ATTENTION

The amount of the BID DEPOSIT has changed.

Going forward, all BID DEPOSITS will be 10% of the total bid amount, not 5%.

Also, please note there will no longer be a 20% payment due 30 days after contract approval. Please see the payment schedule for this timber sale for specifics.
Pursuant to Section 11-2101 and 11-2305 of the Environmental Conservation Law, sealed bids for the following forest products located on Lewis 91, Tug Hill Wildlife Management Area (WMA), Stand(s) B-29 & D-2, will be accepted at the NYS Department of Environmental Conservation, Bureau of Procurement and Expenditures, 625 Broadway, 10th Floor, Albany, New York 12233-5025, until 11:00 a.m., Thursday, November 21, 2019.

### IMPORTANT SALE NOTES
This is a summary of special terms and requirements of the sale to consider when formulating your bid. Please read the entire bid prospectus for a full description of the points listed below.

- The beech trees within the sale area were treated with herbicide Summer/Fall 2019; however, these trees are still included in the sale and the Contractor may remove all beech - living or dead, standing or on the ground - within the sale area.
- The sale utilizes part of an old skid trail system. Some of the trails have low areas or old ruts that will require additional work.
- This part of the Tug Hill region is known for significant snowfalls, which hinder winter harvesting on the WMA.
- Parker Road, the minimum maintenance town road which provides the best access to the WMA, usually has a weight limit posted late-winter into early-spring to reduce damage to the road during the spring thaw.

### I. LOCATION AND MINIMUM BID
This hardwood stumpage is located in the Town of Montague in Lewis County, on approximately 49 acres. The sale is located in Stand B-29 (along the southern side of Alphabet Lane) and in Stand D-2 (along the southern side of Running George Access Road), approximately 4 miles south of Montague Inn. It will be sold to the highest approved bidder. Minimum acceptable bid shall not be less than $12,650.00 U.S.
II. CONTRACT TERM
The Contractor will remove all material from State land and meet all the conditions of the sale contract by **November 30, 2021**. Contract extensions may be granted, at the discretion of the DEC upon written request of Contractor, when extenuating circumstances exist. No extension shall exceed 12 months in length, and the total length of all extensions shall not exceed 24 months. **In order to facilitate approval of extensions prior to contract expiration, requests for extensions, along with all other required documentation, shall be made in writing at least 60 days prior to Contract termination date. Extension requests must be acknowledged on an acceptable form provided by the DEC. To request an acknowledgment form, please contact your local DEC office or visit the DEC public web site [http://www.dec.ny.gov/docs/lands_forests_pdf/acknowledgment13.pdf](http://www.dec.ny.gov/docs/lands_forests_pdf/acknowledgment13.pdf).**

III. NOTIFICATIONS
The Contractor will notify the DEC no less than five (5) business days prior to Contractor's intent to commence harvesting operations and at least five (5) business days prior to starting final cleanup. The Contractor will be required to meet with the DEC prior to commencing these operations. Exception to these requirements may be made only by the DEC.

It will be the Contractor's responsibility to provide the workers actually performing the work with a copy of the **NOTICE OF SALE OF FOREST PRODUCTS** before work begins. The Contractor shall keep a copy of the **NOTICE OF SALE OF FOREST PRODUCTS** on site at all times while conducting work under the terms of this Contract.

Upon determination by the DEC that any of the terms in this contract are not being upheld, the Contractor may receive a **Notice to Correct** by certified mail, return receipt requested. If the required work is not completed within seven (7) calendar days following receipt of such **Notice to Correct**, unless a good faith effort to do so is demonstrated to the DEC’s satisfaction, this contract may be terminated for cause, at the discretion of the DEC.

When active work in the sale area has stopped for 14 or more consecutive calendar days or upon the completion of a stand, payment area, or other portion of the work required in the Notice of Sale, the DEC may determine that work is needed to properly close and stabilize the job site. This may include leveling access trails and/or landing areas, installing best management practices (BMPs) including waterbars, earth berms, or other measures as required in the Notice of Sale. **Upon determination by the DEC that such work is necessary, the Contractor will receive a Notice to Correct by certified mail, return receipt requested. If the required work is not completed within seven (7) calendar days following receipt of such Notice to Correct, unless a good faith effort to do so is demonstrated to the DEC’s satisfaction, the contract may be terminated for cause, at the DEC’s option.**

This contract may be terminated or suspended by the DEC if the Contractor abandons the work under this contract; is in violation of any conditions of this contract and permit; fails or refuses to conform with the requirements of this contract; or if at any time the DEC is of the opinion that the Contractor is willfully violating any of the conditions of the contract or executing same in bad faith; or that, the Contractor has failed to promote work in a diligent manner. **Upon such default or termination, the DEC shall have the right to proceed to enforce the bond posted by the Contractor in connection with this contract.**
A. **Firewood Notice**
Rules have been implemented regarding firewood transportation into and within New York State. Effective immediately, the transportation of untreated firewood within New York State for commercial sale is limited to 50 miles or less from the source, as defined in the regulations. These regulations have been implemented to help prevent the spread of forest insect pests. The full text of the regulations can be found online at: [http://www.dec.ny.gov/animals/28722.html](http://www.dec.ny.gov/animals/28722.html). There is also a web page with frequently asked questions about the regulations at: [http://www.dec.ny.gov/animals/44008.html](http://www.dec.ny.gov/animals/44008.html).

