



COMMONWEALTH OF PENNSYLVANIA

# PENNSYLVANIA GAME COMMISSION

## FIELD REGIONS

253 Snyder Road  
Reading, PA 19605  
December 7, 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 approximately 2,544 dead trees on 125 acres on SGL 110 in Berks 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 January 5th, 2023**. 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).

This project consists of a single 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 PO is received and performance bond is provided, and the work must be completed by March 17, 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**

**I. SCOPE OF WORK:**

- A. The Pennsylvania Game Commission, Southeast Region Forestry Division, requires the services of an Operator to cut and lay on the ground approximately 2,544 snags across 125 acres. 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 Steve Ziegler 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 January 5th, 2023**. 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:**

- 1. **SGL #110, Berks County – Upper Tulpehocken Township, Schuylkill County – South Manheim Township: Cut approximately 2,544 dead trees on 125 acres. Cut all dead trees within 100 feet of the firebreak in the burn unit.**

Diameter	8"	10"	12"	14"	16"	18"	20"+	Total (Stems/ac)
Average (Stems/ac)	7.9	3.7	2.5	3.1	1.4	0.6	1.1	20.4

Diameter	8"	10"	12"	14"	16"	18"	20"+	Total (# Stems)
Total (# Trees)	989	459	318	389	177	71	141	2544

**III. SITE INSPECTION AND ASSISTANCE:**

Bidders are strongly encouraged to review the sites before bidding. If you have questions about the site, contact Steve Ziegler 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:**

- Work must be completed by **March 17, 2023**.
- Woody material felled with clean cuts must have stumps that are parallel to the ground surface and shall not exceed twelve (12) 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.
- All trees must be placed on the ground.
- Cut trees must be removed from trails, roads, tail drains, streams, and utility rights-of-way.
- 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.
- PGC access gates must remain closed while the operator is on site and locked when the operator is not on site.
- 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 as a single **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.**

Bids are to be submitted electronically thru the Commonwealth's "PA Supplier Portal" system by **2:00 PM, Wednesday January 5th, 2023.** 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.**

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 must be completed by **March 17, 2023**. No contract extensions will be approved. Forfeiture of the performance bond will occur if contract is not completed by March 31, 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 along with the date the work began and the date the work was completed.

### **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:

SE Regional Forester  
Pennsylvania Game Commission  
253 Snyder Road  
Reading, PA 19605

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. The date the work began and the date the work was completed is also required. 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 110

## 3.1 -SCOPE

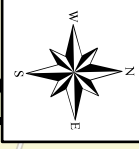
This work involves the felling and placing on the ground of approximately 2,544 dead trees on 125 acres on State Game Land #110.

## 3.2 – PROCEDURE & TERMS

1. All dead trees within 100 feet of the firebreak in the burn unit must be cut and placed on the ground.
2. All trees to be cut are snags
3. The PGC access road must be kept passable, and all debris must be removed from firebreak trails.
4. Cut trees must be completely severed at the stump and stump heights must be kept less than 12 inches above the ground.
5. No brush or trees can be felled into any stream, spring.
6. All trees must be felled to ground level and cut completely from the stump. No leaning trees can remain standing.
7. Gates must remain closed at all times and locked when the operator leaves the game lands.
8. 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.
9. 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.
10. 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.
11. A member of the work crew must be able to communicate with PGC representative in English.
12. All equipment will be cleaned of soil and debris before being moved onto site to prevent spread of invasive species.
13. The following are non-workdays for this project:
  1. The opening day and all Saturdays during spring gobbler season, including the youth spring gobbler hunt.

