



REQUEST FOR BIDS

Hutchinson Ranch River Conservancy Debris Clean-up

KITTITAS CONSERVATION TRUST (KCT) is a local non-profit land trust located in Roslyn, WA. KCT's mission is to protect and enhance fish and wildlife habitat, open space, and recreational assets in the Upper Yakima River Basin.

Kittitas Conservation Trust is requesting Bids for Debris Clean-Up Services to remove derelict farm equipment and various trash debris from a property near Thorp, Washington (see Figure 1 on next page). Bids must include a brief clean-up and access plan, schedule, scope of work, and budget that meets the timeline and needs detailed in this solicitation. All deliverables must comply with funding agency regulations and requirements: Washington State Recreation and Conservation Office (RCO), Washington Department of Ecology (ECY).

An *optional* site tour is scheduled for **Tuesday, Oct 13, 2026** from 9-10:30 am. RSVP to Kelsey Martin Harbick kmartinharbick@kittitasconservationtrust.org by Oct 12, 2026 to register.

Bids will be accepted electronically until **4 PM** (Pacific Time) on **Monday, Oct 19, 2026**. Email a pdf copy of the Bid to **both** Kelsey Martin Harbick, Project Manager, at kmartinharbick@kittitasconservationtrust.org and Mel Babik, KCT's Restoration Director, at mbabik@kittitasconservationtrust.org. **Late Bids will NOT be considered.** The bidder is responsible for verifying that the email is received.

Questions about the project should be sent electronically to Kelsey Martin Harbick by Noon on **Oct 16, 2026**. KCT will answer each inquiry promptly and post all questions/answers on the webpage under <https://www.kittitasconservationtrust.org/request-for-Bids/>

RFB Activities	Due Date
Site Tour RSVP	Oct. 12, 2026
Site Tour (Optional)	Oct. 13, 2026 9-10:30 AM
Final Submission of Questions Deadline	Oct. 16, 2026 at 12:00 PM
Bid Submission Deadline	Oct. 19, 2026 at 4:00 PM
Contract Awarded	Oct. 22, 2026

1. GENERAL ADMINISTRATIVE PROVISIONS

1.1 BACKGROUND

KCT acquired the 235-acre Hutchinson Ranch River Conservancy in 2024 using a mixture of state and private funding (RCO # 22-1246). The property is located near Thorp, WA (Figure 1), and was previously privately owned and historically used for farming, ranching, recreation, and gravel mining/sorting; the property still has legacy remnants of those activities. There are two areas on the property that were previously used as garbage dump sites. These areas contain old farm equipment and vehicles, railroad ties, concrete pipes, large wooden spools, and other household, farm, construction, and miscellaneous debris. The goal of this project is to remove all non-culturally significant unnatural debris from the property. Cultural Resource surveys have been performed, and consultation is complete. A cultural monitor will be required on site during clean-up activities and must be given a week's notice prior clean up activity and 24 hour notice of work cancellation. KCT will contract and coordinate all required cultural monitoring.

