REQUEST FOR Bid

FOR

DIVER ASSISTED SUCTION HARVESTING

&

Acoustic Surveys

Located on Marl Lake and West Branch
White River (a.k.a. Upper Millpond), Town of Deerfield, Waushara County

Issued on: December 21, 2016
Due Date: January 12, 2017, 12:00PM

Administered by: Waushara County Land Conservation and Zoning Department
Section 1 – INTRODUCTION, INTENT and PURPOSE OF RFB

1.1 Notice to Vendors

Pursuant to General Statutes Waushara County is seeking bids for a Diver Assisted Suction Harvester and Acoustic Surveys project. The county is applying for Department of Natural Resources (DNR) grant funding for a 3 year project. The project includes the removal of Eurasian Water Milfoil (EWM) from two (2) project lakes; Marl Lake and West Branch of White River (a.k.a. Upper White River Mill Pond) both located in the Town of Deerfield, Waushara County, using a Diver Assisted Suction Harvester (DASH) system as well as conducting acoustic surveys to map areas of dense vegetation that may target pockets of EWM.

Bids will be accepted until January 12, 2017 at 12:00PM at Waushara County Land Conservation and Zoning Office, 209 South Saint Marie Street, PO Box 1109, Wautoma, WI 54982.

Complete specifications and instructions are attached herewith.

Bid documents may be obtained from the Waushara County Land Conservation and Zoning Office or from the Waushara County website: www.co.waushara.wi.us.

Bids shall be submitted on the standard forms furnished by the County and shall be submitted in a sealed envelope identifying the bidder’s name and the bid number on the face of the envelope.

A bid deposit is not required with this Request for Bids.

Submission of any bid signifies the Vendor’s agreement that its’ bid and the content thereof are valid for 120 days (four months) following the submission deadline and will become part of the contract that is negotiated between Waushara County and the successful vendor. All prices submitted with the bid shall remain in effect for the 120-day period.

Sincerely,

Terri Dopp-Paukstat, Director, Waushara County Land Conservation and Zoning
1.2 Intent of this RFB

This Request for Bids (RFB) is intended to provide vendors with a common, uniform set of specifications to assist them in the development of their bids and to provide a uniform method for the County to fairly evaluate bids and subsequently select a vendor for reclamation of a non-metallic mine.

In responding to this RFB, vendors should follow the prescribed format and use the forms included, thus providing the County with data that is easily compared with data submitted by other vendors in order to fairly and objectively evaluate the proposals.

The County assumes no responsibility for conclusions or interpretations derived from the information presented in this RFB, or otherwise distributed or made available during this bidding process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFB or any documents provided by the County other than those given in writing by the County through the issuance of addenda. In no event may a vendor rely on any oral statement by the County or its' agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFB and to submit a bid for the reclamation of a non-metallic mine pursuant to the standards required by the Waushara County Ordinances and State regulations.

1.3 Purpose

The purpose of this document is to provide minimum specifications for the removal of Eurasian Water Milfoil from two (2) project lakes; Marl Lake and West Branch of White River (a.k.a. Upper White River Mill Pond) for a three year period and to perform acoustic surveys to map areas of dense vegetation that may target pockets of EWM.

Section 2 - REQUEST FOR BIDS

2.1 Issuing Office and Inquiries

This Request for Bids (RFB) is issued by Waushara County Land Conservation and Zoning on behalf of Waushara County. Any inquiries, clarifications, or interpretations regarding this RFB should be directed in writing to:

Waushara County Land Conservation and Zoning
209 S. Saint Marie Street, PO Box 1109
Wautoma, WI 54982
920-787-0443

Responses to inquiries that affect the content of this RFB will be provided in writing to all recipients of the RFB through an addendum. It is the responsibility of each vendor to inquire about any aspect of the RFB that is not fully understood or is believed to be susceptible to more than one interpretation. The County will accept only written inquiries regarding this RFB. The County’s interpretation of the RFB shall be controlling in all cases.
2.2 Submission of Bids

Bids must be presented on the bid/specification forms attached to this RFB in a sealed envelope and mailed or delivered to:

Waushara County Land Conservation and Zoning
209 S. Saint Marie Street, PO Box 1109
Wautoma, WI  54982
920-787-0443

Any bid submitted on forms other than the Waushara County Land Conservation and Zoning Bid form may be disqualified. TELEPHONE BIDS AND/OR FAXED BIDS CANNOT BE ACCEPTED. All bids submitted must be typed or written in ink and signed by the bidder’s designated representative.

