



COMMONWEALTH OF PENNSYLVANIA

# PENNSYLVANIA GAME COMMISSION

## FIELD REGIONS

253 Snyder Road  
Reading, PA 19605  
October 25, 2022

### REQUEST FOR BIDS FOREST TREE CUTTING PGC SOUTHEAST REGION

Prospective Service Contractors:

The Southeast Region of the Pennsylvania Game Commission is soliciting bids for the cutting of trees on 252 acres on three game lands located in Chester, Lehigh, Northampton, and Schuylkill Counties. The locations of these projects are defined on the attached maps. Specifications are detailed in Attachment 1 of the bid packet.

Bids are to be submitted electronically thru the Commonwealth's "PA Supplier Portal" system **by 2 PM November 22, 2022**. If you have not registered as a vendor with the state, you must do this first at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) before submitting an electronic bid. Any questions regarding this may be directed to Michelle Briel at 610-926-3136 x 66020 [mbriel@pa.gov](mailto:mbriel@pa.gov).

The bid shall be awarded on a **line-item basis**. This bid will be awarded as **five separate line items**, each project being an individual line item. The **per acre price** shall include the cost of labor, insurance, and all miscellaneous expenses necessary for the completion of the tasks. Prices bid shall be in dollar and cents only. Payment will be dispersed based on the number of acres completed as per the required specifications. **The work may begin after the PO is received and a performance bond is provided. Work in all blocks must be completed by June 30, 2023.**

The attached Bid Prospectus provides all necessary specifications, instructions, contact information, map, etc.

Please contact me if you have any questions.

Jonathan "Andy" Weaver  
Regional Forester  
Office: 610-926-3136 X 66686  
Cell Phone 717-756-1471  
Email: [jonweaver@pa.gov](mailto:jonweaver@pa.gov)

**GENERAL SPECIFICATIONS  
PENNSYLVANIA GAME COMMISSION  
FORESTRY DIVISION**

**FORESTRY CUTTING CONTRACT**

**(MACHINE AND HAND CUTTING)**

**I. SCOPE OF WORK:**

- A. The Pennsylvania Game Commission, Southeast Region Forestry Division, requires the services of an Operator to cut trees on 252 acres at several locations. Services shall include, but are not limited to, the furnishing of all materials, labor, equipment, tools, superintendence, miscellaneous items, and performing all work necessary to complete the project to the satisfaction of and subject to the approval of the Commission.
  
- B. Questions regarding any technical aspects of this bid should be directed to Harley Arnold for SGL 43 at 717-562-4424. Questions regarding any technical aspects of this bid should be directed to Steve Ziegler for SGL 168 and 217 at 484-793-2884. Questions regarding administrative aspects of this bid should be directed to Andy Weaver, PA Game Commission Southeast Regional Forester, at telephone no. 610-926-3136 ext. 66686.
  
- C. Bids are to be submitted electronically thru the Commonwealth’s “PA Supplier Portal” system **by 2 PM November 22, 2022**. If you have not registered as a vendor with the state, you must do this first at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) before submitting an electronic bid. Any questions regarding this may be directed to Michelle Briel at 610-926-3136 x 66020 [mbriel@pa.gov](mailto:mbriel@pa.gov).

**II. CONTRACT TASKS:**

**A. Project Location(s):**

- 1. **Line item # 1 – SGL #43 – Horseshoe - Warwick Township, Chester County: Cut approximately 15,868 trees on 40 acres. Cut all trees between 1” DBH and 10” DBH except for oaks, hickories, and American beech. Do not cut blue painted boundary trees. All dead trees are reserved, except those that need to be felled for safety reasons. All trails within the project area must be kept clear. The project is 1,800 feet from the nearest access point but may be accessed by ATV. This project is hand-felling only.**

**Estimated trees to cut per acre**

Diameter	1"-4"	6"	8"	10"	Total (Stems/ac)
Stems/Ac	344.2	26.0	18.5	8.1	396.7

2. Line item # 2 – SGL#168 – Bare Bones - Bushkill Township, Northampton County: Cut approximately 45,402 trees on 69 acres. Cut all trees less than 14” DBH. Cut all red maple and sweet birch over 14” DBH. Do not cut blue painted boundary trees. There is a small sample area in the southeastern corner of each block where all trees that should be cut have been marked with yellow paint. All dead trees are reserved, except those that need to be felled for safety reasons. This project can be accessed with a pickup truck. This project must be cut by hand.

Estimated trees to cut per acre

Diameter	2"-4"	6"	8"	10"	12"	≥14"	Total (Stems/ac)
Stems/Ac	469	58	55	35	23	18	658

3. Line item # 3 – SGL#168 – Kings Top - Bushkill Township, Northampton County: Cut approximately 8,370 trees on 27 acres. Cut all unpainted trees. Do not cut any red painted reserve trees or blue painted boundary trees. No cutting is permitted east of the powerline before 9AM. All dead trees are reserved, except those that need to be felled for safety reasons. This project is accessible with a pick-up truck, but a short walk may be required to reach the blocks. This project may be cut by hand or with a machine.

Estimated trees to cut per acre

Diameter	4"	6-10"	12-16"	18" +	Total (# Stems)
Stems/Ac	92	187	29	2	310

4. Line item # 4 – SGL#217 – Missing Link - Lynn Township, Lehigh County: Cut approximately 49,086 trees on 54 acres. Cut all trees greater than 1” DBH except oaks, hickories, and conifers. All dead trees are reserved, except those that need to be felled for safety reasons. Do not cut blue painted boundary trees. A sample area is marked with yellow paint in the southeast corner of block 4. These blocks are accessible by pickup truck but may require a short walk. This project may be cut by hand or with a machine.

Estimated trees to cut per acre

Diameter	2"-4"	6"	8"	10"	Total (# Stems)
Stems/Ac	811	79	17	2	909

5. Line item # 5 – SGL#217 – Rotten Gate – West Penn Township, Schuylkill County: Cut approximately 47,616 trees on 62 acres. In block 1, cut all trees greater than 1”

DBH except oaks, hickories, and conifers. In block 2, cut all black birch, red maple, and black gum less than 9" DBH. All dead trees are reserved, except those that need to be felled for safety reasons. Do not cut blue painted boundary trees. A sample area is marked with yellow paint in the southeast corner of block 1 and the southwest corner of block 2. These blocks are accessible by pickup truck, but a short walk may be required to reach block 2. This project may be cut by hand or with a machine.

**Estimated trees to cut per acre**

Diameter	2"-4"	6"	8"	Total (# Stems)
Stems/Ac	714	38	16	768

**III. SITE INSPECTION AND ASSISTANCE:**

A formal project tour will not be held for any of the projects. Bidders are strongly encouraged to view all sites on their own before bidding. Questions regarding any technical aspects of this bid should be directed to Harley Arnold for SGL 43 at 717-562-4424. Questions regarding any technical aspects of this bid should be directed to Steve Ziegler for SGLs 168 and 217 at 484-793-2884.

**IV. COMMISSION PERSONNEL** - The Commission will furnish personnel to supervise and direct the operation in the following capacities:

- a. **PROGRAM SUPERVISOR** - The Regional Forester of the PA Game Commission Southeast Region is responsible for the overall operation of the vegetation control program and represents the Commission in settling minor contractual matters.
- b. **FIELD CONTRACT COORDINATORS** - These persons are Regional Foresters or their designee who serve as the Commission's field liaison with the Operator and are responsible for reviewing and approving/disapproving the operations plan and conducting quality control checks on the equipment and performance during the operations. This person is responsible for coordinating the activities of all people working on the contract within a region and communicating with the Operator's project supervisor concerning any operational problems or changes in plans. He/she also provides daily reports of the operation to the program supervisor

**V. EQUIPMENT SPECIFICATIONS:**

- a. Equipment used on the project must be able to successfully complete the project and meet the approval of the Field Contract Coordinator.