B. **Dig Safe NY Notice**
It shall also be the Contractor’s responsibility to contact Dig Safe New York for underground facility location prior to commencing work, 1-800-962-7962. The DEC is willing to do the Dig - Safe locations for the Contractor as a service. However, this will require at least 5 business days’ notice in advance, and the Contractor must be ready to start work within 10 days of the stake out.

C. **Emerald Ash Borer Quarantine Notice**
This timber sale is within the Federal Emerald Ash Borer (EAB) quarantine. Under the quarantine regulations, all persons moving regulated articles - including any ash wood, ash logs, ash stumps, ash roots, ash branches, or wood chips - from inside the Federal EAB quarantine area, to any location outside of the Federal EAB quarantine area must obtain a Limited Permit or Compliance Agreement with the United States Department of Agriculture Animal Plant Health Inspection Service (USDA APHIS). Such movement may only be done during the non-flight season for EAB. Federal EAB quarantine regulations also prohibit movement of any untreated hardwood firewood out of their contiguous quarantine. (Many neighboring States – including PA - also have State regulations prohibiting the import of untreated firewood into their state, as New York does under our firewood regulation.)

For more information on the USDA APHIS’ EAB quarantine regulations and Compliance Agreements for interstate movement, contact:

USDA APHIS  
State Plant Health Director  
500 New Karner Road, 2nd Floor  
Albany, NY 12205  
Phone: (518) 218-7510  
Fax: (518) 218-7518

IV. **VOLUME ESTIMATION**
The volume in the standing trees was estimated and is based on the International ¼” Kerf Log Rule for sawtimber and the standard 4’ x 4’ x 8’ cord for cordwood. The volume and tree count were estimated based on a 20% sample using one-fifth (1/5) acre plots. Pulpwood volumes were determined using the US Forest Service Composite Cordwood Volume Table. Sawtimber volume estimates are based on the International 1/4” Log Rule volume tables.

Additionally, volume deductions were made for visible defects; however, the DEC does not guarantee the estimated tree count, volume or quality of the stumpage advertised.
V. MARKING

Trees for sale are not marked except trees within skid trails and landing boundaries (see below). All hardwood trees one inch diameter at breast height (dbh) and larger located within the sale area shall be felled by the Contractor, except designated leave trees.

**Leave trees:** All trees marked with an **Aqua** horizontal stripe (—) at eye level and a stump mark are designated leave trees and shall not be cut or damaged.

In addition, **no softwoods** greater than two inches dbh shall be cut, damaged, or disturbed except those on the landings or marked within the main skid trails. When possible, softwood regeneration should remain undisturbed.

**Skid Trails:** Trees within main skid trails are marked with double diagonal stripes (\/) in **Pink** paint at dbh. Trees marked with “B” are Bump trees to remain standing until skidding is completed in that section.

**Landings:** Trees along the boundary of the landings are marked with a **Pink** “L” and are included in the sale. The landings are not to be expanded beyond these pink marked trees without approval from the DEC.

**Special Management Zones (SMZs):** Several SMZs are located in Sale Area B (Stand B-29), to protect vernal pools, poorly drained pockets, or spruce regeneration. Trees along the boundary of the SMZs are marked with double horizontal stripes (≡) in **Orange** paint. These SMZ boundary trees are not included in the sale and shall not be cut. No equipment shall enter the SMZs nor shall trees be felled into the SMZs.

Pink flagging indicates skid trails and blue flagging marks unique features in the skid trails (typically Y’s in the trail, or crossings). The orange flagging is from the herbicide treatment which occurred summer/fall 2019 and is not associated with the timber sale.

Girdling cull trees or any other live trees as an alternative to felling will not be permitted.

The sale boundaries are shown on the attached Sale Map. Trees marked with three horizontal stripes (≡) in **Orange** or **Blue** paint indicate the boundary of the sale area. These trees are not included in the sale and shall not be cut. Trees along Wildlife Management Area boundaries are marked with Yellow paint. Yellow marked boundary trees shall not be cut and are not part of this sale.

Only those trees which have been marked or otherwise designated to be cut by the DEC shall be cut under the terms of this contract. All trees so marked or designated shall be cut by the Contractor and, in the event any are not cut, they nevertheless shall be paid for under the terms of this contract. Pursuant to §9-1501 and § 71-0703 (6) (b) of the ECL, should any unmarked or otherwise non-designated tree be cut, destroyed or injured, the Contractor may be liable for a penalty of $250.00 per tree or treble damages or both.

VI. LOG LANDINGS

Three existing landings have been designated by the DEC both on the ground and on the attached sale maps. No additions or changes to these locations will be made without approval of the DEC. All brush, tree tops, or other debris removed for landing construction will be deposited at a site approved by the DEC.
Any additional site work to improve the landings to accommodate the specific needs of the Contractor will be done at the Contractor’s expense and only with the approval of the DEC.

Landings will be kept in a neat condition at all times during the sale. The Contractor shall keep landings free of any garbage, oil cans, or debris. The Contractor shall remove or return to the harvest area unused wood brought to the landing from the harvest area. The Contractor shall prevent rutting on landings which may result in channelized sediment flow off the landing.

