



REQUEST FOR PROPOSALS

To Provide Neighborhood Chipping Services

For Hoodland Fire District #74

Date of Release: August 13, 2026

Response Date: September 30, 2026, by 5 PM PST

This Request for Proposals (RFP), issued by Hoodland Fire District #74 (HFD) is put forth seeking a professional contractor to provide Neighborhood Chipping Services that is fully compliant with the industry's best practices.

APPLICATION DEADLINE: Interested parties must prepare and submit all required documents no later than 5 PM (PST) on September 30, 2026. Respondents may mail, hand deliver, or email proposals addressing the response requirements before the deadline to HFD at 69634 E. Hwy 26, Welches, OR 97067 or email to jimprice@hoodlandfire.gov

PROJECT CONTACT

Questions regarding the project scope, technical requirements, or proposed work should be directed to Jim Price at jimprice@hoodlandfire.gov

PROJECT SUMMARY:

One of HFD's priority initiatives is to empower homeowners to complete their own fuels reduction work on their own properties. To assist our community members in completing this fuels reduction, HFD has budgeted funds for a "Neighborhood Chipping Program." The Neighborhood Chipping Program involves chipping assembled branches and brush (cut and piled by homeowners) either at one central location in a neighborhood or along public and private roadways of the neighborhood. The project requires chipping and removal of project-generated slash and may require traffic control during collection. Chipping will take place in neighborhoods within the District during Fiscal Year 2026–2027. All wood chips generated through this program will be removed from the chipping sites and properly disposed of by the selected contractor.

To support successful participation, HFD has developed a list of material guidelines. These, along with participant instructions, will be clearly communicated in advance through participating neighborhoods, HOAs, and Community Planning Organizations (CPOs) prior to the scheduled chipping dates.

PILE GUIDELINES

- Piles must be stacked with the cut ends facing the road
- Piles must be no larger than 5' x 5' x 5' with no more than 5 piles per property
- Piles must be within 5 feet of the public roadway, but not touching the road, in drainage ditches, or impeding any traffic
- Piles that are created using heavy machinery that are difficult to pull apart to chip will be rejected
- Pile sizes at a central location for chipping shall be set after consultation with the selected contractor

MATERIALS GUIDELINES

Accepted materials include trees, tree branches, small diameter logs, and brush (cut away from root mass). The following restrictions apply:

- No logs or branches with a diameter greater than 6 inches
- No construction, building, or other man-made materials
- No lumber, fence posts, or signs
- No roots, root wads, stumps, or anything else that grows below the soil
- No materials that contain dirt, sand, gravel, or rocks
- No materials that contain any metal (nails, screws, fencing), string, or other man-made materials

EXPECTED TIMELINE

Chipping will occur during Fiscal Year 2026–2027, with specific dates to be determined through negotiations between the selected contractor and Hoodland Fire District #74.

SCOPE OF SERVICES

The selected contractor shall provide all labor, equipment, transportation, traffic control, chipping, loading, hauling, and disposal necessary to complete the Neighborhood Chipping Program. Services may include chipping homeowner-generated vegetation at individual properties along designated neighborhood roadways and/or at centralized neighborhood collection sites. The contractor shall coordinate work schedules with Hoodland Fire District #74 and perform all work in a safe, professional, and timely manner.

The contractor shall furnish all equipment necessary to perform the work, including a chipper, hauling equipment, personal protective equipment, and safety gear. Unless specifically authorized by Hoodland Fire District #74, homeowners are responsible for cutting and properly piling vegetation in accordance with the pile and material guidelines in this RFP.

The contractor shall not be responsible for cutting, preparing, or substantially rearranging improperly prepared piles unless specifically authorized by HFD. HFD may direct the contractor to leave unacceptable piles or materials unchipped.

The contractor shall be responsible for traffic control associated with its operations, including any required personnel, cones, signage, flagging, and other safety measures, unless otherwise agreed in writing with HFD. The contractor shall maintain safe access for residents, emergency vehicles, and other roadway users.

The contractor shall remove all wood chips generated through the program from the chipping sites and properly dispose of, reuse, or otherwise manage the chips in accordance with applicable laws and any requirements established by HFD. The contractor shall identify its proposed chip disposal/reuse method in its proposal. All disposal and hauling costs shall be included in the contractor's proposed rates.

ESTIMATED PROJECT VOLUME

Hoodland Fire District #74 anticipates conducting neighborhood chipping during Fiscal Year 2026–2027. The actual number of participating neighborhoods, properties, chipping days, and volume of material will depend on community participation and available funding. HFD does not guarantee a minimum quantity of work or expenditure under this RFP.

RESPONSE REQUIREMENT SUMMARY

This section contains instructions that respondents must follow when preparing and submitting proposals to Hoodland Fire District #74. For evaluation purposes, respondents should provide complete, clear, and concise information that demonstrates their understanding of the project and proposed approach.

Respondents shall hand-deliver, mail, or email proposals addressing the Response Requirements to Hoodland Fire District #74 no later than 5:00 PM (PST) on September 30, 2026. Hard copies may be delivered or mailed to Hoodland Fire District #74 at 69634 E. Hwy 26, Welches, OR 97067. Electronic proposals may be emailed to jimprice@hoodlandfire.gov

The contractor is expected to furnish all project equipment, including a chipper, at least one truck sufficient to haul the chipper and chips, PPE and safety gear, and other equipment necessary to complete the work.

Proposals must include the following information:

A. Detailed Project Plan:

Provide a detailed project plan describing how the contractor proposes to perform the Neighborhood Chipping Services. The plan should include the proposed work approach, anticipated schedule and milestones, equipment and resources, chipping operations, hauling, traffic control, and the proposed method for disposal, reuse, or other management of the wood chips.

