



Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of January 6, 2016

DATE: 12/18/15

FROM: Ed Keith Forestry 322-7117

TITLE OF AGENDA ITEM:

Consideration of Board signature of Document No. 2016-013

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County has utilized a qualified pool of fuels reduction contractors for several years. Contractors submit proposals for service categories they are interested in performing and if qualified are placed in a pool and sign a retainer agreement. As specific projects are identified the County Forester negotiates bids with those contractors and those projects are then awarded through a personal services contract.

FISCAL IMPLICATIONS:

For the remainder of the 2016 fiscal year it is anticipated that approximately \$300,000 of fuels reduction work will be awarded to contractors in this pool. Approximately \$500,000 may be awarded to contractors in this pool for the remainder of the calendar year when the pool will be due to be re-advertised. All contracts awarded to this pool are funded through grants.

RECOMMENDATION & ACTION REQUESTED:

Approve and sign "Notice of Intent to Award" letter. Authorize County Forester to sign individual retainer agreements with the contractors listed in the letter.

ATTENDANCE: Ed Keith

DISTRIBUTION OF DOCUMENTS:

Send to Ed Keith when signed letter is available to mail. Once signed, retainer agreements will be returned to Administration for recording.

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections above the Official Review line.

Date:

Department:

Contractor/Supplier/Consultant Name:

Contractor Contact:

Contractor Phone #:

Type of Document: Intent to Award Letter, Qualified Pool of Fuels Contractors

Goods and/or Services: Establish a Qualified Pool of Contractors to treat wildland fuels as specified in the advertised Request for Proposals

Background & History: Deschutes County has utilized a qualified pool of fuels reduction contractors for several years. Contractors submit proposals for service categories they are interested in performing and if qualified are placed in a pool and sign a retainer agreement. As specific projects are identified the County Forester negotiates bids with those contractors and those projects are then awarded through a personal services contract.

Agreement Starting Date:

Ending Date:

Annual Value or Total Payment:

Insurance Certificate Received (check box)

Insurance Expiration Date:

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

12/17/2015

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance:

Name:

Phone #:

Departmental Contact and Title: Ed Keith

Phone #: 322-7117

Department Director Approval:


Signature


Date

Distribution of Document: Distribute to Ed Keith, he will send the intent to award to the contractors listed in the document.

Official Review:

County Signature Required (check one): BOCC Department Director (if <\$25K)

Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. _____)

Legal Review _____

Date _____

Document Number 2016-013



Board of County Commissioners

P.O. Box 6005 • Bend, OR 97708-6005
1300 NW Wall St, Suite 206 • Bend, OR 97703-1960
[541] 388-6570 • Fax [541] 385-3202

January 6, 2016

www.deschutes.org
board@deschutes.org
Tammy Baney
Anthony DeBone
Alan Unger

Sent via First Class Mail

RE: Fuels Treatment Qualified Pool Retainer Agreements

NOTICE OF INTENT TO AWARD CONTRACT

On December 18, 2015, the Deschutes County Forester considered proposals for selection of a qualified pool of providers for Fuels Treatment Services, pursuant to Deschutes County Code Chapter 2.37.130. Fuels Treatment Services consist of the following categories: 1) Chainsaw thinning, pruning and ladder fuel removal 2) Chipping and removal, 3) Mowing, 4) Tub/horizontal grinding and 5) Fuels removal. The Forester determined which of the proposers' submittals and the particular services they offered represented the best value to the County.

Attached to this Notice on Exhibit A is a summary of the proposers and the particular services that the Forester has recommended be placed in a "qualified pool" for selection within the 2016 calendar year to perform such services on various work sites to be identified by the Forester.

The decision to not select a particular proposer for one or more services for which a proposal was submitted shall not be construed as County's determination such proposer(s) were not "qualified" in a general sense. Rather, the decision not to select one or more proposers or services being proposed were considered not sufficiently competitive or not in the best interest of the public.

This Notice of Intent to Award Contract is issued pursuant to ORS 279B.135 and Oregon Administrative Rule (OAR) 137-047-0610. The Board hereby waives application of Deschutes County Code 2.37.140(c), requiring protests to be filed within three (3) business days.

A copy of this Notice is being provided to each firm or person that submitted a proposal for this contract. Any firm or person who believes that they are adversely affected or aggrieved may submit to the Board of County Commissioners of Deschutes County, Oregon, 1300 NW Wall Street, Suite 200, Bend, Oregon 97701, a written protest within seven (7) days after the issuance of this Notice of Intent to Award. The seven (7) day protest period will expire at 5:00 PM Pacific time on January 13, 2016.

Any protest must be in writing and specify any grounds upon which the protest is based. If no protest is filed within the protest period, this Notice of Intent to Award becomes an Award of Contract without further action unless, for good cause, this Notice is rescinded by the County before the expiration of the protest period.

The selected proposers will execute a retainer agreement, provided by the County. The Forester is hereby authorized to execute such retainer agreements with the proposers (contractors) and the associated services set forth on Exhibit A. Under the terms of the retainer agreement contractors' names will be placed on a list. At such time as the Forester identifies a Work Site and the need for fuels treatment services for which a contractor has been identified, Forester will negotiate with a contractor from the list for a personal services contract. As part of the execution of such contract, the contractor will be required to provide a certificate of insurance.

