A. INTRODUCTION
The Washington Military Department (WMD) seeks to award a contract to a single tree service contractor for tree trimming and removal services on an ‘as needed’ basis. The selected contractor will also be responsible for responding to emergency tree issues. The contract will expire on September 30, 2016. The award will be made to the lowest responsive and responsible bidder whose combination of experience and personnel will provide environmentally sound, timely, and cost-effective services to the WMD.

B. BIDDER MANDATORY QUALIFICATIONS
Only those firms actively engaged in the field of arboriculture whose personnel and subcontractors assigned to this project possess the following minimum qualifications are eligible to bid for this contract:

- Individual(s) pruning and/or removing trees should be an International Society of Arboriculture (ISA) Certified Arborist or working under the direct supervision of an ISA Certified Arborist.
- The Bidder, their personnel, and subcontractors working on this project should be properly licensed and should have a verifiable record of successfully providing similar tree trimming and tree removal services to public and/or private organizations.
- The Bidder and subcontractors must have liability, automobile, and workers comp insurance from an insurance carrier(s), acceptable to the WMD, and licensed in the state of Washington. Bidder shall maintain insurance coverage for the duration of the contract.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

C. INSTRUCTIONS FOR BIDDER
1. ESTIMATED SCHEDULE - The WMD reserves the right to revise this schedule.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>January 22, 2016</td>
</tr>
<tr>
<td>Last Day to Submit Written Questions</td>
<td>February 5, 2016</td>
</tr>
<tr>
<td>to WMD</td>
<td></td>
</tr>
<tr>
<td>Proposal Submittal Deadline</td>
<td>February 12, 2016</td>
</tr>
</tbody>
</table>
2. **RFP COORDINATOR**  
The RFP Coordinator is the sole point of contact in the WMD for this procurement. All communications between the Bidder and the WMD upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Peggy Ulman, Environmental Specialist  
WMD Bldg. 36, Quartermaster Rd.  
Camp Murray WA 98430.  
VM: 253.512.7578  
Fax: 253.512.8904  
Email: Peggy.Ulman@mil.wa.gov

3. **QUESTIONS REGARDING RFP**  
The Bidder should submit all questions to the RFP Coordinator in writing via-email only, on or before **10:00 am PST, February 2, 2016**. The RFP Coordinator will issue an amendment (through WEBS) that responds to all questions by **5:00 pm PST, February 5, 2016**. Any other communication will be considered unofficial and non-binding on the WMD. Bidders are to rely on written statements (including e-mail) issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Bidder.

4. **PROPOSAL SUBMITTAL INFORMATION AND CONTENT**  
Bidders are required to submit an electronic (Adobe pdf format) or hard copy of their proposal with signatures. All proposals must be on eight and one-half by eleven inch (8 ½ x 11) paper or formatted to print on 8 ½ x 11 paper if sent by email.

The proposal is to be sent to the RFP Coordinator at the address noted above. If sending hard copy, the envelope should be clearly marked to the attention of the RFP Coordinator, **“Camp Murray Tree Trimming and Removal” —RFP-16-GS-010**.

The proposal, whether e-mailed or hand delivered, should be received by the RFP Coordinator no later than **February 12, 2016 (3:00 PM PST)**. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the WMD and will not be returned.

A qualifying proposal will include:

a) **Letter of Submittal, including signed Certifications and Assurances (Exhibit A & B of this RFP)**;

b) **Bidder Corporate Information**  
Please provide the following information for your company:

___ Company name  
___ Company mailing address  
___ Company street address  
___ Contact name, title, phone, and email  
___ Federal Employer Tax Identification number  
___ Washington Uniform Business Identification number  
___ D-U-N-S number
Provide similar information for any subcontractors to be used for this project.

c) **Assigned Employee Qualifications**
For each key employee of Company or Subcontractor to be assigned to this project. Please provide the following information:

- Employee name and job title
- Employer
- Proposed project responsibilities
- Arborist certification type, number and expiration
- Education
- Experience

d) **Contractor Project History**
Provide details of up to six (6) tree service projects that your company has performed in the past five years that are similar in size and scope to this project. Please include:

- Project name
- Owner name, address, contact name, phone number
- Contract amount
- Contract date
- Project description

e) **Equipment Inventory**
List all equipment you intend to use for this project. Please include the following information:

- Equipment type
- Brand name
- Model number
- Own or lease

f) **Prior Contract Termination**
If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder, or (b) litigated and such litigation determined that the Bidder was in default.