## 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.



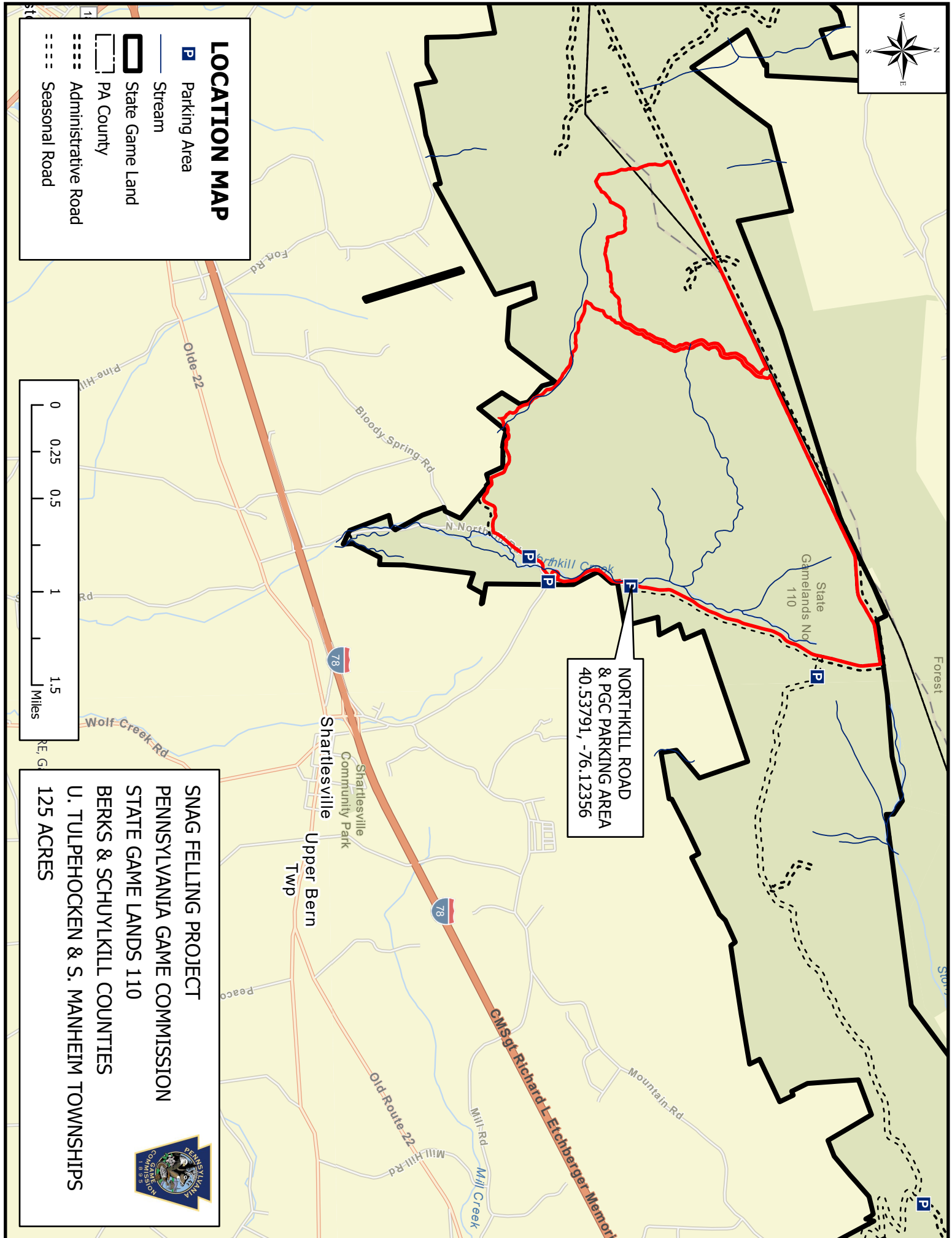
**LOCATION MAP**

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



**SNAG FELLING PROJECT**  
**PENNSYLVANIA GAME COMMISSION**  
**STATE GAME LANDS 110**  
**BERKS & SCHUYLKILL COUNTIES**  
**U. TULPEHOCKEN & S. MANHEIM TOWNSHIPS**  
**125 ACRES**


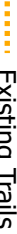

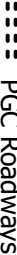

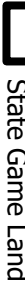
**NORTHKILL ROAD  
 & PGC PARKING AREA**  
 40.53791, -76.12356

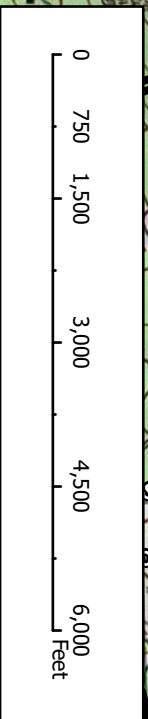




Block 1 - 42 acres  
 Block 2 - 83 acres  
 Project Total - 125 acres

**PROJECT AREA**

-  Stream
-  Existing Trails
-  Parking Area
-  PGC Roadways
-  Treatment Blocks
-  State Game Land



**SNAG FELLING**  
 PENNSYLVANIA GAME COMMISSION  
 STATE GAME LANDS 110  
 BERKS & SCHUYLKILL COUNTIES  
 U. TULPEHOCKEN & S. MANHEIM TOWNSHIPS  
 125 ACRES

