

REQUEST FOR QUOTE: Burnt River Snowmobile Club Trail Restoration Wallowa-Whitman National Forest

August 14, 2024

Oregon State Snowmobile Association

The Oregon State Snowmobile Association (OSSA) is requesting bids from Contractors to perform trail restoration on 2.5 miles 2665 Rd and .75 miles 2652 Rd within the trail system. See **Appendix A**, **Appendix B**, and **Appendix C**. Specifically, remove tree limbs, dense vegetation, and brush removal on snowmobile trails listed above to restore a full 16-feet of trail opening (width and height) in the forest canopy.

Preferred Completion Date: no later than May 1, 2025

Required Completion Date: no later than October 1, 2025

Bids are due by 2:00 PM on September 4, 2024. Bids must be submitted to: OSSA, PO Box 6718, Bend, OR 97708 or emailed to LBurt@oregonsnow.org.

Questions: Contact OSSA Asst. Executive Director Lisa Burt at LBurt@oregonsnow.org or (541) 480-0479.

OSSA Responsibilities

- Provide a local representative to coordinate project activities with the designated Contractor's representative; said representative shall be the sole person authorized to direct and approve on-the-ground Contractor activities.
- Provide payment to Contractor upon submission of invoices and proof that work has been accomplished. 10% shall be withheld until final project acceptance is signed off by OSSA's local representative.

Contractor Responsibilities

- Provide all labor, equipment/tools and incidental materials required to perform trail restoration.
- Coordinate project activities with the designated Contractor's representative prior to work has begun to ensure that the project is performed properly.
- Provide a detailed invoice that includes the number of hours and number of miles for each trail restored.
- Provide any needed change orders to OSSA's designated local representative in a timely manner with a detailed cost estimate and written justification for the additional work; approval from OSSA will only occur by written authorization from the designated local OSSA representative after consultation with State OSSA officials.
- Insurance requirements
 - Contractor must provide proof of insurance as described in Appendix C.

BID PROPOSAL FORM

Bidder Name _____

Phone _____

Fax _____

E-Mail _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Social Security/Employer Identification _____

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SELECTION CRITERIA:

QUOTE PRICE FOR TRAIL RESTORATION

NOTE: The lowest bid price including labor, equipment and incidental materials required to perform the work outlined in Request for Quote will be the sole indicator to determine award of this contract. In the event of equal price bids, the award will go to the most qualified work plan provided that accomplishes trail restoration the soonest prior to May 1, 2025

Lump Sum Price for Trail Restoration \$ _____

(Written in Number and Words)

NOTE: All Bidders are REQUIRED to also attach a detailed written work plan citing:

1. Company experience, including total years' experience with trail restoration projects;
2. Their proposed work plan (staff, equipment, process, etc.) to successfully complete this project in an efficient and timely manner;
3. Names and contact information for three (3) references for which Bidder has done similar work; and
4. Projected Project 'start' and 'completion' dates.

I hereby certify that the above information provided by me for the Qualifying Criteria is accurate and truthful.

