

TAHOE DOUGLAS FIRE PROTECTION DISTRICT

Ben Sharit, Fire Chief
Mark Novak, Assistant Chief



Steve Seibel, Chairman
Ann Grant, Vice Chairman
Brad Dorton, Trustee
Kevin Kjer, Trustee
Mike Bradford, Trustee

Tab I: Title Page

Part 1A – Technical Proposal
RFP Title: Fire Fuels Reduction Services
RFP: 1995

Vendor Name: Tahoe Douglas Fire Protection District
Vendor Address: P.O. Box 919, Zephyr Cove, NV 89448

Proposal Opening Date:
Proposal Opening Time: 2:00PM

P.O. Box 919 - 193 Elks Point Road - Zephyr Cove, Nevada 89448

Phone (775) 588-3591 Fax (775) 588-3046

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Tab III - Vendor Information Sheet

VENDOR INFORMATION SHEET FOR RFP 1995

V1	Firm Name	Tahoe Douglas Fire Protection District	
V2	Street Address	193 Elks Point Rd - P.O. Box 919	
V3	City, State, ZIP	Zephyr Cove, NV 89448	
V4	Telephone Number		
	Area Code: 775	Number: 588-3591	Extension:
V5	Facsimile Number		
	Area Code: 775	Number: 588-3536	Extension:
V6	Toll Free Number		
	Area Code:	Number:	Extension:
V7	<i>Contact Person for Questions / Contract Negotiations, including address if different than above</i>		
	Name: Mark Novak		
	Title: Assistant Chief		
	Address: 193 Elks Point Rd - P.O. Box 919, Zephyr Cove, NV 89448		
	Email Address: mnovak@tahofire.com		
V8	Telephone Number for Contact Person		
	Area Code: 775	Number: 588-3591	Extension: 8
V9	Facsimile Number for Contact Person		
	Area Code: 775	Number: 588-3536	Extension:
V10	<i>Name of Individual Authorized to Bind the Organization</i>		
	Name: Ben Sharit		Title: Fire Chief
V11	Signature (<i>Individual must be legally authorized to bind the vendor per NRS 333.337</i>)		
	Signature: <i>Ben Sharit</i>		Date:

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Tab IV – State Documents

State of Nevada
 Department of Administration
 Purchasing Division
 515 E. Musser Street, Suite 300
 Carson City, NV 89701



Brian Sandoval
 Governor

Greg Smith
 Administrator

SUBJECT: Amendment No. 1 to Request for Proposal No. 1995
 DATE OF AMENDMENT: August 31, 2012
 DATE OF RFP RELEASE: August 15, 2012
 DATE AND TIME OF OPENING: September 19, 2012 @ 2:00 P.M.
 AGENCY CONTACT: Teri Smith, Procurement Staff Member

The following shall be a part of RFP No. **1995** for **Fire Fuels Reduction Services**. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

1. Can you provide the prior pricing for the contractors who were awarded this contract?

All of the documents can be downloaded from our website at http://purchasing.state.nv.us/Fire_Fuels/Fuels.htm

Pricing is contained in the attachments to the contracts labeled Contractor's Response.

2. RFP Section 1.1.3: There are 9 different scopes of work identified in section 1.1.2. If, for instance, vendor wants to bid on 3 different scopes of work, must vendor submit 3 separate packages, with each addressing a particular scope of work, and including the rest of the redundant information that will be the same in each master binder? Or, is only one package required (with correlating copies) for each vendor, regardless of the number of scopes of work on which the vendor bids?

Section 1.1 of the RFP is Goals and Objectives, and is a summary of the scopes of work. The scopes of work are detailed in Section 3 of the RFP. Only one package is required from each vendor (with correlating copies). The individual scopes of work that the vendor is responding to should be separated by tabs in the appropriate section of the response (as per section 9.2.2.6 of the RFP).

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3. What are the “minimum requirements that the successful bidder must meet” as referenced in NRS 333.335(3)(b) and NRS 333.311?

Minimum requirements as are detailed in the RFP.

4. How can we obtain from you samples of what you consider to be “proper” proposals and/or winning proposals that we could use to assist us in preparing our proposal?

All statewide contracts are posted on our website at http://purchasing.state.nv.us/services_index.htm or you can submit a public records request for specific contract information.

5. Are there any other guidelines or written materials that the State would recommend in helping a vendor prepare the proposal?

Please visit our website at http://purchasing.state.nv.us/pur_info/tipsrfp.htm for 10 Tips for a Successful RFP Response.