Submit full details of the terms for default including the other parties’ name, address, and phone number. Present the Bidder’s position of the matter. The WMD will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the Bidder has experienced no such terminations for default in the past five years, so indicate.

g) **Description of Approach to Remove a Hypothetical Tree**
Include a description of approach to remove a hypothetical cottonwood tree located 50 feet from a building and an overhead utility line. Assume the tree is 40 inches in diameter and 100 feet tall.
h) Three References
Bidder is responsible for providing its references using the form in Exhibit C of this RFP. The RFP Coordinator must receive **three (3)** reference forms. The completed reference form(s) must be sent to the RFP Coordinator directly from the reference. Bidders are encouraged to contact the RFP Coordinator to determine if this requirement has been met, as failure to receive the required references could be cause for disqualification. Failure to provide reference(s) in the time specified may result in disqualification of the bidder as nonresponsive.

i) Cost Proposal
Complete the Price Bid Sheet (Exhibit D of this RFP). This Unit Price on the Bid Sheet will be the basis of a not-to-exceed compensation under the contract.

D. PROPOSAL EVALUATION

The evaluation process is designed to award the contract to the Bidder whose proposal best meets the requirements of this RFP.

<table>
<thead>
<tr>
<th>EVALUATION SCORING AND CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following weights will be assigned to the proposal for evaluation purposes (maximums):</td>
</tr>
<tr>
<td>Completed proposal submitted on time</td>
</tr>
<tr>
<td>Firm qualifications, experience, references</td>
</tr>
<tr>
<td>Soundness of approach to hypothetical tree removal</td>
</tr>
<tr>
<td>Cost structure</td>
</tr>
<tr>
<td>Total possible points</td>
</tr>
</tbody>
</table>

Proposals receiving a minimum score less than 75 points will be disqualified.

E. SCOPE OF WORK

The Selected Contractor will be required to perform and complete tree trimming and pruning, tree removal, stump removal, and tree risk assessments on an ‘as-needed’ basis by providing all labor, tools, transportation, equipment, materials, and supplies necessary to complete all work in a professional, thorough, and timely manner, in accordance with standards and specifications as contained in this Section “Scope of Work.”

1. Work Standards - All work described shall be performed according to the American National Standard for Arboriculture Operations - Safety Requirements (ANSI Z133 – 2012 or most current version). Pruning shall be performed according to the American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices (Pruning) (ANSI A300 – 2008 or most current version) and associated best management practices.

2. Tree Pruning or Trimming
   a) Trimming tasks will primarily involve the removal of dead wood or weak, diseased, insect-infested, broken, low, or crossing limbs. Raising of canopy may be required to provide vertical clearance near roads or sidewalks.
   b) Any structural weakness, decayed trunk or branches, or split crotches or limbs discovered by the Contractor during the course of trimming shall be reported to the WMD's Project Manager for determination of action as soon as it is discovered. The Selected Contractor will be expected to work cooperatively with the WMD and to adapt to developing circumstances on any given project.
3. **Tree Removal**
   a) The Selected Contractor will be responsible for assessing the feasibility of removing identified trees and providing a proposed schedule.
   b) Extreme care shall be taken to prevent limbs, branches, and trunks from falling and creating damage to adjacent buildings, structures, utilities (above and below ground), streets, sidewalks, landscaping, and other property.
   c) Stumps shall not be left higher than 6 inches above ground level (unless otherwise permitted by the Project Manager).
   d) The Selected Contractor shall restore any damaged turf areas and repair any other damage caused by the tree removal operation.
   e) Once the Selected Contractor commences work at a site, it shall be completed in a timely manner; no more than three work days, unless permission is given by the WMD Project Manager to extend the completion time.

