

The attached guidance, which includes portions of several chapters of the Timber Sale (2461) and Public Forest Lands (2460.5) Handbooks, was developed to inform and provide additional direction to department staff and county forest partners in the sale of timber and the management of public lands, including department lands and county forests enrolled under Wis. Stats. 28.11. The sale of timber on department lands is authorized under Wis. Stats. s 28.05(1) and on county forest lands under Wis. Stats. s 28.11(6).

This draft guidance was developed by the Public Lands Team, which is comprised of department staff and a Wisconsin County Forests Association representative. The following chapters would be amended in this update:

- Timber Sale Handbook Chapter 25 – Contracting with Cooperating Foresters (budget codes)
- Timber Sale Handbook Chapter 32 – Timber Sale Notice and Cutting Report Guide
- Timber Sale Handbook Chapter 41 – Base Stumpage Rates
- Timber Sale Handbook Chapter 62 – Opening of Bids
- Timber Sale Handbook Chapter 81 – Sale Administration – Transaction/Remittance/Close-out
- Timber Sale Handbook Chapter 82 – Transaction/Remittance (Form 2460-003) Guide
- Timber Sale Handbook Chapter 84 – Close-out Transaction
- Public Lands Handbook Chapter 120 – WisFIRS
- Public Lands Handbook Chapter 310 – Forest Regeneration Projects

We are now soliciting comments from the public as well as Department staff on this guidance. Only the text highlighted in yellow has been added or revised since the last version of this guidance. Once the 21 day notice period is complete, all comments will be considered, revisions will be made to the guidance documents as needed, and final guidance will be made available to internal and external stakeholders. Comments related to this draft guidance document should be sent to County & Public Forest Specialist – Joe Schwantes at: joseph.schwantes@wisconsin.gov.

CONTRACTING WITH COOPERATING CONSULTANT FORESTERS ON STATE SALES

State Changes to s. [28.05](#), Wis. Stats., in 2007 provide for the use of cooperating consultant foresters on state timber sales. The administrative rule can be found in s. [NR 1.26](#), Wis. Adm. Code. By itself, this is not new but the ability to pay for such services out of timber sale revenue is. DNR Foresters are encouraged to collaborate with local DNR property managers and establish timber sales and on-the-ground management in concert with Master Plan direction. Foresters shall participate in annual property meetings to facilitate this and to discuss and present scheduled practices for the upcoming year. Forestry work on state lands has historically been done through local DNR foresters and occasionally through assistance from DNR foresters in adjacent areas. The option of contracting with consultant foresters provides another tool to get the job done if DNR staff time is unavailable. Prior to contracting for timber sale assistance the first line supervisor shall approve the request to pursue contracting with cooperating consultant foresters based on workload priorities.

The property manager and DNR forester will jointly agree on which, if any, tasks will be appropriate to contract for on individual timber sales. DNR foresters are responsible for monitoring consultant forester performance.

1. Tasks eligible for contracting
 - Forest reconnaissance leading to timber sale establishment
 - Timber marking and harvest boundary establishment
 - Cruising
 - Recommending timber sale specifications
 - Preparing maps
 - Assisting with sale inspections and scaling
2. Tasks ineligible for contracting (DNR responsibility by code and statute)
 - Selecting areas to harvest
 - Determining the silvicultural prescription
 - Coordinating harvests with Master Plan direction
 - Bidding and awarding of sale
 - Preparing of timber sale cutting notice & report and contract
 - Receiving and remitting bonds and stumpage
 - Ultimate responsibility for administering the sale
 - Monitoring cooperating consultant forester performance
3. Process for contracting with a cooperating consultant forester

Cooperating consultant foresters shall be compensated at the local DNR's choice of a rate per hour, acre or project as established by bids or directly, as allowed within DNR purchasing guidelines (MC [9322.1](#)). When a need for timber sale assistance is identified the forester shall issue a request for bids or make contact with cooperating consultant foresters serving the county. Eligible cooperating consultant foresters can be found from the Forestry Assistance Locator, <http://dnr.wi.gov/topic/forestlandowners/locator/>, or the Directory of Foresters, <http://dnr.wi.gov/files/pdf/pubs/fr/fr0021.pdf>. Bids shall include labor, travel, equipment and any supplies such as marking paint not identified as provided by the Department. Worker's compensation and liability insurance is required. Timber sale assistance contract awards shall be determined on price alone unless additional evaluation criteria such as specialized training or experience are included in the request for bids.

The general state contract to be used for contracting with cooperating consultant foresters on state timber sales can be found in e-forms <http://intranet.dnr.state.wi.us/FormsCat> (Form 2400-138) on the DNR intranet. The property manager shall sign the contract for the Department.

Contracted services are not to be funded from the local expense budget. The expense budget **codes below** will be used, **which contain 4 unique options of program/activity/sub-category codes** in order to designate the proper conservation fund account from which to draw the funds. Payment for services does not come directly from the individual timber sale a contractor may be working on.

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Business Unit	Budget Reference	Fund	Appr.	Department ID	Account
37000	Current FY	21200	18600	3705541101	*Select from below (must match Source Type).
					7740000 = Contracted Professional Services (e.g. consulting forester)
					7880000 = Misc. Services (e.g. contract for tree planting, graveling of road, etc.)

Program	Operating Unit	Product	PCBU	Project	Activity	Source Type	Category	Sub-Category	Affiliate	Fund Affil
**Select from below based on property type (must match Activity and Sub-Category).	N/A	N/A	37000	370 000 000 000 005	**Select from below based on property type (must match Program and Sub-Category).	*Select from below (must match Account).	CTY00	**Select from below based on property type (must match Program and Activity).	N/A	N/A
Property Types										
CON1					TSCONSULTFWACCT	CONTR = Contractual		WM001	Fish, Wildlife, Facilities & Lands (FM, WM, WR & ZZ)	
CON2					TSCONSULTFRACCT	OTHER= Other		FG001	Forestry (FR, NF & SF)	
CON4					TSCONSULTPRACCT			PR001	Parks (PR)	
CON9					TSCONSULTERACCT			NH001	Natural Heritage Conservation (NA)	

- Program code **CON2**, Activity code **TSCONSULTFRACCT**, and Sub-category **FG001** should be used for the contracting with a cooperating forester for a Forestry Account timber sale or for authorized work on a Division of Forestry or Southern Forest property.
- Program code **CON1**, Activity code **TSCONSULTFWACCT**, and Sub-category **WM001** should be used for the contracting with a cooperating forester for a Fish & Wildlife Account timber sale or for authorized work on a Wildlife, Fisheries, or Flowage property.
- Program code **CON4**, Activity code **TSCONSULTPRACCT**, and Sub-category **PR001** should be used for the contracting with a cooperating forester for a Parks Account timber sale or for authorized work on a Park property.
- Program code **CON9**, Activity code **TSCONSULTERACCT**, and Sub-category **NH001** should be used for the contracting with a cooperating forester for an Endangered Resources Account timber sale or for authorized work within an ER Natural Area.

All timber sale revenues, no matter who established the sale, will be deposited to the appropriate Conservation Fund Account. See 84-1 in the Timber Sale handbook also.

