Request for Quote (RFQ)

Supply and Delivery of

KILN-DRIED FIREWOOD

to

Region 3 (Northwest) State Parks

For the 2027 Operating Season

With an option to extend 2 additional seasons

11/23/2026

State of Vermont
Vermont Agency of Natural Resources
Department of Forests, Parks and Recreation (FPR)
Knight Point Maintenance Shop
31 Knight Point Road
North Hero VT 05474

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INVITATION TO SUBMIT BID

STATE OF VERMONT DEPARTMENT OF FORESTS, PARKS, AND RECREATION

Qualified vendors are invited to bid on the supply and delivery of kiln dried firewood to various Vermont State Parks in the Northwest Region.

Bids will be received by the Department of Forests, Parks and Recreation at the Knight Point Maintenance Shop until **8:00am Thursday, December 10th 2026** via courier, USPS mail or email. The bid form (pages 5 and 6 of this RFQ) must be completed in its entirety to be accepted.

Attached with this invitation are the bid documents.

Questions concerning this Request for Quote should be directed to Dani, Region 3 Regional Parks Coordinator, who may be contacted at Danielle.cook@vermont.gov or at 802-372-5060.

Sincerely,

Dani Cook
Region 3 Regional Parks Coordinator

INSTRUCTIONS FOR VENDORS
SUBMITTING PROPOSALS

1. Read all provided materials carefully.

2. Complete items on bid form (pages 5 and 6 of this RFQ).

3. Submission requirements:

Submit one (1) copy of included "2027 REGION 3 FIREWOOD BID PROPOSAL" via:

Onsite or USPS mail to:

Knight Point Maintenance Shop
VT Department of Forests, Parks and Recreation
31 Knight Point Road
North Hero VT 05474
ATTN: "STATE PARK FIREWOOD BID"

- Verify receipt of mailed proposals by calling Dani at 802-372-5060

Or *preferred* method:

Email to:

Dani Cook, Region 3 Regional Parks Coordinator at Danielle.cook@Vermont.gov
SUBJECT LINE: "STATE PARK FIREWOOD BID"

- Receipt of emailed proposals will be verified by a returned confirmation email prior to bid opening.

BIDS MUST BE RECEIVED BY:

8:00 AM on
Thursday, December 10th 2026

2027 REGION 3 FIREWOOD
BID PROPOSAL

Supply and Delivery of Firewood to Region 3
(Northwest) Vermont State Parks

TO: STATE OF VERMONT
Department Forests, Parks and Recreation
Knight Point Maintenance Shop
31 Knight Point Road
North Hero, VT 05474

DATE:_____

The undersigned proposes to provide firewood as indicated on the attached bid form. These services shall be provided in accordance with the requirements of this Request for Quote (RFQ) and its attachments prepared by the Department of Forests, Parks and Recreation, (FPR and/or State) dated 11/23/2026.

- ***All, one, or any combination of Parks may be selected for pricing.***
- ***Bidder will write "NO" in the "Price per Cord" column where the bidder does not want to be considered.***
- ***In the case of an equal bid, the State shall reserve the option to award based on distance from Delivery Origin to Delivery Address.***

Delivery Origin Code	Physical Address of location of delivery origin. (The processing or storage yard where the product is loaded for final delivery to the park)
A	
B	
C	
D	

REQUIRED:
For the purposes of tracking energy sources used to provide State Parks firewood, bidders are required to indicate the energy sources used to power their wood treatment and drying processes and if more than one source the % each is used overall. Attach additional sheets as necessary.

Energy Source 1 _____ approximate % used _____ %

Energy Source 2 _____ approximate % used _____ %

OPTIONAL: Provide information and pricing on any further services or options that you can offer the State in addition to the basic requirements of this RFQ. Examples of additional services or options might include: Splitting and processing services, stacking services, same day delivery, bulk pricing, variety of delivery quantities, etc.