Vendors must submit one original and one (1) complete copy of each bid.

Vendors may bid on a single item in the packet.

No responsibility shall be attached to the County for the premature opening of any bid proposal not properly addressed or identified.

In order to be considered for selection, bids must be received by the date, time and place previously outlined. The bidding process will be considered closed at January 12, 2017 at 12:00 PM. Failure to meet this deadline will disqualify the bidder.

2.3 Addenda

No oral statements, explanations, or commitments by anyone shall be of any effect unless incorporated into the addenda. It is the responsibility of the Vendor to periodically check with the County’s representative or on the County’s website before submitting a bid to obtain any addenda that have been issued.

2.4 Content of Bid

Vendors shall not be allowed to submit additional documentation once bids are opened. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Vendor to disqualification.

2.5 Bid Pricing

All bid prices shall be complete and include any warranty. Taxes are to be shown as a separate line item. The Bid Form shall be used for the purpose of providing these prices. All bid prices and conditions must be specified on the Bid Form. Bid prices shall be valid for at least 120 days from the date of the Bid Opening, or as otherwise specified on the Bid Form.
2.6 Exceptions to the RFB

Any exceptions to these specifications indicated must be clearly listed and explained on the Exception Form (APPENDIX A), included in this RFB. Otherwise, it will be considered that the items offered are in strict compliance with these specifications and the successful bidder will be held responsible for meeting these specifications. Any exceptions must be referenced by section number and explained in detail on the Exception Form. Any bidder not complying shall not be considered as responsive.

2.7 Bid Opening

Bids will be opened at 1:00PM on January 12, 2017 at the Waushara County Land Conservation and Zoning Office.

2.8 Bid Withdrawal

If the Vendor desires to withdraw their bid, a request must be submitted before the bid opening, in writing to explain the purpose for withdrawal.

2.9 Bids Property of County

All bids submitted in response to this RFB become the property of the County once they are opened. All submitted proposals and supporting material are a matter of public record.

2.10 Rejection of Bid

The County reserves the right to reject any or all bids, with or without cause, and to waive informalities when such rejection is in the interest of the County. Waushara County also reserves the right to reject the bid of a vendor who has previously failed to perform properly or complete on-time a contract of similar nature.

2.11 Disqualification of Vendors

More than one bid from an individual, firm, partnership, corporation, or association under a different name or names shall not be considered. Any or all bids shall be rejected if there is reason to believe that collusion exists among the Vendors. In this situation all participants in such collusion shall not be considered for the current or future bids for the same work. No contract shall be awarded except to competent vendors capable of performing the class of work contemplated.

2.12 Award

The award of this bid will not be based solely on lowest price. The award will be based and granted on “BEST VALUE”. “BEST VALUE” will allow Waushara County to consider factors beyond pricing such as whether the responsible vendor is able to meet and/or exceed the required specifications. “BEST VALUE” will permit and reflect prudent stewardship of public funds and trust.
2.13 Notification of Award

After all prerequisites and specifications have been met by the bidder and the award for this bid is made, the successful bidder will be notified within ten (10) working days. Waushara County Land Conservation and Zoning will notify the successful bidder in writing. VERBAL NOTIFICATION OF THE AWARD IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

2.14 Vendor’s Guarantee

By submitting a bid on these specifications, the vendor binds himself to all conditions in these specifications. Any variance with the specifications must be stated with the submitted bid and may, after review of all consequences of the variance, disqualify the bid.

2.15 Completion Requirement

A guaranteed completion date may be considered in making the award. Any vendor who submits a bid on these specifications agrees to complete the project by the date in the specifications. If vendor feels the requested completion date cannot be met, the vendor shall so state and give revised date with bid. The completion schedules that are submitted by the Vendor and agreed upon by the County shall automatically become binding upon the successful Vendor.

2.16 Inspections

The successful vendor acknowledges and understands that the completion of the project must meet all Waushara County Codes and State regulations. Therefore, Waushara County Land Conservation and Zoning will make regular inspections of the project to ensure compliance. A final site inspection will be completed prior to final payment in each year of the project.

2.17 Non-Collusion

By executing and submitting this bid, the Bidder certifies that his bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person in reference to such bidding.