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5. Invasive Species Evaluation – Indicate the level of evaluation, and if invasives are present, document the species and level.
 6. Insect and Disease Concern(s) – Includes both pre and post harvest considerations.
 7. Skidding / Seasonal Restrictions - Summer logging for scarification; oak wilt restrictions; winter logging due to wet conditions or deeryard, etc.
 8. Landscape Considerations
 9. Conservation Opportunity Area (COA) – Indicate COA and any sale modifications to promote SGCN within the COA.
 10. Natural Heritage Inventory – Indicate whether there are any occurrences of endangered, threatened, or special concern species, but do not include species information. Indicate that the NHI database was searched and state that additional information is included in the Endangered Resources Review document that was generated during the NHI search and is included in the sale file. The ER Review document should be removed from the sale file before it is released to anyone outside of the Department or County Forest.
 11. Forest Chemical Use – If chemicals are incorporated into management, document the chemical to be used, ensuring that it is FSC/SFI approved.
- C. Water Quality Considerations
1. Lake, River, or Stream – Identify any that lie within or will be impacted by the sale.
 2. BMP's - Describe how BMP's will be implemented, by whom, and who's responsible for permits if necessary.
 3. Chapter 30 Permits Needed – Complete if applicable.
- D. Aesthetics Considerations
1. Aesthetic Considerations Addressed – Indicate management techniques that may be used such as leave trees, slash treatment, no-cut areas, to address aesthetic concerns.
 2. Leave Trees – Indicate type and level of leave trees.
 3. Operational Modifications
 4. Slash Treatment
- E. Wildlife Considerations – Indicate any special habitat management areas (deeryards, eagle nests)
1. Snag, Den, and Mast Tree Retention – Indicate specific species/trees if applicable.
 2. Game Openings
- F. Recreation Considerations – (Trails, Campgrounds, Park, etc.)
1. Recreation Impacts – Indicate any impacts to incorporated or adjacent recreation.
 2. Recreation Stakeholder Contacted – If applicable list name and affiliation of contact.
 3. Signage Needed

The timber on each tract is compared to the average timber on the specific property. A total appraisal factor of 1.0 represents average timber.

Each species and product will be appraised separately.

The stumpage appraisal factors are to be personalized to each property for proper application. Short crooked trees may be average for one property and wet sites average for another. Each forester must determine what stand and site characteristics are average for the property in applying market and production factors properly.

A frequent mistake made in factoring is attempting to drastically change the base stumpage rate ([Chapter 41](#)) through factoring to match current market conditions. This is normally improper since factoring is used to reflect conditions of logging in the field, rather than the market price. The annual determination of new base stumpage rates, which are subject to field review, is the proper time to adjust base stumpage rates to market conditions rather than through factoring. If base stumpage rates are not appropriate for short term use, adjustments to base stumpages rates may be approved by the district forester ([Chapter 42](#)).

- 24. The total of lines 18 through 23.
- 25. The base stumpage rate will be obtained from the table provided for each county or forest (see [Chapter 41](#)). Use the corresponding base rate per ton when selling products by weight.
- 26. The total appraisal factor (line 24) multiplied by the base stumpage rate (item 25) will give the appraised value/unit (line 26).
- 28. or 29. Enter the total volume for each species being offered, including the fine woody material volume if applicable, as either cords or tons. Do not mix the cords and tons units for the same sale. If a sale is advertised in tons then all sold, partial and final volumes should be reported in tons. MBF and pieces can be used on any sale where there are cords or tons.
- 30. Fine woody material consists of tops and branches (biomass) less than 4" DIB. Enter the volume of fine woody material if the sale is eligible for biomass harvesting (see Biomass Harvesting Guidelines). This amount is also included in the total volume already entered on line 28 or 29. If using codes 26 or 26T line 30 should equal line 28 or 29.
- 32. The total appraised value (line 32) is the appraised value/unit (line 26) multiplied by the amount of product in line 27, 28, 29, or 31. The appraised value/unit (item 26) and total appraised value (item 32) should be the actual amount to the nearest \$0.01.
- 33. The appraised value/unit may be reduced by up to **30%** to allow room for bidding and indicated in the left column (line 33) "Reduced %." Reduction of the appraised value/unit is optional and left to the discretion of the forester and may only be applied to advertised sales. The appraised base stumpage rate is a minimum value. Upward adjustments especially for direct sales are not precluded and often desirable.

The advertised value/unit is determined by multiplying the appraised value/unit (line 26) by 1.00 minus percent reduced; i.e., a **30%** reduction = $1.00 - .30 = .70$ x line 26 = line 33. The advertised value/unit may be rounded to the nearest \$.10/cord / ton or to the nearest \$1.00/MBF. See page [43-1](#) for instructions. Indicate the % reduced (0 to **30%**). The minimum advertised value/unit may be rounded to the nearest \$.10 per cord or to the nearest \$1.00 per MBF.
- 34. The total advertised value (item 34) should be the actual amount to the nearest \$0.01. It is calculated by multiplying the advertised value/unit (line 33) by the volume (line 27, 28, 29, or 31).

SALE ESTABLISHMENT ("A" NOTICE)

State/Cnty **BASE STUMPAGE RATES**

Base stumpage rates for individual and groups of properties are revised annually based on the formula below and local recommendations. The stumpage rates are calculated using sold timber sale data in WisFIRS. Following the calculation, the property manager, county forest administrator, or a designee for each stumpage rate area are given the opportunity to review the calculated rates and provide a recommended rate for that year, based on local market knowledge. The calculated and recommended rates are available under the Public Land Stumpage sub-tab of the Timber Sale tab of WisFIRS Public. The recommended base rates will also be posted annually on the Department’s website at www._____.gov. For each property and property group identified in this chapter, there are both calculated and recommended rates for each year. The **recommended base stumpage rate for the most recent year available should be used in appraising timber** on county forests and DNR-owned land.

The **base stumpage** rates are based upon the **following** formula:

$$\frac{\left(\begin{array}{c} \text{wtd avg} \\ \text{current year minus 3} \\ \text{stumpage value} \end{array} + \begin{array}{c} \text{wtd avg} \\ \text{current year minus 2} \\ \text{stumpage value} \end{array} + \begin{array}{c} \text{wtd avg} \\ \text{current year minus 1} \\ \text{stumpage value} \end{array} \right) + \begin{array}{c} \text{wtd avg} \\ \text{current year minus 1} \\ \text{stumpage value} \end{array}}{\begin{array}{c} \text{\# of years of wtd avg stumpage values} \\ \\ 2 \text{ (if there is a wtd avg current year minus 1 stumpage value, otherwise it's 1)} \end{array}} = \text{Weighted Average Stumpage Value}$$

The Base Stumpage Rate is then converted back to a 1.00 factor by the following equation:

$$\frac{1}{\begin{array}{c} \text{avg} \\ \text{appraisal} \\ \text{factor} \end{array}} \times \text{Weighted Average = Current Base Stumpage Rate Stumpage Value}$$

$$\begin{array}{c} \text{wtd avg} \\ \text{current year} \\ \text{stumpage value} \end{array} = \frac{\text{Sum of (volumes X stumpage value) by species}}{\text{Sum of volumes by species}}$$

$$\begin{array}{c} \text{wtd avg} \\ \text{appraisal} \\ \text{factor} \end{array} = \frac{\text{Sum of (volumes X appraisal factor) by species}}{\text{Sum of volumes by species}}$$

The base rates are calculated annually around the beginning of the state fiscal year. Following the calculation of draft stumpage rates, the property manager, county forest administrator, or a designee for each property and stumpage rate area is given the opportunity to review and provide a recommended rate for that year, based upon the calculated rate and local factors. After the recommended rates have been entered into WisFIRS for the year, those rates may begin to be utilized for appraising state and county timber. If recommended rates are not provided within 30 days of soliciting recommendations, the calculated rates (rounded down to the nearest \$1.00 per cord or ton and nearest \$5.00 per MBF) shall be the recommended rate to be utilized as the base stumpage rate for that year.

