

REQUEST FOR BID

FOR

DIVER ASSISTED SUCTION HARVESTING

Located on Black Otter Lake,
Village of Hortonville, Outagamie County

Issued on: January 18, 2018
Due Date: March 16, 2018, 12:00PM

Administered by: Black Otter Lake District

PROJECT SUMMARY

Black Otter Lake (Hortonville) is a 78 acre lake located in western Outagamie County. It has a maximum depth of 9 feet. Visitors have access to the lake from a public boat landing. Fish include Panfish, Largemouth Bass and Northern Pike. The lake is a focal point of the region and is used extensively for boating, kayaking, and fishing.

Black Otter Lake contains a number of native and non-native submerged aquatic vegetation species some of which may at times be classified as nuisance aquatic vegetation due to their overgrowth in areas that inhibit lake access and recreation. In some cases, these plants have both submerged and floating leaves, causing greater impact on lake uses. Native species that may be considered submerged aquatic vegetation within Black Otter Lake may include:

- Coontail (*Ceratophyllum demersum*)
- Filamentous algae
- Elodea (*Elodea Canadensis*)
- Small duckweed (*Lemna minor*)
- Watermeal (*Wolffia Columbiana*)
- Sago pondweed (*Stuckenia pectinata*)
- Common bladderwort (*Ultricularia vulgaris*)
- Northern watermilfoil (*Myriophyllum sibiricum*)
- Small pondweed (*Potamogeton pusillus*)
- Cattails (*Typha* sp.)

Non-native and potentially invasive species that may be considered submerged aquatic vegetation within and around Black Otter Lake may include:

- Eurasian watermilfoil (*Myriophyllum spicatum*)
- Stonewort (*Nitella* sp.)
- Curly-leaf pondweed (*Potamogeton crispus*)
- Non-native Phragmites (*Phragmites australis*)
- spiked loosestrife (*L. salicaria* var. *tomentosum*)

While aquatic plants provide numerous benefits to the lake's ecosystem, the predominance of certain species, as identified in the most recent Submerged Aquatic Vegetation Survey (SAV), can interfere with the use and enjoyment of the lake. As a result, DASH aquatic plant management should be carried out in a targeted, economical and reasonable fashion to meet the goals and objectives established by the AVMP.

Section 1 – INTRODUCTION, INTENT and PURPOSE OF RFB

1.1 Notice

Black Otter Lake District is seeking bids for a Diver Assisted Suction Harvesting project. The project includes the removal of Eurasian Water Milfoil (EWM) and any other invasive plants from Black Otter Lake located in the Village of Hortonville, Outagamie County, using a Diver Assisted Suction Harvester (DASH) system. Bids shall be based on the maximum number of surface acres a responsible DASH provider can perform for an amount not to exceed \$20,000.00. Bids will be accepted until March 16, 2018, 12:00PM at the Hortonville Municipal Services Center, 531 N. Nash St., PO Box 99, Hortonville, WI 54944. Complete specifications and instructions are attached herewith. Bid form is attached but not required as Vendor may use their own form. Bids shall be submitted in a sealed envelope identifying the bidder's name and project 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 180 days (six months) following the submission deadline and will become part of the contract that is negotiated between Black Otter Lake District and the successful vendor. All prices submitted with the bid shall remain in effect for the 180- day period. Bid Due Date: March 16, 2018

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 Black Otter Lake District to fairly evaluate bids and subsequently select a vendor. The Black Otter Lake District 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 Black Otter Lake District will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFB or any documents provided other than those given in writing by the Black Otter Lake District through the issuance of addenda. In no event may a vendor rely on any oral statement by the Black Otter Lake District or its' agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs/requirements of the Black Otter Lake District not necessarily assumed in this RFB.

1.3 Purpose

The purpose of this document is to provide minimum specifications for the removal of Eurasian Water Milfoil and other invasive plants identified in in the Submergent Aquatic Plant Survey (to be an addendum) of Black Otter Lake, Outagamie County.

