



REQUEST FOR PROPOSAL

FOR CONTRACTED SERVICES TO THE AMADOR RESOURCE CONSERVATION DISTRICT 2026-2028 ARCD Community Chipping Project

PROJECT TITLE: 2026 Amador RCD Community Chipping Project

RELEASE DATE: August 17, 2026

PROPOSALS DUE: Proposals must be emailed to Cailin at the email address below no later than August 28, 2026 by 5:00 pm.

PROJECT MANAGER:

Cailin McLaughlin Cailin@amadorrcd.org, (209) 214-9727

Milestone	Timeline
Release Request for Proposal (RFP)	August 18 th 2026
Bidder Meeting (Virtual)	August 21 st 2026, 11:00 AM-12:00 PM Zoom Link
Questions Due to Project Manager	August 24 th 2026
Answers Emailed to Interested Contractors	August 26 th 2026
Proposals Due	August 28th 2026
Bid Review and Recommendation	September 1 st to September 8 th 2026
Contract Award	September 9 th 2026
Execute Contract By	September 18 th 2026
Anticipated Start Field Operations	October 19 th 2026

PROJECT OVERVIEW: A CAL FIRE Wildfire Prevention Grant was awarded to the Amador Resource Conservation District (ARCD) for the purposes of administering a residential, roadside chipping program designed to reduce wildfire risk near access/evacuation routes, and homes. This grant will encourage and assist Amador County residents who initiate hazardous fuels treatment by disposal of slash. County residents will cut to remove live and dead vegetated material, and stack the debris along their roadside or driveway, then request chipping services either as a group of neighbors through Community Chipping Days, or individually on a limited

case-by-case basis through Door-to-Door Chipping. The Chipping Contractor hired through ARCD would visit the sites and chip the slash. The Project shall be completed no later than **December 31, 2028**. The ARCD anticipates that the majority of chipping activities will occur during peak work periods, including **Fall 2026, Spring 2027, Summer 2027, Fall 2027, Spring 2028, and Fall 2028**, or until available project funding is exhausted.

The selected Contractor shall maintain sufficient capacity and staffing to perform work during these anticipated peak seasons. In addition, the Contractor must remain available throughout the entire project term to respond to special projects, emergency assignments, and other work requests as directed by ARCD. The Contractor shall be considered on retainer for the duration of the contract period and must be capable of mobilizing resources as needed to meet project requirements.

PURPOSE: To increase the amount of fuel treatment a resident can perform throughout the year, to reduce the use of burn piles and wildfire-initiated escapes, to improve air quality and reduce the number of wildfire events, to reduce the impacts in the event of a catastrophic wildfire incident, and to convert vegetated slash into a processed mulch that improves soil quality and water holding capacity.

PROPOSAL: The Amador RCD aims to serve at least 277 private residential properties, treating approximately 69 acres throughout Amador County. This Request for Proposal (RFP) is to solicit qualified businesses capable of providing industrial chipping services to Amador County residents.

Chipping Program Process:

1. Amador County residents perform fuel treatment according to Amador RCD specification, then apply for chipping online at <https://www.amadorrcd.org/chipping-program-2026>. This website is not yet live and will be made live at project launch.
2. Amador RCD staff and Contractor arrange a scheduled workday for chipping services.
3. Contractor performs chipping services and updates the online database, then submits a monthly invoice of completed jobs.
4. Payment will be made within 30 days.

SCOPE OF WORK:

- Contractor will provide industrial chipping services to private Amador County residents.
- Contractor shall provide an industrial chipper, vehicle, computer, internet access, phones, tools, and safety equipment such as caution signs, safety cones, hard hats, ear and eye protection, gloves, chaps (if using chainsaws), shovel or rake, first aid kit and fire extinguisher. Contractor vehicle(s) and chipper are to remain on the roadside or driveway and are not to enter into the property.

- Contractor will staff appropriate personnel to implement the chipping service safely and efficiently. The contractor is responsible for the crew's safety and sanitary needs. The contractor is responsible for maintaining public safety with respect to crews, pedestrians, and all vehicular traffic.
- Contractor will not chip during Red Flag Days, or when conditions present a clear wildfire hazard.
- Contractor will contact each applicant or community lead/liaison as applicable within two weeks of receiving the assigned job ticket to schedule a site visit for chipping services and will complete the service request within 30 days of receipt, unless agreed upon by the ARCD contact person.
- Treated slash, vegetation and dead woody debris will be no greater than the diameter limit that the contractor proposes to treat in lengths no greater than 10-ft. Residents will stack material along the road or driveway in piles with cut ends facing the same direction.
- Contractor will record pre- and post-implementation photos from the same photo point and complete the ARCD hardcopy paper record and/or digital survey form at the time of service including: service order #, chipping service date, job start and end times, pile number and dimensions, and the amount of time required to complete each job (each service location is allocated a maximum of six chipping hours each calendar year).
- Chipped material will be deposited on the resident's property, either spread throughout the project area at a depth no greater than 3-in., or in piles for later distribution by the homeowner. No material shall be deposited in waterways/drainages or block ingress/egress from the property. Contractor will protect any area from disturbance identified as an archaeological site, endangered plant or animal habitat, watercourse, or power or utility lines. The Contractor will protect structures, property improvements, and will be sensitive to property owner objectives pertaining to chipping.
- Contractor will not haul anything offsite. Exceptions may be made for biomass utilization.
- The ARCD will provide the selected contractor with data entry training for the chipping program's online database. The user-friendly program is simple to navigate, but data entry into the online database is required for payment.
- The contractor will upload the pre- and post-implementation photos and use the hardcopy service report to complete the service invoice over the web-based platform.
- Contractor will maintain compliance within the conditions of the grant.