6. In section 3.3.2.2, the State describes Brush masticators as “light, medium and heavy duty”. Please give more guidance on what falls under each of those qualifications, i.e. what size equipment and/or horsepower range falls within each of those designations.

A light masticator is defined as a wheeled or tracked vehicle having up to a 150 HP engine capable of supplying simultaneous power to the wheels/tracks and to all hydraulics. The light masticator can be equipped with a hydraulically or PTO operated rotary mastication head or a flail type power head. Both types of masticator must be capable of masticating brush and small trees up to 6 inches in diameter.

A medium masticator is defined as a wheeled or tracked vehicle having between 150 and 350 HP engine capable of supplying simultaneous power to drive components, all hydraulics, and to the masticator head. The medium masticator can be equipped with a hydraulically operated rotary masticator head or flail type power head. Both types of power heads must be capable of masticating brush and trees up to 12 inches in diameter.

A heavy masticator is defined as a wheeled or traced vehicle having between 350 and 600+ HP engine capable of supplying simultaneous power to the wheels/tracks and to all hydraulics. The heavy masticator can be equipped with a hydraulically operated rotary masticator head or a flail type power head. A heavy masticator is fully capable of masticating trees up to 20 inches in diameter and virtually all forest and range shrubs found in Nevada.

All masticating equipment will be equipped with a Roll-Over Protection System and a Falling Object Protection System.

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- 7. In section 3.3.2.2, the State describes Brush masticators as “light, medium and heavy duty”. Does vendor decide which mastication equipment will be used on each job? What factors does the State consider in the selection of which mastication equipment to use?

The vendor can make recommendations based on past experiences in different terrains and job specifics. If the state agency requesting bids want a specific type of masticator, that will be specified in each individual project bid. The State will then consider such factors as fuel type, topography, soil impact, proximity to water sources, and others as specified in each individual project plan when bidding for equipment.

- 8. Are there any special technical formatting directions for the CDs?

No. The CDs must contain the information as outlined in Section 9 of the RFP.

- 9. Section 9.2.2.6 says that, “Written responses must be in bold/italics and placed immediately following the applicable RFP question, statement and/or section.” What is the response information the State is looking for? There are no questions; rather just defined scopes listed. So, what “response” information is desired there?

Section 9.2.2.6 is referring to the vendor’s response to the Scope of Work identified in Section 3 of the RFP. Vendors must acknowledge each question, statement and/or section in some way. A response to each question, statement and/or section is important because this is where the vendor will demonstrate and be scored on capabilities, experience, etc., for each specific scope as outlined.

ALL ELSE REMAINS THE SAME FOR RFP 1995.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR TAYOE Douglas Fire Protection District
 AUTHORIZED SIGNATURE Ben Shavit
 TITLE FILE CHIEF DATE 9/18/12

RFP 1995 Amendment 1

This document must be submitted in the “State Documents” section/tab of vendors’ technical proposal

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ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			
A Public Records CD has been included for the Technical and Cost Proposal			
YES	X	NO	
Part III – Confidential Financial Information			
YES		NO	X
Justification for Confidential Status			

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Tahoe Douglas Fire Protection District

Company Name

Signature

Print Name

Date

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ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

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Tahoe Douglas Fire Protection District

Vendor Company Name

Vendor Signature

Print Name

Date

This document must be submitted in Tab IV of vendor's technical proposal

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ATTACHMENT K – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: Ben Shant 9/18/12
Signature of Official Authorized to Sign Application Date

For: Tahoe Douglas Fire District
Vendor Name

NEVADA FUELS REDUCTION AND PRESCRIBED FIRE
Project Title

This document must be submitted in Tab IV of vendor's technical proposal

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Tab V - Attachment B

ATTACHMENT B - TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

In order for any exceptions and/or assumptions to be considered they **MUST** be documented in detail in the tables below. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. Vendors must be specific. Nonspecific exceptions or assumptions may not be considered. If the exception or assumption requires a change in the terms or wording of the contract, the scope of work, or any incorporated documents, vendors must provide the specific language that is being proposed in the tables below.

TAHOE Douglas FIRE PROTECTION DISTRICT
 Company Name

Ben Sharit
 Signature

BEN SHARIT 9/18/12
 Print Name Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

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ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

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Tab VI – Section 3, Scope of Work – Hand Crew

The Zephyr Fire Crew is a Type 2 IA hand crew that was formed in 2008 to reduce the forest fuel loading in the Tahoe Douglas Fire Protection District.

