and hand tools needed to complete the specified service requested. All equipment must meet all federal OSHA, state and local safety requirements and must be properly licensed.

- The Contractor shall provide for the safety and security of all equipment and materials.
- The Contractor may leave equipment at the work site at a pre-determined location in consultation with Guild and Park staff. The Contractor shall be solely responsible for the equipment if it is lost, stolen or damaged.
- The Contractor shall sanitize all equipment and vehicles (including personal protective gear) to avoid unnecessary spreading of invasive, non-native, and/or nuisance plant species within and from each treatment site. All equipment, clothing, boots, and vehicles entering into Park units shall be inspected by the Contractor before entering Park units and shall be free of mud, soil, weeds, seeds, eggs, other living organisms, and other such debris that could contain or hold seeds, other propagules, eggs, or larva. The Contractor shall power-wash all equipment before initial entry to the Park and between mobilizing to different work sites.
- The Contractor shall ensure protection of the worksite from Contractor-caused human trampling and off-target damage to other resources in the area. Contractor materials such as but not limited to human waste, food, food wrappers, containers, bottles, and other trash shall be removed from the site to ensure site restoration.
- Ruts, divots, and any and all other damage to turf, vehicles, utilities or surrounding structures shall be repaired at Contractor's expense.

Documentation, reporting, and invoicing

- Planting Plan (when applicable): The contractor must submit a planting plan to the Guild for NPS review and approval using a planting plan template provided, no later than twelve months following the execution of the awarded contract.
- Monthly Invoices: Invoices will be submitted monthly using the invoice template provided by the Guild.
- Quarterly report: Contractor will submit quarterly reports within 30 days of the end of the quarter. The Guild will provide a quarterly report template. Quarterly reports must include available spatial data and maps indicating progress. (having individual tree level data and what would want to include here)
- Annual Performance Report: Contractor will submit an annual report by October 31st of each project year. The Guild will provide an annual report template.
- Final report: Contractor will submit a final report within 60 days of the end of the performance period. The Guild will provide a final report template.

Reporting and invoice summary	
Due date	Type of report(s)
Prior to implementation	• Pesticide Use Proposal System (PUPS) • Planting Plan (min 6 months prior) • Archeological compliance
Monthly	• Invoices
Quarterly (within 30 days of the end of the quarter)	• Quarterly report summarizing prior quarter
Annually	• Annual report • Pesticide Use Proposal System Reports
Project completion (within 60 days of performance period end date)	• Final report

Response to Specifications

Company name			
Mailing address			
Physical address(s) (if different) Include satellite offices.			
Primary contact name and title			
Email			
Phone			
Has your organization been debarred or suspended from any government systems or from entering into federal contracts? If yes, please explain.			
Federal tax ID #			
Which parks and scopes of work are you replying to? Select all that apply	Park	Invasive plant removal	Tree planting

1. Company background

Please describe your company's history and guiding philosophy.

2. Key personnel

Names and qualifications of key personnel who will perform work under this contract, including any subcontractors. NOTE: any subcontract must be approved in advance by the Guild. Please include all professional certifications and licenses,

and in what states they are active, your staff and subcontractors possess. Resumes of key personnel may also be included as an appendix to this response.

3. Relevant experience

List examples of projects completed that were within a similar scope to this RFP. Include the name and contact information for each project listed. The Guild may reach out to the contacts identified here as a reference.

4. Proposed timeline

Please provide a timeline for how/when you will accomplish the objectives of the projects outlined in this RFP.

Year	Month(s)	Activity

5. For planting projects, describe how you will source plant materials and from where.

6. Please describe the treatment methods that will be used to accomplish the scope(s) of work.

Include types of tools/equipment that will be used, types of herbicide, and any special considerations for accomplishing the work. For planting projects, describe site preparation and maintenance methods and how you will ensure an 80% survival rate.

- 7. Is your company licensed to do business in the states where work will occur? If you are not, what is your plan for acquiring them and when will you do so?**

- 8. Is there any other information you would like to share that supports your company's ability to perform the scope of work described in this RFP?**

Contractor Assurances

By submitting this proposal, I, the undersigned, understand contractors are assuring that:

- ☐ The Contractor(s) will provide proof of vehicle insurance (that will be on a project site), liability insurance, and worker's compensation insurance, if required by law. The successful bidder(s) shall provide the Guild with a Certificate of insurance with liability, naming the Forest Stewards Guild as an additional insured prior to signing of a contract. After providing initial proof of insurance, Contractor(s) is required to keep all insurances current. During the contract, if any insurance has changed or renewed it is the responsibility of the contractor to give this information to the Guild. All Contractors proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
- ☐ Have required that all of their employees have completed the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8USC 1324a), as well as a W-4.
- ☐ Contractors must provide a W-9 if an agreement is signed and certify that their organization is not excluded or debarred from participating in any government databases such as on SAM or from entering into government contracts throughout the completion of the agreement
- ☐ The request does not commit the Guild to pay any costs incurred in the submittal of this proposal, or costs incurred in making necessary studies and designs for the preparation thereof, or to procure or contract for the services or supplies. It is further understood that the proposal response will become a part of the official file on this matter without obligation to the Guild. Issuance of this solicitation does not constitute an award commitment on the part of the Guild.
- ☐ The Contractor has the staff, facilities, and competence to furnish the services required under this agreement; the Guild will determine the adequacy of the staff, facilities, and competence of any Contractor considered for the award. For this purpose, an inspection of the Contractor's facilities, equipment, etc., may be made by representatives of the Guild.
- ☐ To receive consideration, representation submitted in response to this request must be signed by an officer or an official who has authority pursuant to this award.

Printed name

Signature

Date