**VI. CONTRACT REQUIREMENTS:**

- All employees must be able to identify local tree species.
- All project blocks on SGL 043 and SGL 168 Bare Bones are hand-felling only.
- All work must be completed by June 30, 2023.

- Woody material felled with clean cuts must have stumps that are parallel to the ground surface and shall not exceed six (6) inches in height measured on the side next to the highest ground or the diameter of the stump, whichever is smaller, except when in the opinion of the Field Contract Coordinator, said height is impractical.
- Cut trees must be removed from trails, roads, tail drains, streams, and utility rights-of-way. Special care should be taken to keep the trails clear on SGL #043.
- The Operator shall exercise care and caution in all operations to prevent damage to all trees not specified for treatment.
- Damage to trails, roads, streams, or utility rights-of-way caused by the Operator's equipment must be repaired by the Operator at their expense.
- Any trash resulting from the Operator's operations must be removed from the area and properly disposed.
- The Operator shall not block any roads or trails in the area during performance of this contract. The Operator shall not in any way hinder the progress of any Timber Sale Contracts in these areas.
- All labor, equipment, tools, etc., needed to complete contracted projects are to be provided by the Operator.
- Timber Damages – when in the opinion of Field Contract Coordinator, damage to the residual stand becomes excessive, the Operator shall pay the Commission a fair base current value determined by the Field Contract Coordinator per unit of volume. If this value for damage due to Operator's carelessness or negligence is less than \$10.00 per tree, then a minimum charge of \$10.00 per tree will be made whether the tree is commercial, non-commercial, merchantable, or non-merchantable.

## VII. INSURANCE REQUIREMENTS:

- A. The contractor will provide Workmen's Compensation insurance sufficient to cover all the employees of contractor working to fulfill this contract.
- B. Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the contractor from claims arising out of the performance of the contract. The amount of bodily injury insurance shall not be less than \$300,000.00 for injury to or death of persons per occurrence. The amount of Property Damage Insurance shall not be less than \$300,000.00 per occurrence.

**Such policies shall name the Commonwealth as an additional insured.** Prior to the commencement of work under this contract, the contractor must provide the Commonwealth with current Certificates of Insurance. These Certificates shall contain a provision that coverages afforded under the policy shall not be canceled or changed until at least thirty (30) days prior written notice has been given to the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Operator(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Operator's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

## VIII. HOLD HARMLESS:

- A. The contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from and against damages to property or injuries (including death) to any persons and other losses, damages, expenses, claims, demands, suits, and actions by any party against the Commonwealth in connection with the work performed by the contractor.

## IX. BIDDING

### A. RECEIVING AND OPENING BIDS –

The bid shall be awarded on a **line-item basis**. This bid will be awarded as five separate line items, each project being an individual line item. The **per acre price** shall include the cost of labor, insurance, and all miscellaneous expenses necessary for the completion of the tasks. Prices bid shall be in dollar and cents only. Payment will be dispersed based on the number of acres completed as per the required specifications. **Service Bid on the tree cutting project should include the Unit Price (\$/Acre).** Payment will be by Unit (acre) completed to the specifications of Attachment 1.

**Bid will be awarded to the lowest price per acre by line item, each project being a separate line item.**

Bids are to be submitted electronically thru the Commonwealth's "PA Supplier Portal" system by **2:00 PM, Tuesday November 22, 2022.** If you have not registered as a vendor with the state, you must do this at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) prior to submitting an electronic bid. The Commission reserves the right to reject any or all bids.

ALL VENDORS WHO CONDUCT BUSINESS WITH THE PENNSYLVANIA GAME COMMISSION MUST HAVE A VENDOR NUMBER ASSIGNED TO THEM IN ORDER TO RECEIVE PAYMENT FROM THE COMMONWEALTH.

Vendors may access the website [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) or phone (877) 435-7363 or (717) 346-2676 or email [ra-srmhelp@state.pa.us](mailto:ra-srmhelp@state.pa.us) for assistance to register as a new vendor or, if you are an existing vendor, to change a name or remit to address. This is a Dept of General services (DGS) website so you need to contact them directly if you have any problems with the website.

The unit price (acre) shall include all labor, equipment, tools, insurance and all items necessary for the completion of the project.

- B. **BID RESULTS** - Bidders can obtain results at [www.emarketplace.state.pa.us/bidtabs.aspx](http://www.emarketplace.state.pa.us/bidtabs.aspx)

The posted results will contain the information of the apparent bidders, and all bids are under review until final award of the purchase order.

Quantities herein are only estimates and may increase or decrease dependent upon the needs of the Commission. Operator shall be paid at the unit price bid for actual services performed.

The Commission reserves the right to reject any or all bids and award contracts as it determines to be in the best interest of the Commission.

## X. PERFORMANCE SECURITY:

- A. As further guarantee of faithful performance of the conditions set forth in this contract, the Contractor hereby agrees to furnish the Commission with Certified Check, Savings Account, Irrevocable Letter of Credit, or other security acceptable to the Pennsylvania Game Commission, in the sum of **\$2,000.00 for each project.**

**ANY SECURITY POSTED MUST HAVE AN EXPIRATION DATE A MINIMUM OF ONE YEAR BEYOND THE EXPIRATION DATE OF THE CONTRACT.**

- B. Performance Security is due no later than 30 days after written notice of the bid award. Time is of the essence with regard to the provision of Performance Security. At the option of the PGC, failure to provide an acceptable Surety within 30 days will result in cancellation of the contract and the PGC may declare the bidder ineligible on future projects.
- C. It is further agreed that any performance bond guarantees the complete and faithful performance of this contract and full compliance with the conditions set forth herein, particularly as to construction repairs, restorations or other conditions to be performed and the Principal and Surety shall in no way be released or either of them, their executors, administrators, successors or assigns from their liability hereunder, notice to the Surety or Sureties of any such repair involving construction restoration and conditions to be performed, and extension or forbearance hereof being hereby waived.
- D. Failure to comply with any of the conditions of the contract herein mentioned shall result in cancellation of the agreement and forfeiture of the performance bond to cover damages sustained by the Commission. The Commission may declare the Contractor ineligible to bid on future contracts.

**XI. OPERATOR REFERENCES:**

After the bid opening and prior to awarding of the contract, the Commission has the right to request 3 references (names, addresses, and telephone numbers) of similar work performed by the Operator within the previous two (2) years as proof of qualifications to perform the work involved in this contract. Similar work is defined here as proof that the bidder has successfully completed at least 150 acres of tree cutting in a forested environment in a single calendar year.

**XII. CONTRACT TERM:**

The Contract shall commence upon execution and receipt of the performance bond. Work in all blocks must be completed by June 30, 2023. No contract extensions will be approved. Forfeiture of the performance bond will occur if contract is not completed by June 30, 2023.

**XIII. PAYMENT TERMS:**

Payment shall be on a reimbursement basis for actual acres completed as measured by a Forestry Division employee. A block will be deemed complete when all items listed in the specifications have been met for that block. Invoice must state the number of acres properly treated.

**XIV. INVOICES:**

Original invoices must be sent to:  
Commonwealth of PA – PO Invoices  
P.O. Box 69180  
Harrisburg, PA 17106

A copy of all invoices must be sent to:

Andy Weaver  
SE Regional Forester

Pennsylvania Game Commission  
253 Snyder Road  
Reading, PA 19605  
jonweaver@pa.gov

All invoices must have the Purchase Order Number, as well as the Operator's SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be on each invoice. Failure to provide this information may result in a delay of payment.

**Please Note:** Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

## **XV. PURCHASE ORDER(S) TERMINATION**

The Commonwealth may terminate the Purchase Order(s) for its convenience if the Commonwealth determines termination to be in its best interest. Operator shall be paid for work completed.