3.1 Forest Management Hand Crew Services Specification

3.1.1 The awarded vendor will provide skilled hand crew services to complete forest management-related work, including but not limited to:

3.1.1.1 Fuels reduction

3.1.1.2 *Left blank in RFP*

3.1.1.3 Tree thinning

3.1.1.4 Wildlife habitat improvement

3.1.1.5 Erosion control

3.1.2 Crews will be provided with written prescriptions that contain specifications and other pertinent information for each project.

3.1.3 Travel to worksite may require driving on narrow, winding, native surface roads for long distances. During the summer months, frequent encounters with hikers, mountain bikers, and horseback riders should be expected.

3.1.4 Crews must be able to work in difficult terrain that may include steep, rocky slopes, and areas of dense trees with large, unstable snags, poor footing and exposure to adverse weather. In addition, some work may be required in urban environments and may contain such hazards as structures, trees, power lines, and vehicles.

3.1.5 Work includes lifting rounds of wood and segments of logs, limb wood, and brush.

3.1.6 Tree felling services will include the operation of chainsaws to complete felling, limbing, lopping, bucking and brushing activities according to written prescriptions.

3.1.6.1 Tree fellers must be able to directionally fell trees away from residual trees or objects to be protected.

3.1.6.2 Tree to be cut larger than six (6) inches in diameter will be marked with paint (color to be determined between awarded vendor and State's designee). Trees that are less than six (6) inches in diameter may be designated by description.

3.1.6.3 Trees range in size from one (1) inch to twenty-four (24) inches DBH.

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3.1.6.4 Cut trees in area not designated for firewood sales must be limbed on all sides, bucked into four (4) foot lengths and stacked for burning, depending on the prescription.

3.1.6.5 In areas designated for firewood sales, cut trees larger than eight (8) inches in diameter must be limbed on all sides, bucked into four (4) foot lengths, and stacked for removal by individuals purchasing firewood permits.

3.1.6.6 Borax will be applied to all freshly cut green evergreen tree stumps larger than ten (10) inches in diameter to prevent the spread of root disease.

3.1.6.7 Maximum stump height is six (6) inches above high ground level.

3.1.6.8 Trees that are less than six (6) inches must be flush cut.

3.1.6.9 Typical brush species are primarily ceanothus, manzanita, oak, and chinkapin, and are mostly three (3) to six (6) feet high. Designation for brush removal is generally by description (e.g. remove fifty (50) percent of the brush) to reduce fuel continuity.

3.1.7 Disposal of cut material will be accomplished by hand piling for burning, chipping, scattering, and/or removal from site, as designated by the project manager. Any piling must be located so that live trees are not scorched during the burning process. Piling locations will be decided by awarded vendor and the State's designee. Accurate recordation for hours of use and biomass produced is required.

3.1.8 Erosion control services that may be requested include routine light maintenance on roads and trails that can be done by hand, such as digging, trenching and/or removing sedimentation from drainage structures installed along park roads and trails. Other erosion control may include tilling, application of fertilizer, seeding, mulching, irrigation, and the application and establishment of erosion control materials (i.e., geotextile fabric).

3.1.9 Cost items shall be provided by the vendor to accomplish specific forestry-related tasks using the units below:

3.1.9.1 Service associated with scope Cost unit

- | | | |
|----|--|--------|
| A. | Tree cutting (felling, limbing, bucking) | Acre |
| B. | Burn pile stacking | Acre |
| C. | Pile burning | Acre |
| D. | Brushing | Acre |
| E. | Chipping | Hourly |
| F. | Fire line construction | LF |
| G. | Mobilization | Mile |

All other work and materials necessary to complete work (e.g. generator fuel) will be considered incidental and included in the payment of cost items.

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The Scope of Work described above is typical for fuels reduction projects implemented by the Zephyr Fire Crew and planned by the Tahoe Douglas FPD's staff forester. The Zephyr Fire Crew is accustomed to implementing forest fuels reduction projects based on a "designation by description" prescription. This means that a forest prescription, similar to the scope of work above, is provided to the Crew Supervisor, Foreman and Squad Bosses. The leadership then supervises the crew as they implement the project. The Forester then performs periodic quality control inspections. The Zephyr Crew was awarded a "Best in Basin" award for a combined hand thinning, mechanical fuels reduction project in Glenbrook Nevada because of their ability to exceed the above minimum standards.