4. **Stump Removal**
   a) Stumps and bracing roots shall be ground to at least 18 inches below grade if the tree removed was in the landscaped/lawns areas. Additionally, root flares and surface roots up to three feet from the stump shall be removed to eliminate “humps” in the lawn area adjacent to the stump. These roots shall be ground down 4 inches below the ground line. The area then shall be restored with topsoil to the level of the adjoining grade. Grade shall be defined as the level of surrounding ground not lifted by tree roots.
   b) All areas where stumps have been removed and areas disturbed by the removal operations shall be back filled to the level of adjoining grade with topsoil the same day grindings are removed. The topsoil must be supplied by the Contractor. The topsoil shall be properly leveled and compacted so as to ensure a minimum amount of settlement of the backfill material. If there is more than a one-day delay between the time of removal of grindings and refilling with soil, the disturbed areas shall be barricaded off for safety and the WMD Project Manager notified. Once the Contractor commences work at a site, it shall be completed in a timely manner; no more than three work days (unless otherwise permitted by the WMD’s Project Manager).

5. **Emergency Response Protocol** - Emergencies are identified as sudden, unexpected occurrences demanding immediate attention.
   a) The primary objective of on-call emergency tree work is to eliminate hazards on WMD property and to leave the work site in a safe condition.
   b) Requests for emergency response will be initiated by the WMD.
   c) The WMD will contact the Contractor by phone as emergencies occur and will provide as much information as available about the emergency work assignment, including the location(s), type of tree work, and site conditions.
   d) The Contractor should be able to respond to emergency tree trimming and removal needs within 24 hours, unless otherwise permitted by the WMD Project Manager.

6. **Certified Arborist Tree Risk Assessment**
   a) Tree risk assessment should be completed by an ISA Certified Arborist with Tree Risk Assessment Qualification.
   b) Complete a limited visual (Level 1) or basic (Level 2) assessment for specified tree(s) as directed by the WMD Project Manager.
c) The primary objective of tree risk assessment is to identify trees with an imminent or probable likelihood of failure.

7. **Quantity of Work** - There is no guaranteed quantity of work. All task orders from the WMD will be on an ‘as needed’ basis. Work will primarily be generated by general tree maintenance needs, acts of nature, whole and partial tree failures, and other unforeseen events.

8. **Disposal of Materials** - The WMD shall have first right of refusal for the use of all disease-free wood chips generated from chipping, grinding, and/or shredding operations. Chips generated from trimming operations at WMD facilities will be dumped and spread at WMD designated sites at the direction of the WMD Project Manager. It is the responsibility of the Contractor to appropriately dispose of diseased trees and trimmings/chips. Any branches or stems that are not chipped will be properly disposed of by the contractor, unless otherwise instructed by the WMD Project Manager. If any tree removed from WMD property has salvage value, the cost of disposal will take into account the savings resulting from reduced waste disposal costs.

F. **OTHER INFORMATION FOR BIDDERS**

1. **SIGNATURES**

   The Letter of Submittal and the Certifications and Assurances form should be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

2. **FAILURE TO COMPLY**

   The Bidder is specifically notified that failure to comply with any requirements of the Request for Proposals will result in rejection of the proposal as non-responsive.

3. **REVISIONS TO THE RFP**

   The WMD reserves the right to revise the RFP and to issue addenda to the RFP. The WMD also reserves the right to cancel or to reissue the RFP in part, prior to the execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all those who received the RFP. Amendments to the work plan, if any, shall be at the sole discretion of the WMD.

4. **BASIS FOR RESPONSES**

   Responses should be based only on the material contained in this RFP. This RFP may include official answers to Bidders’ questions, amendments, addenda, and other material published by the WMD pursuant to this RFP. The Bidder is to disregard any previous draft material and any oral representations it may have received. All answers to the requirements of this RFP should clearly state how the requirement is met.

5. **ACCEPTANCE PERIOD**

   Submission of the proposal will signify the Bidder’s agreement that its proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the WMD and the successful Bidder.
6. **REJECTION OF PROPOSALS**

   The WMD reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The WMD also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.