On state forest properties the corresponding state forest rate should be used, if available. In counties with a county forest, county forest rates should be utilized on the county forest as well as DNR land other than northern state forests. In counties without a county forest, the appropriate stumpage rate area values should be used as appraisal rates on DNR land. A map of the various stumpage rate areas is included at the end of this section.

In order for WisFIRS to calculate a base stumpage rate or to allow for entry of a recommended rate for a particular species and product combination for a property or property group, that species and product combination needs to have been sold in the past three years on that property or group. If it has not been sold in the past three years, there will be no calculated or recommended rate stored in WisFIRS or the resulting reports. In cases where a particular recommended base rate is not available for the current year for a property or group, a recommended rate from a neighboring property should be used. If a recommended rate is not available for a neighboring property, or if any such neighboring rates are not representative of conditions similar to the property being appraised, then the forester should establish and utilize a base stumpage rate for the sale being appraised utilizing the best available information.

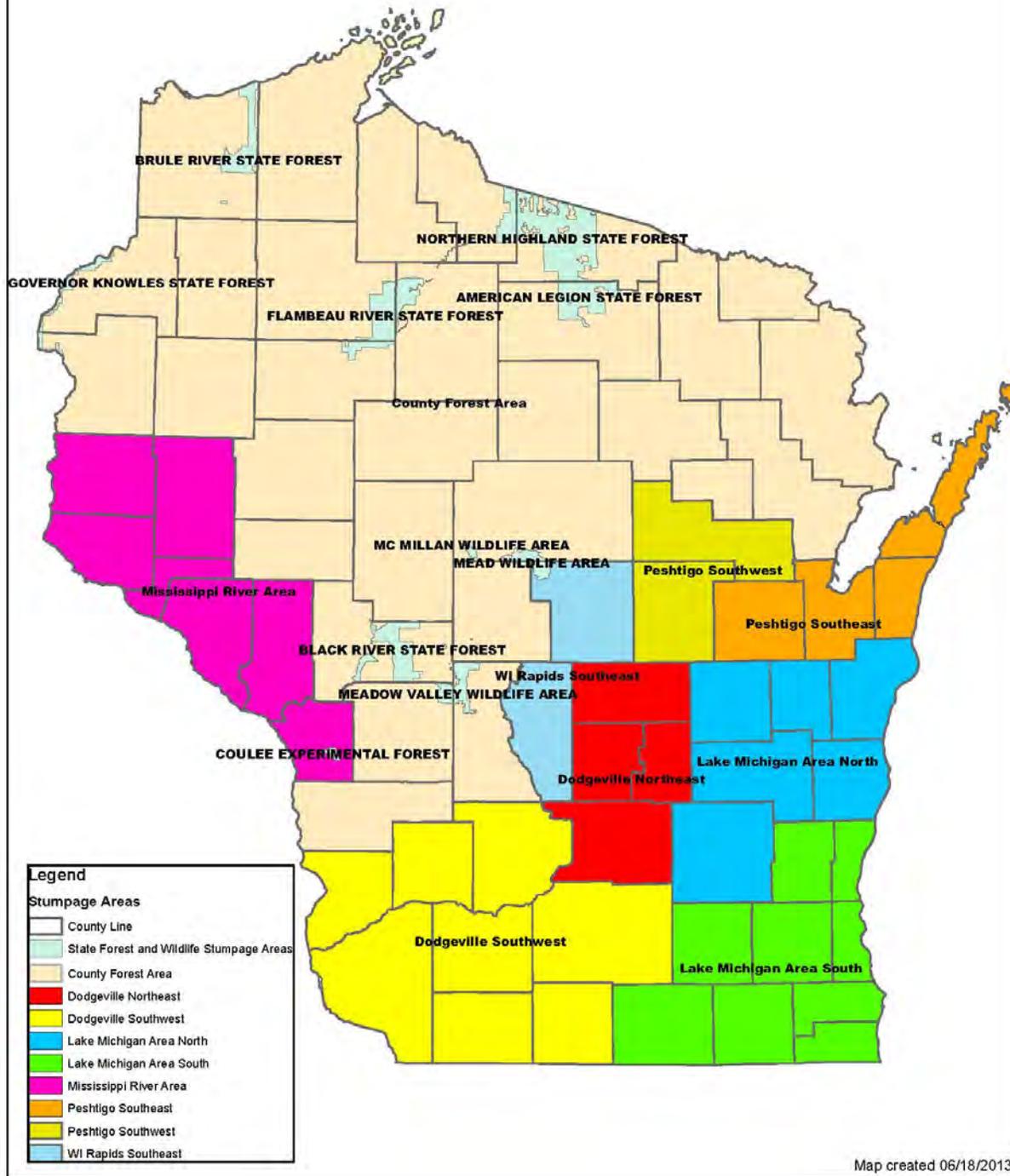
When appraisal factors are being set for a timber sale it is very important to arrive at factors that are as accurate as possible relative to other timber sold on that particular property or property group. It is important that "average," as it relates to stumpage appraisal factors, be tied to timber actually put on the market. Sale prices on all timber sold during that period are used in the calculation of the new base stumpage rates each year. All sale prices are adjusted by their associated appraisal factor to arrive at a market value of "average timber." If similar timber is factored significantly above or below 1.0, its selling price will artificially inflate or deflate the future base stumpage rate.

In order to provide some room for bidding and to account for potential declines in market values, when timber sales are sold via advertisement and bidding, the appraised value may be reduced at the discretion of the forester or property manager by an appraisal reduction factor of up to 30%. Foresters should rely on the allowed appraisal reduction percentage to create space for bidding and should not use appraisal factors to simply reduce the appraised value.

If base stumpage rates are updated between the time the sale is established and when it is advertised, the base stumpage rates do not need to be changed unless the forester or property manager believes it would be beneficial. If the appraisal is more than two years old, stumpage appraisal values must be re-evaluated before timber is sold. When a reappraisal is required, old figures can be lined out and new figures written in for the new appraisal. If a reappraisal requires major changes it may be necessary to prepare a new Form 2460-1.

If the reappraisal changes the appraised value, it must be resubmitted for approval prior to sale.

WDNR Public Land Stumpage Areas



State OPENING OF BIDSConfidential Bid Information

One person for each property where sealed bids are received shall be designated responsibility for the custody of timber sale bids received. Prior to the time set for the opening of bids, the custodian should assure that information as to the number of bids received, or whether any bids have been received, should not be released. However, upon request from a bidder, receipt of the sealed bid may be acknowledged.

