

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: October 1, 2012

**RFP NUMBER: CSP902013
INDEX NUMBER: AGR002**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Agriculture, Division of Plant Health is requesting proposals for :

Asian Longhorned Beetle (ALB) Eradication Program
Survey – Clermont Ohio

Attached are page(s) to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to correct error on opening date on page 3, clarify information on page 18 and 20, to add link to page 63 to provide additional information in response to questions posed at pre-proposal conference.

PROPOSAL DUE DATE: October 12, 2012 by 1:00 p.m.
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	September 7, 2012
Inquiry Period Begins:	September 7, 2012
Pre-proposal Conference:	September 20, 2012, at 11:00 a.m.
Inquiry Period Ends:	October 5, 2012, at 8:00 a.m.
* Proposal Due Date:	October 12, 2012, by 1:00 p.m.

PRE-PROPOSAL CONFERENCE AND SITE VISITS. A Pre-Proposal Conference / Site Visit meeting for all prospective Offerors will be held on September 20, 2012 promptly at 11:00 a.m. (sign-in starts at 10:30 a.m.) at the Ohio Department of Agriculture Office, 1761A SR 125, Amelia, OH 45102. This meeting will cover technical details of this RFP to enable the potential Offerors to review the services and location requirements prior to proposal submission.

The purpose of this conference is to discuss the Request for Proposal (RFP) and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at this fact finding meeting is highly suggested to insure that Offerors understand the requirements of this RFP and the Contract. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the Web-based process. Offerors are responsible for any and all information exchanged at the fact finding meeting or via the Internet inquiry process.

To facilitate access to the pre-proposal conference, please provide the names, organization and telephone numbers of representatives who will attend the site visit and send this information to: Geraldine Berry, Ohio Department of Administrative Services, no later than 12:00 Noon, Wednesday September 19, 2012 by email to: geraldine.berry@das.state.oh.us or fax to: 1-614-644-1785.

Estimated Dates

Contract Award Notification: TBD

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

* corrected a typographical error on proposal due date.

The survey will require interaction with public and residents. Upon entering the property, the contractor must knock on doors to notify residents of their presence and that ALB surveys will taking place on their property. The survey crew shall be courteous and respectful to residents and property owners at all times. All Contractors should be prepared for all conditions that they will be immersed in depending on where they are conducting surveys for the ALB. All contractor crews will be monitored by program (ODA or USDA) staff.

Survey work may include forests, woodlots, fencerows, trees located along streets, backyards, park lands, railroads, industrial parks, cemeteries, nature preserves, etc. The Contractor shall inspect all host trees in assigned areas regardless of size or DBH in the assigned areas search for ALB damage and infestation. All properties will be inspected for the presence of host trees. Those properties without host trees shall be recorded in the PDS as no-host properties. Properties with ALB host trees that cannot be accessed due to physical barriers such as fences shall be recorded as a call back. For call back properties, the Contractor shall make efforts to determine if host trees are present on the property by viewing the property from adjacent properties and notate the presence of ALB host trees requiring inspection. The number of callbacks is expected to be minimal. ODA will attempt to gain access to these properties by contacting the property owner. Once access is gained, the Contractor shall be responsible to complete the surveys unless otherwise directed, even if the Contractor has progressed from the area. The AZU, order and progression of all survey work will be directed by ALB Program Staff and may be subject to change as priorities are identified.

C. Work Requirement

1. Survey Crews

- * The Contractor shall provide a sufficient number of surveyors experienced in hardwood tree identification to complete successful ALB tree inspections in the allotted time frame, all of the necessary equipment for said surveyors including but not limited to binoculars, transportation of said surveyors to and from the designated work sites, insurance, licenses, state bonding, permits, fees, tolls, general and administrative expenses, and other such costs required to perform the services. The contract price shall include all costs associated with the performance of surveying ALB host trees in Clermont County, Ohio, in accordance with this Statement of Work (SOW).

Surveyors must be able to communicate effectively (in English) and be able to comprehend detailed instructions. Surveyors must pass an ALB host tree identification test with 90% or better passing grade. In addition, surveyors must pass an ALB inspection field test. The inspection test will consist of the contract surveyor inspecting trees pre-defined by the ALB project. Within these trees, ALB project staff will create pseudo-infestation (fake ALB damage) sites. Contract surveyors must detect at least 75% of all pseudo damage located in the trees. Inspectors will be given one additional attempt to successfully complete the exam if they do not pass the first time.

2. Crew Leader

The Contractor shall provide dedicated, experienced, crew leader to manage the crews. There shall be one crew leader for every eight (8) Surveyors. The crew leader is expected to be in the fields at all times.

The Contractor must immediately replace the crew leader in the event of separation or when the existing crew leader is on leave. The Contractor shall notify program staff (ODA) in advance of the change in personnel.

3. Project Manager

The Contractor shall provide a dedicated, experienced Project Manager to oversee all aspect of the survey contract. The Project Manager will have overall responsibility for ensuring the successful execution of the contract. The Project Manager shall be an ISA or Ohio certified arborist.

The Contractor must immediately replace the Project Manager in the event of separation or when the existing Project Manager is on leave. The Contractor shall notify program staff (ODA) in advance of the change in personnel.

4. Project Arborist

The Contractor shall provide a Project Arborist who will serve as a technical expert. The Project Arborist must have certification for the International Society of Arboriculture (ISA). The Project Manger and Project Arborist can be the same individual.

- * Removed requirement that stated (at least one vehicle per 5 surveyors) and to correct a typographical error (sate to state).

