INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.	BIDDER NAME
BID NUMBER: OT902517 — OPENING DATE (1:00 p.m.): 07/22/16	STREET ADDRESS — ☐ Check if remit address is different and list on separate sheet
	CITY — STATE — ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY — MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) — TOLL FREE NO. 1 - ( )
	CONTACT PERSON — FAX NO. ( )
REQ./INDEX NO. AGR006 — BID NOTICE DATE 07/08/16	CONTRACTOR'S E-MAIL ADDRESS

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days

PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF AGRICULTURE

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

BUFFER AREA - ASIAN LONGHORNED BETTLE (ALB) ERADICATION PROGRAM SURVEY - CLERMONT COUNTY, OHIO

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 08/01/16 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 09/30/18 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.

INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.

	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

CERTIFICATION STATEMENTS

I. **DOMESTIC AND/OR OHIO PREFERENCE**: Bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICAN): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
   ☐ United States: _____(State) ☐ Canada ☐ Mexico (Go to B-1)
   ☐ Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
   ☐ Yes (Go to Section B-1) ☐ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

   _____(Item) _____(Country of Origin)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the State of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   ☐ Yes (Go to II.) ☐ No (Go to B-2)

2. Bidder has significant economic presence within the State of Ohio.
   ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)
   a) Bidder has paid the required taxes due the State of Ohio ☐ Yes ☐ No
   b) Bidder is registered with the Ohio Secretary of State
      ☐ Yes (Charter/Registration No.: _____) ☐ No
      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://sos.state.oh.us/
   c) Bidder has ten or more employees based in Ohio or border state. ☐Yes ☐ No (Go to B-2d)
   d) Bidder has seventy-five percent or more employees based in Ohio or border state.
      ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:
   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

II. **E.D.G.E. DESIGNATION:** Is the bidder a certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at: http://das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

III. **INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT:** Contractor certifies that Contractor is a "**business** entity" as that term is defined in O.R.C. Section 145.037. See SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, S-21. Independent Contractor Acknowledgement.

Bidder is defined as a business entity ☐ Yes ☐ No

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MINORITY BUSINESS ENTERPRISE SET-ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. All Bidders must be an Ohio certified MBE as of the bid opening date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx .

Any bidder seeking to submit a bid must be an Ohio certified MBE as of the bid due date, be in good standing, and must provide a copy of its Ohio MBE certification with its bid. Bidder must maintain a valid certification throughout the term of the Contract, including any renewals. Failure to maintain a valid certification will be considered a breach of the Contract.

PERFORMANCE BOND**:** The Director of Administrative Services may require the bidder to furnish a performance bond in the amount of One Hundred Thousand Dollars ($ 100,000.00) prior to award of the contract. The performance bond will be used in the evaluation process to determine the lowest responsive and responsible bidder. The bidder will be required to provide said performance bond to the Office of Procurement Services within ten (10) calendar days after notification. Failure to provide the performance bond within the stated time period will result in the bidder being deemed not responsive.

The purpose of the bond is to ensure that the bidder/contractor will faithfully execute the terms of the contract and promptly make delivery of the supplies or services purchased by the state of Ohio. A standard bond form from any company authorized to do business within the state of Ohio is acceptable. The bond shall be made payable to the Ohio Treasurer, referencing the applicable bid number.

The bond shall become effective upon issuance of the signed contract by the Director of Administrative Services to the lowest responsive and responsible bidder. Unless determined otherwise by the Director of Administrative Services, the bond shall remain in effect for the duration of the contract and any renewals thereto. Any action on the part of the Contractor or their bonding company to cancel the bond prior to the expiration of the contract or renewal thereto, will be considered as an event of default and subsequent breach of contract and will result in immediate cancellation of the contract. Should this occur, the Contractor will be held liable for any additional costs incurred by the State in seeking replacement supplies or services.
The State agrees to pay only the actual cost of the performance bond and may request a copy of the invoice from the bonding company for documentation. If the cost of the bond on the price page and the cost shown on the bonding company's invoice do not match, the State will pay whichever is less.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: review the bidder's references and the sum of Items 1 and 2 of the Cost Summary as a lot total.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Failure to bid all items may result in the bidder being deemed not responsive.