Park Name	Delivery Address	Product	Estimated Cords 2027 season	Minimum Cords per Delivery	Maximum Cords per Delivery	Cost per cord
Grand Isle State Park	**36 E Shore S, Grand Isle VT**	**Kiln-Dried Firewood**	**100**			
Lake Carmi State Park	**460 Marsh Farm Road, Enosburg Falls VT**	**Kiln-Dried Firewood**	**60**			
Burton Island State Park	**2714 Hathaway Point Road, Saint Albans Bay VT**	**Kiln-Dried Firewood**	**44**	**4****	**4****	
Underhill State Park	**352 Mountain Road, Underhill VT**	**Kiln-Dried Firewood**	**8**		**2***	

**** The woodshed at Underhill State Park can hold no more than 2 cord at a time.***
***** See Special Delivery Consideration (Section 4.1)***

The undersigned acknowledges the following:

1. Basis of award shall be as specified in the Request for Quote.
2. The right of the Owner to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions.
3. They are familiar with the contents of this Proposal and accept the restrictions and conditions as those under which the work will be done.

The undersigned further agrees:

1. To hold their bid open for sixty (60) days after this day of Bid Opening.
2. To accept the provisions of the "Instructions to Bidders."
3. To enter into and execute a contract, if awarded, on the basis of this proposal immediately upon notification of award.

VENDOR NAME:_____

ADDRESS: _____

SIGNATURE _____

PRINT OR TYPENAME: _____

TITLE: _____

TELEPHONE NO.:_____

FAX NO: _____

E-MAIL ADDRESS: _____

END OF FIREWOOD BID PROPOSAL

1. BACKGROUND

Vermont State Parks sells camping firewood to park visitors. It is Vermont State Parks' goal to provide a source of firewood that is reliable, affordable and that deters visitors from cutting park trees or transporting firewood that may carry undesirable or invasive species. Vermont State Parks understands that a quality camping experience for most visitors includes gathering around and/or cooking on a safe and high-quality fire. To meet this demand, Vermont State Parks intends to contract with one or more vendors to provide firewood as defined for the 2027 operating season, with an option to extend for two additional seasons.

2. CONTRACT PERIOD

Contracts arising from this request for quote are expected to begin around April 1st, 2027 and terminate April 1st, 2028. Actual dates may be different to meet needs. Upon mutual agreement of both parties, the State may elect to extend the contract term for two additional 12-month terms for up to a total of three years.

3. PRODUCT SPECIFICATIONS

3.1 Definitions and Use of Terms

a. Firewood / Wood:

Shall be wood processed for residential, recreational, or commercial use in any wood-burning appliance or fireplace, either indoor or outdoor, that is cut and split from a tree stem or branch which is no less than 2" in diameter

Shall be harvested, processed, stored, treated and transported in accordance with all applicable laws, regulations, quarantines and acceptable forestry practices including, but not limited to recommendations to slowing the spread of emerald ash borer (EAB) or any other invasive pests as detailed on Vermont Invasives site:
https://vtinvasives.org/sites/default/files/images/RiskAreasMap_03282022.pdf

Shall be:

- Free of construction debris and inorganic materials.
- Reasonably free from rot and decay.
- Cut to no greater than **16 inches** in length.
- Split to a maximum thickness dimension of **6 inches**.
- Contain a minimal amount of small woody bark debris.

Each delivery shall be mixed uniformly ***85% hardwood and 15% softwood*** species.

b. Hardwood Species:

Shall include any trees from the following genera: *Acer, Betula, Carya, Fagus, Fraxinus, Malus, Ostrya, Prunus, Quercus,. (Commonly referred to as Maple, Birch, Hickory, Beech, Ash, Apple, Hophornbeam, Cherry, Oak)*

c. Softwood Species:

Shall include any trees from the following genera: *Abies*, Larix, *Picea, Pinus, Populus, Salix, Thuja, Tsuga. (Commonly referred to as Fir, Larch, Spruce, Pine, Aspen, Willow, Cedar, Hemlock)*

d. Cord:

Shall be as defined in Vermont Statute Title 9; Chapter 73; § 2651: *{The term "cord" means the amount of wood that is contained in a space of 128 cubic feet ….when the wood is ranked and well stowed}.*

Shall be the unit of measurement for all deliveries and payment.

e. Origin:
Shall mean the location where the tree from which the firewood was cut, was grown and any other location where the firewood was cut, processed or stored.

f. Time of Delivery
Shall be as product leaves the vendor's delivery vehicle.

g. Moisture Content
Shall be water percentage (green weight basis) and shall be the average of several representative samples measured in accordance with ASTM D4442. The general method of measurement shall be by electrical probe from a newly split sample, however, the State reserves the right to use any acceptable testing method. (Testing initiated by the State shall be at the expense of the State)

h. USDA/APHIS
United States Department of Agriculture / Animal and Plant Health Inspection Service

i. Quarantine/ Quarantined Area
A legal declaration by USDA/APHIS or State appointed authority(ies) to prevent the spread of highly injurious plant pests which specifies the plant pest, plants, parts of plants, plant products or the regulated articles, conditions governing movement, the area or areas quarantined, and any exemptions.