Section 2 - REQUEST FOR BIDS

2.1 Issuing Office and Inquiries

This Request for Bids (RFB) is issued by the Black Otter Lake District. Any inquiries, clarifications, or interpretations regarding this RFB should be directed in writing to: Black Otter Lake District C/O Carl McCrary 531 N. Nash St., PO Box 99, Hortonville, WI 54944 or 920-378-3958.

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 Black Otter Lake District's interpretation of the RFB shall be controlling in all cases. Bid Due Date: March 16, 2018 Diver Assisted Suction Harvesting.

2.2 Submission of Bids

Bids must be mailed or delivered to: Hortonville Municipal Services Center, BOLD DASH RFB, 531 N. Nash St., PO Box 99, Hortonville, WI 54944. All bids submitted must be typed or written in ink and signed by the bidder's designated representative. Vendors must submit one (1) complete copy of each bid. No responsibility shall be attached to the Black Otter Lake District 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 March 16, 2018 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 Black Otter Lake District's representative 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. All bid prices and conditions can be specified on the Vendor's Bid Form, as long as it meets specification requirements. Bid prices shall be valid for at least 180 days from the date of the Bid Opening.

2.6 Exceptions to the RFB

Any exceptions to these specifications indicated must be clearly listed and explained, 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.

2.7 Bid Opening

Bids will be opened at 1:00PM on March 16, 2018 at the Hortonville Municipal Services Center.

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 Black Otter Lake District

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

2.10 Rejection of Bid

The Black Otter Lake District 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 Black Otter Lake District. Black Otter Lake District 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 per acre of DASH treatment. The award will be based and granted on "BEST VALUE". "BEST VALUE" will 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. Bid Due Date: March 16, 2018 Diver Assisted Suction Harvesting.

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. Black Otter Lake District will notify the successful bidder.

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 Black Otter Lake District 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 Outagamie County Codes and Wisconsin State regulations. 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 and explained at time of invoicing.

2.19 Payment

It is the desire of Black Otter Lake District to pay promptly. It is the vendor's responsibility to submit invoices to the Black Otter Lake District C/O Carl McCrary 531 N. Nash St., PO Box 99, Hortonville, WI 54944. 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 Outagamie County Codes and Wisconsin 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 Black Otter Lake District, to include all Committee 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 Black Otter Lake District and the successful bidder terminates or expires, and they shall be terminated only by written agreement of the successful bidder and the Black Otter Lake District. Bid Due Date: March 16, 2018 Diver Assisted Suction Harvesting.

Section 3 - SPECIFICATIONS

3.1 General Site Information

The project includes the removal of Eurasian Water Milfoil and other invasive aquatic plants from Black Otter Lake located in the Village of Hortonville, Outagamie County. Survey maps of the area will be made available to all potential bidders as those materials become 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 Invasive Aquatic Plants from Black Otter Lake, Outagamie County, Wisconsin.

- a) Invasive plant harvesting to begin in spring and conclude by early summer. Exact harvest locations will be determined and assigned based on the Black Otter Lake Aquatic Vegetation Management Plan map, which will be available upon request.
- b) DASH removal of as many full surface acres of invasive vegetation, at an amount not to exceed of \$20,000.00.

3.4 References/Demonstrated Proficiency

The successful bidder must provide references that demonstrate success removing EWM and other invasive aquatic plants using a DASH system for a minimum of two years, DOQ. Bid Due Date: March 16, 2018 Diver Assisted Suction Harvesting.

Appendix A - BID FORM

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) for a guaranteed number of surface acres to be treated through DASH at a “NOT TO EXCEED” price of \$20,000.

DASH Surface Acreage amount guaranteed: _____ surface acres.

Expected Completion Date: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

Black Otter Lake District Bid Due Date: March 16, 2018 Diver Assisted Suction Harvesting.

Bidder must be insured. Submission of certificate of liability and workers compensation insurance should accompany the bid.

VENDOR REFERENCES (A minimum of 1 is required, please copy this form) Agency/ owner 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.