FIRM FIXED-PRICE CONTRACT: The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

REQUIREMENTS AND SCOPE OF WORK

I. SCOPE OF WORK.

The State of Ohio is seeking a certified Ohio Minority Business Enterprise (MBE) contractor, experienced in tree surveys to implement new protocols recently developed by the USDA for a buffer area survey of the Clermont County Asian Longhorned Beetle (ALB) area of infestation. The contractor must provide the following staffing:

- Survey Crew(s) – experienced in hardwood tree identification.
- Foremen – dedicated and experienced in tree survey protocols.
- Project Manager - to oversee all aspect of the survey contract.
- Project Arborist - certified by International Society of Arboriculture (ISA).

1.1 INTRODUCTION / BACKGROUND

The Asian Longhorned Beetle (ALB), *Anoplophora glabripennis* , currently infests areas in the State of New York, New Jersey, Massachusetts and Ohio. Over time the ALB weakens and kills a variety of hardwood tree species. This nonnative pest has the potential to spread to other areas of the United States and cause extensive losses to ornamental and commercial tree species.

The Ohio Asian Longhorned Beetle Cooperative Eradication Program is conducting a tree survey for detection of ALB in Clermont County, Ohio. The project requires ground surveyors to thoroughly inspect host trees for signs of ALB infestation on public and private property.

1.2 STATEMENT OF WORK

The program's goal for this contract is to implement new protocols recently developed by the USDA for a buffer survey of the Clermont county infestation. The Buffer Survey is aimed at further establishing the outer boundary of the infestation. The Buffer Survey area is located between .5 miles and 1.5 miles (or more) from areas that are or were centers of high populations, as denoted by the presence of a cluster of trees with many exit holes or one or more trees with >100 exit holes. Buffer Surveys focus on maples species (*Acer*) in areas where they are present. Additional preferred hosts (*Aesculus, Betula, Populus, Salix, Ulmus*) are surveyed when maples are not present or within 100 yards. Sweet birch (*Betula lenta*), Yellow Birch (Betula Alleghaneinsis) and Japanese maple (*Acer palmatum*) are not considered preferred host. At this time it is estimated that there are approximately 26,500 acres within the buffer survey areas. The contractor will be responsible for conducting buffer surveys for ALB within the proposed survey boundary. These land parcel areas are defined by a name/numbering system called "area zone units" (AZU). AZU are defined using existing property lines or other physical boundaries. The survey entails visiting assigned AZU or subsets of AZU to locate the maple trees that are present and visually inspecting each maple tree for signs of ALB (frass, exit holes, egg sites, any life stage of the insect). The contractor shall record the survey results of all properties as directed by the program whether there are ALB signs present or not. The contractor may be surveying in both residential and/or heavily wooded areas. Many areas within the buffer zone, including portions of the East Fork State Park are nearly 100% wooded. The terrain to be surveyed will be variable, but may include wetland and wet areas to transverse. Some areas are heavily wooded with downed trees and limbs to navigate through. Exposure to poison ivy, poison sumac, thorns, ticks, mosquitoes, chiggers, wild and domestic animals and other potentially hazardous organisms should be expected. Exposure to various weather conditions including rain, snow and very cool or hot temperatures may occur. Survey work may also occur in areas being hunted, so proper communication with property owner/residents is critical.

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 be 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 shall be in uniform and displaying visible program identification, and will be monitored by program (ODA or USDA) staff.

Survey work may include forests, woodlots, fencerows, trees located along roads, backyards, park lands, railroads, industrial parks, cemeteries, nature preserves, etc. The contractor shall inspect all Maple trees in assigned areas for ALB damage and infestation, regardless of the Diameter at Breast Height (DBH). Data shall be recorded for trees with a DBH of 2 inches or greater. All properties will be inspected for the presence of host trees. Those properties that do not have host trees shall be recorded 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.

REQUIREMENTS AND SCOPE OF WORK (continued)

Survey Crews

The Contractor shall provide a sufficient number of surveyors experienced in hardwood tree identification to complete successful ALB tree inspections in a thorough manner, 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 conducting buffer survey for ALB in 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. Inspectors will be given one additional attempt to successfully complete the exam if they do not pass the first time. 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.

Foreman

The Contractor shall provide dedicated, experienced, foremen to manage the crews. There shall be one foreman for every 10 Surveyors.

The foreman is expected to be working in the field with surveyors more than 80% of the time.

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

Project Manager

The Contractor shall provide a dedicated, experienced Project Manager to oversee all aspects of the survey contract. The Project Manager will have overall responsibility for ensuring the successful execution of the contract

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.