The Zephyr Crew is fully staffed with qualified timber fellers including B and C rated fellers. Thus the crew can safely fell trees up to 24" DBH. The Zephyr Crew is also fully capable of complying with best management practices such as applying borax or cutting stumps to prescription heights. The Zephyr Crew is also expert at pile construction and placement. The crew primarily works on private property where excessive scorch is viewed as poor work. Thus the has learned to construct and place piles so as to minimize scorching of the residual stand.

The Zephyr Crew is fully outfitted with 4x4 crew cab trucks which are capable of accessing remote sites. The Zephyr Crew is also very accustomed to driving mountainous terrain.

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Tab VI – Section 3, Scope of Work – Prescribed Fire

3.8 Controlled Fire Specification

3.8.1 Crews to apply controlled fire to natural vegetation under specified conditions and after precautionary actions have been taken to ensure that the fire is confined to a predetermined area, in compliance with NRS 527.

The Zephyr Fire Crew has completed pile burning on over 600 acres within the Tahoe Douglas FPD. The Zephyr Crew uses hose lays, fire line or snow in order to maintain positive control over prescribed fire. The crew leadership is fully experienced at choosing the best method for maintaining control. The crew leadership includes an NWCG RXB2 and two RXB3's.

3.8.2 Awarded vendor must be able to write a controlled fire plan. The plan must be prepared by a person qualified to oversee a controlled fire, be approved by the State Forester prior to implementation, and contain at least:

3.8.2.1 A description and map of the area to be burned

3.8.2.2 A list of personnel and equipment necessary to commence and control fire

3.8.2.3 A description of the meteorological factors that must be present before commencing a controlled fire, including surface wind speed and direction, transport wind speed and direction, minimum mixing height, minimum relative humidity, maximum temperature and fine fuel moisture

3.8.2.4 A description of considerations related to common behavioral patterns of fires in the area to be burned, including various burning techniques, the anticipated length of the flame and the anticipated speed of the fire

3.8.2.5 The signature of the person who prepared the plan

3.8.3 Before signing the written plan, the person qualified to oversee the fire must evaluate and approve the anticipated impact of the fire on surrounding areas which are sensitive to smoke (NRS 527.128).

3.8.4 A direct supervisor, who is qualified to oversee such fires and crews, must remain on site for the duration of the fire.

3.8.5 Vendors must indicate in their response whether their personnel are NWCG qualified for prescribed fire positions, and must provide documentation to show qualifications with their response.

The Zephyr Fire Crew is a Type 2 IA Fire Crew under NWCG standards and the Crew Supervisor is a Prescribed Fire Burn Boss 2 under NWCG standards. The Tahoe Douglas

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FPD prepares burn plans each year for projects on local government and private property. Burn plans are prepared by the Crew Supervisor, reviewed by the Fire District's Assistant Chief and then finally reviewed by a neighboring fire district's Division Chief. The Zephyr Crew then fully complies with NWCG and Nevada Revised Statutes. This includes having proper supervision for each stage of a prescribed fire.

On average the Zephyr Crew completes about 100 acres of pile burning in the Fire District each year. This pile burning is typically completed on private property and very near homes. The Zephyr Crew has developed expertise in managing smoke, scorch and unburned material for demanding private clients.

The Zephyr Fire Crew has all of the equipment necessary to safely implement prescribed fire projects including a full array of hand tools, ignition tools, hose and portable water pumps. The Zephyr Crew recognizes that having the right tool for a task in a prescribed fire project can mean the difference between unacceptable and acceptable results.

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Tab VII - Section 4 Company Background and References

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	Tahoe Douglas Fire Protection Dist.
Ownership (sole proprietor, partnership, etc.):	Local Government
State of incorporation:	Nevada
Date of incorporation:	1946
# of years in business:	66
List of top officers:	Ben Sharit, Fire Chief Mark Novak, Assistant Chief John Pickett, Forester Keegan Schafer, Crew Supervisor
Location of company headquarters:	Zephyr Cove, NV
Location(s) of the company offices:	The Tahoe Douglas FPD's Zephyr Fire Crew works from their work facility at 207 Kingsbury Grade, Stateline NV.
Location(s) of the office that will provide the services described in this RFP:	207 Kingsbury Grade, Stateline, NV
Number of employees locally with the expertise to support the requirements identified in this RFP:	The Zephyr Fire Crew is a Type 2 IA fire crew. From May 15 to October 15 the Zephyr Crew has approximately 25 employees. The Zephyr Crew has approximately 10 employees the balance of the year.
Number of employees nationally with the expertise to support the requirements in this RFP:	Same as above
Location(s) from which employees will be assigned for this project:	207 Kingsbury Grade, Stateline, NV

4.1.2 Please be advised, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office, as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

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4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office, pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	N/A
Legal Entity Name:	Tahoe Douglas Fire Protection District

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	
-----	---	----	--

If "No", provide explanation.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	
-----	---	----	--

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	Nevada Division of State Lands
State agency contact name:	Jeff Haas
Dates when services were performed:	2008 through current
Type of duties performed:	Hand thinning and pile burning
Total dollar value of the contract:	Approximately \$438,000

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4.1.6 Are you now, or have you been within the last two (2) years, an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X
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If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Does any of the above apply to your company?