EVALUATION AND SELECTION CRITERIA: ARCD Staff and Board of Directors will review the proposals and make the contractor selection based on the contractors understanding of the Scope of Work and how they expect to achieve the objective, the bid cost per chipping hour, and past performance and references.

Prospective bidders may withdraw their proposal at any time during the open bidding period. All bidders will be notified of the results in the selection process.

PROPOSAL FORMAT:

1. Cover Sheet with the following information:
 - a. Title of proposal
 - b. Name and address of company
 - c. Contact person, telephone number and email address
2. Understanding of the Project: The contractor shall provide a brief response that demonstrates an understanding of the Scope of Work.
3. Approach and Equipment: The contractor shall briefly outline how their proposal will address the Scope of Work. **Contractor shall indicate equipment and maximum diameter that the equipment can chip in their proposal.**
4. Qualification: The contractor will indicate their work experience relating to the ARCD chipping program, including work in which the contractor represented another entity and dealt one-on-one with members of the public and property owners. The contractor will include the names of key personnel and their role in the project.
5. References: The contractors will provide at least three references attesting to work history and experience, and other background information relating to the chipping program including names, phone numbers or email addresses if applicable.
6. Cost Proposal: The contractor shall provide a proposal based on hourly rate for equipment and crew, and travel time. **The bid rate should be “fully burdened” rate, including both direct and indirect overhead costs and travel time.**
7. Driving Record and Insurance: Contractor and all crew members with vehicle privileges must maintain a current state-issued driver’s license. If selected, the contractor must provide proof of auto, liability and workers’ compensation insurance, and Statewide Portable Equipment Registration Permit from the California Air Resources Board.
 - a. Commercial Automobile Liability Insurance of not less than \$500,000 is required in the event motor vehicles are used by the Contractor. One million dollars (\$1,000,000) per accident for bodily injury and property damage combined single limit.
 - b. Worker’s Compensation coverage: Contractor shall maintain workers’ compensation insurance for all of its employees during the life of the project.
 - c. Commercial General Liability Insurance of not less than Two Million dollars (\$2,000,000) combined single limit per occurrence for personal injury liability, bodily injury and property damage. Two million dollars (\$2,000,000) aggregate.
 - d. The industrial chipper used for the ARCD chipping program must be permitted with the California Air Resources Board (CARB) Statewide Portable Equipment Registration Program if greater than 50 horsepower (those less than are exempt). For questions, call CARB at 916-874-4884

This Project will NOT include any work for fire safe clearance work required by Public Resources Code 4291 of Government Code 51182 which is the full responsibility of each private property owner. Environmental clearances have been obtained for this project. Any sensitive

areas that need to be avoided will be flagged by ARCD staff or the Contract Forester prior to operations.

PROPOSAL SUBMISSION; Bids must be emailed to Cailin@amadorrcd.org by the close of business, 5 pm on August 28th 2026.

PAYMENT: The ARCD shall make payment to the Contractor within 30 days of the ARCD receipt of an acceptable invoice. Payment will be based on services rendered, as described above. To receive reimbursement under the described Project, the Contractor shall provide an “Invoice for Services” detailing services performed by task and actual costs.

All Invoices and Correspondence pertaining to this contract shall contain “**2026 Amador RCD Community Chipping Project**” in the heading.

- Documentation: Contractors will include full-time hours worked and then number of crew members engaged in project work on each invoice.
- Expenses: Any other expenses, not described within this RFP, will not be reimbursed by ARCD.
- Budget Contingency Clause: If funding is reduced or deleted for purposes of this program or if project area is decrease due to not receiving Rights of Entry, the ARCD shall have the option to either cancel this Agreement with no liability occurring to the ARCD or the ARCD or offer an agreement amendment to Contractor to reflect the reduced amount.

NONDISCRIMINATION: The program or activities conducted under this agreement will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American's with Disabilities Act of 1990. They will also be in accordance with regulations of the Secretary of Agriculture (7CFR-15, Subparts A & B), which provide that no person in the United States shall on the grounds of race, color, national origin, gender, religion, marital or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Agriculture or any agency thereof.

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