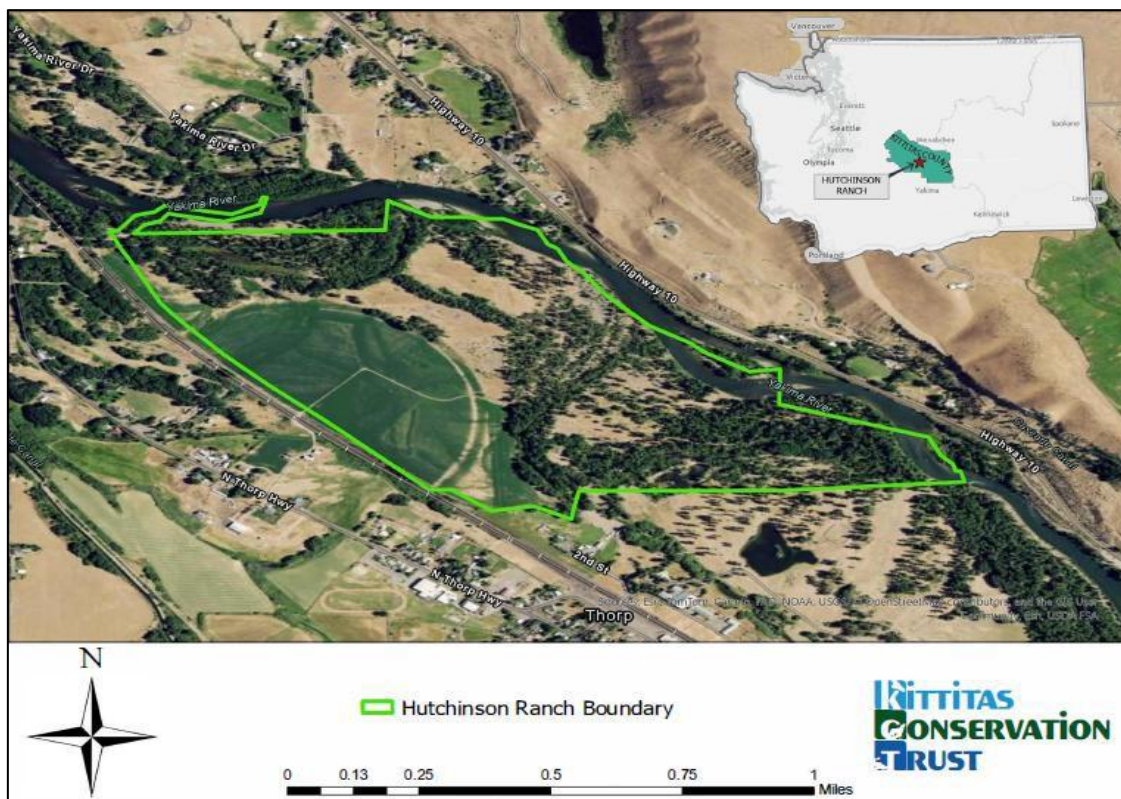


Figure 1: Site Vicinity Map

1.2 STATEMENT OF PURPOSE

KCT is requesting Bids for Clean-Up for both large and small debris on a 235 acre property near Thorp, WA (47.076177°, -120.677850°). This project is funded through the WA State RCO and ECY and thus all work completed under this solicitation must comply with Local and State laws. KCT prefers reuse or recycling of materials rather than landfill disposal wherever practical/feasible.

The “Contractor” shall furnish all necessary labor, facilities, materials, equipment, and incidentals to complete all activities included in the scope of work below. KCT reserves the right to reject any and all Bids for any reason and to pursue contracts in a manner that is in the best interest of the organization.

General Scope of Services:

1. Site Clean-Up

- a. Access: Access to the property is through a private easement with a locked gate and includes a railroad crossing. It is likely possible for a low boy to haul in equipment over the railroad crossing, but attending the pre-bid tour is recommended to ensure bidders understand site access and any potential challenges. Selected contractor must ensure their trucks and equipment to not damage the railroad crossing. Downed trees/branches may need to be cleared in order to access some interior areas for clean-up.
- b. Locate, load, transport, and dispose (recycle, or landfill) of all non-culturally significant unnatural debris. Debris consists of both large and small items, and while most of the debris is concentrated in the two Dump sites shown below in Figure 2, there is additional scattered debris that will be removed as part of this contract. Heavy equipment will be needed.
- c. Deconstruct hunting blind and dispose of all related debris.

Photos of areas and items to be cleaned up are attached in Appendix A at the end of this document. Please note that not all items or areas to be cleaned up are shown in the pictures.