At the completion of the sale, the Contractor shall grade and stabilize the landings to the satisfaction of the DEC. The Contractor shall block with earthen mounds, the entrances to skid trails leading into the woods from landing areas at the completion of the sale to the satisfaction of the DEC. The Contractor shall mulch and seed the landings and any wet crossings. Seed mix shall be a native grass seed mix of:

- 5 lb/ac Orchard grass
- 10 lb/ac White Clover (inoculated)
- 10 lb/ac Smooth Brome grass
- 2 lb/ac Red Top

VII. ACCESS SYSTEM

The main logging trails have been located on the ground and on the attached map by the DEC. Trees within all main skid trails are marked with Pink paint. No additions or changes to skid trail locations will be made without approval of the DEC. The Contractor shall cut and open main skid trails first before beginning harvesting within the sale area.

The sale uses the existing skid trail system as much as possible to reduce compaction to the rest of the sale area. Along these trails, there are nine (9) low areas that tend to collect water. See the attached Sale Maps for the locations of these low crossings. The number next to each crossing on the Sale Maps indicates the anticipated corduroy distance for the crossing (estimated total of 415 feet). The Contractor shall install sufficient corduroy, prior to harvesting beyond the crossing, to prevent rutting in those sections of the skid trail, to the satisfaction of the DEC. In several of the locations, the Contractor may have the option to divert the water from the skid trail by making a cut in the soil along the side of the trail instead of, or in addition to, installing corduroy. The Contractor must obtain the approval of the DEC prior to attempting any water diversion measures. At the completion of harvesting, the Contractor shall remove sufficient corduroy at each crossing to allow water movement, to the satisfaction of the DEC.

The Contractor shall secure all roads, trails and landings to restrict erosion at all times to the satisfaction of the DEC according to guidelines in the publication New York State Forestry Best Management Practices for Water Quality – BMP Field Guide (BMP Field Guide). The BMP Field Guide may be viewed on-line by going to: http://www.dec.ny.gov/lands/37845.html. The DEC reserves the right to require the Contractor to implement erosion and sedimentation controls at any time, which includes, but is not limited to, water bars, broad based dips, corduroy, culverts, temporary bridges, straw bales, seeding and mulching.

If soil erosion occurs during harvesting, the Contractor shall install and maintain water bars, broad based dips or other appropriate water control devices at locations determined by the DEC.
The Contractor shall prevent ruts greater than 18 inches in depth on the access system during active timber harvesting. If ruts approach 18 inches in depth the Contractor shall cease harvesting activities in that area and ameliorate the damaged road or trail. The Contractor shall resume harvesting activities only when conditions improve or actions are taken to prevent further rutting. The DEC reserves the right to modify this condition on a case-by-case basis. The Contractor shall level all ruts and secure haul roads to restrict erosion at the completion of the sale to the satisfaction of the DEC.

At the completion of the sale, the Contractor will ensure that Running George Access Road and Alphabet Lane are in as good or better condition than they were before work began.

The Contractor shall prevent ruts on all roads and logging trails that may result in channelized sediment flow.

VIII. HARVESTING

Note: There is a gate located at the beginning of Running George Access Road, just beyond the Parker Road/Flat Rock Road intersection. The gate is open most of the year but is typically locked after hunting season in the fall and opened after mud season in the spring. If the gate is locked, contact the Watertown DEC office (315) 785-2263 or email Rachel Hillegas at rachel.hillegas@dec.ny.gov to arrange access to the site.

This part of Tug Hill typically receives significant snowfall. The WMA roads and the local roads leading to the WMA are unplowed, minimum maintenance roads. The Contractor may only plow these roads if they obtain permission from the Town of Montague highway supervisor and the DEC. Parker Road, the town road that provides the best access to the WMA, typically has a weight limit posted late-winter into spring to reduce damage to the road during spring thaw. It is the Contractor’s responsibility to coordinate with the Town of Montague highway supervisor regarding town road conditions and weight limits.

Herbicide treatment occurred within the sale areas during the summer/fall 2019. The herbicide treatment targeted beech, striped maple, and other interfering vegetation. Although the beech was treated, it was included in the estimated volume and tree count listed on Page 1. The Contractor must cut all live beech and striped maple within the sale areas, as described under Section V. Marking (above), and may also cut and utilize all dead/fallen beech and striped maple within the sale areas.

The Contractor shall fell trees away from private land, designated recreation trails, and water courses whenever possible. If trees accidentally fall over private property boundary lines, across designated recreation trails or into stream channels, the Contractor shall pull back all material immediately.

No harvesting operations in conjunction with this sale shall be allowed on adjacent private lands without permission of the owner. The Contractor shall remove immediately any logging debris falling on adjacent private lands. Any damage to adjacent private lands shall be promptly repaired or compensation paid to the owner at expense of Contractor.

The Contractor shall keep the sale area free of litter including cans, papers and equipment parts at all times.

Active timber harvesting operations and new start-ups will be evaluated through October to determine if skidding and/or forwarding may begin or continue into the early winter season.
(November 1st to December 31st). Forwarding or skidding will generally not be allowed during November and December unless site conditions are favorable for the continuation of harvesting operations due to good drainage patterns or persistent freezing conditions. Exceptions may be granted by the DEC based upon specific site conditions.

DEC may partially or wholly restrict harvesting operations during periods of wet and/or muddy conditions throughout the contract period.

Harvesting shall begin in the back of the sale area with work progressing toward the front, cutting all designated trees as the job progresses. Exceptions must be approved by the DEC.

