



Sustainable Resources Institute, Inc.

February 18, 2025

Dear Prospective Tree Planting Bidder,

The Sustainable Resources Institute, Inc. (SRI) is accepting bids for Tree Planting on several properties in the Upper Peninsula of Michigan. This work is being conducted as a partnership between Sierra Club International (SCI) and SRI with funds from the Michigan Department of Natural Resources Wildlife Habitat Grant WH24-187. All communications, direction, and inspection related to this work will be conducted by SRI staff or representatives.

Project specifications and bid sheets are enclosed and can be accessed at www.sustainableinc.org.

Bids are due no later than **12:00PM CST on April 1, 2025**, according to the instructions on the bid sheet. Preference will be given to those that can complete the project by November 1, 2025, but project must be completed by August 31, 2026.

Direct questions to:

Sustainable Resources Institute
337 Superior Avenue
Crystal Falls, MI 49920
906.875.3720

kristyn@sustainableinc.org or kari@sustainableinc.org.

Thank you for your interest.

Kristyn Ritchie
Sustainable Resources Institute, Inc.
337 Superior Avenue
Crystal Falls, MI 49920



Sustainable Resources Institute, Inc.

**Request for Proposal
WHG – Tree Planting
PROPOSAL INSTRUCTIONS**

The Sustainable Resources Institute, Inc. (SRI) is accepting bids for Tree Planting on several properties in the Upper Peninsula of Michigan. This work is being conducted as a partnership between Sierra Club International (SCI) and SRI with funds from the Michigan Department of Natural Resources Wildlife Habitat Grant WH24-187. All communications, direction, and inspection related to this work will be conducted by SRI staff.

1. **CONTACT INFORMATION.** The sole point of contact concerning this Request for Proposal (RFP) is:

Kristyn Ritchie
Sustainable Resources Institute, Inc.
337 Superior Avenue
Crystal Falls, MI 49920
906-875-3720
kristyn@sustainableinc.org

2. **QUESTIONS.** Questions concerning the RFP must be submitted in writing to the contact listed above no later than 12:00PM CST on March 28, 2025. In the interest of transparency, only written questions will be accepted.
3. **MODIFICATIONS TO RFP PRIOR TO PROPOSAL DEADLINE SUBMISSION DATE.** SRI may modify the RFP at any time prior to the deadline submission date. Changes will be posted on www.sustainableinc.org, and emailed to all interested parties. This is the only method by which the RFP may be modified. The posted changes revise the original RFP.
4. **DELIVERY OF PROPOSAL.** Bids are due by **12:00PM CST on April 1, 2025**. Bids can be emailed to: kristyn@sustainableinc.org
5. **EVALUATION PROCESS.** Bids will be evaluated based on best value and bidder's ability to meet delivery requirements.
6. **NOTICE OF DEFICIENCY.** If SRI determines, after the deadline to submit proposals, that there is an area of the RFP that was deficient, unclear or conflicting, SRI may issue a request ("Notice of Deficiency") to bidders. Failure to respond to a Notice of Deficiency may be cause for disqualification.
7. **CLARIFICATION REQUEST.** If SRI determines, after the deadline to submit proposals, that a bidder's proposal is not clear, SRI reserves the right to issue a request ("Clarification Request") to a bidder to clarify its proposal. Failure to respond to a Clarification Request may be cause for disqualification.



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8. **RESERVATIONS.** SRI reserves the right to:
 - a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal and SRI's subsequent receipt and evaluation of your proposal does not commit SRI to award a Contract to you or anyone, even if all the requirements in the RFP are met.
 - b. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if SRI received complete proposals, but they did not pass the Evaluation Process; or, (iv) if the award process fails to result in an award.
 - c. Consider an otherwise disqualified proposal, if no other proposals are received.
 - d. Disqualify a proposal based on the information provided or if it is determined that a bidder purposely or willfully submitted false information in response to the RFP.
 - e. Consider bidders' prior performance with SRI and project affiliates in making its award decision.
 - f. Enter into negotiations with one or more bidders on price, terms, technical requirements, or other deliverables within the scope of the RFP.
 - g. Evaluate the proposal outside the scope identified in Section 5, Evaluation Process, in the event that SRI receives only one RFP response.
9. **AWARD RECOMMENDATION.** The award of an SRI contract will be made to the vendor with the best value who can meet stated delivery requirements. SRI will notify the awardee ("Notice of Recommendation") in writing.
10. **GENERAL PROPOSAL CONDITIONS.** SRI will not be liable for any costs incurred by bidders in preparation of its proposal, delivery of a proposal, and any follow-up discussions with SRI. The bidder agrees that its proposal will be considered an offer to do business with SRI in accordance with the provisions of its proposal, including the Standard Contract Terms, and that the proposal will be irrevocable and binding for a period of 90 calendar days from date of submission. If a contract is awarded to the bidder, SRI may, at its option, incorporate all or any part of the proposal into a contract. This RFP is not an offer to enter into a contract. This RFP may not provide a complete understanding of SRI's environment or contain all matters upon which an agreement must be reached.
11. **RIGHTS TO INFORMATION CONTAINED IN PROPOSALS.** All proposals will be considered the property of SRI.