Yes		No	X
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If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response
Date of alleged contract failure or breach:	
Parties involved:	
Description of the contract failure, contract breach, or litigation, including the products or services involved:	
Amount in controversy:	
Resolution or current status of the dispute:	

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Question	Response	
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

4.1.8 Vendors must review the insurance requirements specified in Attachment E, Insurance Schedule for RFP 1995. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in Attachment E?

Yes	X	No	
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Any exceptions to the insurance requirements must be identified on Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP. In order for any exceptions to the insurance requirements to be considered they must be documented in detail in Attachment B. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission.

Upon contract award, the successful vendor must provide the Certificate of Insurance identifying the coverages as specified in Attachment E, Insurance Schedule for RFP 1995.

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

The Tahoe Douglas Fire Protection District (Fire District) is an all-risk fire protection district and is responsible for responding to emergencies including: structure fires, wildland fires, medical emergencies, vehicle accidents, unexploded ordinance and hazardous material incidents.

The Fire district currently manages an active wildland fire prevention program. The program is overseen by the assistant fire chief who is also the chief officer for the Fire District's Zephyr Fire Crew. Fuels reduction projects, defensible space inspections and the residential chipping program are managed by the Fire District's staff forester. The Fire District currently employs the Zephyr Fire Crew which is a Type 2 IA hand crew. The Zephyr Crew responds to wildland fires in the region and is responsible for implementing fuels reduction projects. The Zephyr Crew is supervised by a crew supervisor and crew foreman who both have over 10 years of experience in implementing forest fuels reduction and prescribed fire.

The Tahoe Douglas FPD formed the Zephyr Fire Crew in 2008 as the primary fuels reduction resource for larger private and local government owned lands within the Fire District. The crew is composed of approximately 20 to 25 crewmembers in the summer and about 10 crewmembers during the winter burn season. Since its inception the Zephyr Crew has completed hand thinning projects on approximately 800 acres of forestland within the Fire District. Landowners include Nevada State Lands, Nevada State Parks, U.S. Forest Service, local government and private lands. The Zephyr Crew has earned a reputation for impeccable work on some of the toughest terrain in the fire district.

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The Zephyr Fire Crew is fully experienced in completing projects where production is paramount and the overriding goal is to implement a project that will modify fire behavior during fire weather. The crew is also capable of doing very high visibility work in high traffic recreation areas in the Lake Tahoe Basin. Currently the crew is completing pile burning after thinning the forest of one of the most expensive estates in the Lake Tahoe Basin.

In addition to forest thinning, the Zephyr Crew is also qualified to conduct pile burning and broadcast burning operations. The crew supervisor is a qualified Prescribed Fire Burn Boss II under National Wildland Coordinating Group standards. The crew also employs two Prescribed Fire Burn Boss III's who supervise pile burning operations. The Crew Supervisor is fully qualified and experienced in preparing prescribed fire plans.

The Zephyr Fire Crew has full complement of equipment to complete forest thinning and prescribed fire projects. The crew currently mobilizes in five crew cab 4x4 pick-up trucks that are capable of navigating rough terrain. Additionally the crew owns a chip truck capable of hauling seven yards of chip, a prescribed fire burn truck with complete burning equipment including over 1/2 mile of 1.5 inch hose. The Zephyr Crew also has two chippers capable of chipping 12" trees.

4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

The Zephyr Fire Crew was formed in 2008 as a fuels reduction and wildland firefighting crew. Since 2008 the Zephyr Crew has completed forest thinning and pile burning on approximately 800 acres of forests in the Lake Tahoe Basin.

4.1.11 Financial information and documentation to be included in Part III, Confidential Financial of vendor's response in accordance with Section 9.5, Part III – Confidential Financial.

- 4.1.11.1 Dun and Bradstreet Number
- 4.1.11.2 Federal Tax Identification Number
- 4.1.11.3 The last two (2) years and current year interim :

- A. Profit and Loss Statement
- B. Balance Statement

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors? Check the appropriate response in the table below.