Attachments:

Attachment 1: Treatment Specifications

Attachment 2: Project Maps



# ATTACHMENT 1, TREE FELLING SPECIFICATIONS STATE GAME LANDS 043, 168, and 217

## 3.1 -SCOPE

This work involves the felling and placing on the ground of designated trees on 252 acres on State Game Land # 043, 168, and 217.

## 3.2 – PROCEDURE & TERMS

1. On SGL 043 Horseshoe, 40 acres are required to be cut. Refer to Line Item 1 above for project specifics.
2. On SGL 168 Bare Bones, 69 acres are required to be cut. Refer to Line Item 2 above for project specifics.
3. On SGL 168 Kings Top, 27 acres are required to be cut. Refer to Line Item 3 above for project specifics.
4. On SGL 217 Missing Link, 54 acres are required to be cut. Refer to Line Item 4 above for project specifics.
5. On SGL 217 Rotten Gate, 62 acres are required to be cut. Refer to Line Item 5 above for project specifics.
6. All blocks on SGL 043 Horseshoe and SGL 168 Bare Bones must be felled with a hand operated device (chainsaw).
7. All dead trees are reserved, except those that need to be felled for safety reasons.
8. Boundary is painted with blue paint for all project blocks.
9. All PGC access roads, firebreaks, trails, and ROWs must be kept free of debris and equipment cannot block access. Care should be taken to keep the trails open on the SGL 043 Horseshoe project.
10. All gates must remain closed at all times and locked when the contractor is not onsite or onsite working.
11. All trees must remain within the defined project area.
12. Cut trees must be completely severed at the stump and stump heights must be kept less than 6 inches above the ground.
13. No brush or trees can be felled into any stream, spring seep, or vernal pond.
14. All trees must be felled to ground level and cut completely from the stump. No leaning trees can remain standing.
15. All woody material must remain on site. No brush or woody material may be removed.
16. The contractor will remove all trash and garbage generated from the completion of this contract. This is to include all materials related to the support of felling tools and equipment, as well as items generated through personal use by the contractor's employees.

17. The contractor will notify the PGC forestry representative three days prior to beginning the project. The contractor may work at times other than the schedule of the PGC forestry representative. The contractor may be present at the final inspection.
18. Payment will be based on the number of acres completed to the specifications of the project. The PGC forestry representative will make the final decision concerning the number of acres completed to the specifications.
19. A member of the work crew must be able to communicate with PGC representative in English.
20. All equipment will be cleaned of soil and debris before being moved onto site to prevent spread of invasive species.
21. The following are non-workdays for this project:
  1. All Saturdays in the months of December and January and any Sundays open to hunting.
  2. The entire 2 weeks of the statewide rifle deer season.
  3. The entire 4 days of rifle bear season.
  4. The opening day of the flintlock muzzleloader season.
  5. All Saturdays during the spring turkey season, including the opening day and the youth spring turkey season.

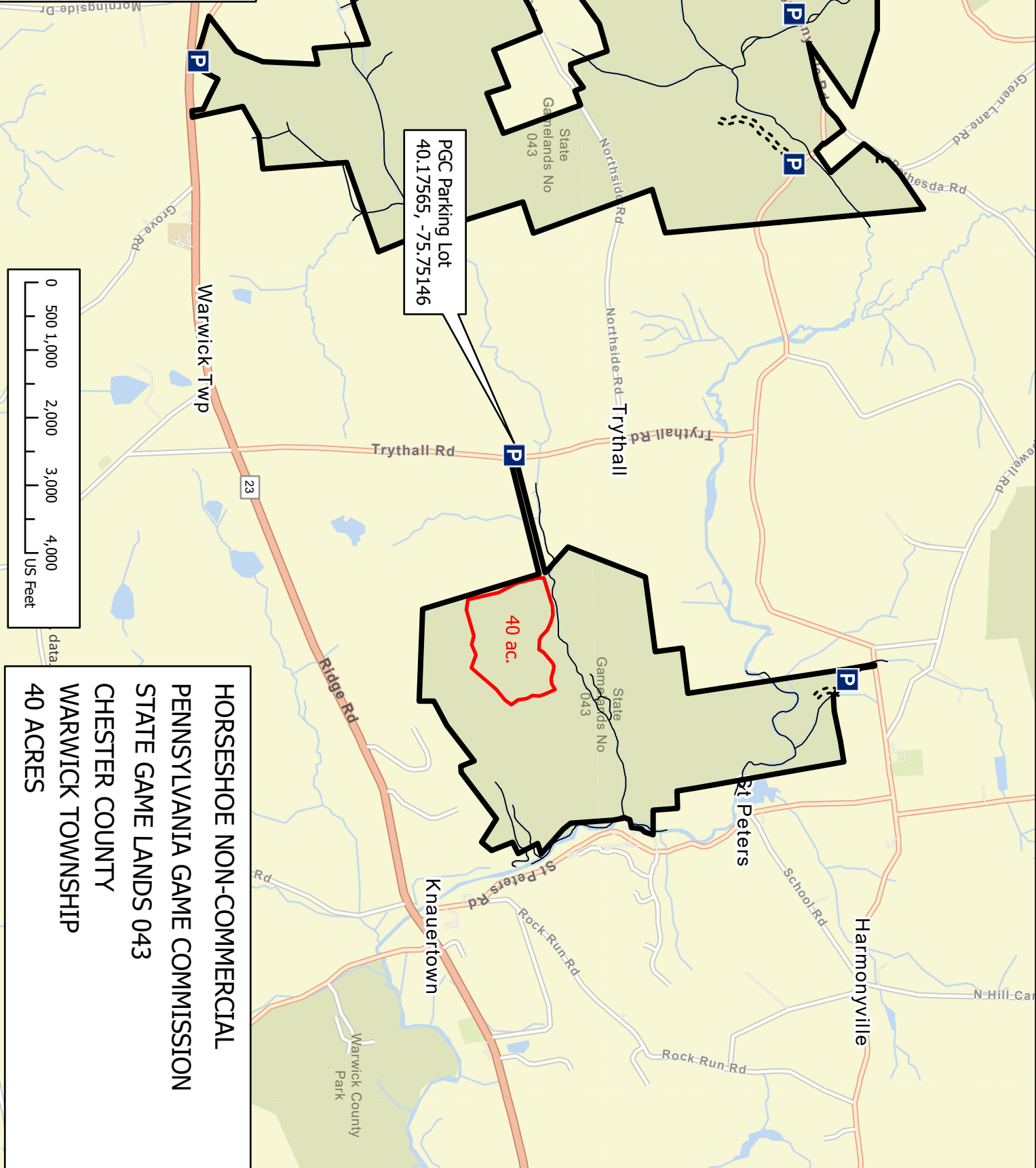
### **3.3 - MEASUREMENT AND PAYMENT**

A price per acre will be the unit of bidding and payment will be based on the number of acres successfully treated. Evaluation of the success of the treatment will be based on the quality of application to designated stems on a per acre basis.



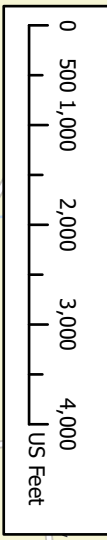
**LEGEND**

- State Game Land
- PA County
- Project Area
- Administrative Road
- Seasonal Road
- Parking Area
- Stream



PGC Parking Lot  
40.17565, -75.75146

40 ac.