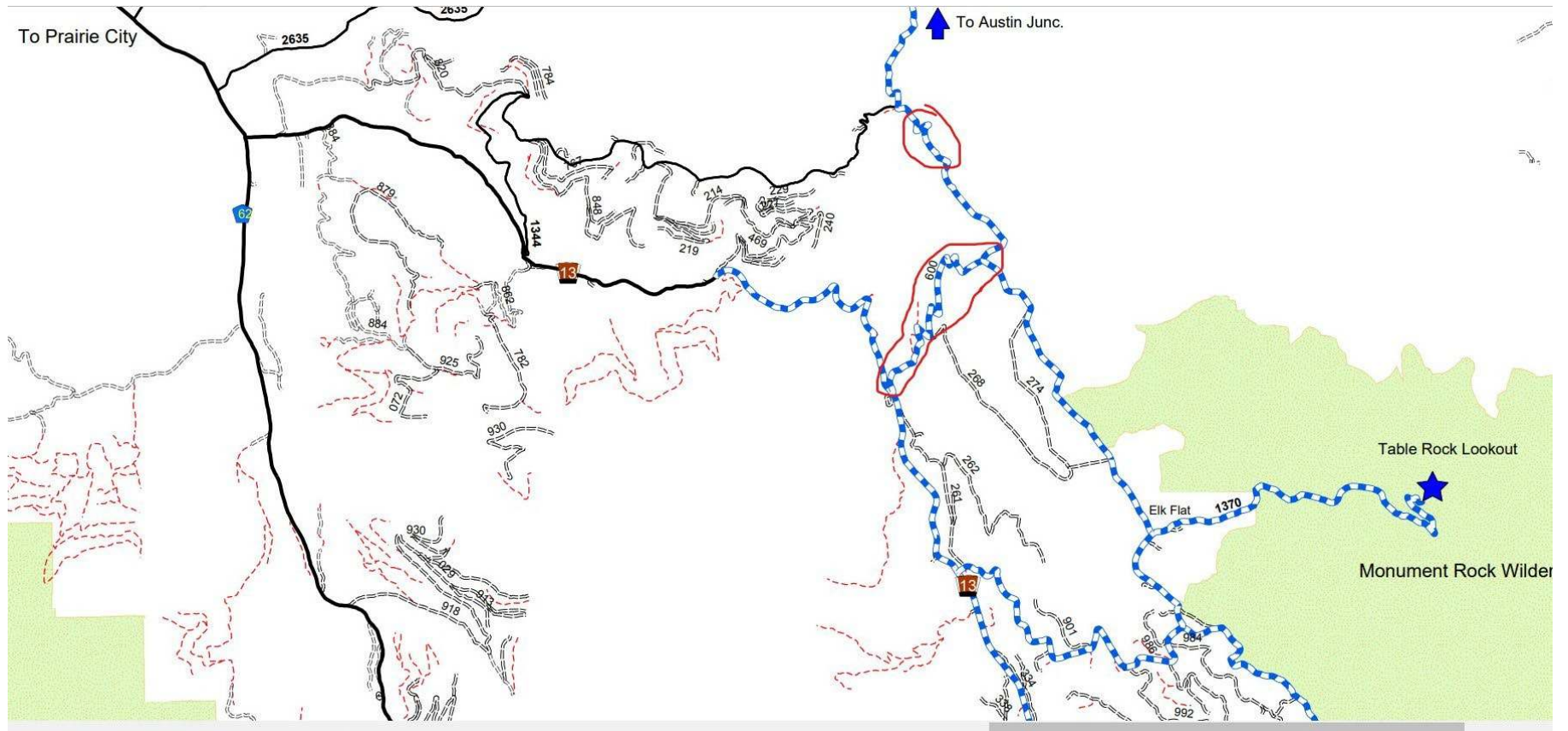
Signature of Bidder: _____

Date: _____

Appendix A

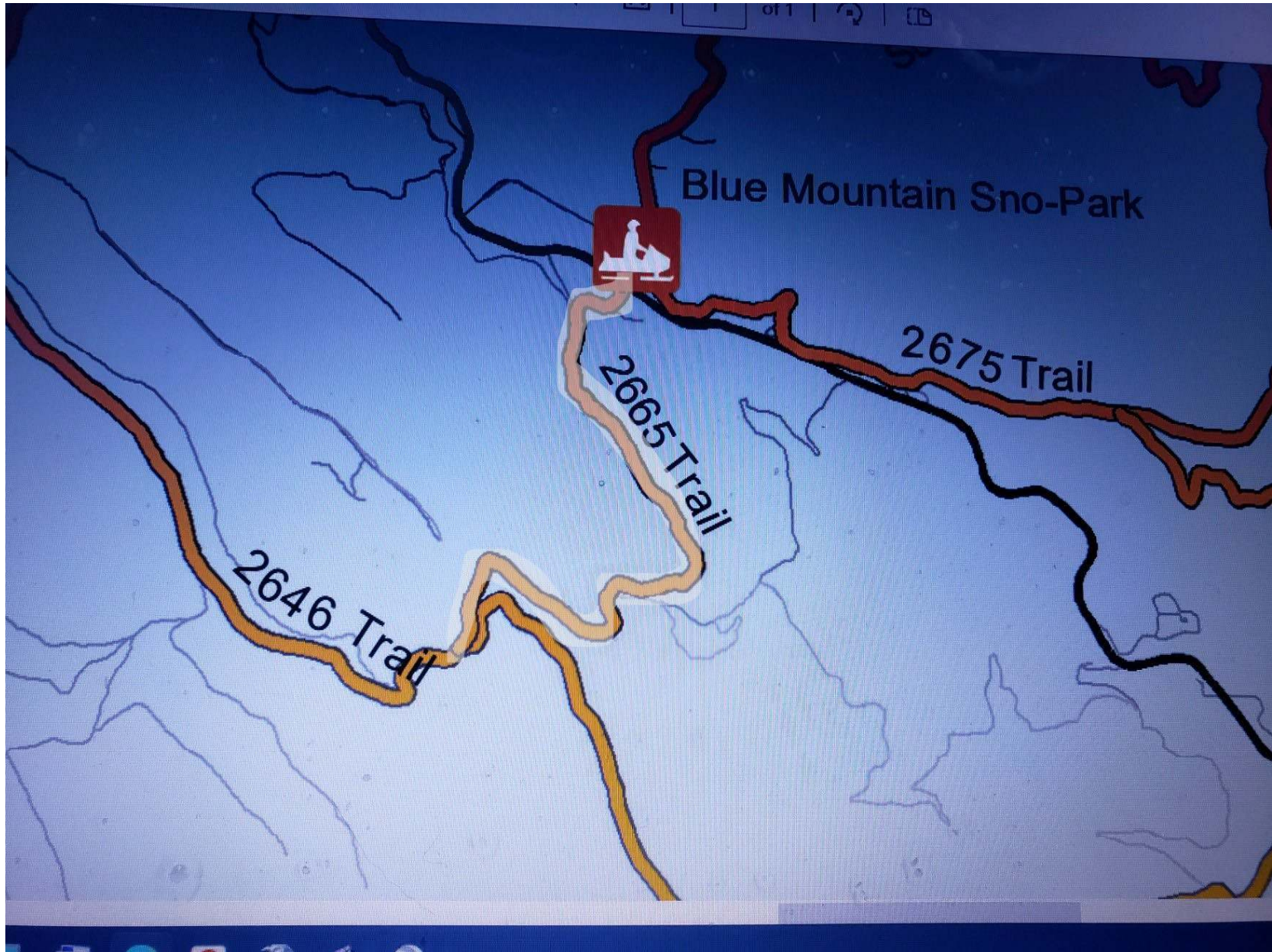
FS Rd 600 – Malheur National Forest

FS RD 2652 – Wallowa Whitman National Forest



Appendix B

FS Rd 2665 – Wallowa Whitman National Forest



APPENDIX C

Insurance Requirements

GENERAL.

Contractor shall obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to the Oregon Parks and Recreation Department ("OPRD") and Oregon State Snowmobile Association ("OSSA"). OSSA will not authorize work to begin under contract until the insurance is in full force.

TYPES AND AMOUNTS.

- i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.
- ii. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to OPRD and OSSA. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following coverage amounts:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance must include the State of Oregon, OPRD, its officers, employees and agents, OSSA, and its officers as Additional Insureds but only with respect to the activities to be performed under the contract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, either "tail" coverage or continuous "claims made" liability coverage must be maintained, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of 24 months following the later of: (i) the contractor's completion and OSSA's acceptance of all services required under the sub agreement or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is

less than the 24-month period described above, then the contractor may request and OPRD may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If OPRD and OSSA approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to OSSA before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).