

**REQUEST FOR BIDS
2020 - 2021 AIRPORT HAYING AGREEMENT
MINOT INTERNATIONAL AIRPORT**

GENERAL

The intent and purpose of this Request for Bids is to solicit bids from interested parties seeking to be responsible for cutting, baling, and removing hay from designated areas of the Minot International Airport property beginning May 2020 and ending October 31, 2021.

SCOPE OF WORK

The contract will be for cutting, baling, and removing hay from designated areas of airport property. The designated areas equate to approximately 700 acres; a figure has been included for reference. The winning bidder will be responsible for complying with all applicable airfield regulations including access control, security badge training for all personnel pending successful background check results, coordination with Airport Operations and Air Traffic Control as necessary, and compliance with the airport's Wildlife Hazard Management Plan (WHMP) (a copy of which is available, upon request, from the Airport Operations Manager).

Among other things, the airport's WHMP recommends: hay cutting be done prior to seed production; hay not be stored on the airfield and thus be moved to perimeter fence lines and removed off premise after baling; all existing alfalfa crop be naturally diminished and converted to grass over time; manage airfield vegetation and agricultural activity in a manner that poses the least amount of wildlife attractants. If the haying contractor wishes to seed with an approved grass, such seeding will be done at the contractor's sole expense and only with the written pre-approval of the Airport Operations Manager.

The successful bidder will be required to provide a series of bale counts and weigh slips for hay removed from the airfield; certified scales must be used for weighing. Weigh slips and bale counts must be provided to the airport in advance of payment. Payment will be made within 30 days after final bale removal for the season and will only be accepted if corresponding counts and slips are received. Airport Operations reserves to right to perform independent bale counts and weighing.

BID SPECIFICATIONS

The bid price shall be expressed in dollars per ton. The bid price per ton shall remain the same for any second or repeated cuttings made at any point during the contract. Successful bidder will be required to complete a badge application and criminal history background check needed for badge issuance; associated fees will be at the bidder's own cost. Successful bidder will also be required to maintain proper and sufficient insurance to indemnify the City of Minot/Minot International Airport from any injury or damages which may arise out of successful bidder's operation and performance per the scope of work outlined above. Limits of the policy shall be at least \$1 Million per occurrence and \$2 Million in the general aggregate.

Bids must contain the name and phone number of the individual with whom communication can be made. All submittals must be received at the address and by the date and time specified herein. All submittal envelopes must be sealed and clearly marked, "Request for Bids – Minot International

Airport Haying Services." The City of Minot reserves the right to extend the Request for Bids submittal date for any reason. The City of Minot reserves the right, at any time, to reject any and all submittals, make requests for new RFBs, and to accept any submittal and make award of a contract that is deemed to be in the best interest of the City of Minot and the Minot International Airport.

The City Clerk of the City of Minot will receive sealed bids at the City Clerk's Office at City Hall (515 2nd Avenue SW, 2nd Floor), Minot, North Dakota, until 11:00 AM on March 24, 2020. Bids received after this time will be returned unopened to the bidder. Bidders are invited to be present at the opening of the bids 11:00 on March 24, 2020 in the Council Chambers.

Bid Sheet
Minot International Airport
2020-2021 Haying Contract

Bidder Name	Phone Number	Total Bid (\$ per Ton)



Designated Haying Areas = Approximately 700 Acres