

**THE UNIVERSITY OF TENNESSEE
INSTITUTE OF AGRICULTURE**

REQUEST FOR PROPOSAL

January 26, 2005

A. General Requirements

1. Issuing Office

This RFP is issued by the Department of Agricultural Economics, 302 Morgan Hall, 2621 Morgan Circle, Knoxville, TN 37996, (865)524-7466, which will be the sole point of contact for purposes of information concerning this RFP.

2. Submitting Proposals

(a) The vendor is to deliver this proposal in the form and detail specified in this request to the Department of Agricultural Economics, 302 Morgan Hall, 2621 Morgan Circle, Knoxville, TN 37996 by February 22, 2005.

(b) Proposals will be opened on February 23, 2005 at 10:00 AM.

(c) The cost and non-cost sections of the proposal (as described below) must be submitted as separate items.

3. Accepting or Rejecting Proposals

The University reserves the right to reject any and all proposals and/or to further negotiate with any potential vendor after proposals are opened.

4. Terms

The attached form contract that will govern the relationship between the vendor and the University includes the University's standard terms and conditions. The vendor must also meet federal and other State contractual requirements.

5. Analyzing Proposals

The contract will be awarded to the vendor who submits the proposal most advantageous to the University, considering the following criteria:

- (a) Geographic location
- (b) Prior experience
- (c) Resources to perform the work adequately
- (d) Acreage allotted
- (e) Prior use of land, and
- (f) Price.

6. Evaluation Criteria (if applicable)

The proposal criteria will be evaluated in the following manner: Vendors who (i) propose to grow the switchgrass in Henry, Benton, Carroll, Gibson or Weakley counties, (ii) have experience growing and harvesting forage grasses, (iii) have the resources necessary to perform the work adequately, (iv) are willing to allocate a quantity of acres that will allow the University to meet its research objectives, (v) propose to use commercially-cropped land to grow the switchgrass, and (vi) bid a lower per acre price, will be favored. For the purposes of comparing prices among bids, the University will assume that each acre will produce five and one-half (5.5) tons of switchgrass per year for the term of the contract.

7. Period of Contract

The contract will cover the term from March 15, 2005 to March 14, 2009.

9. Maintaining Records

For three years, the vendor must maintain documentation for all charges to the University under the contract. These records will be subject to audit.

10. Approving a Contract

No contract will be binding on the University until approved by the President or a Vice President (or designee by the Vice President for Business and Finance).

12. Payments

Payments under the contract will be made after sixty (60) days an invoice is submitted. The final payment will not be made until after the performance is complete.

14. Subcontracting

If any part of the work is or is to be subcontracted, the vendor's proposal should provide a description of the subcontracting organization and the contractual arrangements. All subcontractors will be subject to University approval. The successful vendor will also furnish the corporate or company name and the names of the officers or principals of companies proposed as subcontractors by the vendor.

B. Proposal Format and Content

1. Non-Cost Proposal

This section contains information relating to the vendor's qualifications and capabilities to perform the services described in the attached contract. To submit the Non-Cost Proposal, vendors should complete the attached questionnaire titled Non-Cost Proposal, place it in the envelope labeled Non-Cost Proposal, and return it as directed above in the self-addressed, stamped envelope.

2. Cost Proposal (to be submitted separately)

The form contract is attached. To submit the Cost Proposal, vendors should: fill in the spaces for their name, property address and county, and bid amounts on the first page of the contract; sign the contract and fill in their name, address, telephone number and social security number; and then place the contract in the envelope labeled Contract (Cost Proposal) and return it as directed above in the self-addressed, stamped envelope. The blank space for acres will be filled in by the University, but will not be above the maximum, or below the minimum, acreage stated by the vendor on the Non-Cost Proposal.

C. Description and Scope of Services Requested

The attached contract describes the services to be provided by the vendor to the University.

THE UNIVERSITY OF TENNESSEE
INSTITUTE OF AGRICULTURE

NON-COST PROPOSAL

Name: _____

Date: _____

Address: _____

Phone: _____

Please circle the correct answer and/or fill in the blank.

1. In what county is the property on which you propose to grow switchgrass located? _____
2. What is the **minimum** number of acres you are willing to commit to growing switchgrass for the term of the contract **at the amounts you stated in the cost-proposal**? _____
3. What is the **maximum** number of acres you are willing to commit to growing switchgrass for the term of the contract **at the amounts you stated in the cost-proposal**? _____
4. Have you ever grown and harvested a forage grass?
 - a. Yes
 - b. No
5. Are you currently growing and harvesting a forage grass?
 - a. Yes
 - b. No
6. Do you own or have access to a 5'x6' hay baler?
 - a. Yes
 - b. No
7. Do you own the equipment necessary to load bales of switchgrass onto a flatbed trailer pulled by an eighteen-wheeler?
 - a. Yes
 - b. No
8. Do you have a place to store bales of switchgrass that can be accessed by an eighteen-wheeler?
 - a. Yes
 - b. No
9. Do you either (i) own the land on which you propose to grow switchgrass or (ii) rent the land pursuant to a signed, written lease with a term that expires on or after the date the attached contract expires and the terms of which allow you to grow switchgrass?
 - a. Yes
 - b. No
10. What was the land on which you propose to grow switchgrass used for in 2004?
 - a. Row crop Crop grown _____
 - b. Hay
 - c. Pasture
 - d. Idle
 - e. Other Please describe _____

11. What was the land on which you propose to grow switchgrass used for in 2003?
- a. Row crop Crop grown _____
 - b. Hay
 - c. Pasture
 - d. Idle
 - e. Other Please describe _____
12. Have you read and are you willing and able to execute the attached contract as written?
- a. Yes
 - b. No