Project Arborist

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

Equipment

The Contractor shall ensure that all supplies, equipment, and materials required for use in the performance of this contract are in good operating condition. Equipment that is in unsatisfactory condition, or otherwise determined by the program staff to be unsuitable for safe and efficient performance of the services required of this contract, shall not be used or promptly removed from the work site and replaced with supplies, equipment, and material that are in good operation condition. Equipment failure is not an acceptable cause for work delays.

Binoculars with a minimum resolution of 8 x 42 are required equipment for each surveyor.

Worn, lost, or unserviceable supplies, materials, or equipment shall be repaired or replaced so as to be ready to work at the start of the next shift.

1.3 WORK REQUIREMENTS

1.3.1 Contractor Compliance

The Contractor must review and abide by the description of the ALB Quarantine as presented in the Ohio Administrative Code Chapter 901:5-57. The Contractor must work under a valid compliance agreement with the Asian Longhorned Beetle Eradication Project.

The Contractor shall comply with local safety requirements, including but not limited to traffic safety, traffic lane closures, etc. Safety precautions shall be taken against injury to all persons engaged in the work of any contract awarded to the Contractor by ODA and the general public.

REQUIREMENTS AND SCOPE OF WORK (continued)

1.3.2 Contract Work Hours and Weather Delays

There are numerous biological, entomological and physical factors that determine the time and area of survey. Starting and completing surveys on time is critical to the success of the ALB eradication project. Contract surveyors shall report in a timely manner, ready and properly equipped to work.

Work days shall primarily consist of an 8-hour work day (plus a 1/2 hour lunch break), 40 hours per week, Monday through Friday, between 7:30 AM and 4:00 PM, except for State and/or Federal holidays. Overtime, weekend, or holiday work may be required. Work may be suspended due to adverse weather conditions, and/or darkness. Saturday work or differing work hours (e.g. late starts due to inclement weather) may be coordinated with ODA management and the contractor.

Work days may be affected by weather conditions. Fog, rain, snow can make survey conditions unfavorable to find infestation. Additional signs of ALB infestation are hard to detect on wet or snow covered trees.

Planning, scheduling and staffing for completion of the operation should include anticipation of adverse weather delays.

1.3.3 Public Relations

It is essential for all employees of the Contractor to display a positive, professional image in their demeanor and appearance as a representative of the ALB program by ensuring that their employees maintain favorable relations with the general public. Work shall be completed in such a way as to minimize inconvenience or disruption to the general public and property owners. Work sites shall be restored to their original condition at the end of each day. Personnel must be courteous and respectful at all times in their dealings with property owner. All personnel working for the Contractor must carry identification at all times documenting employment by the Contractor for the project. Personnel shall wear a company uniform and insignia visible to the public. Work shall be performed with due care taking precautions against damage to property and interference with vehicular or pedestrian traffic. Survey crews must park vehicles keeping in mind to not block driveways, lanes, roads, streets, etc. and minimize the number of vehicles in the work area by carpooling. The survey crews shall ensure that all gates are secured upon entrance and exiting of the property. The contractors shall enter the property in such a way as to prevent the escape of domestic animals including livestock and pets. The contract crews shall be responsible for any damage caused to trees, plants, grass, vegetation, or other fixtures during the inspection process. Each survey team shall have a cell phone and be available to answer calls in the field from their foreman/manager/supervisor, ODA management or other key ALB Program staff.

Work sites will be accessed from public roadways or through adjacent property with the permission of adjacent/surroundings property owners. No thoroughfare of any kind shall be closed without the written consent of the proper authorities. The Contractor is responsible for contacting proper authorities as necessary. All State and local rules and ordinances shall be followed. The Contractor shall not block driveways, or inconvenience property owners, and the general public in any manner.

All survey results including new positive trees shall be announced through the ALB Cooperative Eradication Program office. All media and general public inquiries regarding the ALB Cooperative Eradication Program shall be directed to the Program office. Nothing in this paragraph prevents the Contractor's personnel from talking with homeowners or neighbors about their daily operations or survey activities occurring on or near that individual's property.

1.3.4. Notification and Work Site Access Requirements

The contract surveyors shall request access from property owners in advance of conducting surveys. This notification shall be upon initial entrance to the property before inspections begin. If the property owner is absent, a door hanger approved by the program informing property owners/residents of the survey work will be placed. If the property owner refuses to consent to the survey, the contract surveyor shall be respectful and leave the property and contact the ODA manager or supervisor on duty.