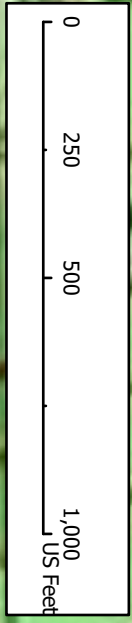


**HORSESHOE NON-COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 043  
CHESTER COUNTY  
WARWICK TOWNSHIP  
40 ACRES**



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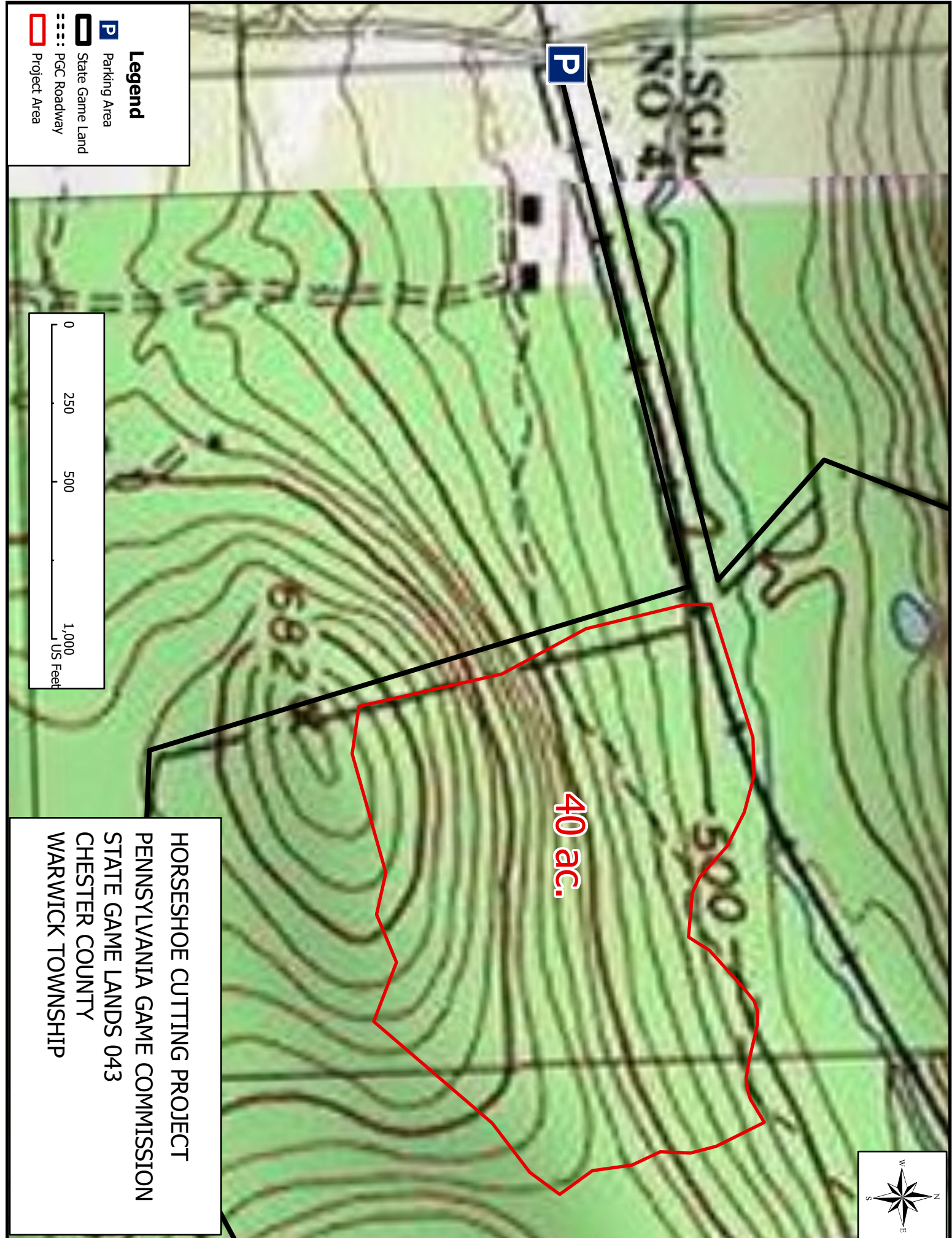
40 ac.

