Chesapeake Conservancy

Request for Quote

Forest Buffer Maintenance Training Program

Implementation Period: May–July 2024
Quote Process:

- Quotes are due by 5:00 pm March 13, 2024
- Completed quotes can be emailed to paprograms@chesapeakeconservancy.org, please include in the subject line “RFQ for Forest Buffer Maintenance Training Program”
- As part of the quote, the contractor must provide a copy of their certificate of liability insurance.
  - Awarded contractor will have to add additionally insured to their policy
- Required deliverables:
  - Hire 4 technicians, certified and field trained on proper herbicide application techniques.
    - Trained employees for herbicide application must carry an active Category 10 herbicide certification license and herbicide applicator specific insurance, in addition to general liability coverage.
  - Hire a third party to field train technicians.
RFQ Terms and Conditions

EQUAL EMPLOYMENT OPPORTUNITY:
Chesapeake Conservancy is an equal opportunity employer. The successful bidder shall comply with all federal, state, and local equal employment opportunity requirements. Additional information can be found at https://www.ecfr.gov and searching 41 CFR 60-1.4(b).

SMALL BUSINESS AND SMALL DIVERSE BUSINESS:
Chesapeake Conservancy encourages the use of small, diverse businesses when soliciting Requests for Quotes. A Small Business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees and earns less than $38.5 million in gross annual revenues. A Small Diverse Business is a small business that is minority, women, veteran, service-disabled veteran, LGBT, or disability owned.

Contractors who qualify as a Small Business or Small Diverse Business should check the applicable box on the Contractor Quote Form.

WORKER PROTECTION INVESTMENT AND CERTIFICATION FORM[FR1] :
Bidders shall provide a signed Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (attached).

DEBARMENT AND TAX LIABILITY:
Contractors will be required to certify that they and any subcontractors are not listed on the Debarment and Suspension List maintained by the Pennsylvania Department of General Services (https://www.dgs.internet.state.pa.us/debarmentsearch/debarment/index) and the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs (www.SAM.gov) in accordance with Executive Orders 12549 and 12689, “Debarment and Suspension” and have no outstanding tax liabilities. Contractors will also be required to certify that they and any subcontractors are not in default of a loan or funding agreement administered by any Commonwealth agency.

INSURANCE REQUIREMENTS:
Bidders shall include a copy of their current Certificate of Insurance that reflects their existing levels of liability insurance coverage. Chesapeake Conservancy will work with the successful bidder to ensure adequate levels of insurance are in place for the project prior to finalizing a contract.

Preferred levels of coverage include the following:

<table>
<thead>
<tr>
<th>Type of Insurance Coverage</th>
<th>Limit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation and Employer’s Liability -</td>
<td></td>
</tr>
<tr>
<td>Bodily Injury, Each Accident:</td>
<td>Statutory</td>
</tr>
<tr>
<td>Bodily Injury By Disease, Each Employee:</td>
<td>State Minimum</td>
</tr>
<tr>
<td>Bodily Injury/Disease, Policy Limit:</td>
<td>State Minimum</td>
</tr>
</tbody>
</table>
General Liability -
  Each Occurrence (Bodily Injury and Property Damage): $1,000,000
  General Aggregate: $1,000,000

Excess or Umbrella Liability -
  Per Occurrence: $1,000,000
  General Aggregate: $2,000,000

Automobile Liability -
  Combined Single Limit (Bodily Injury and Property Damage): $1,000,000

**ENHANCED MINIMUM WAGE PROVISIONS:**
Enhanced minimum wage provisions apply to this contract. The contractor shall follow and ensure that all subcontractors follow the required minimum wage rates.

- Effective July 1, 2023, the enhanced minimum wage rate is $16.17 per hour (53 Pa.B. 1159).
- An annual cost-of-living adjustment is applied to the minimum wage rate each July.
- Contractor and all subcontractors will be required to send timesheets/payroll documentation reflecting compliance with these provisions to Chesapeake Conservancy.

**Please note that the Enhanced Minimum Wage rate is scheduled to increase before the end of this contract period.**
CONTRACTOR QUOTE FORM

Task 1

**Crew:** Hire 4 individuals to be trained and licensed in herbicide application. Additionally, the cost for study materials for the licensure exam and exam costs can be included in the quote.

Task 1 Total: $__________

Task 2

**Training:** Hire a third party individual to train the technicians on proper forest buffer maintenance and herbicide application techniques. This individual must have at least 10 years of herbicide application experience, and have previously led herbicide application and buffer maintenance training.

Task 2 Total: $__________

**Summed total for tasks 1&2:** $__________

1. Enhanced Minimum Wage Provisions (See Terms and Conditions for details) - **Required:**
   - [ ] I agree to comply with the enhanced minimum wage rate provisions.

2. Small Business or Small Diverse Business (See Terms and Conditions for details) - *[Check if Applicable]*
   - [ ] I self-certify that my business (or any subcontractors listed above) qualify as a Small Business.
   - [ ] I self-certify that my business (or any subcontractors listed above) qualify as a Small Diverse Business.

3. Debarment and tax liability status (See Terms and Conditions for details) - **Required:**
   - [ ] I certify that my business, and any subcontractors, are not debarred by the State of Pennsylvania or the federal government.
   - [ ] I certify that my business, and any subcontractors, have no tax liabilities and are not in default of a loan or funding agreement administered by the State of Pennsylvania.

4. Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (See Terms and Conditions for details) - **Required:**
   - [ ] I have included with my response the completed Worker Protection Investment and Certification Form.
5. Certificate of Insurance (See Terms and Conditions for details) - **Required:**
   □ I have included with my response a copy of my Certificate of Insurance with my current levels of coverage.

This quote is submitted in response to the RFQ for the project described above. The quote is based on my knowledge of the plans and specifications identified within. This quote will remain valid for 90 days after submission. If awarded the RFQ, I agree to sign a contract with the Chesapeake Conservancy.

Company Name:______________________________
Company Tax ID (EIN):______________________________
Company Address:_________________________________
Representative’s Name:_____________________________
Telephone:_______________________________________
Payment Terms:___________________________________
Email Address:____________________________________
Signature:________________________________________
Title:___________________________________________
Date:___________________________________________
A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

**CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name (Printed)**

**Title of Certifying Official (Printed)**

**Contractor/Grantee Name (Printed)**