1.3.5. 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.

REQUIREMENTS AND SCOPE OF WORK (continued)

1.3.6. 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.

1.3.7. 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.

1.3.8 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. Subcontractors employed by the contractor are required to attend the same trainings, pass the same tests, and acquire an ALB compliance agreement. The Contractors shall provide to the ODA designee a weekly report of quality control measures and field observations. This report should include any:

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

The ALB Program (ODA and USDA) 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 or using tacks 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.

1.3.8.1 Failure to Perform

This survey requires ground surveyors to identify and thoroughly inspect maple or preferred host trees (in the absence of maple trees) within the assigned buffer areas for signs of ALB infestation on public and private property. Failure to properly inspect 100% of the maple or preferred host 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. ODA management, 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 Program quality assurance ground surveys detect one or more missed host trees or any obvious signs of infestation or pseudo damage are missed, the Contractor may be required to resurvey a given assigned woodlot at no additional cost to the state.

1.4 WORK DESCRIPTION

1.4.1 Progression

Contractor will be given a map detailing the areas for survey; however, progression will be led by the ODA management. Benchmarks will be provided at the beginning of the contract and the contractor will be responsible for increasing or decreasing the field staff component as necessary to complete the overall task within the specified time frame.

REQUIREMENTS AND SCOPE OF WORK (continued)

1.4.2 Survey Protocol

ODA management will assign survey work in advance in consultation with the Contractor, USDA and ODA management. ODA will provide monitors as needed to direct and assist the contract surveyors with survey, infestation verification, public relations, and accessing private properties. ODA or USDA staff will be available at all times work is being performed to verify suspect infestations and to respond to the public's questions/concerns. Contract crews, however, must be able to conduct and document survey tasks and progression. Survey crews will visually scan all parts of assigned trees visible from the ground using binoculars for signs of ALB frass, exit holes, egg sites, oviposition pits, pseudo-damage and life stages of the beetle itself.

Surveyed trees must be marked following protocols required by the ALB Cooperative Eradication Program. No markings other than those approved by the program will be applied to trees by the contractor or their survey crews.

The Contractor or their surveyors shall remove no wood or other regulated articles from any surveyed areas, properties or the regulated area. Survey crews shall inspect vehicles and remove any attached ALB or regulated articles from inside or outside of the vehicle prior to leaving their work areas or the regulated articles.

Survey data will be turned in daily via a method approved by the Program. (See attached sample survey sheet).

It is the responsibility of the contract crews to ensure that all trees assigned, either all maple or all preferred hosts as determined by the protocol listed in section 1.2, (genera and protocol below) have been inspected for ALB damage in each assigned area.

- Acer (maple, box elder)
- Aesculus (horse chestnut, buckeye)
- Betula (birch)
- Populus (cottonwood)
- Salix (willow)
- Ulmus (elm)

In areas assigned to the contractor for buffer survey, thorough visual inspection of all maples species must be conducted in areas where they are present. In areas where maples are not present within 100 yards, thorough visual surveys of all ALB preferred hosts (*Aesculus, Betula, Populus, Salix, Ulmus*) must be conducted.

1.4.3 Suspected Infestations

If suspected symptoms of infestation are detected, the contract surveyors shall notify ALB Cooperative Eradication Program management by completing a suspicious tree form.

- If any suspected ALB life stages are found alive, contract surveyors shall collect the specimen and store it in a sturdy, enclosed container for identification, immediately notifying project staff for identification. The collected specimen shall not be removed from the property unless specifically directed to do so by ODA management.

1.4.4 Clean-up and Disposal of Debris

Work areas shall be restored to their original condition upon completion of survey work. The Contractor is required to attend training to obtain a compliance agreement with regard to handling and disposal of ALB regulated articles including, but not limited to, branches, tree limbs, brush, etc. from regulated areas and abide by Federal and State Agriculture regulations concerning the proper disposal of host material from ALB quarantined areas.

1.4.5 Productivity

The Contractor will be expected to meet productivity goals and timelines during the duration of this contract. Productivity goals will be based on monthly benchmarks of acreage surveyed. Contractor should be prepared to increase productivity if benchmark is not met.