Harvesting may begin in any Area as long as it is in compliance with the payment schedule. Once harvesting has begun in an Area, the harvesting must be completed in that Area before beginning work in a new Area.

The Contractor shall leave stump heights, measured on the uphill side, no greater than the diameter of the stump unless otherwise directed by the DEC.

The Contractor shall not leave trees or tree tops hung up in the sale area and must pull any hung trees or tree tops down immediately.

The DEC reserves the right to restrict the size of the equipment used when, in the judgment of the DEC, said large equipment is causing unacceptable damage to the site and residual stand. The Contractor shall prevent rutting and soil compaction in the general harvest area (excluding the access system) and take the necessary measures to prevent ruts and soil compaction when ground conditions may not support harvesting equipment. Measures may include but are not limited to corduroy, restricting equipment access, utilizing floatation tires or tracks, or depositing tops in front of harvesting equipment.

The Contractor shall cut off close to the stump any saplings two inches or greater in diameter at the stump damaged as a result of timber harvesting activities. No more than 5% of the residual trees greater than 5 inches diameter at breast height within the harvest area may be damaged during the harvest operation, as determined by the DEC. A tree considered to be damaged may include but is not limited to:

1. Damage to the main stem of the residual tree which results in the loss of bark greater than 90 square inches.
2. Greater than 40% damage to the entire root system of the residual tree from soil compaction or disturbance within an area defined by a 20 foot radius from the tree’s stem.
3. Greater than 25% damage to the live crown of the residual tree.

**IX. ADDITIONAL SALE RELATED WORK** - None.

**X. RARE, ENDANGERED, THREATENED OR SPECIAL CONCERN SPECIES**
The DEC reserves the right to implement temporary restrictions on harvesting activities to protect previously unknown occurrences of rare, endangered, threatened or special concern species found within or near the sale area.
XI. OSHA and SAFETY RELATED TERMS
OSHA regulations relating to safety and safety equipment must be followed at all times by the Contractor.

Non-designated dead or hazardous trees may be cut, pushed or pulled down when necessary to comply with OSHA regulations, but must be left on the site next to the stump and may not be utilized by the Contractor. In this situation, when the Contractor cuts a non-designated tree, the Contractor must notify the DEC within one business day. When the Contractor identifies a hazard tree which is too dangerous to cut or work around and will impact the completion of the contract, the Contractor must notify the DEC. If the hazardous situation cannot be resolved or mitigated, the DEC (upon consultation with the Contractor) will decide on an acceptable solution.

No person under the age of 18 shall be allowed within 100 feet of the sale area during harvesting operations unless they are part of a registered apprenticeship program, or enrolled in a recognized vocational training program or an approved on-the-job training program, or have completed such a program, and be at least 16 years old. Sale area shall be defined as the area identified on the sketch map developed for this sale and shall include the area marked for harvest, roads and trails accessing it, and the log landing.

XII. PERSONAL PROTECTIVE EQUIPMENT FOR CHAINSAW USERS
Any person operating a chainsaw for any purpose while undertaking the activities authorized by this contract are required to wear Personal Protective Equipment (PPE), including at least the following: hard hat, eye protection, hearing protection, and cut-resistant chaps or pants. Additionally, the chainsaw must be equipped with properly functioning safety devices, including, at minimum, a properly functioning chain brake.

XIII. TRAINED LOGGER CERTIFICATION®
Any person who will perform any duties related to the felling, handling and removal of trees under this contract, hereunder referred to as “worker,” regardless of whether they are an employee or subcontractor of the Contractor, shall be Trained Logger Certified® (TLC) through the New York Logger Training Program (NYLT). Duties related to the felling, handling and removal of trees shall include but are not limited to the use of chainsaws, mechanized felling and harvesting equipment, skidding and forwarding, slashing, chipping and stacking of forest products, or any other method of felling, handling or removing trees.

Prior to starting any timber sale tasks related to the felling, handling and removal of trees, the Contractor shall provide to the DEC a list of all worker names and TLC numbers or a copy of the worker’s TLC certificate of any worker who will perform any duties related to the felling, handling and removal of trees.

Workers who are not TLC may perform duties related to the felling, handling and removal of trees as long as the Contractor, in good faith, assures the DEC that the non-TLC worker is actively pursuing TLC and will be supervised onsite at all times by a worker who is TLC. A TLC worker may only supervise one non-TLC worker (1:1 ratio) at any given period during the life of this contract. The Contractor shall make every effort to inform the DEC when the worker receives TLC and provide proof of certification upon request.

Truck drivers and loader operators are not required to be TLC if their only duties are the loading of forest products onto the truck and/or transportation of forest products from the harvesting site.
Workers who have certifications or licenses under equivalent programs in other states may receive approval from NYLT for TLC if it is determined the other state’s certification or license meets the minimum standards for TLC. For information on the TLC program contact NYLT at www.newyorkloggertraining.org or by calling (518) 463-1297.

Non-TLC workers who can demonstrate to the DEC equivalent certification, licensing or training comparable to the minimum standards for TLC may be considered to have fulfilled the certification requirements. At minimum, equivalent certification, licensing or training must include current first aid and CPR training, chainsaw operation, safety and productivity training (Game of Logging® Level 1 or equivalent chainsaw training), and environmental concerns training (including forest ecology, silviculture and best management practices).