7. **MOST FAVORABLE TERMS**

   The WMD reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Bidder can propose.

   There will be no best and final offer process. The Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Bidder’s proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the WMD.

   In no event is a Bidder to submit its own standard contract terms and conditions as a response to this RFP. The Bidder may submit exceptions as allowed in the Certifications and Assurances section, Exhibit B of this solicitation. The WMD will review requested exceptions and accept or reject the same at its sole discretion.

8. **FUNDING AND COSTS TO PROPOSE**

   Any contract awarded as a result of this procurement is contingent upon the availability of funding.

   The WMD will not be liable for any costs incurred by the Bidder in the preparation/submission of a proposal in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

9. **COMMITMENT OF FUNDS**

   The Director of the WMD or his delegate is the only individual who may legally commit the WMD to the expenditures of funds for a contract resulting from the RFP. No work shall be conducted nor billed for under the proposed contract before the contract is fully executed and a Notice to Proceed letter is issued.

10. **proprietary information/public disclosure**

   All proposals submitted in response to this competitive procurement shall become property of the WMD and are public records subject to public disclosure under the RCW 42.56 – the Public Records Act (PRA). In addition, bid submissions and bid evaluations are exempt from disclosure until the WMD announces the Apparently Successful Bidder, RCW 39.26.030(2). The PRA is a strongly worded mandate for broad disclosure of public records unless a specific statutorily authorized exemption applies, is liberally construed in favor of disclosure, and its exemptions are narrowly construed. Any document(s) or information, or portions thereof, in a proposal that the Bidder believes is proprietary or otherwise exempt from disclosure under the PRA must be clearly identified in the proposal and the proposal transmittal letter. The transmittal letter should identify the proposal page number(s) on which information is claimed to be exempt, the specific information claimed to be exempt on each page, and the specific statutory exemption(s) from disclosure upon which the Bidder is making each of its claim of exemption. Further, each page of the proposal claimed to be exempt in whole or in part should be clearly identified by the words
“Proprietary/Exempt” printed on the lower right-hand corner of the page. **Designating the entire proposal exempt is not acceptable and will not be honored.**

If a public record request is received by the WMD for information that the Bidder has marked as “Proprietary/Exempt,” the WMD will notify the Bidder of the request and the date that the records will be released to the requestor unless the Bidder obtains a court order enjoining disclosure of the records. If the Bidder fails to obtain a court order enjoining disclosure, the WMD will release the requested information on the date specified. If the Bidder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to the PRA, the WMD shall comply with the court order.

11. **NO OBLIGATION TO CONTRACT**

This RFP does not obligate the State of Washington or the WMD to contract for service(s) specified herein. If the contract is awarded, the WMD reserves the right to make modifications to the original scope of work AND negotiate with the winning bidder on the final costs, terms and conditions of the contract.

12. **RESPONSIVENESS**

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Only responsive proposals that meet the minimum requirements will be forwarded to the evaluation team for further review. See Exhibit A for a checklist of responsiveness.

13. **ORAL PRESENTATIONS MAY BE REQUIRED**

Written submittals and oral presentations may be utilized in selecting the winning proposal. The best qualified contractors, based on the merits of their proposals for designing, implementing, and monitoring interoperable communications networks, technical proposal plans, cost, and project management will be invited to an oral presentation. Commitments made by the Bidder at the oral interview, if any, will be considered binding. The score from the oral presentation will be combined with the scores for the Management Proposal, Technical Proposal, and Cost Proposal to determine the Apparently Successful Bidder.

14. **SPILL RESPONSE PROCEDURES**

The Contractor will be required to abide by the Camp Murray Spill Response procedures to be provided to the winning bidder during the contract signing in the event of hazardous materials/substances spill during the performance of work at Camp Murray.

15. **LATE PROPOSALS**

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the WMD and will not be returned.