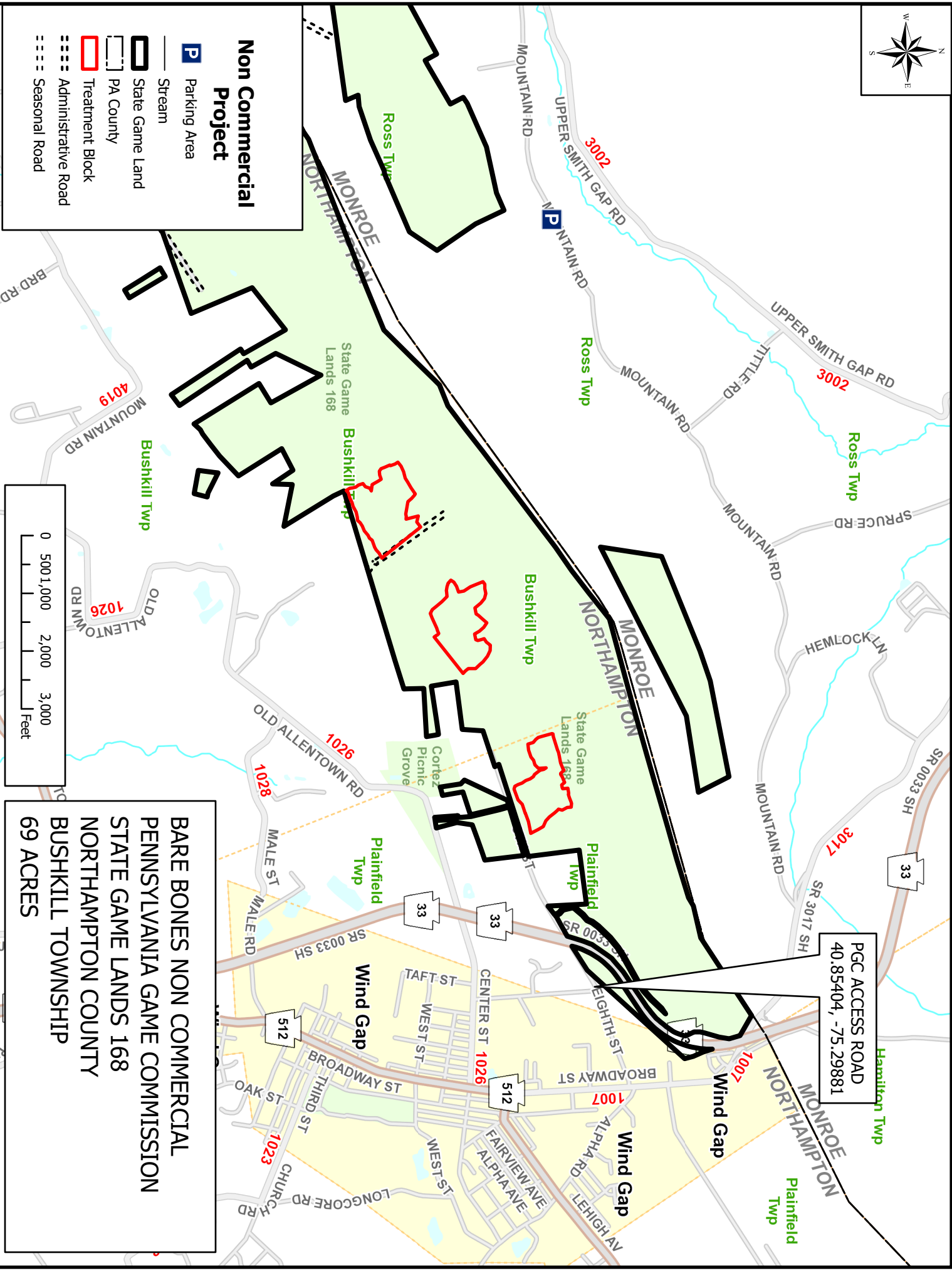


**Legend**

- Parking Area
- State Game Land
- PGC Roadway
- Project Area

HORSESHOE CUTTING PROJECT  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 043  
CHESTER COUNTY  
WARWICK TOWNSHIP





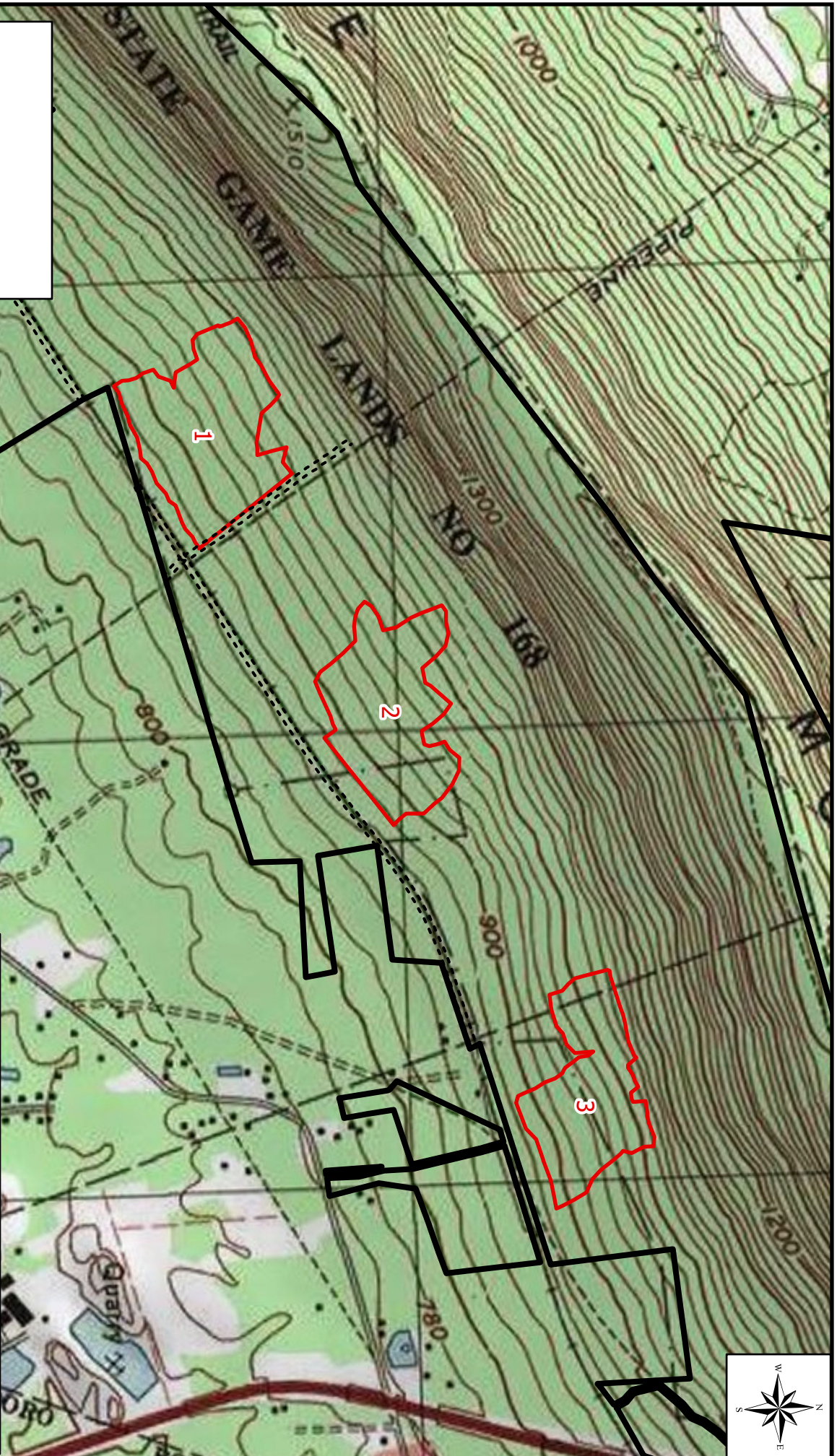
**Non Commercial Project**

- Parking Area
- Stream
- State Game Land
- PA County
- Treatment Block
- Administrative Road
- Seasonal Road



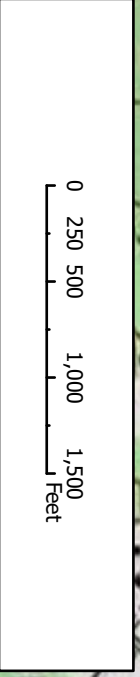
**BARE BONES NON COMMERCIAL PENNSYLVANIA GAME COMMISSION STATE GAME LANDS 168 NORTHAMPTON COUNTY BUSHKILL TOWNSHIP 69 ACRES**

PGC ACCESS ROAD  
40.85404, -75.29881

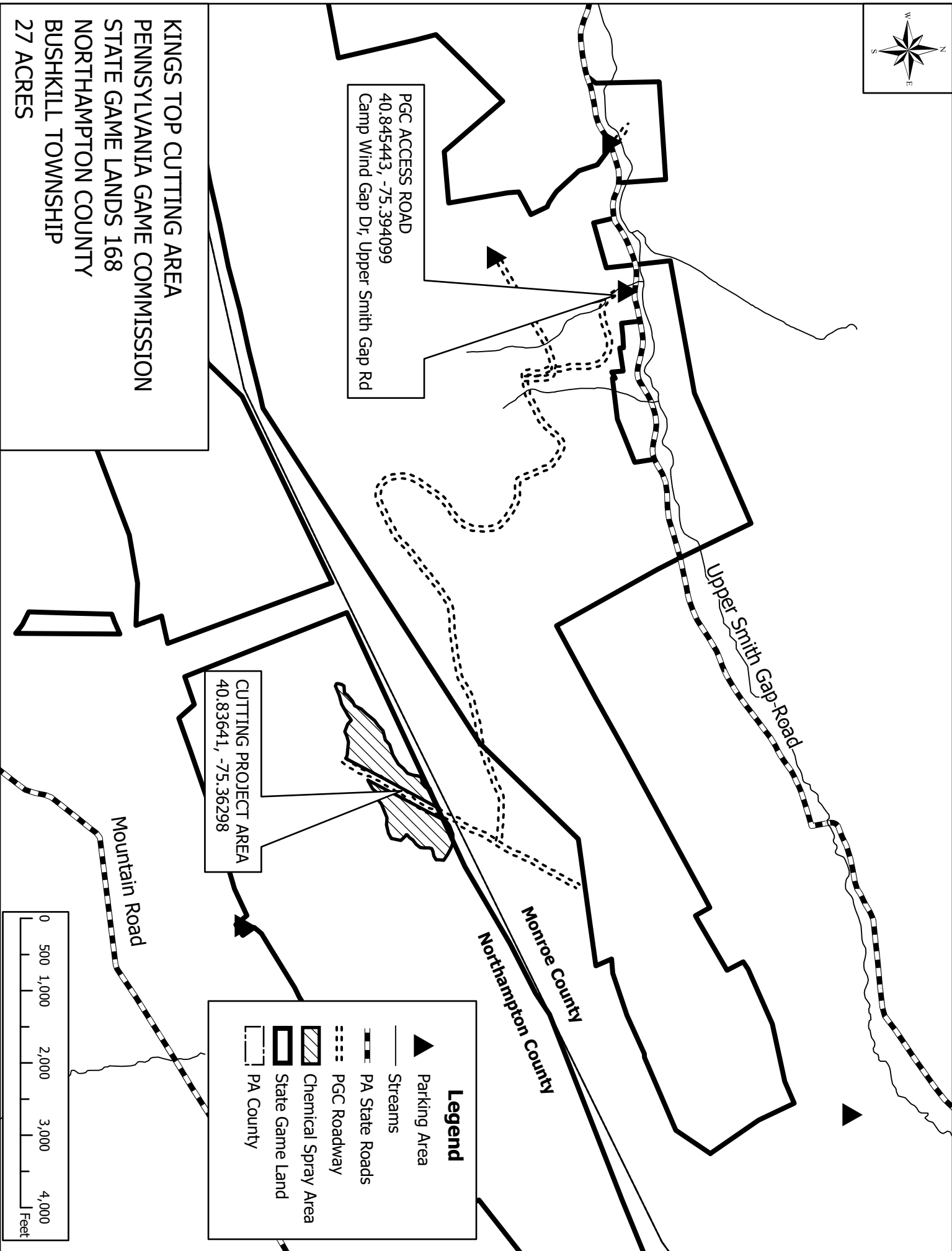
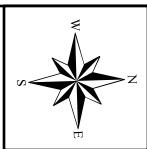