**XIV. FLUID LEAK CONTROL**
The Contractor will be responsible for the control and collection of fluids leaking from any equipment used on the site. The Contractor must have a spill containment and cleanup kit appropriate for the equipment being used. At a minimum, the kit will contain: plugs and clamps to control hydraulic line breaks, a container to collect leaking fluids, fluid absorbent pads and a shovel. Operating any equipment noticeably leaking fluids is prohibited. The Contractor must take action to collect and control fluids leaking from inactive equipment or equipment being maintained or repaired on-site. The collected fluids must then be reused or properly disposed of. For additional information regarding the handling of hazardous materials please refer to page 28-29 of the New York State Forestry BMP Field Guide – 2018 Edition.

**XV. DIESEL EMISSIONS REDUCTION ACT 2006**
In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA.) This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department’s website at http://www.dec.ny.gov/regs/2492.html.

The successful bidder must comply with the specifications and provisions of ECL Section 19-0323 and NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the successful bidder.

**XVI. SEXUAL HARASSMENT PREVENTION CERTIFICATION**
State Finance Law §139-l requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the minimum requirements of section two hundred one-g of the NYS Labor Law and Department of Labor’s model policy and training standards) to all its employees.

Where competitive bidding is required pursuant to statute, rule or regulation, every bid made to the state or any public department or agency of the state must contain the following statement:
“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.”

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder shall provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the DEC may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and submit the attached Sexual Harassment Prevention Certification form. If the bidder cannot make the certification, then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made.

XVII. TERMS OF BIDDING
Proposal blanks, envelopes for mailing bids and any other information relative to this proposed sale may be obtained from Rachel Hillegas, Forester 1, NYS DEC, 317 Washington Street, Watertown, New York 13601, telephone (315) 785-2613, or by email at rachel.hillegas@dec.ny.gov, or online at http://www.dec.ny.gov/lands/69749.html or by contacting the NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, New York 12233-4255.

Bids must be submitted via mail, delivery service, or in person. All bids must be submitted on the original Bid Proposal (Proposal) form supplied by the DEC for this specific sale and included with this Notice. Alternate forms of bidding, including photocopies, will not be accepted. All blanks on the Proposal form must be completely filled in. Amounts must be written out and also stated in figures. Alteration of the Proposal by which the terms are changed may cause rejection of the bid. Please note that the bid deadline is for receipt of the bid at the address listed below, not for mailing or entrusting to a delivery service. The Department is not responsible for lost or late mailings. Late bids will be returned unopened. No electronic submissions will be accepted.

The original Bid Proposal must be accompanied with a completed and signed original Bidders/Proposers Certification form and Sexual Harassment Prevention Certification form. The original Bid Proposal, Bidders/Proposers Certification form, Sexual Harassment Prevention Certification form and bid deposit for this sale must be submitted in a bid envelope supplied by the DEC or in an envelope addressed to “NYS DEC, 625 Broadway, 10th Floor, Albany, NY 12233-5025,” and clearly showing only the following information:
Each proposal must be accompanied by a deposit of 10% of the amount bid in the form of check or money order drawn to the order of the “NYS Department of Environmental Conservation.” The DEC reserves the right to waive any technicalities concerning bids and also to reject any and all bids if the best interests of the State will be promoted thereby. Award to the successful bidder will be made within ten days after opening of bids. Bidders are asked to completely and legibly fill out the return address portion of the bid envelope. In the unlikely event that bids must be returned unopened, this will greatly facilitate their being sent back to bidders.

In the event that two or more high bids are submitted in exactly the same amount, the bid that was received first by the DEC will be considered the apparent high bidder.

Notice of Sale documents, bid opening dates and bid results can be found on-line on the New York State Department of Environmental Conservation public web site address: http://www.dec.ny.gov/lands/69749.html and clicking on the NYS DEC Region where the timber sale is being offered. Bid results will be posted for 30 days beyond the bid opening date.

XVIII. TERMS OF SALE
A. General
All monetary references are in U.S. dollars. All material will be paid for by the Contractor prior to the commencement of harvesting operations. The Contractor will execute and return the sales contract to “NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, NY 12233-4255,” along with all other required documentation, within 30 calendar days of Notice of Award.

The successful bidder will not commence operations hereunder until payment according to the payment schedule is made, and a fully executed copy of the sales contract is received by him/her with authorization to proceed with removal of products.
The Contractor may subcontract for the performance of work pursuant to this Contract only with the prior written approval of the DEC. If the Contractor enters into subcontracts for the performance of work pursuant to this Contract, the Contractor remains liable for compliance with all the terms of this Contract. The Contractor shall take full responsibility for the acts and omissions of its subcontractors.

**B. Vendor Responsibility**

State procurement laws require that state agencies award contracts only to responsible Contractors. To fulfill this requirement, potential Contractors may be required to complete a Vendor Responsibility Questionnaire or otherwise provide additional information to assist the DEC in assessing responsibility.

- **General Responsibility**: The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

- **Suspension of Work** (for Non-Responsibility): The Commissioner or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner or his or her designee issues a written notice authorizing a resumption of performance under the Contract.

- **Termination for Non-Responsibility**: Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate DEC officials or staff, the Contract may be terminated by the Commissioner or his or her designee at the Contractor’s expense where the Contractor is determined by the Commissioner or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

- **Vendor Responsibility Questionnaire**: The DEC recommends that vendors file a required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/vendor_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or go directly to the VendRep System online at [http://www.osc.state.ny.us/vendors/index.htm](http://www.osc.state.ny.us/vendors/index.htm).