If you have any questions regarding this Notice of Intent to Award Contract, the selection methodology or the procedures under which the County is proceeding, please contact Ed Keith, County Forester, Deschutes County Road Department, 61150 SE 27th Street, Bend, Oregon 97702. Telephone (541) 322-7117.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
DESCHUTES COUNTY, OREGON

Alan Unger, Chair

Tammy Baney, Vice-Chair

Anthony DeBone, Commissioner

Qualified Pool of Fuel Reduction Contractors Applicants:

All Seasons Cleanup Services
Mike Glafka
60911 Ashford Dr.
Bend, OR 97702

Allan Clark LLC
Allan Clark
13661 SE Cayuse Rd.
Prineville, OR 97754

Arbor 1 Tree Service
Mike Donahue
PO Box 7126
Bend, OR 97708

Bar 7 A Companies
Brian Skidgel
PO Box 890
Redmond, OR 97756

Bear Mountain Fire, LLC
Dave Vitelle
PO Box 145
Sisters, OR 97759

Cascade Brush Clearing
Richard Brown
2660 NE Hwy 20 Ste 610-330
Bend, OR 97701

Chase Construction & Trucking
Art Chase
PO Box 9087
Bend, OR 97708

Double Tree Forest Management
Garrett Smith
PO Box 365
La Pine, OR 97739

EC Lot Service
Erik Conn
15892 Woodchip Ln.
La Pine, OR 97739

Fagen Trees & Chips
Wade Fagen
1328 NE Seward
Bend, OR 97701

Frank Cooper
Frank Cooper
60032 Hopi
Bend, OR 97702

Heart of Oregon Corps, Inc.
Allan Capp
PO Box 279
Bend, OR 97709

Integrated Resource Management
Kathy Dunn
PO Box 547
Philomath, OR 97370

Intermountain Wood Enerty
Scott Kellogg
285 SW 59th St.
Redmond, OR 97756

Keith Ross Contracting, LLC
Keith Ross
5067 W Hwy 126
Redmond, OR 97756

McKenzie Cascade
Rob Lindsay
6241 SW Canal St.
Redmond, OR 97756

Nordstrom Vegetation LLC
Paul Nordstrom
6794 NE Juniper Ridge Rd
Redmond, OR 97756

Pacific Stewardship
Darin Stringer
2207 NW Panama Street
Bend, OR 97701

PatRick Corporation
Jeremy Dice
PO Box 758
Redmond, OR 97756

Professional Tree Care
Bob Otteni
PO Box 65
La Pine, OR 97739

Rue Forest Contracting
Larry Rue
36225 Hwy 213
Molalla, OR 97038

Sisters Forest Products, LLC
Dave Elpi
69490 Green Ridge Loop
Sisters, OR 97759

Spring River Tree Service, Inc.
Brent Redenius
PO Box 1987
Sunriver, OR 97707

Summitt Forests Inc.
Scott Nelson
2305 Ashland St. Suite C PMB 432
Ashland, OR 97520

T & R Maintenance
Steve Glazier
65123 85th St.
Bend, OR 97701

T2, Inc.
Jeremy Totman
28689 Santiam Hwy.
Sweet Home, OR 97386

TGX Clearland
Tom Glazier
64925 Hunnel Rd.
Bend, OR 97701

Three Rivers Tree Service
Reuben Womack
14830 S Century Drive
Bend, OR 97707

Woodland Rehab & Restoration LLC
Ronald Paden
PO Box 821
La Pine, OR 97739

Woody Tree Service
Brandon Lambert
20366 Silver Sage St.
Bend, OR 97702

Exhibit A – Intent to Award Pool Retainer Agreements

Company	1) Chainsaw thinning, pruning, ladder fuel removal	2) Chipping and removal	3) Mowing	4) Tub / Horizontal Grinding	5) Remove and haul fuels
All Seasons Cleanup Services	X	X	X		X
Allan Clark LLC	X	X	X		X
Arbor 1 Tree Service	X	X	X		
Bar 7 A Companies	X			X	X
Bear Mountain Fire, LLC	X	X	X	X	X
Cascade Brush Clearing	X	X	X		X
Chase Construction & Trucking					X
Double Tree Forest Management	X	X	X		X
EC Lot Service	X	X			
Fagen Trees & Chips	X	X	X	X	X
Frank Cooper	X		X		
Heart of Oregon Corps, Inc.	X	X	X		X
Integrated Resource Management	X		X		X
Intermountain Wood Enerty	X				
Keith Ross Contracting, LLC	X	X	X	X	X
McKenzie Cascade			X		
Nordstrom Vegetation LLC	X	X	X		X
Pacific Stewardship	X				
PatRick Corporation	X	X	X		X
Professional Tree Care	X	X	X		X
Rue Forest Contracting	X	X	X		X
Sisters Forest Products, LLC	X	X	X		X
Spring River Tree Service, Inc.	X	X	X		X
Summitt Forests Inc.	X	X	X		X
T & R Maintenance	X	X			X
T2, Inc.		X		X	X
TGX Clearland	X	X			X
Three Rivers Tree Service	X	X			X
Woodland Rehab & Restoration LLC	X		X		
Woody Tree Service	X	X			X

“X” indicates bidder will be placed in the qualified pool for the specified service