

WCF WRITTEN DOCUMENT STANDARDS

Items listed for each document are listed as required and recommended. The required items are to be included in the documents as required in the bylaws. The recommended items should be included where applicable. This list does not dictate wording, but gives each WCF member the freedom to compose documents to fit their business needs for service agreements, timber sale contracts, land access agreements, and sale ads.

SERVICE AGREEMENTS:

Required

1. Full name(s) and address(s) of landowner.
2. Legal description of project area.
3. Description of service(s) to be provided. i.e. sale set up, sale administration.
4. Timeline for completion of service work.
5. Description of fee schedule (how, when and penalties).
6. Termination clause.
7. Dated signatures of all parties involved.
8. Permission to obtain & file required or necessary forms, reports or notices (NHI, historical/archaeological, MFL cutting notices, county cutting notices, etc) if applicable.

Recommended

9. Who is responsible for extra permits (water crossing, etc.).
10. How will performance bonds be handled.
11. Describe who is actually responsible for boundaries/property lines.

TIMBER SALE CONTRACTS

Required

1. Purchaser and Seller contact information
2. Legal description of sale area.
3. Cutting specifications, including any pertinent restrictions (seasonality, BMP for water quality, invasive or endangered species).
4. Purchase price and payment terms.
5. Utilization requirements (species and product specifications).
6. Down payment, performance bond and disposition terms if applicable.
7. Expiration date and extension terms.
8. Road construction and rehabilitation requirements if applicable.
9. Statement regarding liability for damages and/or injuries.

10. Conditions for noncompliance and suspension of operations (including penalties).
11. Notification of owner or his agent when operations begin.
12. Purchaser insurance requirements.
13. Conditions for reassignment of contract.
14. Requirement that all modifications will be in writing and signed by all parties.
15. Statement of continuity to heirs, executors, successors, and assigns.
16. Dated signatures of all parties.
17. Include a timber harvest map.
18. Termination clause.

Recommended

19. Forest fire prevention info.
20. Include a copy of the MFL cutting notice, if it is a MFL sale.
21. Cutting notice responsibilities for both MFL and County.

LAND ACCESS AGREEMENTS

Required

1. Names and contact information of ALL parties involved.
2. Dated signatures of all parties involved.
3. Detailed description of how, when and where access will occur.
4. Describe any compensation for access.
5. Describe how access will be left when job is finished.

SALE AD/ PROSPECTUS INFO

Recommended

1. Property legal description (directions to property).
2. Name, address, and phone number of owner(s).
3. Description of timber for sale (area and estimated volumes).
4. Cutting specifications.
5. Description of when logging may occur (consider insect/disease issues, such as oak wilt restriction dates, and landowner stipulations).
6. Description of any special considerations (stumps treated for annosum, how slash and cut offs are to be left, any road maintenance, RMZs, stream crossings, etc.).
7. Stipulate the amount and terms of the security deposit/bond or letters of credit, (who will hold it, what it is for, and who will determine if/when it will be returned).

8. Stipulate how volume will be determined (lump sum, mill scale, weight, scale on landing, or some combination), what conversions will be used for weight scaled wood, Scribner, MBF to cords etc. and any utilization standards.
9. Stipulate insurance requirements.
10. State when bids are due and how you want them submitted and who/where you want them submitted.
11. Include a sale area map (showing pertinent sale boundaries, access, property lines, cutting boundaries, etc.)
12. Contract ending date.
13. Statement about contract extensions and any increases in stumpage or administrative fees.
14. Place for bidder info, name, address, phone number etc.
15. Bid opening date and time
16. Topography and soil type, if applicable
17. MFL order #
18. Clause stating bidders encouraged to examine job and make own assessments.
19. Clause stating Intent is to accept best responsible offer, but landowner has right to reject any or all offers.