16. **EVALUATION AND CONTRACT AWARD**

The evaluation of the RFP response will be based only upon information provided, or associated, with the Bidder’s response to this document, including references. In light of this requirement, Bidders should take every precaution to assure that references can answer all pertinent questions posed of them and that answers to RFP items are complete. References are a critical part of the process and it is the Bidder’s responsibility to see that the reference forms are returned by the reference parties in a timely manner.
An evaluation team, to be designated by the WMD, shall accomplish the evaluation of proposals, which will determine the proposal most responsive to the requirements stated in this RFP. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda that are issued. All such evaluation actions shall be documented.

17. NOTIFICATION TO UNSUCCESSFUL BIDDERS

Bidders whose proposals have not been selected for further negotiation or award will be notified in writing or electronically at the address (physical or e-mail) given in the management proposal.

18. DEBRIEFING OPPORTUNITY FOR UNSUCCESSFUL BIDDERS

Any Bidder who submitted a proposal and was notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference should be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notifications are e-mailed or notified via WEBS. Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the requesting firm’s proposal
- Critique of the requesting firm’s proposal based on the evaluation
- Review of proposer’s final score in comparison with other final scores without identifying the other firms

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person at the Environmental Program office or on the telephone, and will be scheduled for a maximum of one hour.

19. PROTEST PROCEDURE

This procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest regarding the result of the selection of the Apparently Successful Bidder with the RFP Coordinator.

Bidders protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested must also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the procurement document or WMD policy

Upon receipt of a protest, a protest review will be held by the WMD. All available facts will be considered, and the WMD Director or his delegate will issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
In the event a protest may affect the interest of another Bidder that submitted a proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit, uphold the WMD’s action, and reject the protest; or
- Find only technical or harmless errors in the WMD’s acquisition process and determine the WMD to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the WMD options which may include:
  - Correct the errors and re-evaluate all proposals; and/or
  - Reissue the solicitation document and begin a new RFP process; or
  - Make other findings and determine other courses of action as appropriate.

If the WMD determines that the protest is without merit, the WMD will enter into a contract with the Apparently Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

20. **CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES**

Specific restrictions apply to contracting with current or former state employees pursuant to Chapter 42.52 of the Revised Code of Washington (RCW). Proposers should familiarize themselves with the requirements that include current or former state employees prior to submitting a proposal.

21. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PL 101-336, 42 U.S.C. 12101 et seq. and its implementing regulations also referred to as the "ADA" 28 CFR Part 35.** The WMD complies with the Americans with Disabilities Act (ADA). The ADA provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication. Bidders may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

22. **MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (MWBE)**

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises. Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

23. **VETERAN OWNED BUSINESSES**

In accordance with Chapter 43.60A RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Department of Veterans Affairs. Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis.
Exhibit A - CHECKLIST FOR RESPONSIVENESS

___ Proposal was submitted by 3:00 PM PST on February 12, 2016
___ Hard or electronic copy of the proposal is submitted/attached.
___ Proposal contains all required information as discussed in this RFP.
___ Bidder meets mandatory qualifications as discussed in this RFP.
___ Letter of Submittal was signed by an individual authorized to bind the Bidder to a contractual relationship.
___ Three (3) completed references were provided. NOTE: It is the responsibility of the Bidder to follow-up with their references to ensure that the completed reference forms have been sent to the RFP Coordinator on or before the proposal due date.
Exhibit B – CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the Washington Military Department (WMD) without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90 day period.

In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

I/we understand that the WMD will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the WMD, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Bidder or to any competitor.

No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

_________________________________________  ______________________________________
Type or Print Name                               Signature

_________________________________________
Title                                      Date
Exhibit C

BIDDER REFERENCE FORM - INSTRUCTIONS

The Washington State Military Department (WMD) is seeking to award a contract to a single tree service contractor for a variety of tree services on an as needed basis. The selected contractor will also be responsible for responding to emergency tree issues. Obtaining information from customer organizations that can validate the Bidder’s capability to perform is critical to the state’s evaluation process.

One of the proposed Bidders for this acquisition has designated your organization as one of its required references. This Bidder has selected your organization to respond with objective information concerning its skills.

Your firm is hereby authorized by the Bidder to complete this reference form relative to this acquisition, with the condition that all information will remain confidential between your firm, the WMD, and any necessary evaluators/coordinates, subject to Washington State Public Disclosure Laws. Neither the Bidder nor any other firm will normally see your response.