Prior to the time for opening bids, no Department of Natural Resources employee having knowledge of any bid submitted should make any statement to anyone concerning it, except that receipt may be acknowledged to the bidder, if requested. Verbal statements of Intent to bid, whether or not including the prices, should also not be released.

Opening Bids

1. Sort bids by tract number.
2. Check for accuracy and completeness.
3. Read in numerical order and announce the high bid (unless a bid error needs to be addressed as described below).

Three employees of the Department of Natural Resources should be present at the opening of bids. As bids are opened and read they should be checked for mathematical accuracy and sorted by tract. Form 2400-006, Timber Sale Award, shall be filled out listing the people in attendance. All bids should be recorded by species, product, amount, value, and bidder. One copy of this form will be filed at the field station along with the original bids.

If a mathematical error is discovered on a bid form, the price per unit, as indicated on the form by the bidder, multiplied by the estimated volume provided by the Department should be utilized to determine the potential total sale bid value. If the corrected total would result in the highest bid for that tract, the bidder should be contacted and their intended bid verified. If a bidder has submitted a bid based upon a number of units other than the estimated volume(s) as provided by the Department, for example based on their own volume estimate or for a utilization specification that was not allowed for by the prospectus or bid form, then the bid shall be rejected. If there is a mathematical error and one or multiple bid price(s) per unit cannot be determined because they are either illegible or missing on the bid form, then the bid shall be rejected.

The bidder who submitted a potential high bid with an error should not be informed whether they are, or would be, the high bidder prior to confirming their intended bid value. If an error cannot be corrected immediately, the winning bid should not be announced at the bid opening and the potential high bidder that submitted a bid with an error should be contacted as soon as possible to determine their intent. When contacting a bidder regarding a bid error, simply confirm their intended bid(s) per unit, the number of units being bid upon as provided by the Department, and the resulting total intended sale bid value, providing as little additional information as possible; do not tell them about any other bids received. If the Department has made efforts to contact the bidder but is unable to make contact within two business days to verify the intended bid, the bid shall be rejected and the sale awarded to the next highest bidder.

Prior to the reading of a bid, a contractor may elect to withdraw the bid. The contractor or representative for the contractor must declare this at the bid opening before any bids for the specified tract are read. A withdrawn timber sale bid shall be kept in its envelope and returned to the bidder. A withdrawn bid is not to be recorded or read aloud.

High bid will be announced for each tract. If a math error has been discovered that warrants further investigation, the high bid should not be announced to those present at the bid opening and anyone present should be informed that the bids will be further evaluated and that awarding of contracts will be made within two weeks. If a high bidder fails to sign the contract, the sale shall be awarded to the next highest bidder at the value they bid.

Tie Bids

In the event of tie bids, the bidders should be offered opportunity to withdraw. If none wish to do so, the person in charge of bid opening may request the bidders to: (1) submit another sealed bid; (2) draw lots; (3) flip a coin; or if they decline, (4) re-advertise the sale at a later date.

Variable Utilization Bid

Bids for whole tree or to a smaller bole diameter (increased utilization) will be accepted on sales eligible for harvest of fine woody material, as indicated on the timber sale prospectus. Bids for variable utilization specifications must be made based on the volumes provided by the department to all bidders. Volume estimates by utilization (species and diameter) classes will be listed for each sale on which increased utilization bids will be accepted.

Each bidder must indicate the utilization for which he is bidding by species and product. The indicated utilization basis on the successful bid will become the utilization specification on the contract and utilization to this specification must be shown.

Bidding will be on a cordwood equivalent or ton basis. All wood harvested from the sale must be accounted for and payment made. An aggregate weight per cord may be developed and used when different species are scaled together. Weight conversion rates must be shown.

Bids for both variable utilization sales and standard utilization sales must include bid prices per unit for each species and product. Therefore, it is recommended that the prospectus include:

1. Estimated volumes in cords, cord equivalents, board feet, or product.
2. Advertised value per unit.
3. Total advertised value of sale.

Minimum Acceptable Bid

All bids must be by species on a per-unit basis. Acceptable bids must meet or exceed the total combined advertised value of all species. However, a bid will be rejected if any individual species/product bid is \$0.

The timber sale prospectus for state lands will not use the term "minimum acceptable" species values. Instead, values for individual species may be listed and described as "Advertised Values".

Listing of a minimum advertised value on a sale prospectus is not required.

Rejection of High Bid

The Department may reject high bid on a timber sale "for cause." This is unusual. The Department must not only insure that the highest price is obtained but also that an adequate performance is completed. This entails consideration of not only the dollar value of the bid but also responsibility and dependability of the bidder. If practical, contractors who are deemed ineligible to bid should be notified of this prior to the bid opening.

Bids below minimum advertised price will be rejected. In addition, the following characteristics of the bidder can be "cause" for rejecting a high bid when supported by factual evidence. This list is not all-inclusive. Other reasons for "cause" may apply.

- Notorious or habitual carelessness with fire
- Failure to properly complete previous contracts
- Evidence of financial insecurity
- Habitual damage to sale areas

Evidence of such bidder characteristics should be in the form of written records, typically including a letter notifying the bidder of their ineligibility to bid on Department timber sales for a specified period as a result of their performance on a previous contract. The Department must exercise this discretion in good faith in the interest of the public not from motives of personal favoritism or ill will.

Rejection of any high bid requires approval of the Bureau of Legal Services. Continued rejection of a high bid for cause shall not exceed a period of two years for a contractor. A bidder may be reinstated when there is evidence that the

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problem has been corrected. If a high bid is rejected, a 30-day time period (from notice to the high bidder) must pass before the bid is awarded to the second highest bidder.

Rejection of Bids Below the Minimum Advertised or Appraised Value

Bids will be rejected and sales will not be approved where the total sale bid value is less than the advertised value on advertised sales or less than the appraised value on direct sales.

CHAPTER 80

SALE ADMINISTRATION – TRANSACTION/REMITTANCE/CLOSEOUT

State TRANSACTION/REMITTANCE

The timber Sale Transaction/Remittance, Form [2460-003](#), is designed for use as a receipt, scale summary, remittance, invoice or a combination of these timber sale transactions for all forest products that are not taxable. These include stumpage and cut products for all products, including remittance of payments for forest products permits. If the forest products sold are taxable, use General Remittance Sheet, Form [9300-029A](#), with a copy to the Bureau of Finance, Madison. **Form 2460-003 is only available electronically and is a fillable and savable five page expandable document.**

Examples are:

1. Receipt to contractor for: Cash performance bond. Payment for forest products.
2. Summary of scaled or counted forest products and calculations of volume and value.
3. Transaction corrections.
4. Remittance of funds.

To the extent possible and practical, centralized stations will be utilized so as to minimize auditing problems. However, familiarity of personnel at a station with state timber sale procedures and convenience of location will also be considered.

Scale Transaction

Form 2460-003 **is expandable and provides space to summarize as many scales as needed; the form will expand to more than five pages if more than eight scales are included.**

Invoicing should be completed as soon as practical after scaling or receiving mill receipts. The frequency of invoicing may depend on production rates, frequency of hauling and timeliness of receipts being returned from the mill. Due to highly variable production rates it may not be practical to invoice on a set schedule.