Vendors must provide their New York State Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller’s Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep
C. Payment Schedule
The Contractor will make payments according to the following schedule unless adjusted by the DEC:

- **1st Payment =** 10% of purchase price previously paid as bid deposit.
- **2nd Payment =** 25% of purchase price prior to commencement of harvesting operations in Sale Area A.
- **3rd Payment =** 40% of purchase price prior to the commencement of harvesting operations in Sale Area B.
- **4th Payment =** 25% of purchase price prior to the commencement of harvesting operations in Sale Area C.

Regardless of harvesting activity completed or commenced, the Contractor shall make payments in the amount of **50%** of the purchase price before **October 31, 2020**, and shall make payments in the amount of **100%** of the purchase price before **March 31, 2021**.

No payment other than the 10% bid deposit will be accepted until the Comptroller has approved the sales contract. Failure to execute and return the sales Contract to the NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, NY 12233-4255, along with all other required documentation, within 30 calendar days of Notice of Award may result in forfeiture of the bid deposit and the awarding of this sale to the next highest bidder. Payments shall be in the form of check or money order made payable to the “NYS Department of Environmental Conservation” and submitted to NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, NY 12233-4255 before the date stipulated in the Payment Schedule.

D. Performance Bond
The executed contract must be accompanied by one of the following:
- a Surety bond
- a Bank/Certified check
- a Certificate of Deposit assigned to the Department of Environmental Conservation
- a Letter of Credit from a Federally chartered or State licensed financial institution in the amount of **$5,000.00** or 20% of the bid price, whichever is less, for the faithful performance of the sales contract.

E. Notarizations
The following rules apply for any individual designated as "Notary" on all Department contracts:

- Any stockholder, director, officer, or employee of a corporation that is a party to the contract either as an individual OR as representative of the corporation may not take an acknowledgment /notarize.
- If the employee has an ownership interest in the company and a DIRECT monetary interest in the contract (their pay depends upon it and it alone) they may not take the acknowledgement /notarize. An employee with no ownership interest in the company may notarize contract signatures.
F. Insurance
The Contractor agrees to procure and maintain at its own expense and without expense to the DEC insurance of the kinds and amounts hereinafter provided by insurance companies licensed to do business in the State of New York, covering all operations under this Contract.

The Contractor shall furnish to the DEC a certificate or certificates with the appropriate endorsements showing that it has complied with this Article. The insurance documentation shall provide that:

- Liability and protective liability insurance policies shall provide primary and non-contributory coverage to the DEC for any claims arising from the Contractor’s Work under this contract, or as a result of the Contractor’s activities. Insurance policies will not be accepted that:
  - remove or restrict blanket contractual liability located in the “insured contract” definition (as stated in Section V, Number 9, Item f in the ISO CGL policy) so as to limit coverage against claims that arise out of work; or
  - remove or modify the “insured contract” exception to the employer’s liability exclusion; or
  - do not cover the additional insured for claims involving injury to employees of the named insured or subcontractors.
- The State of New York, NYS Department of Environmental Conservation, its officers, agents and employees, with the address: NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, NY 12233-4255, shall be listed as Certificate Holder on all liability insurance certificate(s), as “Additional Insureds” on endorsement(s) and on additional supporting documentation.
- In the “Description of Operation/Locations…” section, the Contract Number and Wildlife Management Area (TX11739, Lewis 91) must be referenced.
- The policies shall include a Waiver of Subrogation endorsement in favor of the DEC as an additional insured. The endorsement shall be on ISO Form number CG 24 04 or a similar form with same modification to the policy.
- Policies shall not be changed or canceled until thirty (30) days prior written notice has been given to the DEC; as evidenced by an endorsement or declarations page.
- Insurance documentation shall disclose any deductible, self-insured retention, aggregate limit or any exclusion to the policy that materially changes the coverage required by the Contract.
- Endorsements in writing must be added to and made part of the insurance contract for the purpose of changing the original terms to reflect the revisions and additions as described. A copy of these endorsements must be provided to the DEC.
- Applicable insurance policy number(s) referenced on the ACORD form must be referenced in the supporting documentation requested by the DEC and supplied by the insurance company (e.g. endorsement page, declarations page, etc.).
- When coverage is provided by a non-admitted carrier, a copy of the declarations page along with the ELANY stamped certification wording affixed to the certificate of insurance must be provided to ensure that the excess line insurance has met all of the requirements for a valid excess line
transaction in accordance with Article 21 of the New York State Insurance Law.

- Worker’s Compensation and Disability Benefits certificates shall name the New York State Department of Environmental Conservation, with the address: NYS DEC, Attn: State Timber Sales, 625 Broadway, 5th Floor, Albany, NY 12233-4255, as entity requesting proof of coverage.

- This Contract shall be void and of no effect unless the Contractor procures the required insurance policies and maintains them until acceptance or completion of the work, whichever event is later. If at any time during the term of this contract the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in the Contract or proof thereof is not provided to the DEC, the Contractor shall immediately cease Work on the Project. The Contractor shall not resume Work on the Project until authorized to do so by the DEC.