1.4.6 Data Collection and Management

The Contractor will collect daily inspection records for all trees and area inspected as required by the ALB Program. Required data will include number of trees, estimated DBH, and species inspected/present above 2 inch DBH. Start and end times for work performed on the property. Notes of any interactions with the general public or homeowners. The contractor may input this data into hand held Personal Data Assistants (PDAs) or other mobile collection device, or on paper data sheets. Hard copy paper records will be required if PDAs are unavailable for any reason or are not used (See example data sheet attached). The Contractor shall also be responsible for making maps of all areas survey in addition to entering the pertinent information in the PDAs if they are used? The complete data shall be submitted weekly or as needed to the ALB Program data team in a program approved excel spreadsheet (see attached).

REQUIREMENTS AND SCOPE OF WORK (continued)

After contract award, the State will identify both the format of the data collection, mapping details and any paper back up data sheets that may be required.

PDA hardware
PDA training
Data collection pilot
Data management
Data quality assurance/control

1.4.7 Work Environment/Logistical Concerns

The area to be surveyed contains challenges to completing the survey on all host trees for ALB infestation and damage. The area contains streambeds, wetlands, overgrowth and deadfall. There is poison ivy, as well as ticks and mosquitoes.

1.5 MINIMUM QUALIFICATION REQUIREMENTS

All surveyors must have at least one year of related specialized experience, such as inspecting plants for the presence of pests, surveying areas for plant pests or for the presence of alternate plant hosts, performing survey and or eradication procedures in a local pest control program or successful completion of a 2 year degree from an accredited college of university, that included at least 16 semester hours in coursework such as biology, plant pathology, entomology, zoology, botany, forestry, chemistry or agriculture.

All surveyors must be able to identify ALB host trees during all seasons.

Surveyors must pass an ALB host tree identification test with 90% or better passing grade and a damage ID test with a minimum passing score of 75%.

Surveyors must attend an ALB survey protocol and identification course to be given upon award of contract by the ALB cooperative eradication project (approximately 1 day)

Surveyors must attend a Compliance Training Workshop (approximately 4 hours).

Those surveyors required to use a PDA training class provided by project personnel. A thorough understanding of the data entry requirements and process is a mandatory outcome of the training (approximately 4 hours)

Documentation certifying that the majority of the company's work for the past three (3) years has been primarily in performance of tree survey and/or care, both ground, utilizing the use of bucket trucks as well as tree climbers. Bidder must include the reference document as part of their submission.

REFERENCES

Three (3) professional references who have received services in the past three (3) years. Please attach to bid.

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Service:	Beginning Date: (Month/Year)	Ending Date (Month/Year)
Description.		

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Service:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)
Description.		

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Service.	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)
Description.		

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/ALB_quarantine_infested_tree_map.pdf

BUFFER AREA - ASIAN LONGHORNED BETTLE (ALB) ERADICATION PROGRAM SURVEY

BID PRICE PAGE

The Buffer Area is located between .5 miles and 1.5 miles (or more) from areas that are or were the centers of the high ALB populations, as denoted by the presence of a cluster of trees with many exit holes or one or more trees with >199 exit holes. The Buffer Survey will focus on maples species (Acer) in areas where they are present. Additional preferred hosts (*Aesculus, Betula, Populus, Salix, Ulmus*) are surveyed when maples are not present or within 100 yards. Sweet birch (*Betula lenta*), Yellow Birch (Betula Alleghaneinsis) and Japanese maple (*Acer palmatum*) are not considered preferred host. At this time it is estimated that there are approximately 26,500 acres within the buffer survey areas.

The forested lands, for the purposes of this contract, are defined as those areas determined by the State to be at or near 100% tree canopy coverage. The Bid should reflect the Bidders proposed cost for surveying of the host tree located within the forested lands. Pricing will be for surveying forested land acreage.

Description	Unit	Quantity	Cost/Unit	Total Cost
1. Site (Mobilization/Demobilization)	Lump Sum	1	$	$
2. Tree Survey	Per Acre	26,500 estimated acres	$	$
			Total (Item 1 through 2)	$
3. Performance Bond Cost ($100,000)				$

1. All quantities are estimates.
2. All costs must be in U.S. Dollars.
3. The State will not be responsible for any costs not identified.
4. There will be no additional reimbursement for travel or other related expenses.
5. Cost of Performance Bond must be provided; however, it will be at the agency's discretion on whether or not it is required.
6. References (page 10) must be included with bid or bidder may be disqualified as non-responsive.