B. Fee Proposal:

Provide a detailed fee proposal for the scope of services. Proposals shall separately identify, as applicable, daily or hourly rates for neighborhood chipping, fixed-location chipping, chipper/operator, additional labor, truck/hauling, traffic control, mobilization/demobilization, disposal or reuse of chips, and any other anticipated fees or charges. All rates shall clearly identify what is included.

C. References:

Provide three references for similar prior work, including the customer or organization name, contact person, telephone number and/or email address, and a brief description of the work performed.

SELECTION CRITERIA

This project will be a “time and materials” contract. Selection of contractors is determined by price, proven experience of quality and timeliness, and experience with similar projects/work. As the successful candidate you will demonstrate:

- Significant experience in chipping, hauling, traffic control, and all associated planning
- Experience, qualifications, and expertise with public safety and/or local government
- Demonstrated ability to provide services described
- Quality of work as verified by references
- Willingness to accept Hoodland Fire District #74's contract terms
- Professional fees are competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on time and on budget.

PROPOSAL EVALUATION

Hoodland Fire District #74 may evaluate responsive proposals using the following general criteria: Price, Experience and Qualifications, Work Plan and Timeline, References and Past Performance, and Understanding of the Project and Public Safety. HFD may consider other factors identified in this RFP when determining the proposal most advantageous to the District.

If only one (1) proposal is received in response to this RFP, Hoodland Fire District #74 may require assistance from the single responsive and responsible respondent in the preparation of a proposal price analysis to determine whether the single quote received by the HFD is fair and reasonable. Hoodland Fire District #74 maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible proposer whose proposal is deemed by the HFD to be most advantageous to the district as determined by capability, qualifications, and other factors set forth above.

LICENSING & INSURANCE

Contractor is responsible for maintaining any licensing required by Clackamas County and/or the State of Oregon. Contractor will be responsible for maintaining industry standard liability and accident insurance, obtaining encroachment permits as needed, and maintaining appropriate fire suppression equipment on site. Contractor's insurance policy or policies shall provide for minimum coverage limit of \$1,000,000 combined bodily injury and property damage liability, or its equivalent. Such insurance shall be issued by a company or companies transacting business in the State of Oregon. Contractor shall, prior to commencement of this project, furnish to HFD a certificate evidencing that such insurance has been procured and is in full force and effect, together with a copy of an endorsement confirming coverage of HFD as an additional insured.

TERMS AND CONDITIONS

- A. The purpose of this solicitation is to select a qualified, competent, and experienced proposer to enter into an agreement with Hoodland Fire District #74 to perform the scope of work described in this Request for Proposals. This invitation is not to be construed as a commitment of any kind on the part of Hoodland Fire District #74. The District is not obliged to pay or otherwise reimburse any costs incurred in the preparation or submission of a proposal.
- B. Hoodland Fire District #74 is soliciting proposals for Neighborhood Chipping Services. Proposals addressing the Response Requirements must be hand-delivered or emailed to Hoodland Fire District #74 no later than 5:00 PM (PST) on September 30, 2026. Hard-copy proposals may be delivered to 69634 E. Hwy

26, Welches, OR 97067, or electronic proposals may be emailed to jimprice@hoodlandfire.gov Responsibility for ensuring that the proposal is received by Hoodland Fire District #74 on or before the deadline shall remain solely with the proposer.

- C. All respondents are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of the requested work. The selected proposer shall not be entitled to additional compensation for items or conditions that the proposer failed to investigate or consider prior to submitting its proposal.
- D. Hoodland Fire District #74 maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible proposer whose proposal is determined by Hoodland Fire District #74 to be most advantageous to the District, based on the evaluation criteria and other factors set forth in this RFP.
- E. Hoodland Fire District #74 reserves the right to investigate the qualifications and experience of proposers, confirm any information furnished in a proposal, and request additional information or clarification as necessary to evaluate the proposal and determine the proposer's ability to successfully perform the work described in this RFP. Hoodland Fire District #74 reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- F. Contract Term and Extensions. The initial contract term shall be through June 30, 2027. At the sole discretion of Hoodland Fire District #74, the contract may be extended for up to two (2) additional one-year terms, subject to satisfactory contractor performance, continued need for services, availability of funding, and mutual agreement of the parties. Any extension shall be documented in writing and executed by both parties prior to the expiration of the current contract term.
- G. Payment and Invoicing. The contractor shall submit itemized invoices to Hoodland Fire District #74. Invoices shall identify dates of service, locations, personnel or equipment used, hours or units billed, applicable rates, hauling or disposal charges, and any other information reasonably requested by HFD. Payment shall be based on the approved rates and actual services satisfactorily performed under the agreement.
- H. Damage to Property and Roadways. The contractor shall take reasonable precautions to prevent damage to public and private property, roadways, driveways, drainage systems, utilities, landscaping, mailboxes, and other improvements. The contractor shall be responsible for damage caused by its negligence or failure to perform the work in accordance with the agreement and applicable safety requirements.

- I. Termination. Hoodland Fire District #74 may terminate the agreement for cause, including material nonperformance, unsafe work practices, failure to maintain required insurance or licensing, or failure to comply with the terms of the agreement. HFD may also terminate the agreement for convenience upon written notice. The contractor shall be compensated for authorized services satisfactorily performed through the effective date of termination.
- J. Compliance with Applicable Requirements. The selected contractor shall comply with all applicable federal, state, and local laws, rules, permits, licensing requirements, and public contracting requirements applicable to the services.