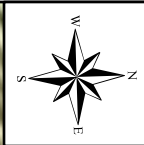
**Non Commercial Project**

- Culvert
- P Parking Area
- ▭ State Game Land
- ⋯ PGC Roadway
- ▭ Treatment Block



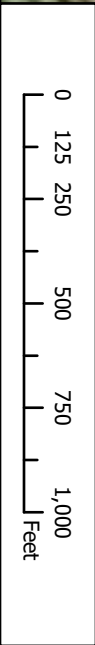
BARE BONES NON COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 168  
NORTHAMPTON COUNTY  
BUSHKILL TOWNSHIP  
69 ACRES



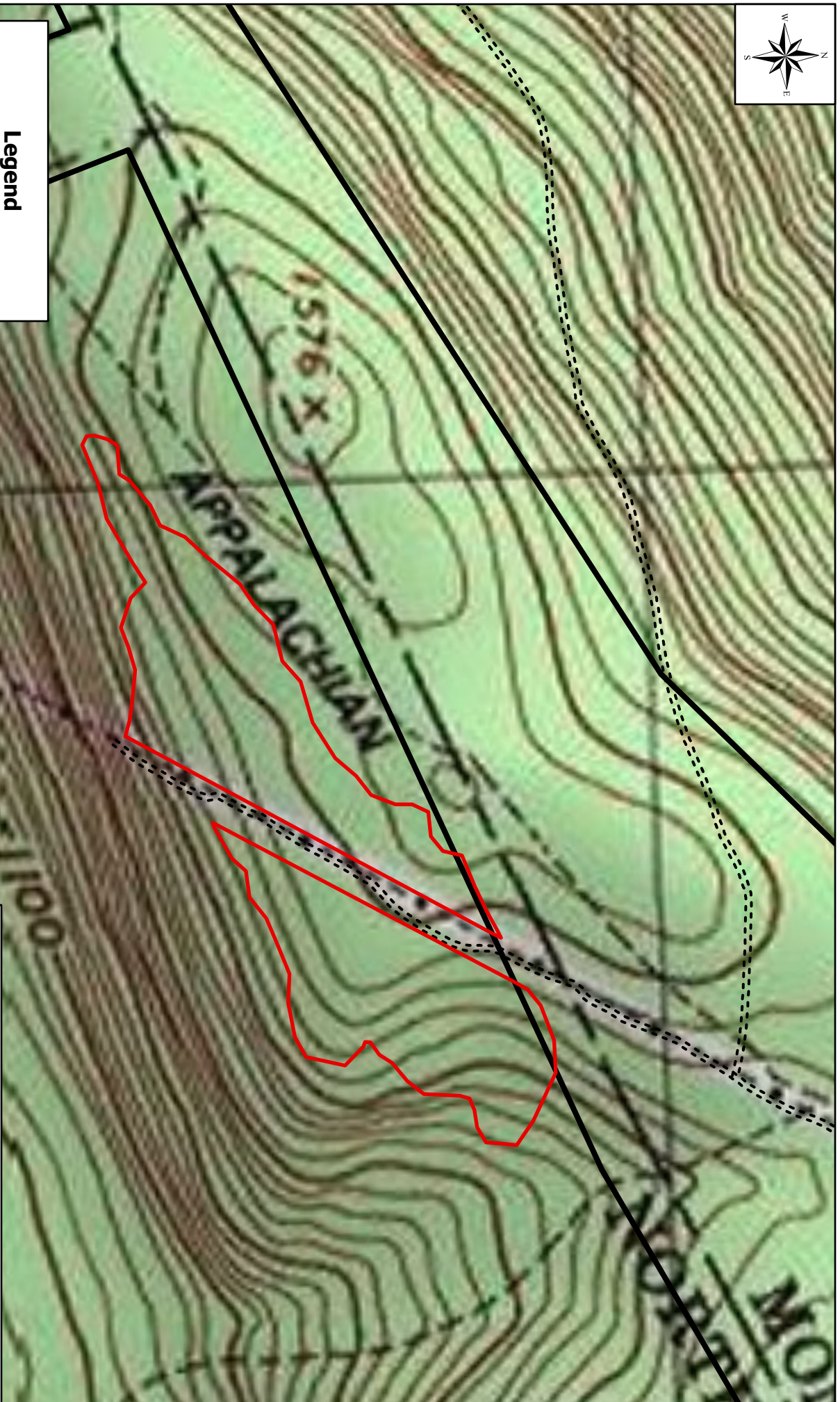


**Legend**

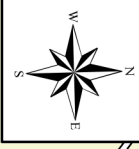
- ..... PGC Roadway
- ▭ Chemical Spray Area
- ▭ State Game Land



**KINGS TOP CUTTING AREA**  
**PENNSYLVANIA GAME COMMISSION**  
**STATE GAME LANDS 168**  
**NORTHAMPTON COUNTY**  
**BUSHKILL TOWNSHIP**  
**27 ACRES**



