



**OREGON STATE UNIVERSITY
REQUEST FOR QUOTE (RFQ)**

		ISSUE DATE:	November 1, 2011
RFQ #	JP156991	RFQ DUE DATE:	November 16, 2011 2:00 p.m.
DELIVER TO:		REQUESTED BY / RETURN QUOTE TO:	
DEPARTMENT:	OSU College Forests	NAME:	Jodi Pitzer, CPM
ADDRESS:	8692 Peavy Arboretum Road	E-MAIL:	Jodi.pitzer@oregonstate.edu
CITY, STATE ZIP:	Corvallis, OR 97330	TELEPHONE:	541-737-3301
REQUIRED DELIVERY DATE:		FAX:	541-737-2170

Oregon State University is requesting a price quote and information on the goods and/or services specified below.

It will be the responsibility of the Contractor to obtain and pay for required State and/or Local permit if necessary.

PROJECT SPECIFICATIONS:

A. Growing Seedlings

1. Seedlings shall be grown to the specifications listed below.
2. The Douglas-fir and Western Red Cedar seedlings are to be grown for the **Winter of 2014**.
3. Oregon State University will not accept seedlings from California due to the sudden oak death pathogen.

	Species	Stock Type	Seed Zone	Amount	Minimum Height	Target Height	Maximum Height	Target Caliper	Minimum Caliper	Root Prune Length	Trees per Bag
Lot 1	Douglas-fir	P+1	251.10	50K	12"	18"	20"	8mm	5mm	10"	75-100
Lot 2	Douglas-fir	1+1	251.10	35K	12"	18"	20"	8mm	5mm	10"	75-100
Lot 3	Western Red Cedar	Styro-15	251.10	1k	8	16"	20"	5mm	3mm	n/a	75-100

4. A portion of the seedlings from Lot 1 will be equipped with a 4"x4.4" micro light bud cap which will need to be applied at the nursery before lifting. **Bud Cap bids will include cost of bud caps and labor to apply the caps at the nursery.**
5. Contractor will be responsible for supplying the seed needed to grow Lots 1, 2 & 3. Contractor will provide certified seed from the best available source and notify OSU as to source and alternative sources. Contractor shall provide all labor, materials, and equipment necessary to grow all seedlings.
6. Contractor shall promote the growth of seedlings according to the best nursery practices available, including fertilization, irrigation, weed control, disease prevention, and pest control.
7. Contractor shall clearly identify and keep track of each seed lot.
8. Contractor shall inventory seedlings the summer after sowing and the summer after transplanting and notify OSU of inventory results.
9. Contractor shall notify OSU of natural disaster, or if an outbreak of disease or pest occurs.

B. Lifting and Packing Specifications

1. Lift seedlings according to best nursery practices available, taking care to prevent damage to stems and roots.
2. Lift seedlings between January 1 and March 1, upon stock order from OSU and within seven working days following receipt of stock order.
3. Contractor shall notify customer when soil and weather conditions prevent lifting.
4. Contractor shall keep seedlings cool and moist from the time of lifting until packed.
5. Contractor shall promptly place packaged seedlings into cold storage at 32-36 degrees F. and approximately 70% relative humidity.
6. Contractor shall count seedlings in bundles of 25 or 50, and of uniform size.
7. Contractor shall package seedlings into poly-lined heavy duty paper bags. Wax boxes are acceptable alternatives.
8. Contractor shall label each package with date packed, seed lot number, tree seed zone, and quantity.
9. Contractor shall prevent damage to packaged seedlings during storage.
10. OSU will pick up seedlings at the grower's site within three working days after the scheduled delivery date. After that time, if Contractor requires payment for storage of seedlings, costs will need to be specified under Price Quote section.

C. Grading Specifications

1. Contractor shall grade seedlings according to contract specifications.
2. Seedlings shall have a good root mass with no "J" roots, and no roots shall be swept more than 45 degrees from normal.
3. Seedling with multiple leaders shall be considered culls and not included in total number of seedlings for final delivery to OSU.

D. Pricing

1. Pricing is to be submitted under section G – Price Quote

E. Submission of Quote

1. Submissions may be faxed, emailed or mailed for delivery prior to the deadline noted above.

F. Terms of Payment

OSU will pay 25% of amount ordered at time of sowing, and 25% of unit price X transplanted seedlings (plus any mutually agreed upon additional quantities), at transplanting. The balance due, at unit price bid, based on the actual number of seedlings produced (plus any mutually agreed upon additional quantities), will be rendered within 30 days from billing of final lift.



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G. Price Quote

	<u>Species</u>	<u>Stock Type</u>	<u>Seed Zone</u>	Bid per Thousand
Lot 1	Douglas Fir	P+1	251.10	
Lot 2	Douglas Fir	1+1	251.10	
Lot 3	Western Red Cedar	Styro-15	251.10	
<i>Bud Caps</i>	<i>Douglas Fir</i>	<i>NA</i>	<i>NA</i>	
<i>Seedling Storage</i>	<i>All</i>	<i>NA</i>	<i>NA</i>	

Contractor may bid on one or all lots, bud cap bid is mandatory if bidding on Lot 1 or Lot 2.

Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.	TOTAL	
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DELIVERY TIME AFTER RECEIPT OF ORDER:		PRICES VALID THROUGH:	
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SPECIAL INSTRUCTIONS:	VENDOR INFORMATION:		
1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. 2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU. 3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown. 4. Only documents issued as addenda by OSU serve to change the RFQ in any way. 5. OSU reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OSU. 6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.	COMPANY:		
	ADDRESS:		
	CITY, STATE, ZIP:		
	CONTACT NAME:		
	E-MAIL:		
	TELEPHONE:		
FAX:			
	VENDOR SIGNATURE:		
	<i>By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.</i>		
SIGNATURE:			
NAME/TITLE:			

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for: Goods Services Purchase Order Construction Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>