3.2 Product Definitions

a. Dried
Shall mean consistently dry throughout the entire load volume and considered to be an immediately burnable product with a moisture content that shall not exceed 25% at time of delivery.

b. Green
Shall be firewood that has NOT been heat treated and does not meet the standard for dried.

c. Kiln Dried
Shall be firewood that has been cut, split, and forced dry through the introduction of heat in a deliberately controlled environment to meet the definition of dried at the time of delivery.

d. Heat Treated / Treated Firewood
Firewood shall be considered "treated firewood" when it has been heat treated in accordance with the requirements of section 4.3 of the Rule entitled Rule Governing the Importation of Untreated Firewood into the State of Vermont, Rule No. 15-P62, adopted by the Department of Forests, Parks and Recreation, or any successor amended version: 4.3 Firewood Treatment Requirements.

i. Treated Firewood must be heat treated to reach and maintain a minimum core temperature of 160°F (71.1°C) for at least 75 minutes.

ii. The heat treatment must be conducted at a facility that is certified by a regulatory agency to be capable of achieving the standard in 4.3(a). Heat treatment may employ methods approved by the regulatory agency to achieve this standard, including kiln-drying, steam, hot water, dry heat, or other methods. The heat treatment facility shall maintain records documenting the treatment method employed, the volume of firewood treated, the duration of treatment and the date of treatment. Such documentation shall be maintained by the treatment facility for at least three years and shall be made available for inspection by the Commissioner upon request.

iii. Treated firewood must be accompanied by certification of treatment stating that the firewood has been heat treated to reach and maintain a minimum core temperature of 160º F for at least 75 minutes. The certification may be included in a phytosanitary certificate,

invoice, bill of lading, label or other documentation which includes the name and physical address of the heat treatment facility and the name of the regulatory agency that certified the facility.

3.3 Sourcing

ANY source wood or firewood with an origin outside the political boundaries of the State of Vermont which meets the definition of "firewood" as defined in 10 V.S.A. § 2681(3) must be heat treated in accordance with the requirements in the Rule Governing the Importation of Untreated Firewood into the State of Vermont, Rule No. 15-P62 (see above) prior to importation into the State of Vermont. This requirement supersedes any other conflicting provision of this contract if Contractor obtains firewood or source wood from an origin outside the political boundaries of the State of Vermont.

This requirement is in addition to and not replacement of any and all applicable laws, regulations and quarantines now in effect or that may be adopted during the term of this contract.

Text of Statute which applies ONLY to the sourcing requirement above;
10 V.S.A. § 2681 (3) "Firewood" means untreated or treated wood processed for residential, recreational, or commercial use in any wood-burning appliance or fireplace, either indoor or outdoor, that is cut to a length less than 48 inches, either split or un-split. "Firewood" shall not mean wood chips, wood pellets, pulpwood, logs 48 inches or more in length, or other wood sold or transported for manufacturing purposes.

In addition to the requirements above, the Contractor shall comply with all recommendations related to slowing the spread of emerald ash borer (EAB) and other invasive pests, especially, but not limited to movement of firewood containing ash from infested areas.

Link to infested area map and recommendations to slow the spread:
https://vtinvasives.org/land/emerald-ash-borer-vermont

4. DELIVERY

Contractor shall provide and deliver cut and split dried firewood to the identified Vermont State Parks.

a. Delivery shall be requested by a State regional contact and delivery must be made within seven (7) calendar days from the request.

b. Delivery shall be as close to the front of the Park woodshed as possible at each Park location and shall be made at a time and in a manner that will keep park visitors safe and prevent damage to the park structures. Delay in delivery, damage to park structures and facilities, and unsafe practices during delivery may result in termination of contract and recovery of damages.

c. For each delivery, the Contractor shall leave a copy of a delivery slip that details the total number of cords delivered, date delivered and the signature/name of the Vermont State Park staff person that received the delivery. It is the responsibility of the Contractor to acquire a signed delivery slip for each delivery as supporting documentation for payment (see Section 6).

d. Contractor shall make deliveries within normal park hours when at all possible. A delivery may be made outside of normal park hours with prior written approval from the State, but shall not occur during park quiet hours from 10pm to 7am under any circumstances.

e. Firewood shall be protected prior to delivery so that it meets the appropriate specifications at time of delivery.