Yes		No	X
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If "Yes", vendor must:

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4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

- A. Describe the relevant contractual arrangements;
- B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and
- C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

- A. Selecting and qualifying appropriate subcontractors for the project/contract;
- B. Ensuring subcontractor compliance with the overall performance objectives for the project;
- C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and
- D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in Section 4.1, Vendor Information.

4.2.1.5 Business references as specified in Section 4.3, Business References must be provided for any proposed subcontractors.

4.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in Section 4.2, Subcontractor Information. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

4.3.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:	1		
Company Name:	Tahoe Douglas Fire Protection District		
<i>Identify role company will have for this RFP project (Check appropriate role below):</i>			
<input checked="" type="checkbox"/>	VENDOR	<input type="checkbox"/>	SUBCONTRACTOR
Project Name:	Tranquility Fuels Reduction Project		
Primary Contact Information			
Name:	Tim Minister		
Street Address:	P.O. Box 10358		
City, State, Zip	Zephyr Cove, NV		
Phone, including area code:	(530) 318-4414		
Facsimile, including area code:			
Email address:	Uphereintahoegmail.com		
Alternate Contact Information			
Name:	N/A		
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	The project is an 86 acre fuels reduction project in Zephyr Cove Nevada. The Zephyr Fire Crew completed forest thinning and pile burning on approximately 60 acres with 14 acres of thinning and 26 acres of burning remaining.		
Original Project/Contract Start Date:	06/2010		
Original Project/Contract End Date:	12/2013		

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Original Project/Contract Value:	\$30,450
Final Project/Contract Date:	\$63,726
Was project/contract completed in time originally allotted, and if not, why not?	The project was completed in the time originally allotted in the contract.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference #:	2		
Company Name:	Tahoe Douglas Fire Protection District		
<i>Identify role company will have for this RFP project (Check appropriate role below):</i>			
<input checked="" type="checkbox"/>	<i>VENDOR</i>	<input type="checkbox"/>	<i>SUBCONTRACTOR</i>
Project Name:	Zephyr Cove Second Entry Fuels Treatments		
Primary Contact Information			
Name:	Brian Garrett,		
Street Address:	35 College Drive		
City, State, Zip	South Lake Tahoe, CA 96150		
Phone, including area code:	(530) 543-2600		
Facsimile, including area code:	(530) 543-2655		
Email address:	bdgarrett@fs.fed.us		
Alternate Contact Information			
Name:	John Washington		
Street Address:	35 College Drive		
City, State, Zip	South Lake Tahoe, CA 96150		
Phone, including area code:	(530) 543-2600		
Facsimile, including area code:	(530) 543-2655		
Email address:	jwashington@fs.fed.us		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	The Zephyr Fire Crew completed 16 acres of forest thinning and then 122 acres of pile burning on urban lots in the Lake Tahoe Basin.		
Original Project/Contract Start Date:	08/18/2009		
Original Project/Contract End Date:	04/17/2010		

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Original Project/Contract Value:	\$68,000
Final Project/Contract Date:	\$68,000
Was project/contract completed in time originally allotted, and if not, why not?	The project was completed in the time originally allotted in the contract.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference #:	3		
Company Name:	Tahoe Douglas Fire Protection District		
<i>Identify role company will have for this RFP project (Check appropriate role below):</i>			
<input checked="" type="checkbox"/>	<i>VENDOR</i>	<input type="checkbox"/>	<i>SUBCONTRACTOR</i>
Project Name:	Zephyr Cove Second Entry Fuels Treatments		
Primary Contact Information			
Name:	Jeff Haas		
Street Address:	901 S. Stewart St. Suite 5003		
City, State, Zip	Carson City, NV 89701-5246		
Phone, including area code:	(775.684.2743		
Facsimile, including area code:	775) 684-2721		
Email address:	jhaas@lands.nv.gov		
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	The project is to complete forest thinning and pile burning in the Tahoe Douglas FPD portion of the Lake Tahoe Basin.		
Original Project/Contract Start Date:	08/11/2010		
Original Project/Contract End Date:	12/31/2011		
Original Project/Contract Value:	\$209,000		

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Final Project/Contract Date:	\$438,000
Was project/contract completed in time originally allotted, and if not, why not?	The project was completed in the time originally allotted in the contract.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

4.3.3 Vendors must also submit Attachment F, Reference Questionnaire to the business references that are identified in Section 4.3.2.

4.3.4 The companies identified as business references must submit the Reference Questionnaire directly to the Purchasing Division.