9. Mandatory ALB Training

Each employee to work on this contract as a tree surveyor must complete the ALB survey protocol and identification course to be given upon award of contract by the ALB cooperative eradication project. All employees of the Contractor who will work in the regulated area must also attend a Compliance Training Workshop, which provides information about ALB regulations and proper handling of regulated materials. After participating in the workshop, the contracting company is eligible to receive an ALB compliance agreement. Surveyors must pass an ALB host tree identification test with 90% or better passing grade. A total of two days of training is required before starting work.

10. Contractor Liability

The Contractor is liable for any damages, losses, or injuries to people, property, and animals, which occur as a result, directly or indirectly, from work performed. The Contractor shall immediately notify program staff, of any damages, losses, or injuries occurring during the performance of this contract.

11. Vehicle Identification

The Contractor's vehicles shall be clearly marked as to identify the vehicle as being part of the Contractor's fleet and identified as an ALB Cooperative Eradication Program survey vehicle.

12. Contractor Quality Control

The Contractor shall develop and maintain an effective pro-active quality control program to ensure services are performed in accordance with this SOW. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services or mistakes by surveyors. The Contractor shall ensure management oversight and supervision, training to employees (including subcontractor employees), error-free work, early problem detection and corrective actions, increased productivity and efficiency, and superior public relations. The Contractors shall provide to the ODA designed COTR a report of daily quality control field observations. This report should include any:

- a. Training and certification plans to ensure personnel able to identify ALB host material and ALB damage.
- b. Details on how agreed upon contract timelines (start and end times/lunch breaks, etc.) will be monitored.
- c. Details on monitoring feedback from the public about interactions with the surveyors (Public Relations)
- d. Details on how host tree identification, measurement and documentation will be monitored.
- e. Details on how monitoring of proper employee equipment (including ID, uniform and binoculars, etc.) will occur.
- f. Daily records/data sheets of work performed on a form or manner approved by the program. (See attached example daily survey sheet).

The Program may also use methods to assure quality of the work performed including but not limited to embedding program surveyors with contract survey crews, creating pseudo sites to mimic ALB damage ahead of contract survey crews, surveying all or a portion of the areas assigned to the contractor, unannounced visits to the work area, questionnaires to property owners/residents surveyed, etc.

13. Failure to Perform

This survey requires ground surveyors to identify and thoroughly inspect all host trees for signs of ALB infestation on public and private property. Failure to properly inspect 100% of the host trees within the ODA designated survey area could result in infested trees being missed, allowing for ALB populations to continue to survive. This may result in an extension of time line for eradication. Each year the program is extended requires additional resources applied toward survey, control, and regulatory activities and increases the potential for failing to eradicate this exotic insect from the United States.

If ODA determines that the Contractor is not meeting the requirements set forth in the contract, the state may temporarily stop all work being performed until the Contractor can rectify the problem or require the Contractor to re-perform the work at no additional cost to the state. When an observation indicates defective performance, the Contractor shall immediately incorporate corrective actions into their quality control system, provide training to the employee responsible for the defective performance, and/or replace the employee. Should the problem employee need to be replaced, the Contractor will be responsible for the return transportation costs for the employee and the initial reporting transportation costs for the replacement employee. The COR and Contract Officer (CO) with input from the Contractor, will decide what type of action will be taken, depending on the severity of the deficiencies and frequency of occurrence. *For example if the Program Quality Assurance Ground Survey detects one or more missed host trees or any obvious signs of infestation are missed, the Contractor may be required to resurvey a given assigned woodlot at no additional cost to the state.

* Restated the last sentence to clarify state's example of missed host trees.

SUPPLEMENTAL ONE
LINKS TO PROJECT DOCUMENTS

1. Ohio ALB Daily Survey Totals
<https://procure.ohio.gov/pdf/CSP902013%201%20Ohio%20ALB%20Daily%20Survey%20Totals.doc>
2. ALB Species Composition Report
https://procure.ohio.gov/pdf/CSP902013%202%20ALB%20Composition%20Survey%20Report_final_ag.doc
3. State of Ohio/USDA APHIS Plant Protection & Quarantine Compliance Agreement
<https://procure.ohio.gov/pdf/CSP902013%203%20ALB%20general%20compliance%20agreement%20DRAFT.doc>
4. ALB Survey Units, Clermont County, Infestation Points as of 5/31/2012.
[https://procure.ohio.gov/pdf/CSP902013%204%20ALB_WorkUnits_36x44h%20\(2\).pdf](https://procure.ohio.gov/pdf/CSP902013%204%20ALB_WorkUnits_36x44h%20(2).pdf)
- * 5. Program Information – Week 37 OH ALB Report 2012 Sept 15
[X:\GSD\Purchasing\CONTRACTS\Awarded Contracts\AGR\AGR002\Attachments \(to be linked\)\5. Wk 37 OH ALB Report 2012 Sep 15.pdf](X:\GSD\Purchasing\CONTRACTS\Awarded Contracts\AGR\AGR002\Attachments (to be linked)\5. Wk 37 OH ALB Report 2012 Sep 15.pdf)
- * 6. Ohio ALB Infested Area Overview as of 2012 Sept 12
[X:\GSD\Purchasing\CONTRACTS\Awarded Contracts\AGR\AGR002\Attachments \(to be linked\)\6. OhioALB_InfestatedAreaOverview20120912.pdf](X:\GSD\Purchasing\CONTRACTS\Awarded Contracts\AGR\AGR002\Attachments (to be linked)\6. OhioALB_InfestatedAreaOverview20120912.pdf)

* Items added in response to questions from the pre-proposal conference.