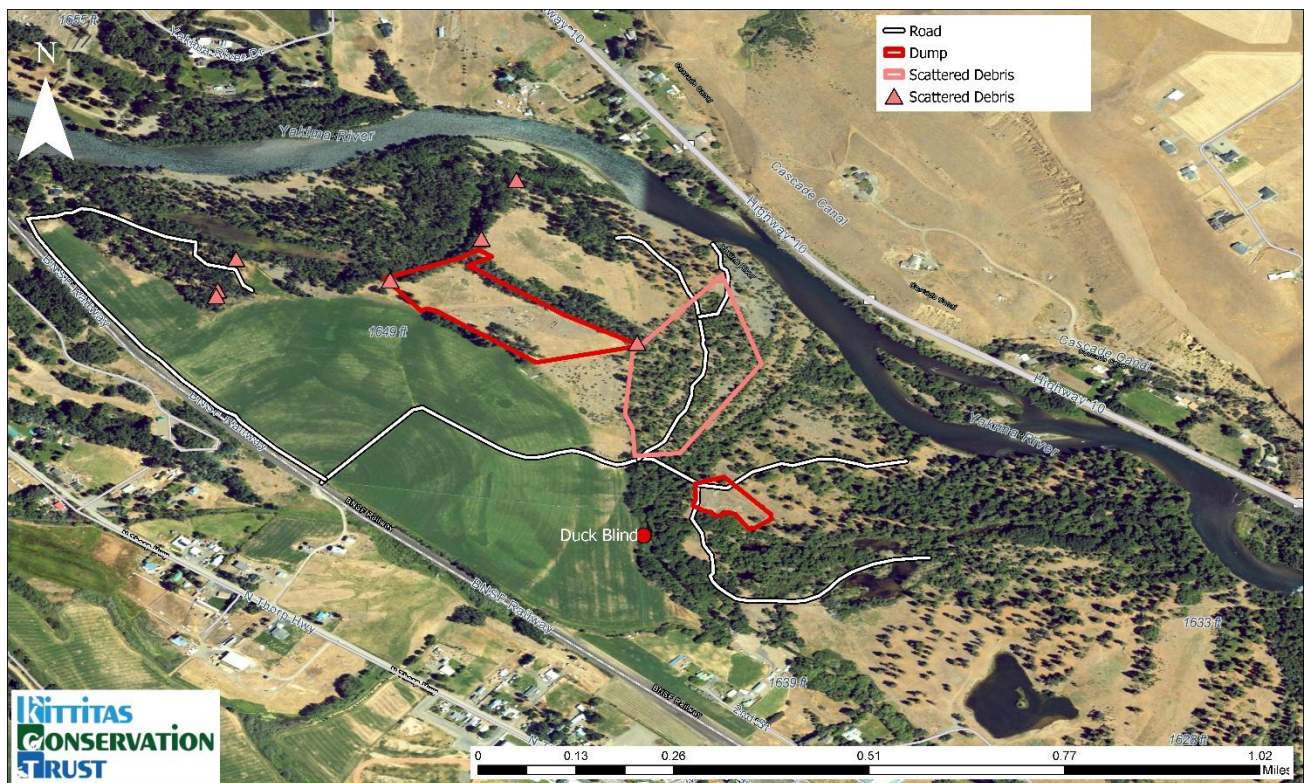


Figure 2: Detailed Site Map. The polygons encompass all areas with concentrated or scattered debris to clean up. White lines are existing gravel/dirt access roads on the property.

1.3 Schedule

KCT anticipates that this cleanup effort will take less than one week to complete. KCT's funding for this work will expire in early 2027, so work should be completed in October/November, before winter weather and/or overly soft ground conditions prevent work.

KCT'S PROCUREMENT PROCESS AND OBLIGATIONS

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all Contractors. KCT is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit Bids. KCT shall incur no obligation or liability whatsoever by reason of issuance of this Request for Bid or action by anyone relative thereto.

1.4 CONTRACTOR'S OBLIGATIONS

Contractors must review and analyze all sections of this RFB and submit all information and materials required. Contractors must provide sufficient information to allow KCT to evaluate the submitted Bid. Contractors, by submitting their Bids, agree that any costs incurred by the Contractors in responding to this RFB are to be borne by Contractors and may not be billed to KCT.

Contractor's Bid materials must provide information in the order listed in this RFB or clearly state where the information resides. KCT may consider informal any Bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Bids. If any Bid is unclear, it may result in disqualification. Contractor may resubmit its Bid to KCT if done prior to the submission deadline. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered.

If you are chosen as an award winner, KCT will enter into cost negotiations. KCT has the right to rescind your organization as the award winner.

1.5 DISPOSITION OF BIDS

All material submitted in response to this RFB will become the property of KCT and may be returned only at the option of KCT and at the expense of the Contractor. Successful and unsuccessful contractors will be notified via email. KCT shall not be obligated to detail any of the results of the evaluation.

1.6 CONTRACTUAL COMMITMENT OF BID

The contents of the submitted Bid will be considered obligations of the successful Contractor. No information should be submitted that is not intended to be incorporated into the Bid and any contract that may result from such Bid. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

1.7 BONDS AND INSURANCE REQUIREMENTS

The Contractor shall provide KCT with a Certificate of Insurance verifying its limits for public liability, property damage, and automobile insurance in an amount not less than One Million Dollars (\$1,000,000), per occurrence at the time of contract. For the awarded Contract, KCT shall be specifically named as an "additional insured" on all policies covering work under the Contract and the required Certificate of Insurance shall show that KCT has been added to the policies. All insurance shall be endorsed so that it cannot be canceled in less than thirty (30) days. Contractor must provide proof of certificate of insurance to KCT prior to commencing project.

1.8 APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS

Contractor shall comply with all applicable Washington Governor Executive Orders; federal, state and local laws, regulations (rules), assurances, and orders, whether or not specifically referenced herein.