4.1 Special Delivery Considerations

i. Access to Burton Island State Park is by landing craft, departing from Kill Kare State Park in Saint Albans Bay. The landing craft is owned and operated by a contractor. The vendor is responsible for coordinating with the landing craft operator to schedule transport to and from Burton Island State Park.

ii. There is a 4-cord per trip requirement. A 4-cord single-axle delivery truck is required to deliver the 4-cord requirement and suitably load and unload on the landing craft vessel.

iii. During marine operations, vendor's vehicle shall strictly adhere to the directions of the vessel captain. Failure of the vendor's vehicle operator to adhere to the directions of the vessel captain, or any unsafe act by the vendor or their staff shall be grounds for immediately ceasing marine operations and return of vessel to and discharge of the vendor's vehicle at the Kill Kare location.

iv. Weather conditions on the lake can change and the operation of the landing craft is at the sole discretion of the vessel's captain. The vendor shall coordinate closely with the State and the vessel owner/captain.

5. SCHEDULE AND ESTIMATED VOLUMES

a. Firewood shall be provided dependent on specific park needs, when requested by the State.
   - ***The estimated quantities of wood are approximate and are not a guaranteed order.***
   - ***Actual amounts may vary, either up or down.***

b. Deliveries may be called in to any one of the listed locations *at any point during the Contract term* but will primarily take place during the operating season. The operating season for the parks included in this RFQ are as follows:
   - Grand Isle State Park: May 14th – October 17th, 2027
   - Lake Carmi State Park: May 21th – September 12th, 2027
   - Burton Island State Park: May 28th – September 6th, 2027
   - Underhill State Park: May 28th – October 11th, 2027

c. Estimated volumes are expected to generally follow this schedule:
   - Grand Isle State Park: 16-24 cord per month from May to October
   - Lake Carmi State Park: 12-16 cord per month from May to September
   - Burton Island State Park: 8-12 cord per month from May to September
   - Underhill State Park: 2 cord per month from May to September

6. PAYMENT STRUCTURE

Payment will be made on a per cord per delivery basis. Per cord costs will include ALL fees associated with the production and delivery of the product, including all fuel costs. (No fuel surcharges will be paid by the State.)

Contractor shall leave a delivery slip at the State Park for each delivery that details number of cords delivered, date of delivery and the name of the State Park staff that received the delivery.

Upon delivery and acceptance of the product by the State the Contractor shall submit invoices no more frequently than once per month, detailing the product delivered and charges with contractor copies of signed delivery slips as supporting documentation.

Payment Terms will be net 30 from date of invoice in accordance with State of Vermont Finance and Management Policy #5.0 Dated June 2008. The payment terms of this contract may be changed to net 00 per

OG01 Situation 11, upon receipt of an error-free invoice with all supporting documentation.

7. BASIS OF CONTRACT AWARD

Contract(s) will be awarded based on the following criteria:

- Cost per cord, delivered
- Completeness of proposal (i.e. bids for multiple/all listed locations)
- Previous documented service history
- Value of added services/options
- Delivery distance factored with # trips required, when other factors are equal

8. RESERVATION OF STATE'S RIGHTS

The State reserves the right**:**

- to accept or reject any and all bids, in whole or in part, with or without cause in the best interest of the State;
- to waive technicalities in submissions; (A technicality is a minor deviation from the requirements of an RFP that does not impact the substantive terms of the bid/RFP and can be considered without a material impact on the RFP process, etc.).
- to make purchases outside of the awarded contracts where it is deemed in the best interest of the State; and
- to obtain clarification or additional information

9. ATTACHMENT C

Awarded contract resulting from this RFQ shall be subject to provisions of Attachment "C" State of Vermont, Standard State Provisions for Contracts and Grants, which is attached to and considered part of this RFQ.

Bidder's attention is specifically drawn to the Insurance requirements in section 8 of Attachment C.