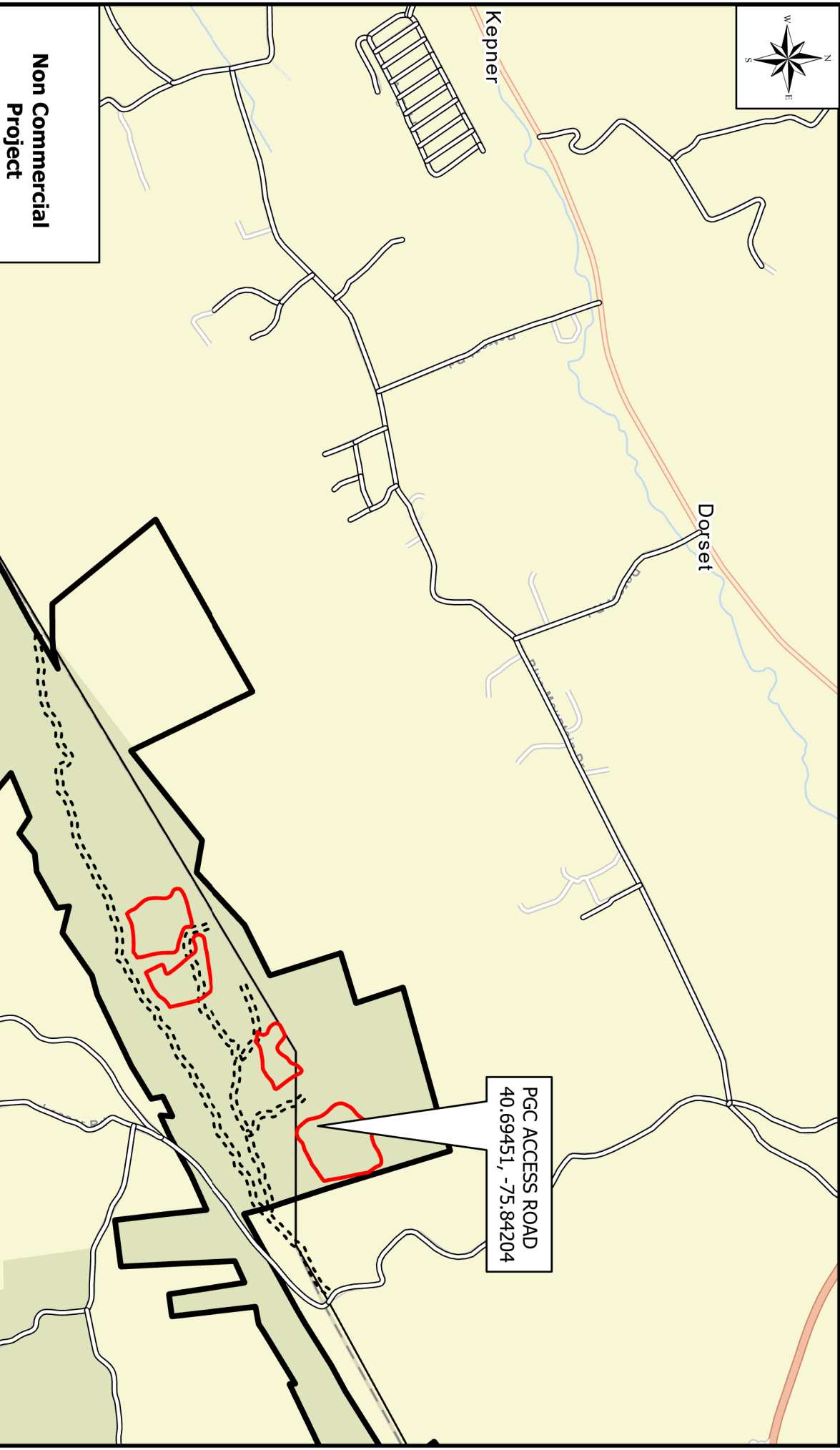




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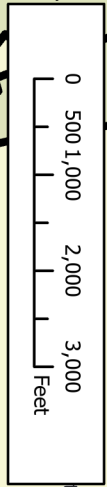
Dorset

PGC ACCESS ROAD  
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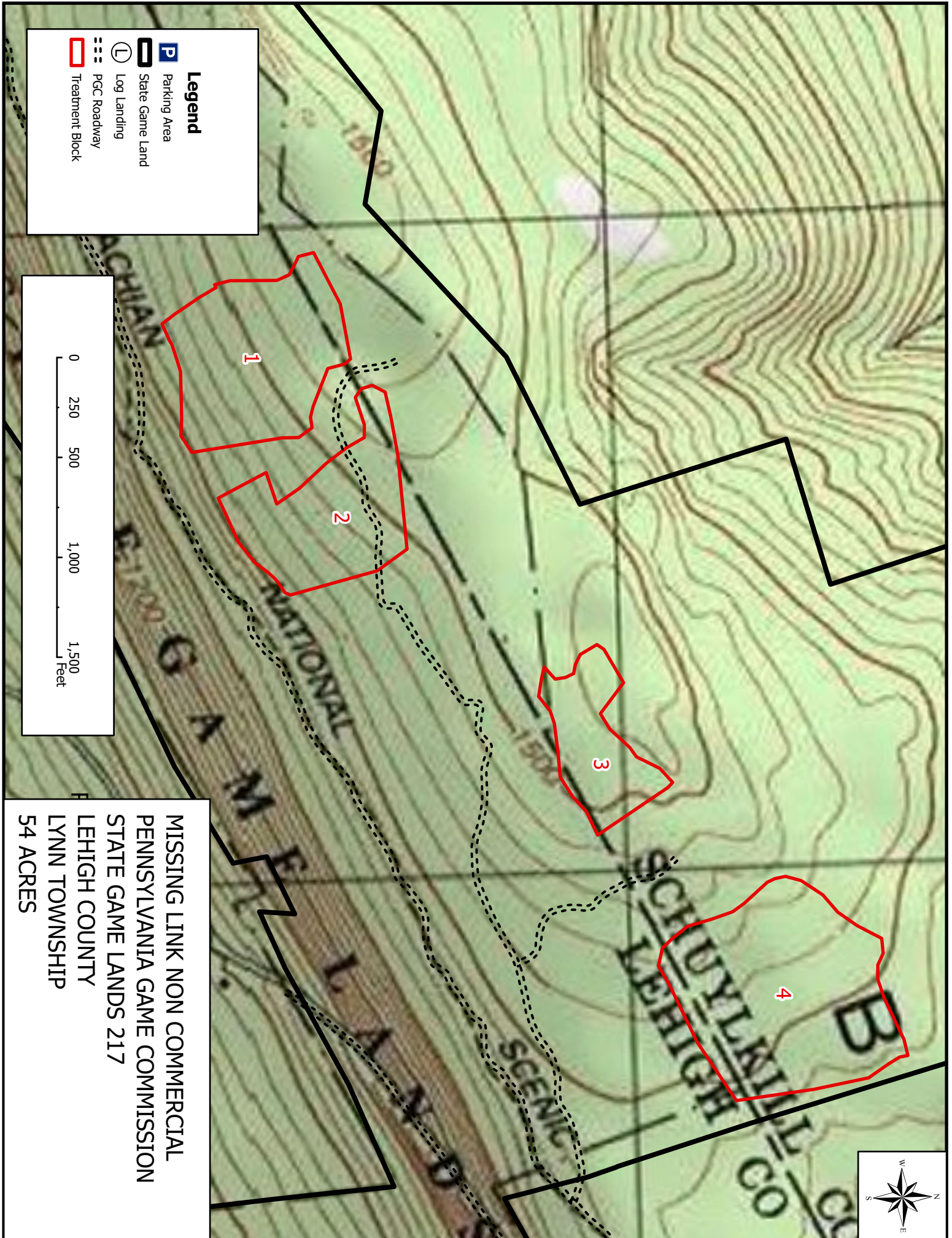


### Non Commercial Project

- Parking Area
- Stream
- PA Local Roads
- State Game Land
- PA County
- Treatment Block
- Administrative Road
- Seasonal Road