- Should the Contractor engage a subcontractor, the Contractor shall impose the insurance requirements of this document on the subcontractor. Contractor shall determine the required insurance types and limits, commensurate with the work of the Subcontractor. The Contractor will maintain the certificate or certificates and endorsements for all subcontractors hired as part of the Contractor’s records.

The following types and amounts of insurance are required for this Contract:

1. **Workers’ Compensation:**
   For work to be performed in New York State, the Contractor shall provide and maintain full New York State coverage during the life of this contract for the benefit of such employees as are required to be covered by the New York State Workers’ Compensation Law.

   Evidence of Workers’ Compensation and Employers Liability coverage must be provided on one of the following forms specified by the Chairman of the New York State Workers’ Compensation Board:

<table>
<thead>
<tr>
<th>FORM #</th>
<th>FORM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-105.2</td>
<td>Certificate of Workers’ Compensation Insurance (September 2007, or most current version)</td>
</tr>
<tr>
<td>U-26.3</td>
<td>State Insurance Fund Version of the C-105.2 form</td>
</tr>
<tr>
<td>SI-12/ GSI-105.2</td>
<td>Certificate of Workers’ Compensation Self-Insurance</td>
</tr>
<tr>
<td>CE-200</td>
<td>Certificate of Attestation of Exemption (when Contractor meets the requirements.)</td>
</tr>
</tbody>
</table>

   All forms are valid for one year from the date the form is signed/stamped, or until policy expiration, whichever is earlier.

   **Please note that ACORD forms are NOT acceptable proof of New York State Workers’ Compensation Insurance coverage.**

   Additional information can be obtained at the Workers’ Compensation website: [http://www.wcb.ny.gov/content/main/Employers/Employers.jsp](http://www.wcb.ny.gov/content/main/Employers/Employers.jsp)
2. **Disability Benefits:**
For work to be performed in New York State, the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the New York State Disability Benefits Law. Any waiver of this requirement must be approved by the DEC and will only be granted in unique or unusual circumstances.

Evidence of Disability Benefits coverage must be provided on one of the following forms specified by the Chairman of the New York State Workers’ Compensation Board:

<table>
<thead>
<tr>
<th>FORM #</th>
<th>FORM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB-120.1</td>
<td>Certificate of Insurance Coverage under the New York State Disability Benefits Law</td>
</tr>
<tr>
<td>DB-155</td>
<td>Certificate of Disability Self-Insurance</td>
</tr>
<tr>
<td>CE-200</td>
<td>Certificate of Attestation of Exemption (when Contractor meets the requirements.)</td>
</tr>
</tbody>
</table>

All forms are valid for one year from the date the form is signed/stamped, or until policy expiration, whichever is earlier.

*Please note that ACORD forms are NOT acceptable proof of New York State Disability Benefits Insurance coverage.*

Additional information can be obtained at the Workers’ Compensation website: [http://www.wcb.ny.gov/content/main/Employers/Employers.jsp](http://www.wcb.ny.gov/content/main/Employers/Employers.jsp)

3. **Commercial General Liability Insurance:**
Contractor shall provide and maintain Commercial General Liability Insurance (CGL) covering the liability of the Contractor for bodily injury, property damage, and personal/advertising injury arising from all work and operations under this contract. The limits under such policy shall not be less than the following:

- Each Occurrence limit – $1,000,000
- General Aggregate – $2,000,000

Coverage shall include, but not be limited to, the following:

- premises liability;
- independent contractors;
- blanket contractual liability, including tort liability of another assumed in a contract;
- defense and/or indemnification obligations, including obligations assumed under this contract;
- cross liability for additional insureds;
- products/completed operations for a term of no less than 3 years, commencing upon acceptance of the work, as required by the contract;
- explosion, collapse, and underground hazards;
- contractor means and methods; and
• Liability resulting from Section 240 or Section 241 of the New York State Labor Law.

Limits may be provided through a combination of primary and umbrella/excess liability policies.

For contracts valued at less than $10,000.01, the Contractor may choose to arrange with the DEC to purchase an insurance permit that covers general liability insurance that meets the Commercial General Liability Insurance requirement. An annual $5.00 premium shall be required on or before April 1 of each year the contract is in effect.

4. **Business Automobile Liability:**
Contractor shall provide and maintain Business Automobile Liability insurance covering liability arising out of the use of any registered motor vehicle in connection with the contract, including owned, leased, hired and non-owned vehicles. Such policy shall have a combined single limit for Bodily Injury and Property Damage of at least $1,000,000.

If the Contractor does not own, lease or hire any registered motor vehicles or will not be using any vehicles on State Land proof of Business Automobile Liability Insurance shall not be required for this Contract. However, Contractor is required to execute “Business Automobile Liability Insurance Attestation.”

The Contractor shall assume full responsibility and liability that owners and operators of any registered motor vehicles entering State Land to conduct work under this contract carry the same Business Automobile Liability Insurance of the kinds and amounts listed above. DEC reserves the right to request proof of the same.

5. **Umbrella and Excess Liability:**
When the limits of the CGL, Auto, and/or Employers’ Liability policies procured are insufficient to meet the limits specified, the Contractor shall procure and maintain Commercial Umbrella and/or Excess Liability policies with limits in excess of the primary; provided, however, that the total amount of insurance coverage is at least equal to the requirements set forth above. Such policies shall follow the same form as the primary.