4.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in Section 8, RFP Timeline for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

4.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

Tab VIII – Attachment G – Proposed Staff Resumes

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:		Tahoe Douglas Fire District	
<input checked="" type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Keegan Schafer		<input checked="" type="checkbox"/> Key Personnel
Classification:	Crew Supervisor	# of Years in Classification:	8 years
Brief Summary: of Experience:	12 total years experience. 3 different agencies. Specializing in Rx Fire.		
# of Years with Firm:	5 total years with TDFD.		
RELEVANT PROFESSIONAL EXPERIENCE			
Required Information:		06/2010 to Present	
MMYYYY to Present:		Tahoe Douglas Fire Protection District	
Vendor Name:		Tranquility	
Client Name:		Tim Minister	
Client Contact Name:		591 Hwy 50, Zephyr Cove NV, 89448	
Client Address, Phone Number, Email:		775-318-4414, uphereintahoe@gmail.com	
Role in Contract/Project:		Crew Supervisor/ Rx Burn Boss Type 3	
Details and Duration of Contract/Project:		86 acre fuel reduction project in district. Includes brush removal, tree removal, pile burning, chipping.	
Required Information:		08/2009 to 04/2010	
MMYYYY to MMYYYY:		Tahoe Douglas Fire Protection District	
Vendor Name:		USFS Kingsbury Contract	
Client Name:		Brian Garrett	
Client Contact Name:		35 College Drive, South Lake Tahoe CA, 96150	
Client Address, Phone Number, Email:		530-543-2600, bdgarrett@fs.fed.us	
Role in Contract/Project:		Crew Supervisor/ Rx Burn Boss Type 3	
Details and Duration of Contract/Project:		Completed 16 acres of hand thinning and 122 acres of pile burning on urban interface lots within the district.	
Required Information:		08/2011 to 12/2011	
MMYYYY to MMYYYY:		Tahoe Douglas Fire Protection District	
Vendor Name:		NDSL	
Client Name:		Jeff Haas	
Client Contact Name:		901 S. Stewart St. Suite 5003 Carson City NV 89701	
Client Address, Phone Number, Email:		775-684-2743, jhaas@lands.nv.gov	
Role in Contract/Project:		Crew Supervisor/ Rx Burn Boss Type 3	
Details and Duration of Contract/Project:		Completed many urban lots containing technical requirements, ie. Precise tree felling, multiple hazards, etc.	

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EDUCATION	
Institution Name: City: State: Degree/Achievement: Certifications:	National Interagency Prescribed Fire Training Center Tallahassee, Florida Received training for RXB2 certification. RXB2 Trainee in over 5000 acres of Rx burns in various fuel types, and conditions.
REFERENCES	
<i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i>	John Resburg, Captian, Cal Fire, 775 790-6535 John.resburg@fire.ca.gov Juan Martinez, Fire Use Specialist, NPS, 530-526-2732 jgmartinez1@mac.com Austin Bradford, Business Owner, In Your Face Signs and Tees, 530-544-3660 inyourfacesigns@hotmail.com

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	Tahoe Douglas Fire Protection District		
<input checked="" type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor		
Name:	Ben Keelin	<input checked="" type="checkbox"/> Key Personnel	
Classification:	Crew Foreman	# of Years in Classification:	2 years
Brief Summary: of Experience:	5 total years experience. 2 different agencies. Specializing in Fuels Management and Fire Suppression.		
# of Years with Firm:	5 total years with TDFD.		
RELEVANT PROFESSIONAL EXPERIENCE			
Required Information: MMYYYY to Present: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:	06/2010 to Present Tahoe Douglas Fire Protection District Tranquility Tim Minister 591 Hwy 50, Zephyr Cove NV, 89448 775-318-4414, uphereintahoe@gmail.com Crew Foreman/ FALB/ Rx Burn Boss Type 3 86 acre fuel reduction project in district. Includes brush removal, tree removal, pile burning, chipping.		