Transaction Remittance

Collection and remittance of timber sale money should follow Manual Code [9341.1](#). For example, transactions should be processed at least once each week and all monies handled and processed according to this manual code. Pursuant to this code, if receipts total \$10,000.00 or more, proceeds should be deposited that day and remitted immediately.

Each remittance should be made for a single sale only. Several remittances (for multiple sales or multiple scale summaries) may be mailed together and accompanied by a single payment. (Exception – multiple forest products permits can be combined and reported on a single remittance.

The total amount remitted must equal the sum of amounts entered as: a) Cash Bond and b) Stumpage Payment.

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Individual Sale Transactions Involving Remittance of Money (NOT TO BE USED FOR DEFERRED PAYMENTS)

Certified Check or Money Order Performance Bond

Cash Performance Bond

Advance Stumpage Payment (NOT TO BE USED FOR DEFERRED STUMPAGE PAYMENTS – See bottom of page)

- Preparer
1. Prepares Timber Sale Transaction/Remittance, Form [2460-003](#). (See guidelines on page 82-1.)
 2. Routes **Contractor page(s)** to contractor as a receipt.
 3. Routes remittance along with **Finance, Forest Tax and Finance/Remitter pages** to
Forestry lock box at:
State of Wisconsin DNR
Timber Sales
PO Box 93885
Milwaukee, WI 53293-0885
 4. Files **Preparer page(s)** in remittance or timber sale file.
- Forestry Lock Box
5. Deposits remittance in proper account and routes **Finance, Forest Tax and Finance/Remitter pages** to Bureau of Finance.
- Bureau of Finance
6. Enters data and routes **Forest Tax and Finance/Remitter pages** to Forestry Financial Specialist – Madison FR/4. Maintains **Finance page** for file.
- Forestry Financial Specialist
7. Validates **Forest Tax and Finance/Remitter pages**.
 8. Retains ply **Forest Tax page(s)** for data entry and filing.
 9. Routes **Finance/Remitter page(s)** to remitter (Preparer).
- Preparer
10. Files **Finance/Remitter page(s)** in sale file.
 11. Disposes of **Preparer page(s)**.

Individual Sale Transaction – Remittance of Money (USE FOR DEFERRED STUMPAGE PAYMENTS)

Deferred Stumpage Payments – Only

- Preparer
1. Prepares Timber Sale Transaction/Remittance, Form 2460-003. (See guidelines on Page 82-1). Make sure to enter in accounting codes on **Finance page**.
 2. Routes **Finance/Remitter page(s)** to Bureau of Finance. Retains **Preparer page(s)** in sale file. This shall be done at the same time Contractor copy is mailed to contractor (step 3), not after payment is received.
 - 3a. Routes **Contractor page(s)** to contractor with cover letter.

Contractor keeps **Contractor page(s)** as record and submits payment directly to Forester. Forester routes remittance along with **Finance and Forest Tax pages** to Forestry lockbox in Milwaukee at:

Wisconsin Department of Natural Resources
Bureau of Finance
PO Box 78816
Milwaukee, WI 53278-0816

OR

3b. Routes *Contractor* page(s) and *Finance* and *Forest Tax* pages to contractor with cover letter.

Contractor keeps *Contractor* page(s) as record, enters amount paid on *Finance* and *Forest Tax* pages, and submits *Finance* and *Forest Tax* pages with payment directly to Forestry lockbox in Milwaukee at:

Wisconsin Department of Natural Resources
Bureau of Finance
PO Box 78816
Milwaukee, WI 53278-0816

4. Files *Preparer* page(s) in sale file.

Forestry Lock Box – Milwaukee 5. Deposits remittance in proper account and routes *Finance* and *Forest Tax* pages to Bureau of Finance.

Bureau of Finance 6. Enters data and routes *Forest Tax* and *Finance/Remitter* pages to Forestry Financial Specialist – Madison FR/4. Maintains *Finance* page(s) for file.

Forestry Financial Specialist 7. Validates *Forest Tax* and *Finance/Remitter* pages.

8. Retains *Forest Tax* page(s) for data entry and filing.

9. Routes *Finance/Remitter* page(s) to remitter (Preparer).

Preparer 10. Enters stumpage payment in timber sale ledger.

11. Files *Finance/Remitter* page(s) in sale file.

12. Disposes of *Preparer* page(s).

Individual Sale Transactions - No Remittance of Money

Certificate of Deposit
Assurance Bond
Irrevocable Letter of Credit
Scale Summary
Scale Volume/Value Correction

Preparer 1. Prepares Timber Sale Transaction/Remittance, Form [2460-003](#). (See guidelines on page 82-1.)

2. Routes *Contractor* page to contractor as record.

3. Disposes of *Finance* and *Preparer* pages.

4. Sends *Forest Tax* page to Forestry Financial Specialist – Madison FR/4.

5. Files *Finance/Remitter* page in sale file.

Individual Sale Transaction – Bond Disposition

Bonds are initially submitted using Timber Sale Transaction/Remittance, Form [2460-003](#). Subsequent transactions dealing with the disposition of the bond must be submitted using Timber Sale Close-Out Transaction, Form [2460-004](#) (see page 84-1).

State TRANSACTION/REMITTANCE (Form 2460-003) GUIDE

Form 2460-003 is only available electronically and is a fillable and savable five page expandable pdf document.

The first time the form is completed for a particular sale, all requisite fields (shaded in gray) on pages 1 and 2 will need to be filled in. For subsequent transactions on that particular sale, a previously saved completed version of the form can be opened electronically and the new scale or payment information entered as needed. Then the newly revised form should be saved with a new file name. This approach can allow a user to avoid having to re-enter all of the property, contractor, budget code, species and product information each time you complete a transaction/remittance.

CONTRACTOR COPY (PAGE 1)

Transaction Number

Transactions should be numbered consecutively for each sale. Transactions include such timber sale activities as receipts of cash performance bonds and stumpage payments, scale summaries, transaction corrections, remittance of monies for cash performance bonds and from the sale of forest products, and close-out transactions.

The last transaction for all sales will be the Timber Sale Close-Out Transaction, Form 2460-004; see page 84-1.

Sales Tax Exempt

Check "YES" if:

1. The product is fuelwood for residential use.
2. Purchased for resale. Purchaser has applied to the Department of Revenue for exemption. Copy of application is on file at station from which the sale is administered.
3. Sale to manufacturer, and the purchaser has furnished a copy of his Manufacturer's Exemption Certificate and a copy is on file at station from which the sale is administered.

If purchase is not exempt from Wisconsin Sales Tax, use General Remittance Sheet, Form 9300-029A.

Species – Select from drop-down menu (e.g. J. Pine, W. Birch, Mx Hdwds).

Product – Select from drop-down menu (e.g. logs, pulp, firewood, posts, etc.).

FINANCE COPY (PAGE 2)

Remitter Information

Enter name and address of remitter.

Performance Bond Budget Code

The performance bond budget code will always be the same, regardless of which property the timber sale occurs on. The correct performance bond budget code will be pre-filled on the finance copy.

Performance Bond														
Business Unit	Budget Reference	Fund	Appr.	Department ID	Account	Program	Operating Unit	PCBU	Project	Activity	Source Type	Category	Sub-Category	
37000	Current FY	21200	98500	3705511101	2700000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$

Stumpage Payment Budget Code

To complete the stumpage payment budget code, select the appropriate Sub-Category, Category, and Department ID, in that order, from the drop-down menu for each field. The Appropriation and Program fields will auto-fill based upon the Sub-Category selection made.

Stumpage Payment													
Business Unit	Budget Reference	Fund	Appr.	Department ID	Account	Program	Operating Unit	PCBU	Project	Activity	Source Type	Category	Sub-Category
37000	Current FY	21200	****	***	5025000	****	N/A	37000	370 000 000 000 001	TIMBERSALES	REV	**	*

* First, select the appropriate DNR program specific Sub-Category from the drop-down menu, based upon the DNR program responsible for property management.

WM001	Fish, Wildlife, Facilities & Lands (FM, WM, WR & ZZ)
FG001	Forestry (FR, NF & SF)
PR001	Parks (PR)
NH001	Natural Heritage Conservation (NA)
FM001	Chequamegon-Nicolet National Forest - GNA (FF)

** Second, select the appropriate county specific Category from the drop-down menu, based upon the county in which the timber sale is primarily located.

*** Third, select the appropriate property specific Department ID from the drop-down menu, if one has been identified for the property (e.g. FG Brule River State Forest). If a property specific code has not been identified for the property, select the correct miscellaneous property code based upon the DNR program responsible for property management (e.g. Wildlife Management (Misc. Properties)). For National Forest Good Neighbor Authority timber sales, the appropriate Department ID (3705511101) will auto-fill based upon the Sub-Category selection made. See list of available Department IDs below.

**** The correct Appropriation and Program fields will auto-fill based upon the Sub-Category selection made.

Department ID	Description	Department ID	Description
3705542312	FG Black River State Forest	3701142435	PR Governor Nelson State Park
3705542214	FG Brule River State Forest	3701142363	PR Great River State Trail
3705542233	FG Flambeau River State Forest	3701142523	PR Governor Dodge State Park
3705542223	FG Gov Knowles State Forest	3701142442	PR Hank Aaron State Trail
3705542111	FG NHAL Forest Team	3701142412	PR Harrington Beach State Park
3705542132	FG Peshigo River State Forest	3701142503	PR Hillboro State Trail
3705540000	Forestry Regional (Misc. properties)	3701142202	PR High Cliff State Park
3701132450	SF Richard Bong SRA	3701142357	PR Hoffman Hills SRA
3701132412	SF Cushing Memorial SF	3701142203	PR Hartman Creek State Park
3701132440	SF Havenwoods	3701142432	PR Holtzheuter SP GL Heritage
3701132432	SF Lowes Lake	3701142321	PR Interstate Park
3701132421	SF Lapham Peak Unit	3701142411	PR Kohler Andrae State Park
3701132422	SF Mukwonago River Unit	3701142372	PR Kinnickinnic State Park
3701132211	SF Kettle Moraine North Unit	3701142443	PR Lakeshore State Park
3701132212	SF Point Beach State Forest	3701142431	PR Lake Kegonsa State Park
3701132431	SF Pike Lake Unit	3701142514	PR La Crosse River State Trail
3701132411	SF Kettle Moraine South Unit	3701142351	PR Lake Wissota State Park
3701130000	Southern Forests (Misc. properties)	3701142515	PR Mill Bluff State Park

Timber Sale Handbook

3701112504	WM Mead McMillan Unit		3701142246	PR Mountain Bay State Trail
3701112505	WM Meadow Valley Unit		3701142362	PR Merrick State Park
3701110000	Wildlife Management (Misc. properties)		3701142531	PR Mirror Lake State Park
3701181316	FL CO Pike Wild River		3701142232	PR Menominee River SP and RA
3701181317	FL CO Willow Flowage		3701142522	PR Military Ridge State Trail
3701181322	FL NO Chippewa Flowage		3701142245	PR Mascoutin Valley State Tr
3701181324	FL NO Pine Popple		3701142552	PR Natural Bridge State Park
3701181328	FL NO Turtle Flambeau Flowage		3701142247	PR Newton Blackmour State Tr
3701181333	FL SO Lower Wisconsin Riverway		3701142303	PR North Country Trail
3701081106	LL MacKenzie Center		3701142562	PR Nelson Dewey State Park
3701180000	Facilities and Lands (Misc. properties)		3701142544	PR New Glarus Woods State Park
3704410000	Fisheries Management (Misc. properties)		3701142248	PR Nicolet State Trail
3701150000	Natural Heritage Conservation (Misc. properties)		3701142222	PR Newport State Park
3701142332	PR Amnicon Falls State Park		3701142385	PR Old Abe State Trail
3701142241	PR Ahnapee State Trail		3701142249	PR Oconto River State Trail
3701142434	PR Aztalan State Park		3701142571	PR Pecatonica State Trail
3701142312	PR Big Bay State Park		3701142555	PR Parfrey's Glen SNA
3701142313	PR Bearskin State Trail		3701142211	PR Potawatomi State Park
3701142451	PR Big Foot Beach State Park		3701142204	PR Peninsula State Park
3701142546	PR Badger Trail South		3701142361	PR Perrot State Park
3701142534	PR Buckhorn State Park		3701142331	PR Pattison State Park
3701142354	PR Brunet Island State Park		3701142535	PR Roche a Cri State Park
3701142521	PR Blue Mound State Park		3701142342	PR Rib Mountain State Park
3701142543	PR Belmont Mound State Park		3701142355	PR Red Cedar State Trail
3701142525	PR Badger Trail North		3701142221	PR Rock Island State Park
3701142364	PR Buffalo River State Trail		3701142532	PR Rocky Arbor State Park
3701142413	PR Cedarburg Bog SNA		3701142553	PR Sauk Prairie SRA
3701142233	PR Copper Culture State Park		3701142386	PR Saunders State Trail
3701142437	PR Capital City State Trail		3701142322	PR Straight Lake State Park
3701142311	PR Copper Falls State Park		3701142545	PR Sugar River State Trail
3701142341	PR Council Grounds State Park		3701142381	PR Stower Seven Lakes State Tr
3701142352	PR Chippewa Moraine SRA		3701142524	PR Tower Hill State Park
3701142526	PR Cross Plains State Park		3701142250	PR Tomorrow River State Trail
3701142356	PR Chippewa River State Trail		3701142314	PR Tuscobia State Trail
3701142436	PR Capital Springs State Park		3701142231	PR Gov Thompson State Park
3701142382	PR Cattail State Trail		3701142212	PR Whitefish Dunes State Park
3701142542	PR Cadiz Springs SRA		3701142502	PR Wild Goose State Trail
3701142551	PR Devils Lake State Park		3701142444	PR White River State Trail
3701142533	PR Dells Natural Area		3701142387	PR Wild River State Trail
3701142420	PR Glacial Drumlin St Tr East		3701142371	PR Willow River State Park
3701142242	PR Eisenbahn State Trail		3701142511	PR Wildcat Mountain State Park
3701142512	PR Elroy Sparta State Trail		3701142252	PR Wolf River State Trail
3701142513	PR 400 State Trail		3701142251	PR Wiouwash State Trail
3701142243	PR Fox River State Trail		3701142561	PR Wyalusing State Park
3701142244	PR Friendship State Trail		3701142541	PR Yellowstone Lake State Park
3701142554	PR Gilbraltor Rock SNA		3701140000	Parks and Recreation (Misc. properties)
3701142433	PR Glacial Drumlin St Tr West		3705511101	Chequamegon-Nicolet National Forest - GNA (FF)
3701142383	PR Gandy Dancer State Trail			

Transaction Correction

Transaction corrections are made following the same procedure, routing, etc. as that used in the original transaction. Transaction corrections should be assigned a new transaction number and signed by the person who prepared the correction. Include a concise explanation (see example on page 87-7).

Typical transaction corrections are as follows:

1. Over and under charge.
2. Over and under scale.
3. Assignment to wrong sale.

Timber Sale Damages Transaction

In the event that a contractor is billed for damages for a breach of contract, as described in Chapter 74, the remittance for that transaction should be documented on Form 2460-003. Similarly, if a draw is made on a letter of credit, assurance bond, CD, or assignment of savings account for damages on a timber sale, that transaction should be documented on Form 2460-003 as well (example on pages 87-18 & 19). For damages transactions, the amount remitted should be entered in the stumpage payment field. The stumpage payment budget code drop-down menus on page 2 of the electronic Form 2460-003 cannot be used for damage remittances, instead print and write-in the appropriate timber sale damages budget code, as indicated below.

If the damages are instead retained from a cash/check performance bond or excess stumpage that has previously been remitted, the damages should be retained from the performance bond or excess stumpage utilizing the Timber Sale Close-out Transaction Form, 2460-004 (example on page 87-12).

FINANCE COPY (PAGE 2 of Form 2460-003)

Timber Sale Damages Transaction													
Business Unit	Budget Reference	Fund	Appr.	Department ID	Account	Program	Operating Unit	PCBU	Project	Activity	Source Type	Category	Sub-Category
37000	Current FY	21200	17800	370 554 1101	5920000	CON02	N/A	37000	370 000 000 000 001	UNCPROP DAMAGES	REV	CTY00	FG001

When remitting damages for unpaid stumpage due, along with any calculated late payment interest penalty, the funds should be remitted using the regular stumpage payment budget code found on page 82-2 instead of the code found immediately above.

State CLOSE-OUT TRANSACTION

Only **after** the final sale inspection has been completed and all stumpage money has been received and reconciled should the following procedures be used to close out the timber sale. The Timber Sale Close-Out Checklist [Form 2460-013](#) should be utilized to ensure all timber sale close-out items have been addressed.

Upon completion of sale, the state forest superintendent or forester shall submit the Timber Sale Notice and Cutting Report (Form [2460-001](#)), a copy of the Timber Sale Ledger (Form 2460-006), Timber Sale Close-Out Transaction (Form [2460-004](#)), and Compartment Examination Record (Form 2400-026). Route according to procedure listed below. Upon completion, the final Form 2460-001 will be returned to the field forester. Form 2460-004 directs the Bureau of Finance on handling of a cash performance bond and excess stumpage payment if applicable.

Performance bond will not be applied towards final stumpage payment unless there has been a breach due to failure to comply with payment provisions of the contract. The bond will be refunded or transferred to a new sale only after all contract provisions have been met.

The Timber Sale Close-Out Transaction, Form 2460-004 **is only available electronically and is a fillable and savable four page pdf document.** It directs the transactions necessary to disperse a cash performance bond and excess stumpage payment so as to result in a zero cash bond and stumpage payment balance for the sale.

- | | |
|-------------------------------|--|
| Preparer | <ol style="list-style-type: none"> 1. Routes Finance, Forest Tax and Finance/Remitter copies of Form 2460-004, a copy of the final approved and completed 2460-001, and a copy of the ledger, to the Forestry Financial Specialist, Madison FR/4. Files Preparer copy in sale file. 2. Send original Form 2460-001 to data entry through Team Leader. Post-sale recon update should be verified either by notation on 2460-001 or by including copy of stand exam data sheet (Rpt. 113 in WisFIRS). |
| Forestry Financial Specialist | <ol style="list-style-type: none"> 3. Reviews and enters into PeopleSoft financials module if bond refund. Routes Finance copy to Bureau of Finance. 4. Files Forest Tax copy. Returns validated Finance/Remitter copy to forester. |
| Preparer | <ol style="list-style-type: none"> 5. Replaces Preparer copy with Finance/Remitter copy. |

TIMBER SALE CLOSE-OUT TRANSACTION (FORM 2460-004) GUIDE

Transaction Number

This will be the final transaction number for the timber sale.

Action

There are eight actions that fall into three categories of action, which are: refund, transfer, and retain. Check the appropriate box and complete any blanks for the action selected. For actions with both a debit (DR) and credit (CR) line, complete both.

1. Refund
 - a. Refund performance bond
 - b. Refund excess stumpage

2. Transfer

- a. Transfer **cash** performance bond to another sale as performance bond
- b. Transfer **cash** performance bond to **another** sale to cover stumpage
- c. Transfer excess advanced stumpage to another sale as stumpage
- d. Transfer excess advanced stumpage to another sale as performance bond

Transfer of funds from one sale to another is an alteration of the timber sale contract and must be documented. This may be done by using either Form 2400-005E or a letter from the contractor requesting transfer (see sample letter below).

When a transfer is by letter, the contractor must indicate the property and sale number in the request. A copy of the letter must accompany the Close-Out Transaction Form (2460-004) to the Forestry Financial Specialist, Madison FR/4.

If a transfer is by contract amendment, a copy of the signed Form 2400-005E should accompany the Close-Out Transaction Form (2460-004) to the Forestry Financial Specialist, Madison FR/4.

3. Retain

- a. Retain **cash** performance bond as damage
- b. Retain excess advanced stumpage as damage

For blanks that occur in the **accounting code** section, use the following codes, **if applicable for the action being taken:**

Appropriation	Department ID	Program	Category	Sub-Category
****	***	****	**	*

* First, select the appropriate DNR program specific Sub-Category from the drop-down menu, based upon the DNR program responsible for property management.

WM001	Fish, Wildlife, Facilities & Lands (FM, WM, WR & ZZ)
FG001	Forestry (FR, NF & SF)
PR001	Parks (PR)
NH001	Natural Heritage Conservation (NA)
FM001	Chequamegon-Nicolet National Forest - GNA (FF)

** Second, select the appropriate county specific Category from the drop-down menu, based upon the county in which the timber sale is primarily located.

*** Third, select the appropriate property specific Department ID from the drop-down menu, if one has been identified for the property (e.g. FG Brule River State Forest). If a property specific code has not been identified for the property, select the correct miscellaneous property code based upon the DNR program responsible for property management (e.g. Wildlife Management (Misc. Properties)). For National Forest Good Neighbor Authority timber sales, the appropriate Department ID (3705511101) will auto-fill based upon the Sub-Category selection made. See list of available Department IDs in Chapter 82.

**** The correct Appropriation and Program fields will auto-fill based upon the Sub-Category selection made.

- Create new stands, copy and modify stand information, delete stands
- Search stands / compartments by primary forest types, harvest status, invasive species, exam year, or year of origin
- Create new planned treatments
- Record completed treatments
- Launch the WisFIRS Public Lands GIS mapping portal.

3. Treatments

a. Use this tab to:

- Edit or delete an existing scheduled treatment
- View and sort scheduled or completed treatments individually, by stand, compartment, forest type, treatment type, year or range of years.
- Sort and view stands not scheduled for management (due to passive mgt., recent update, or active sale status)
- Record and edit a completed treatment
- Launch the WisFIRS Public Lands GIS mapping portal

4. Planning

Section 28.025 (2) Wis. stats., requires that the Department establish annual allowable harvest levels on Department lands and s. 28.025(3) requires that the Department report biannually on the timber harvests established, providing justification for any cases where the timber harvest on a property was more than 10% above or below the allowable harvest level. The Department utilizes WisFIRS to generate an annual and a long-term harvest schedule and goals to meet the needs of both Department work planning and the statutorily required reporting of annual allowable harvest to the legislature. The creation of harvest schedules and goals by property is accomplished by utilizing the WisFIRS Planning features.

WisFIRS Planning functionality attempts to more evenly distribute timber harvest practices over a 15 year period by cover type and treatment type (e.g. aspen clear-cuts) for each property. It does this by utilizing early and late harvest constraints along with estimated average harvest intervals by cover and treatment type for each property. For example, if the typical harvest interval for aspen on a property is 48 years, with an early constraint of three years and a late constraint of seven years, WisFIRS will recommend a harvest schedule that levels out natural peaks and valleys in the schedule by re-scheduling aspen stands at as early as age 45 and as late as age 55. WisFIRS will maintain both the forester's prescription year and the new scheduled year for each stand; however, the annual and long term harvest schedules and goals will be a reflection of the scheduled year. Planning functions at the property level and the smoothing of harvest levels only occurs when there are at least 400 acres of a particular cover and harvest type combination on a property. In cases where there are less than 400 acres of a particular cover and harvest type, the WisFIRS planning schedule will simply utilize the forester's prescription year without redistributing based upon constraints.

Completing the Planning schedule for a property **MUST** be completed before the schedule of treatments **and the associated harvest goals** can be created. Only the Property manager and lead forester (State lands) or County Forest administrator and DNR Liaison (County Forests) should run the planning schedule for a property. Planning **should be accepted only once each year** and at approximately the same time each year, preferably prior to the annual planning meeting. Prior to running and accepting the planning schedule for a property, the lead forester and property manager should review the property constraints within the Planning tab. If early and late constraints are set to zero, which is the default setting, WisFIRS planning will not function to redistribute highs and lows in the harvest schedule.

A Planning schedule **must be run and accepted for each property every year** in order to generate an accurate harvest schedule for the property and for certain property accomplishment tracking features in WisFIRS to work. Additionally, Department and county forest work planning is completed utilizing the harvest schedules generated, so it is imperative that they are as accurate and up-to-date as possible. In order to ensure that planning has been run and accepted once annually, the harvest schedules for all properties are reviewed by the Bureau of Forest Management in March each year. If a harvest schedule has not been accepted for the current year by March 31st, the harvest schedule shall be run and accepted centrally.

Cooperating foresters and private contractors shall be compensated at the local DNR’s choice of a rate per hour, acre or project as established by bids for individual projects. When a need for regeneration project assistance is identified, the forester shall issue a project specific request for bids to cooperating foresters and private contractors that are experienced in the desired type of work, as required by s. [NR 1.27](#), Wis. Adm. Code. Eligible cooperating foresters can be found from the Forestry Assistance Locator, <http://dnr.wi.gov/topic/forestlandowners/locator/> or the Directory of Foresters, <http://dnr.wi.gov/files/pdf/pubs/fr/fr0021.pdf>. Additional Regeneration Contractors can be found at <http://dnr.wi.gov/topic/TreePlanting/documents/TreePlanting-SitePrepVendors.pdf>. The total bid must include labor, travel, equipment and any supplies not identified as provided by the department that a private contractor would need to do the work. Worker’s compensation, automobile, and liability insurance are required. Contract awards shall be determined on price alone unless additional evaluation criteria such as specialized training or experience are included in the request for bids.

The standard department contract should be used for projects \$5,000 or greater, and can be found on the DNR intranet (Finance Homepage) <http://intranet.dnr.state.wi.us/int/at/fn/pc/forms.html/>. A simplified services contract has been developed for projects less than \$5,000 and can be found on the Regeneration homepage. Sample contracts and performance expectations can be found in the Public Lands Toolkit <http://dnr.wi.gov/topic/countyforests/toolkit.html>. The DNR Secretary or assigns shall sign the contracts for the Department, regardless of the dollar amount.

Contracted services are not to be funded from the local expense budget. For regeneration services **not associated with a timber sale**, the forest regeneration specialist will provide staff a budget code to utilize along with project approval notice.

For regeneration services **associated with a timber sale**, **expense budget codes below will be used, which contain 4 unique options of program/activity/sub-category codes** in order to designate the proper conservation fund account from which to draw the funds. Payment for services does not come directly from the individual timber sale a contractor may be working on.

Business Unit	Budget Reference	Fund	Appr.	Department ID	Account
37000	Current FY	21200	18600	3705541101	*Select from below (must match Source Type).
					7740000 = Contracted Professional Services (e.g. consulting forester)
					7880000 = Misc. Services (e.g. contract for tree planting, graveling of road, etc.)

Program	Operating Unit	Product	PCBU	Project	Activity	Source Type	Category	Sub-Category	Affiliate	Fund Affil		
**Select from below based on property type (must match Activity and Sub-Category).	N/A	N/A	37000	370 000 000 000 005	**Select from below based on property type (must match Program and Sub-Category).	*Select from below (must match Account).	CTY00	**Select from below based on property type (must match Program and Activity).	N/A	N/A		
									Property Types			
CON1					TSREGENFWACCT	CONTR = Contractual		WM001	Fish, Wildlife, Facilities & Lands (FM, WM, WR & ZZ)			
CON2					TSREGENFRACCT	OTHER = Other		FG001	Forestry (FR, NF & SF)			
CON4					TSREGENPRACCT			PR001	Parks (PR)			
CON9					TSREGENERACCT			NH001	Natural Heritage Conservation (NA)			

- Program code **CON2**, Activity code **TSREGENFRACCT**, and Sub-category **FG001** should be used for the contracting with a cooperating forester or private contractor for regeneration services associated with a Forestry Account timber sale for authorized work on a Division of Forestry or Northern or Southern Forest property.
- Program code **CON1**, Activity code **TSREGENFWACCT**, and Sub-category **WM001** should be used for the contracting with a cooperating forester or private contractor for regeneration services associated with a Fish & Wildlife Account timber sale for authorized work on a Wildlife, Fisheries, or Flowage property.
- Program code **CON4**, Activity code **TSREGENPRACCT**, and Sub-category **PR001** should be used for the contracting with a cooperating forester or private contractor for regeneration services associated with a Parks Account timber sale for authorized work on a Bureau of Parks and Recreation property.
- Program code **CON9**, Activity code **TSREGENERACCT**, and Sub-category **NH001** should be used for the contracting with a cooperating forester or private contractor for regeneration services associated with a Natural Heritage Conservation timber sale for authorized work on a stand-alone Natural Heritage Conservation property.