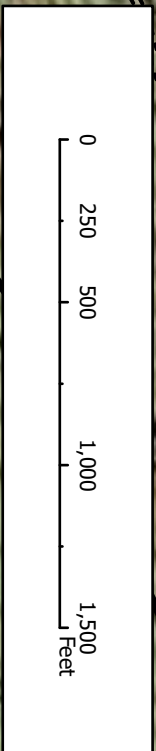


MISSING LINK NON COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 217  
LEHIGH COUNTY  
LYNN TOWNSHIP  
54 ACRES

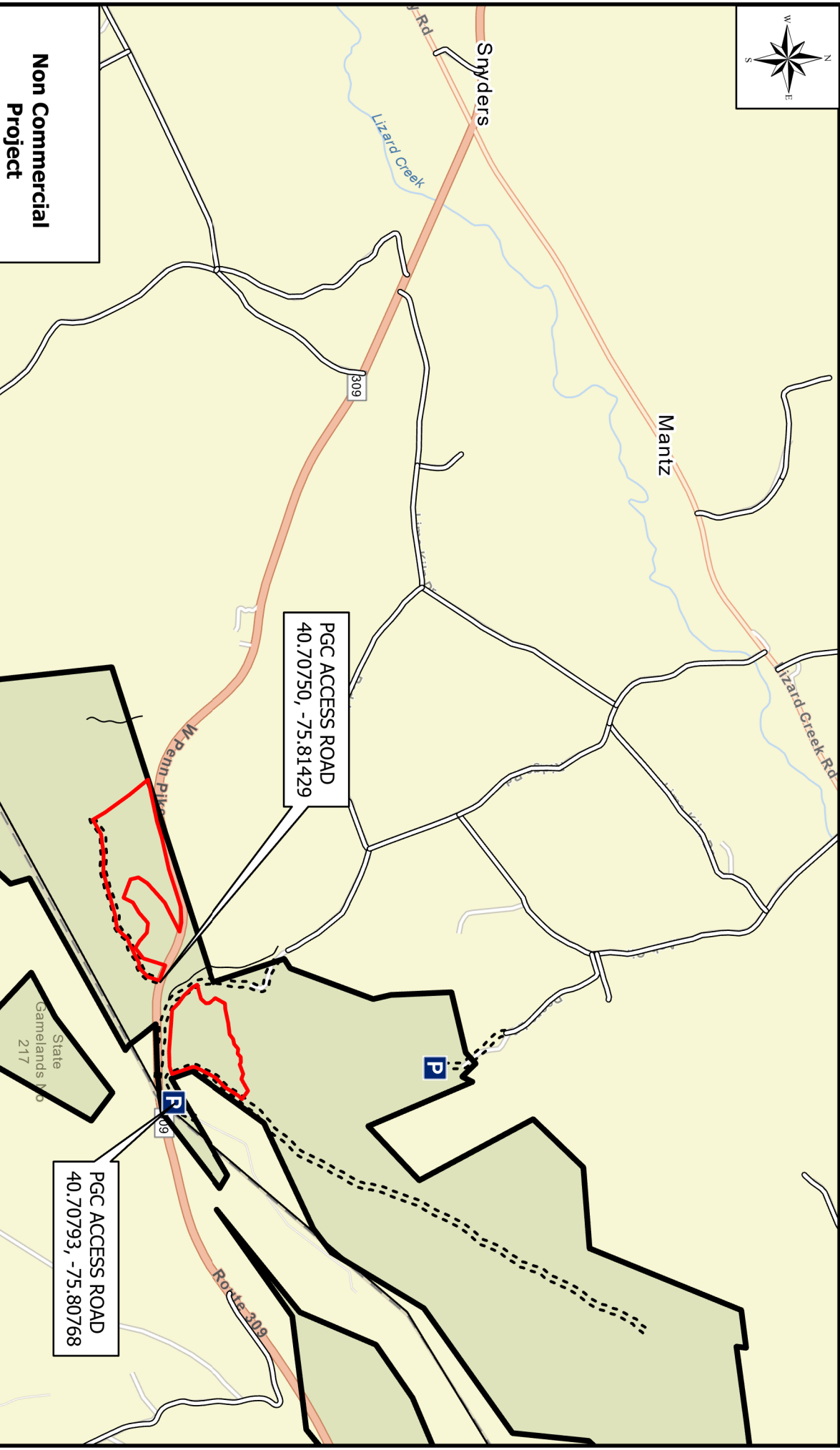


**Legend**

- Parking Area
- State Game Land
- Log Landing
- PGC Roadway
- Treatment Block

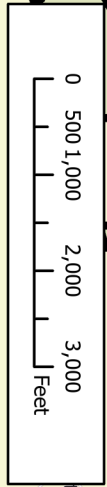


MISSING LINK NON COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 217  
LEHIGH COUNTY  
LYNN TOWNSHIP  
54 ACRES



**Non Commercial Project**

- Parking Area
- Stream
- PA Local Roads
- State Game Land
- PA County
- Treatment Block
- Administrative Road
- Seasonal Road



**ROTTEN GATE NON COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 217  
SCHUYLKILL COUNTY  
WEST PENN TOWNSHIP  
62 ACRES**

PGC ACCESS ROAD  
40.70750, -75.81429

PGC ACCESS ROAD  
40.70793, -75.80768

State  
Game Lands No  
217

309

Route 309

309

Snyder's

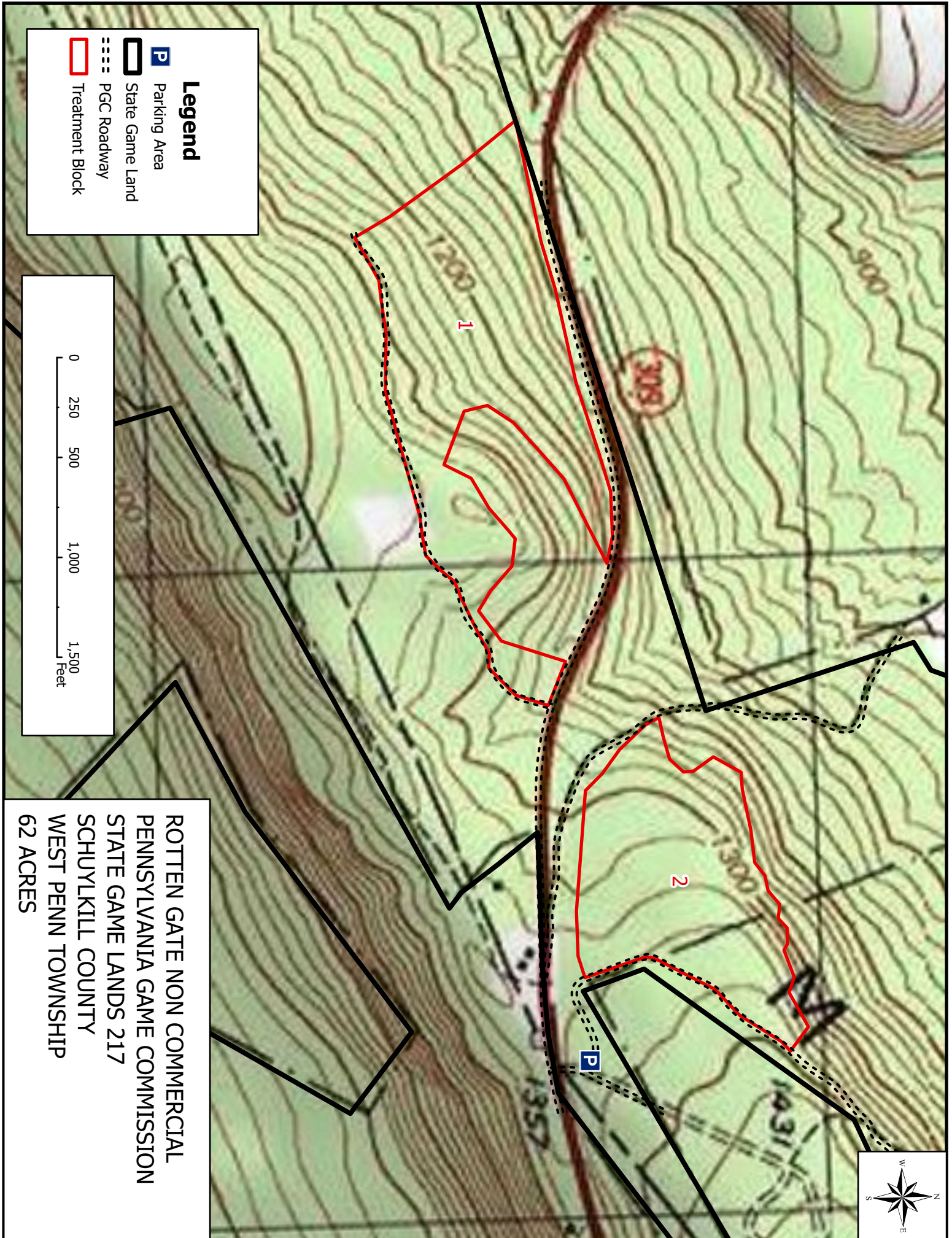
Mantz

Lizard Creek Rd

Lizard Creek

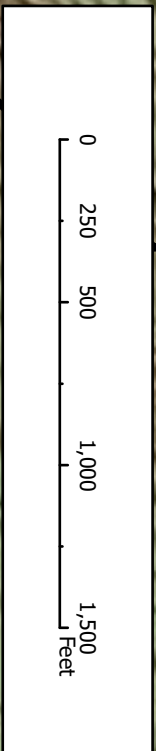
W Penn Pike

pa



**Legend**

- Parking Area
- State Game Land
- PGC Roadway
- Treatment Block



ROTTEN GATE NON COMMERCIAL  
PENNSYLVANIA GAME COMMISSION  
STATE GAME LANDS 217  
SCHUYLKILL COUNTY  
WEST PENN TOWNSHIP  
62 ACRES