2.18 Taxes

Taxes should not be included in the bid. Any sales tax items should be listed as a separate item at time of invoicing.
2.19 Payment
It is the desire of Waushara County to pay promptly. It is the vendor’s responsibility to submit invoices monthly to the Department at 209 S. Saint Marie Street, PO Box 1109, Wautoma, WI 54982.

Invoices shall include a detail of the material used, number of hours, price per hour and work completed.

Final payment shall be made within 30 days following the final inspection of the site and verification that the project complies with all Waushara County Codes and State Regulations.

Vendors must provide tax information to include vendor’s full business name, address, “remit to” address, and federal tax identification number, through submission of a completed W-9.

2.20 Indemnification
The successful bidder shall hold the County, to include all Board members and employees, harmless from all liabilities, obligations, losses, claims, damages, actions, suits, proceedings, costs, expenses, including attorneys’ fees, that:

a) Arise out of, are connected with, or result directly or indirectly from the successful bidder’s failure to perform any of its obligations under this request for bids; or
b) Are a result, of a breach of any of the successful bidder’s warranties. No indemnification responsibilities created by this section shall survive and be enforceable after the contract between the County and the successful bidder terminates or expires, and they shall be terminated only by written agreement of the successful bidder and the County.
Section 3 - SPECIFICATIONS

3.1 General Site Information
The project includes the removal of Eurasian Water Milfoil from two (2) project lakes; Marl Lake and West Branch of White River (a.k.a. Upper White River Mill Pond) both located in the Town of Deerfield, Waushara County. Additionally, the project includes the use of acoustic surveys to map dense areas of vegetation in both of the candidate lakes. Maps of the area will be made available to all potential bidders at the time materials are available.

3.2 Aquatic Invasive Species Harvest Measures
Includes performing manual harvesting of pioneer AIS plants using a diver assisted suction harvester system to eliminate EWM from candidate lakes listed above.

a). Eurasian Water Milfoil Harvest to begin in early summer and conclude by late August.
b). Host one DASH Workshop: Contractor to describe the use of the DASH system to lake groups and the public. This may be done in conjunction with harvesting EWM on one of the candidate lakes.

3.3 Acoustic Surveys
Includes the use of an acoustic survey to map deep beds of aquatic vegetation two (2) times; prior to first harvest (June) and again after last harvest (September) of the first and third year of the project.

3.4 References/Demonstrated Proficiency
The successful bidder must provide references that demonstrate success removing EWM using a DASH system for a minimum of three years.

The successful bidder must provide references that demonstrate success in performing acoustic surveys for a minimum of three years.
## Appendix A – EXCEPTION FORM

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Explanation</th>
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Signature: ____________________________________________ Date: __________________________

Print Name: __________________________________________

Title: ________________________________________________

Company: _____________________________________________

Address: _____________________________________________

E-mail: ______________________________________________

Telephone: __________________________________________
BID FORM

**BID NO. ________**

I, (We), the undersigned after reading and fully understanding the terms, conditions and specifications of Request for Bids – Diver Assisted Suction Harvesting and agree to furnish a firm fixed price (excluding tax).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>COST</th>
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<tbody>
<tr>
<td>1.</td>
<td>EWM Removal</td>
<td>$_______</td>
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<tr>
<td>2.</td>
<td>Host DASH Workshop</td>
<td>$_______</td>
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<tr>
<td>3.</td>
<td>Acoustic Survey</td>
<td>$_______</td>
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**GRAND TOTAL** $_________

Completion Date: _September 30, 2019_ ________________

**COMPANY NAME:** ____________________________________________

**ADDRESS:** ____________________________________________

**CITY:** ______________________ **STATE:** _____________ **ZIP CODE:** ___________

**TELEPHONE:** ____________________ **FAX:** ____________________

**EMAIL ADDRESS:** __________________________________________

**PRINT NAME:** ____________________

**AUTHORIZED SIGNATURE:** ____________________________________
WAUSHARA COUNTY – Eurasian Water Milfoil Removal, Using Diver Assisted Suction Harvester (DASH)

VENDOR REFERENCES
(A minimum of 3 are required, please copy this form)

Agency/ Landowner Name ____________________________________________

Address ______________________________________________________________________

Contact Person ____________________ Contact Number ______________________

Email ______________________________ Fax Number _______________________

Number of lakes _____________________ Contract Value ___________________

Size (acres) of AIS removed, work performed and scope of project:
(May use references for any conservation related work done for a government agency or any other references you are able to provide)

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

Satisfaction with Work Performed (Please explain):

______________________________________________________________________________

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______________________________________________________________________________