The WMD sincerely appreciates your assistance. To minimize the time required, we have prepared a form for your use. Additional pages may be attached if necessary. We may need to contact your organization for additional information.

Please complete the reference form and return it by facsimile, e-mail, or mail to:

Washington Military Department, Attn: Peggy Ulman
Building 36, Quartermaster Road
Camp Murray, WA 98430
VM: 253.512.7578
Fax: 253.512.8904
peggy.ulman@mil.wa.gov

We prefer email (first choice) or Facsimile responses, as mail delivery could result in the Bidder missing the submittal deadline.

If the fax number is busy for an extended period (one reason we prefer E-mail), please contact the RFP Coordinator at the number shown above for an alternate fax number.

NOTE: This reference form must be received by the RFP Coordinator above no later than 3:00 PM PST on February 12, 2016.
### Exhibit C – BIDDER REFERENCE FORM

Please complete the reference form and return it by e-mail, regular mail, or facsimile to:

Washington Military Department c/o Peggy Ulman  
Bldg. 36, Quartermaster Road, Camp Murray, WA 98430  
VM: 253.512.7578, Fax: 253.512.8904, Email: peggy.ulman@mil.wa.gov

**PART I—TO BE COMPLETED BY THE BIDDER**

<table>
<thead>
<tr>
<th>Bidder’s Company Name</th>
<th>Bidder’s Address</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference’s Company/Agency Name</th>
<th>Reference’s Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of contract or work conducted by the Bidder for the Reference’s Company:

When were the services performed?

**PART II—TO BE COMPLETED BY THE BIDDER’S REFERENCE**

<table>
<thead>
<tr>
<th>How would you rate the quality of service provided by the Bidder?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Score</td>
<td></td>
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</tbody>
</table>

Did the Bidder complete work on time?  

Did the Bidder complete work within budget?  

Other comments about work experience with Bidder:

Print Name  
Signature

Title  
Email  
Phone

Company/Agency Name  
Date
Exhibit D – BID PRICE SHEET

For all services described below, the WMD shall consider Unit Prices to include all labor, equipment, fees of any kind, overhead, insurance, fuel, materials, surcharges, disposal fees, and any other cost associated with and necessary for bidder to perform such service.

The estimated annual unit of measure is not a guarantee of work quantity and serves only as a general guideline for the amount of work that may be anticipated.

<table>
<thead>
<tr>
<th>Item</th>
<th>Tree Services</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Estimated Annual Unit of Measure</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>TREE PRUNING</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Crew Price per hour</td>
<td>HR</td>
<td>40</td>
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<tr>
<td>B</td>
<td>TREE REMOVAL</td>
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<tr>
<td></td>
<td>6-12” DBH</td>
<td>EA</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>13-24” DBH</td>
<td>EA</td>
<td>2</td>
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<tr>
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<td>24-36” DBH</td>
<td>EA</td>
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<tr>
<td></td>
<td>37-48” DBH</td>
<td>EA</td>
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<tr>
<td></td>
<td>49”+ DBH</td>
<td>EA</td>
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<tr>
<td>C</td>
<td>STUMP REMOVAL</td>
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<td>6-12” DBH</td>
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<td></td>
<td>49”+ DBH</td>
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<tr>
<td>D</td>
<td>EMERGENCY RESPONSE</td>
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<td></td>
<td>Fully equipped crew called in for emergency service. To include all manpower, equipment, tools, disposal costs.</td>
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<tr>
<td></td>
<td>Crew Price per hour (M-F, normal business hours)</td>
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<td>Crew Price per hour (weekends and/or holidays)</td>
<td>HR</td>
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<td>E</td>
<td>CERTIFIED ARBORIST TREE RISK ASSESSMENT</td>
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<td></td>
<td>Shall be completed by ISA Certified Arborist with Tree Risk Assessment Qualification. Cost shall include site visit plus report preparation.</td>
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<tr>
<td></td>
<td>Level 1 (limited visual)</td>
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<tr>
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<td>Level 2 (basic)</td>
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