The Contractor shall require that any subcontractors hired, carry insurance with the same limits and provisions as provided herein.

Basil Seggos
Commissioner
Notice of Revenue Sale for the Sale of Forest Products
Town of Montague, Lewis County
Lewis #91, Tug Hill WMA
Stands B-29 & D-2, Approx 49 acres

Legend
- Landings
- Skid Trails
- WMA Roads
- State Land

Sale Areas A & B
Sale Area A
Sale Area B
Sale Area C

Running George Road
Beech Street
Alphabet Lane

± RAH 9/19
Notice of Revenue Sale for the Sale of Forest Products
Town of Montague, Lewis County
Lewis #91, Tug Hill WMA
Stand B-29, Approx. 37 acres

The number next to the crossing indicates the anticipated corduroy distance for the crossing.

Legend
- Landings
- Crossings
- Skid Trails
- Roads
- Sale Area A
- Sale Area B
- Freshwater Wetland
- WMA

0 220 440 660 Feet
Notice of Revenue Sale for the Sale of Forest Products
Town of Montague, Lewis County
Lewis #91, Tug Hill WMA
Stand D-2, Approx. 12 acres

The number next to the crossing indicates the anticipated corduroy distance for the crossing.

Legend
- Landings
- Crossings
- Skid Trails
- Roads
- Sale Area C
- Freshwater Wetland
- WMA
Dear Sir:

I have examined the forest products offered for Public sale by the State of New York located on

Lewis 91, Tug Hill Wildlife Management Area; Stands B-29 & D-2

and hereby bid the following price in accordance with the terms of the advertisement, Notice of Sale and Contract:

_____________________________________________________________ dollars and

_____________________________________________________________ cents

$ ______________________________

(Minimum Acceptable Net Bid $12,650.00 U.S.)

Enclosed is a 5% bid deposit of $ __________________________

I understand that the forest products being offered for sale will be awarded to the highest responsible responsive bidder. If I am the successful bidder, I agree to abide by the terms of the Contract; to execute the Contract within 30 days of the notification of award, to pay the bid price in accordance with the payment schedule as specified in the advertisement, Notice of Sale and Contract, and to remove from State land by __November 30, 2021__ all timber therein designated.

** ALL ENTRIES MUST BE IN INK AND CLEARLY WRITTEN**

**IMPORTANT NOTICE**
The attached “Bidder’s/Proposer’s Certification” form must be completed, signed, and returned along with your Bid Proposal. Failure to include this form will result in disapproval of the bid.

**CERTIFICATION**
If you, or your firm, have been certified for and principles of the Forest Stewardship Council or the Sustainable Forestry Initiative, please enter your certificate number here.

_____________________________________________________________

Certification No.

_____________________________________________________________

Date

_____________________________________________________________

Phone

_____________________________________________________________

E-Mail Address

* **PLEASE SEE OTHER SIDE**
Contract #: TX11739

Sexual Harassment Prevention Certification Form

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Company Name: ____________________________________________________________

Signature:________________________________________________________________

Print Name and Title: ________________________________________________________

Date: ______________________

If the above certification cannot be made, the bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Company Name: ____________________________________________________________

Signature:________________________________________________________________

Print Name and Title: ________________________________________________________

Date: ______________________
BIDDER’S/PROPOSER’S CERTIFICATION

NON-COLLUSIVE BIDDING
AND
NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND
MACBRIDE FAIR EMPLOYMENT PRINCIPLES
AND
STATE ETHICS LAW PROVISION

BY SUBMISSION OF THIS BID AND BY SIGNING HEREUNDER THE BIDDER/PROPOSER, AND EACH PERSON SIGNING ON BEHALF OF SUCH PARTY CERTIFIES, AND IN THE CASE OF A JOINT BID/PROPOSAL, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

A. NON-COLLUSION  State Finance Law §139-d

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

B. MACBRIDE FAIR EMPLOYMENT PRINCIPLES  State Finance Law §165(5)

1. It or any individual or legal entity in which the bidder/proposer holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership in the bidder/proposer, either: (answer yes or no to one or both of the following, as applicable).

2. has business operations in Northern Ireland;
   Yes _____  or No ______ (check answer)  IF YES, COMPLETE #3

3. shall take lawful steps in good faith to conduct any business operations that it has in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles.
   Yes _____  or No ______ (check answer)

C. STATE ETHICS LAW PROVISION

By submittal of this bid/proposal, the undersigned hereby certifies, for and on behalf of the bidder/proposer, that he is familiar with the following provisions of the State Ethics Law provisions applicable to post employment restrictions affecting former state employees: POL ‘73(8)(a)(i) the two year bar, and ‘73(8)(a)(ii), the life-time bar, and that submittal of this bid/proposal is not in violation of either provision, and that no violation will occur by entering into a contract or in performance of the contractual services, and further that the bidder/proposer recognizes that the Department may rely upon this certification.

Except as follows: (attach information if needed)

(Proposer is to make full disclosure of any circumstances which could affect its ability to perform in complete compliance with the cited laws. Any questions as to the applicability of these provisions should be addressed to the New York State Ethics Commission, 39 Columbia Street, Albany, N.Y. 12207: telephone #1-800-87-ETHICS.)

NOTE: All references to “bid” “bidder” shall be deemed to include “proposer” “proposal”.

Date: ____________________________________________

Print Name and Title

________________________________________________

Signature