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Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		08/2009 to 04/2010 Tahoe Douglas Fire Protection District USFS Kingsbury Contract Brian Garrett 35 College Drive, South Lake Tahoe CA, 96150 530-543-2600, bdgarrett@fs.fed.us Crew Foreman/ FALB / Rx Burn Boss Type 3 Completed 16 acres of hand thinning and 122 acres of pile burning on urban interface lots within the district.
Required Information: MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:		08/2011 to 12/2011 Tahoe Douglas Fire Protection District NDSL Jeff Haas 901 S. Stewart St. Suite 5003 Carson City NV 89701 775-684-2743, jhaas@lands.nv.gov Crew Foreman/ FALB / Rx Burn Boss Type 3 Completed many urban lots containing technical requirements, ie. Precise tree felling, multiple hazards, etc.
EDUCATION		
Institution Name: City: State: Degree/Achievement: Certifications:	Redding Hot Shots Redding, CA Graduated Redding IHC program in 2011. Redding IHC specializes in grooming fire suppression personnel leaders. FALB, CRWB, RXB3, FALC (T), FIRB (T), HECM (T)	
REFERENCES		
Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	Pat Bell Crew Captain Redding Hotshots U.S. Forest Service 530-949-4423 pjbelle@fs.fed.us Melissa Daniels Ski School Director Mt. Rose Ski Resort 775-848-0663 md@skirose.com T.C. Ghisletta Former Crew Captain Tahoe Douglas Fire Protection District 775-233-3788 tghisletta@tahofire.com	

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PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME: Tahoe Douglas Fire Protection District	
<input checked="" type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor
Name: Michael Monaghan	<input checked="" type="checkbox"/> Key Personnel
Classification: Squad Leader	# of Years in Classification: 2 years
Brief Summary of Experience: 5 total years experience. Specializing in Fuels Management and Forest Health.	
# of Years with Firm: 5 total years with TDFD.	
RELEVANT PROFESSIONAL EXPERIENCE	
<p><i>Required Information:</i></p> <p><i>MMYYYY to Present:</i></p> <p><i>Vendor Name:</i></p> <p><i>Client Name:</i></p> <p><i>Client Contact Name:</i></p> <p><i>Client Address, Phone Number, Email:</i></p> <p><i>Role in Contract/Project:</i></p> <p><i>Details and Duration of Contract/Project:</i></p>	<p>06/2010 to Present Tahoe Douglas Fire Protection District Tranquility Tim Minister 591 Hwy 50, Zephyr Cove NV, 89448 775-318-4414, uphereintahoe@gmail.com Squad Leader/ FALB/ Rx Burn Boss Type 3 86 acre fuel reduction project in district. Includes brush removal, tree removal, pile burning, chipping.</p>
<p><i>Required Information:</i></p> <p><i>MMYYYY to MMYYYY:</i></p> <p><i>Vendor Name:</i></p> <p><i>Client Name:</i></p> <p><i>Client Contact Name:</i></p> <p><i>Client Address, Phone Number, Email:</i></p> <p><i>Role in Contract/Project:</i></p> <p><i>Details and Duration of Contract/Project:</i></p>	<p>08/2009 to 04/2010 Tahoe Douglas Fire Protection District USFS Kingsbury Contract Brian Garrett 35 College Drive, South Lake Tahoe CA, 96150 530-543-2600, bdgarrett@fs.fed.us Squad Leader / FALB / Rx Burn Boss Type 3 Completed 16 acres of hand thinning and 122 acres of pile burning on urban interface lots within the district.</p>
<p><i>Required Information:</i></p> <p><i>MMYYYY to MMYYYY:</i></p> <p><i>Vendor Name:</i></p> <p><i>Client Name:</i></p> <p><i>Client Contact Name:</i></p> <p><i>Client Address, Phone Number, Email:</i></p> <p><i>Role in Contract/Project:</i></p> <p><i>Details and Duration of Contract/Project:</i></p>	<p>08/2011 to 12/2011 Tahoe Douglas Fire Protection District NDSL Jeff Haas 901 S. Stewart St. Suite 5003 Carson City NV 89701 775-684-2743, jhaas@lands.nv.gov Squad Leader / FALB / Rx Burn Boss Type 3 Completed many urban lots containing technical requirements, ie. Precise tree felling, multiple hazards, etc.</p>
EDUCATION	

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<i>Institution Name:</i> <i>City:</i> <i>State:</i> <i>Degree/Achievement:</i> <i>Certifications:</i>	Lake Tahoe Basin Fire Academy South Lake Tahoe CA Received Fire Fighter 1 Certificate after graduating Class of 2007. LTBFAs specializes in certifying recruits in multiple structure and wildland suppression and prevention techniques.
REFERENCES	
<i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i>	Justin Jones, Student, University of Utah, 801-671-0288, justinakakemper@hotmail.com John Boling, Fiber Optics Specialist, Charter Inc, 775-219-4348, johnboling3@yahoo.com Rebekka Days, Student, University of Utah 530-318-9071 mizzqt2@gmail.com

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