1.9 DRUG FREE WORKPLACE

The Contractor shall comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

1.10 INDEPENDENT CAPACITY OF CONTRACTOR

The parties hereto agree that the Contractor, and any agents and employees of the Contractor shall act in an independent capacity and not as officers, employees, or agents of KCT. Nothing herein or in the submitted documents shall be construed so as to create a partnership, joint venture, or other relationship between the parties.

1.11 LIABILITY

The Contractor agrees to indemnify and to hold KCT harmless and immune from any and all claims for injury or damages arising from this RFB or any awarded Contract which are attributable to Contractor's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, third parties utilized by Contractor, or joint ventures.

1.12 RIGHT TO REJECT

KCT reserves the right to reject, in its sole and absolute discretion, any and all Bids, for any reason, to waive technicalities, and to pursue purchasing that is in the best interest of the organization. KCT shall not be required to award a contract to any entity that responds to this RFB. Reasons for non-award of this contract may include but are not limited to KCT's dissatisfaction of the submitted Bid and/or lack of contractor Bids required to complete the project. The final award of the Project is conditional on Contractor executing a written Contract acceptable to KCT, in its sole and absolute discretion.

2. BID SUBMITTAL AND EVALUATION

2.1 CONTRACTOR'S SUBMISSION REQUIREMENTS

2.1.1 PDF Bid conforming to the requirements set out below must be received via email by Kelsey Martin Harbick kmartinharbick@kittitasconservationtrust.org and Mel Babik mbabik@kittitasconservationtrust.org no later than **4 PM** (Pacific Time) on **Monday, Oct 19, 2026**.

Modifications to Bids already submitted will be allowed if submitted in writing prior to the Submission Deadline.

2.1.2 Bids should be concise (**not more than 10 pages**) and at minimum, include the following:

- a. Contractor Qualification & Relevant Experience (Debarred Contractors will not be considered)
 - i. Identify specific team members' roles and experiences that would work on this project.
 - ii. Include 1-2 page description of at least two (2) projects completed by the Contractor that are similar in scope. Include names and telephone numbers of contacts with whom the contractor's previous performance can be discussed.
 - iii. Names, addresses, contact information, and descriptions of any subcontractors which your company would employ and up to a 1-page description of their relevant experience and past performance. All subcontractors must be identified along with the defined work they will perform. KCT must know if work is being done outside of the awarded company and reserves the right to approve all subcontractors that were not approved during the RFB process. Denial of a subcontractor by KCT will

NOT absolve the contractor from getting the work done for the contracted price.

b. Scope of work

- i. Approach for completing all tasks described in the General Scope of Services, including a list of equipment to be used to complete the work.

c. Schedule

- i. Schedule for completing all proposed tasks.

d. Pricing

- i. Provide a detailed budget for all work included in the Scope of Work for this project.
All pricing must be inclusive of all taxes. **Prevailing wages are required.**
- ii. Specify expiration date of Bid. Submitted Bid pricing must be good through December 30, 2026.

2.2 BID EVALUATION/SELECTION PROCESS

2.2.1 Contractors are to make written Bids, which present Contractor's experience and ability to perform the necessary work to complete the project. KCT's preferred Bid for the Contractor will include the successful completion of at least 3 projects of similar size and scope. Bids should be thorough and detailed so that KCT may properly evaluate Contractor's capabilities to provide the required goods/services.

2.2.2 Submittals will be evaluated and ranked for the following criteria:

- 1) Contractor Qualifications and Experience
- 2) Bid pricing and timeline
- 3) References
- 4) Quality and Thoroughness of Bid documents

2.3 QUESTIONS REGARDING THIS RFB

Contractor understands and agrees that they have a duty to inquire about and clarify any RFB questions that the Contractor does not fully understand or believes may be interpreted in more than one way.

Only written questions can be submitted regarding this RFB. Contractors can send questions to KCT to the email listed in Section 2.1.1 by 12:00 PM **Fri Oct 16, 2026**. No phone calls, please. KCT is not required to answer any questions that are not pertinent to the RFB or are considered to be proprietary information.

2.4 RESTRICTED COMMUNICATIONS

It is the policy of KCT to avoid situations which (1) place it in a position where its judgment may be biased; (2) create an appearance of conflict of interest with respect to rendering an impartial, fair, technically sound, and objective decision prior to selection; or (3) give an unfair competitive advantage to competing Contractors. Therefore, to ensure an ethical RFB process, contractors will not be able to submit questions or otherwise communicate with KCT after the date listed in the table on page 1.

Appendix A: Site Photographs

*Photographs depict the majority of debris to be cleaned up, but NOT all.

Small Dump Area Photos:







Large Dump Area Photos:













Scattered Debris:







Hunting Blind:

