DEPARTMENT OF NATURAL RESOURCES

PUBLIC NOTICE
Invitation for Bids on Timber Stumpage

Sealed bids will be received at the DNR Peshtigo Service Center, 101 N Ogden Road - Suite A, Peshtigo, Wisconsin, 54157, up to 8:30 a.m. on Wednesday, January 8, 2020, and will be publicly opened immediately thereafter for timber stumpage included in this prospectus. The State of Wisconsin, Department of Natural Resources reserves the right to reject any or all bids and to accept the bids they deem most reliable. All timber sales advertised are Third Party Certified.

BIDDING REQUIREMENTS
All bids must be submitted on a Department Timber Sale Bid (Form 2400-049) and sealed in an envelope clearly marked on the outside - "SEALED BID – TIMBER STUMPAGE". State sales require that the minimum total bid price be met or exceeded. An acceptable bid must have a price for each species and product listed, but only the total has to meet the minimum total bid price to be accepted as a valid bid. In the case of a tie bid, the bidders must resubmit new bids within three days. Failure to resubmit bids will invalidate the original bid and the sale will be awarded to the other bidders. At any time prior to the reading aloud of any bids for a particular sale, bidders may withdraw their bid from consideration. This can be done in person or by written instruction to the DNR prior to conducting the bid opening.

Bids shall include all of the following information:
1. Tract number OR advertised job number.
2. List of all species to be cut, utilization specifications, estimated volumes as listed on the timber sale prospectus/map and a bid price per unit for each species and product listed. A bid will be rejected if any individual species/product bid is $0.
3. A bid bond is NOT required. Winning bidders will have 2 weeks from the date of the bid opening to sign the contract and 6 weeks from the date of the bid opening to submit an acceptable performance bond to the department. If the winning bidder fails to execute the contract and submit an acceptable performance bond, the bidder shall be required to forfeit to the department an amount equal to 10% of the total bid amount. Failure to forfeit the 10% penalty will result in the bidder being considered ineligible to bid on any state timber sales for a two-year period.
4. Check off the type of performance bond to be used in the appropriate box on the bid form. *See additional requirements for performance bonds below.
5. Signature and address of bidder.

ADDITIONAL REQUIREMENTS
Performance bonds of a minimum of $1,000 or 15% of the total bid value is required upon the signing of a timber sale contract. Contracts must be signed within 2 weeks of the bid opening and performance bonds must be received within 6 weeks of the bid opening. Expiration dates for assurance bonds or letters of credit shall not be less than 4 years from the contract beginning date and extend at least one year past the contract ending date, as evidence of the bidder’s intention to faithfully carry out the provisions of the contract. Upon completion of the timber sale, the performance bond may either be refunded/released or withheld in total or in part as liquidated damage according to the conditions of the sale. Performance bonds will not be applied toward the final stumpage payment.

Training Requirement: The purchaser shall ensure that at least one in woods person actively engaged in performance of this contract and responsible for the logging site complies with the Wisconsin SFI (Sustainable Forestry Initiative) Training Standard as adopted by the Wisconsin SFI Implementation Committee (SIC). Criteria for the standard can be found at the website http://fistausa.org/content/how-become-sfi-trained or by contacting Forest Industry Safety & Training Alliance (FISTA). The purchaser must provide documentation to the Seller that training has been attained.

Worker's Compensation Law Certificate: The contractor (purchaser) shall provide the Department with an original Certificate of Insurance indicating that Worker's Compensation Insurance coverage is provided for all of the contractor's (purchaser's) employees working under the contract during its duration. Contractors claiming an exemption from the Wisconsin Worker’s Compensation Act must provide proof that they are not required to have it. This Certificate must be in the Department file prior to the beginning of any work within the contract area. The purchaser shall notify the Department in writing immediately upon any change in or cancellation of insurance coverage required under the contract.
**Sales Tax Exempt Status:** The purchase must provide a completed copy of the Wisconsin Department of Revenue Sales Tax Use Exemption Certificate (WI Department of Revenue Form S-211.)

**Heterobasidion Root Disease – HRD (formerly Annosum Root Rot) Treatment:** Some of the timber sales advertised **REQUIRE** the Contractor to complete HRD treatment within the timber sale area. Review the timber sale information and maps closely to determine where and when treatment is required. Treatment will follow the most current risk-based prevention guidelines. Treatment must be performed by a Certified Pesticide Applicator through Wisconsin Department of Agriculture, Trade, and Consumer Protection. Proof of Certification will be required prior to starting treatment. The Seller will not provide the fungicide for application. The contractor is required to report the type and amount of fungicide used. For additional HRD information: [http://dnr.wi.gov/topic/foresthealth/annosumrootrot.html](http://dnr.wi.gov/topic/foresthealth/annosumrootrot.html)

**GENERAL SALE CONDITIONS**

The following conditions apply on all timber sales unless stated differently on the individual sale map.

**Contracts:**
1. A sample State of Wisconsin Timber Sale Contract is available for review prior to bidding.
2. Contract ending dates are listed for each timber sale. **Cutting on these sales shall be completed during the original contract period. Contract extensions with stumpage increases will be granted only when the sale operator can show just cause for an extension.**
3. Contracts are not to continue for longer than a 4-year period. Requests for contract extensions must be submitted prior to the expiration date of the contract. Stumpage price increases for extensions vary based on the original contract length determined by sale size and restrictions.

**Cutting and Utilization:**
1. Each timber sale has individual specifications. Be sure to read all the conditions and requirements listed on the individual sale map and within this prospectus carefully. Contact the DNR Forester listed for the sale if you have questions prior to bidding. Harvest restrictions listed for each sale may be lessened during the contract period based on updated policy and/or research.
2. Whenever a sale area is divided into two or more cutting zones, one zone must be completed before cutting may begin within another zone, unless authorized. Trees designated not to be cut may not be removed for any reason without permission from the Wisconsin DNR.
3. All trees designated for cutting that will make one or more 100-inch pulpwood sticks to the minimum top diameter chosen by the bidder will be cut, unless specific otherwise. All timber marked or designated for cutting will be utilized whether the quantity is more or less than estimated.
4. Volume to be cut is estimated, but not guaranteed. Volumes are estimated and bid to a standard 4” minimum utilization standard for pulpwood and 10” for sawlogs unless indicated otherwise. If the timber volume exceeds the estimate, as a whole or by species, the purchaser has the obligation to cut and remove it, paying the unit bid price. If there is less timber than estimated, there is no obligation of the seller to make up the “shortage”.
5. Fuelwood can only be harvested in approved biomass harvest sales – noted for each advertised sale. Fuelwood is defined as dead trees, unmerchantable parts of the trees, and wood less than 4” diameter on marked or designated trees that are not utilized as pulpwood. If utilization to a smaller diameter is desired by the contractor and approved by the property manager and forester, a price and volume estimation to account for the additional fiber harvested will be agreed upon and included in the timber sale contract payment schedule.
6. Unless noted, all slash shall be lopped and scattered within 30 inches of the ground. No slash shall be left hung-up or placed across property lines.
7. Oak trees may not be cut between April 15th and July 15th to prevent the spread of oak wilt, unless specific otherwise on the sale map or within this prospectus. Exceptions may be considered on a case by case basis.

**Roads, Trails, and Landings:**
1. All landing locations and wood access roads need prior approval before construction begins.
2. Woods roads, trails, and landings shall be restored to contract specifications prior to sale closeout. **All merchantable wood bulldozed out during road construction must be utilized.**
3. Unless indicated otherwise, all access or use of adjacent private lands is the responsibility of the bidder.
4. It is the responsibility of the contractor to any required permission from the appropriate Township to haul upon or deck wood along Town Roads.
Scaling Specifications:

1. Each sale specifies how the wood will be scaled and sold: lump sum, mill scale, or field scale.
2. Any firewood sold to a private entity by the contractor must be stick-scaled by the DNR prior to leaving the timber sale, unless an alternate method of sale and volume accounting is agreed upon by all parties.
3. Stumpage sold as mill scale that will not be hauled to a scale or will be hauled to a mill owned by the Purchaser must be field scaled by the DNR Forester. Unless specified otherwise, the contractor should provide a minimum 2-day notice for a requested field scale. For sales sold by tons, the enclosed DNR weight conversions will be used for field scaling.
4. When there is no sawlog volume listed on the timber sale prospectus, bolts and logs may be scaled as cordwood. Scale sheets with board feet volumes (using the Scribner Decimal “C” log rule) will be converted to cordwood volume using standard DNR conversion factors.
5. The conversion factor for cordwood to MBF is 2.44 cords per MBF for softwoods, and 2.20 cords per MBF for hardwoods.
6. When peeled cordwood is scaled, 12.5% will be added to hand peeled volume.
7. Lump sum sales required pre-payment for the entire sale amount prior to any harvesting or work on the sale begins. Larger lump sum sales may be broken into defined zones for payments.

Best Management Practices: Wisconsin’s Best Management Practices for Water Quality (BMP’s), Best Management Practices for Invasive Species, and Woody Biomass Harvesting Guidelines must be followed on all DNR timber sales. Copies of each are available from the DNR. Equipment must be cleaned prior to starting and leaving timber sales to prevent the introduction and spread of invasive species.

Weight Conversion Factors: The following weight conversion factors will be used to convert from standard cord to tons.

CORDWOOD WEIGHT CONVERSION FACTORS (POUNDS PER CORD AND TONS PER CORD)

<table>
<thead>
<tr>
<th>Species</th>
<th>Weight (lbs)</th>
<th>Weight (tons)</th>
<th>Species</th>
<th>Weight (lbs)</th>
<th>Weight (tons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hemlock</td>
<td>4800</td>
<td>2.400</td>
<td>Yellow Birch</td>
<td>5350</td>
<td>2.675</td>
</tr>
<tr>
<td>Tamarack</td>
<td>4650</td>
<td>2.325</td>
<td>Hard Maple</td>
<td>5100</td>
<td>2.550</td>
</tr>
<tr>
<td>Red Pine</td>
<td>4500</td>
<td>2.250</td>
<td>Beech</td>
<td>5050</td>
<td>2.525</td>
</tr>
<tr>
<td>Jack Pine</td>
<td>4250</td>
<td>2.125</td>
<td>Elm</td>
<td>5000</td>
<td>2.500</td>
</tr>
<tr>
<td>Balsam Fir</td>
<td>4250</td>
<td>2.125</td>
<td>Balsam Poplar</td>
<td>4900</td>
<td>2.450</td>
</tr>
<tr>
<td>White Pine</td>
<td>4200</td>
<td>2.100</td>
<td>White Birch</td>
<td>4800</td>
<td>2.400</td>
</tr>
<tr>
<td>Spruce</td>
<td>4000</td>
<td>2.000</td>
<td>Cottonwood</td>
<td>4650</td>
<td>2.325</td>
</tr>
<tr>
<td>Cedar</td>
<td>3150</td>
<td>1.575</td>
<td>Ash</td>
<td>4600</td>
<td>2.300</td>
</tr>
<tr>
<td>White Oak</td>
<td>5850</td>
<td>2.925</td>
<td>Soft Maple</td>
<td>4550</td>
<td>2.275</td>
</tr>
<tr>
<td>Red Oak</td>
<td>5500</td>
<td>2.750</td>
<td>Aspen</td>
<td>4500</td>
<td>2.250</td>
</tr>
<tr>
<td>Hickory</td>
<td>5400</td>
<td>2.700</td>
<td>Basswood</td>
<td>3850</td>
<td>1.925</td>
</tr>
<tr>
<td>Mixed Hardwood</td>
<td>4800</td>
<td>2.400</td>
<td>Locust</td>
<td>5300</td>
<td>2.650</td>
</tr>
</tbody>
</table>

Payments: Timber will not be removed from any sale area until paid for or a satisfactory guarantee for payment is made. Qualifying contractors have the option for deferred payments. Under this option, payment for scaled or haul ticket wood must be received within 30 days of billing. If a payment is received later than 30 days, a late interest penalty of 1.5% for every 30 days on past due stumpage in excess of the 30-day period will apply. Violations of payment provisions will result in the contractor having to pre-pay for the remainder of the sale. Additional violations, even on separate sales, will result in the purchaser being required to pre-pay on all State timber sales for a two-year period.
TIMBER SALE TRACT INFORMATION

Please review the timber sale maps for harvest prescriptions, requirements, restrictions, scale method, access issues, contract ending date, and other pertinent details. Please note that the volumes listed are estimates only. A DNR Forestry Contact is listed for each sale if you have specific questions or concerns. All lands included in these tracts are Third Party Certified.

JOB #1: Horseshoe Sale (TRACT 3808-02-19) – Field Scale
Property: Menominee River State Recreation Area
Contact: Melissa Scheuerman, Forest Technician – Pembine – (715) 308-5880
Location: SW ¼. Section 25, T37N-R22E, Town of Pembine, Marinette County
✓ 59 acres of timber stumpage with the following estimated volume:
  - 860 cords aspen
  - 140 cords mixed hardwood
  - 5 cords white spruce
✓ Oak wilt restrictions applied – no harvesting or skidding April 15 – July 15.
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% increase for 1-year extension)
✓ Minimum Bid Allowed: $25,122.00

JOB #2: NW Territory 2 Sale (TRACT 3809-01-19) – Mill Scale
Property: Governor Thompson State Park
Contact: Derrick McGee, Forester – Wausaukee – (715) 927-3400
Location: Parts of Sections 8 & 9, T33N R18E, Town of Stephenson, Marinette County
✓ 50 acres of timber stumpage with the following estimated volume:
  - 450 cords red pine
  - 320 cords scrub oak (includes 75 MBF of logs)
  - 25 cords mixed hardwood
✓ See timber sale management map for specific harvest requirements and wetland crossing needs.
✓ Restriction: Frozen ground harvest conditions. (HRD treatment and oak wilt restrictions avoided due to frozen ground requirements.)
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum Bid Allowed: $17,878.50

JOB #3: River Drive Sale 2 (TRACT 3810-01-18) – Mill Scale
Property: Governor Earl Peshtigo River State Forest
Contact: Garrett Lubbers, Forester – Crivitz – (715) 929-0210
Location: Parts of Sections 21 & 28, T31N R22E, Town of Porterfield, Marinette County
✓ 108 acres of timber stumpage with the following estimated volume:
  - 1650 cords aspen
  - 260 cords red pine
  - 200 cords mixed hardwood
✓ See timber sale management map for specific harvest requirements. Harvesting only allowed between December 1 and April 1.
✓ Contractor will need to obtain access to use private woods road north of River Drive. Decking is now allowed along town roads.
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum Bid Allowed: $73,294.00
JOB #4: Bushman East Sale (TRACT 3810-01-19) – Lump Sum
Property: Governor Earl Peshtigo River State Forest
Contact: Derrick McGee, Forester – Wausaukee – (715) 927-3400
Location: SENW, Section 8, T32N R19E, Town of Stephenson, Marinette County
✓ 31 acres of timber stumpage with the following estimated volume:
  - 140 cords jack pine (includes 2 cords fir)
  - 110 cords red pine
  - 110 cords scrub oak
  - 10 cords aspen (includes 2 cords cherry)
✓ Oak wilt and HRD restrictions applied – see map for restrictions and timeframes on each unit.
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum Bid Allowed: $13,354.00

JOB #5: Sandy Lane Sale (TRACT 4316-01-19) – Field Scale
Property: South Branch Oconto River Fishery Area
Contact: Steve Kaufman, Forester – Oconto Falls – (920) 360-1290
Location: SWNW, Section 33, T30N R17E, Town of Breed, Oconto County
✓ 4 acres of timber stumpage with the following estimated volume:
  - 90 cords red pine
  - 70 cords aspen
  - 25 cords white pine
  - 9 cords mixed hardwood
  - 4 cords balsam fir
✓ Harvesting date restrictions – see map for dates east and west of the purple paint line.
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum Bid Allowed: $4,201.80

JOB #6: Red Cedar Road Sale (TRACT 4329-01-19) – Mill scale pulp, field scale logs
Property: Green Bay West Shores Wildlife Area
Contact: Chris Duncan, Forester – Oconto Falls – (920) 604-1533
Location: Parts of Section 4 and 5, T28N R22E, Town of Oconto, Oconto County
✓ 74 acres of timber stumpage with the following estimated volume:
  - 2300 tons aspen
  - 775 tons ash
  - 380 tons mixed hardwood
  - 24 MBF red maple
  - 24 MBF ash
  - 1 MBF oak
✓ Harvesting allowed between November 1 and March 31 when the ground is frozen or dry.
✓ Biomass Harvest is NOT approved.
✓ Contract ending date July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum Bid Allowed: $48,998.50
JOB #7: N Park Ave Sale (TRACT 4329-01-16) – Mill scale pulp, field scale logs
Property: Green Bay West Shores – Oconto County
Contact: Chris Duncan, Forester – Oconto Falls - (920) 604-1533
Location: Section 8 - T28N-R22E, Town of Little River, Oconto County
✓ 9 acres of timber stumpage with the following estimated volume:
  - 180 tons ash
  - 150 tons cottonwood
  - 20 MBF ash
✓ See timber sale management map for harvest requirements.
✓ Harvesting operations allowed during frozen or exceptionally dry conditions only.
✓ Biomass Harvest NOT Approved due to property management objectives.
✓ Contract Ending Date: July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum bid not advertised.

JOB #8: Lone 40 Sale (TRACT 4329-02-16) – Mill scale pulp, field scale logs
Property: Green Bay West Shores – Oconto County
Contact: Chris Duncan, Forester – Oconto Falls - (920) 604-1533
Location: Section 28, T29N-R22E, Town of Little River, Oconto County
✓ 23 acres of timber stumpage with the following estimated volume:
  - 165 tons mixed hardwood
  - 42 MBF mixed hardwood
✓ See timber sale management map for harvest requirements.
✓ Harvesting operations allowed during frozen or exceptionally dry conditions only.
✓ Sale can be accessed from west via state easements or from the east by crossing private lands. Buyer must obtain permission from private landowner to access from the east. Contact Lee Johnston for access information: (920) 848-2026.
✓ Contract Ending Date: July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum bid not advertised.

JOB #9: Kroenke Lake Sale (TRACT 5906-01-19) – Mill Scale
Property: Kroenke Lake State Natural Area – Shawano County
Contact: Tim James, Forester – Keshena - (920) 604-1533
Location: Section 5, T27N-R15E, Town of Richmond, Shawano County
✓ 46 acres of timber stumpage with the following estimated volume:
  - 650 tons mixed hardwood
  - 450 tons aspen
  - 375 tons red pine
  - 85 tons oak
  - 40 tons white pine
  - 42 MBF red maple
  - 35 MBF oak
✓ See timber sale management map and prospectus for harvest requirements.
✓ Harvesting operations allowed between October 1 and March 31. s only.
✓ Contract Ending Date: July 1, 2023 (15% stumpage increase for 1-year extension)
✓ Minimum bid not advertised.
Kroenke Lake Sale  
Tract No: 5906-1-19  
46 Total Acres  

DNR Contacts: 
Tim James – (715) 701-8018  

- Cutting will occur between crop harvest 2019 and March 31st 2020 and then October 1st – March 31st every year after. No cutting or skidding during 9 day gun deer season  
- Cutting and skidding is not allowed on trails outside the cutting areas  
- Cut all ironwood and black locust  
- Equipment must be clean and inspected by the DNR before entering sale  
- Cutting and skidding is only allowed during dry or frozen soil conditions  
- Trails must be kept clean of slash and drivable by personal vehicle  

Legend  
- Section Corner  
- Red Paint Line  
- Blue Paint Line  
- Property Lines  

Hardwood Thinning (38 acres)  
- Harvest all trees marked with orange paint  
- Leave all dead standing and down trees  
- Tops will be spread out in the cutting area and less than 24” high  

Oak Shelterwood Harvest (6 Acres)  
- Harvest all trees 1” and greater except designated trees marked with Green Paint  
- Leave all dead standing and down trees  
- Tops will be spread out in the cutting area and less than 24” high  

Red Pine Clearcut (2 Acres)  
- Trees with Purple Paint will be cut off at 8’ leaving an 8’ stump  
- Cut or crush all stems inside the purple marked trees and less than 24” high
**State of Wisconsin**
**Department of Natural Resources**

dnr.wi.gov

*Timber Sale Bid*

Form 2400-049 (R 7/16)

**Notice:** Completion of this form is mandatory. The Department will not recognize your bid unless you complete and submit this form. Personal information collected will be used for program administration and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

**Bidder Name**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

**Property Name (if any)**

<table>
<thead>
<tr>
<th>Kroenke Lake State Natural Area</th>
<th>Tract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5906-01-19</td>
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</table>

**Date and Hour of Bid Opening**

**Wednesday, January 8, 2020 - 8:30 a.m.**

<table>
<thead>
<tr>
<th>Minimum Acceptable Bid (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

**Species - All bids including Lump Sum bids must be by species**

<table>
<thead>
<tr>
<th>Species</th>
<th>Utilization Specifications</th>
<th>Advertised Value Per Unit (optional)</th>
<th>Estimated Volume</th>
<th>Volume Units</th>
<th>Price Bid Per Unit</th>
<th>Total Bid Value on Estimated Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed Hardwood</td>
<td>4&quot; minimum diameter</td>
<td>650</td>
<td>tons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspen</td>
<td>4&quot; minimum diameter</td>
<td>450</td>
<td>tons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Pine</td>
<td>4&quot; minimum diameter</td>
<td>375</td>
<td>tons</td>
<td></td>
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<tr>
<td>Oak</td>
<td>4&quot; minimum diameter</td>
<td>85</td>
<td>tons</td>
<td></td>
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<tr>
<td>White Pine</td>
<td>4&quot; minimum diameter</td>
<td>40</td>
<td>tons</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Red Maple</td>
<td>10&quot; minimum diameter</td>
<td>42</td>
<td>MBF</td>
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<tr>
<td>Oak</td>
<td>10&quot; minimum diameter</td>
<td>35</td>
<td>MBF</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The award shall be based on this TOTAL BID AMOUNT:

**Performance Bond**

Will be in the form of: (select one)

- [ ] Cash
- [ ] Assurance Bond
- [ ] Personal Check
- [ ] Certificate of Deposit
- [ ] Certified Check/Money Order
- [ ] Assignment of Savings Account
- [ ] Irrevocable Letter of Credit

I understand that any or all bids may be rejected and that consideration and awarding of a contract will be based upon my past performance and ability to complete contracts. I also understand that if I am the winning bidder, I have 6 weeks from the date of the bid opening to submit an acceptable performance bond. I also understand that if I am awarded the contract and fail to execute it or work under it, I will be required to forfeit to the Department an amount equal to 10% of my total bid amount. Failure to forfeit the 10% penalty will result in being considered ineligible to bid on any state timber sales for a two-year duration. In the event the highest bidder can not or will not sign the contract, the award will be made to the next highest qualified bid.

**Notice:** I understand:

Utilization specifications and estimated volumes are listed in the prospectus which is available upon request from the Department.

A copy of the standard timber sales contract which must be entered into is available upon request from the Department.

**Signature of Bidder**

**Bidder's Name (Please Print or Type)**

**Phone Number (include area code)**

**Email Address (optional)**