



*Bois de Sioux*  
Watershed District

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[bdswd@runestone.net](mailto:bdswd@runestone.net)

# REQUEST FOR BIDS

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For the Mowing and Haying of the North Ottawa  
Impoundment Project & Collection Ditch

For 2025 with an Option to Renew for Years 2026 and 2027

**RESPONSES MUST BE RECEIVED BEFORE:**

***3:00 PM – April 16, 2025***

**DELIVERED TO:**

Bois de Sioux Watershed District  
Attn: Jamie Beyer, Administrator  
704 Highway 75 South  
Wheaton, MN 56296

*Notice: This Request for Bids is subject to final approval by the Bois de Sioux Watershed District Board of Managers.*

## **REQUEST FOR SEALED BIDS**

Sealed bids for the mowing and haying of the North Ottawa Impoundment Project (“North Ottawa”) will be received by the Bois de Sioux Watershed District (the “District”), at the District’s office located at 704 Highway 75 South, Wheaton, Minnesota 56296, until 3:00 PM, April 16, 2025. Sealed bids will be publicly opened and read aloud immediately after the bid closing in the District’s office. Bidders will be notified of the winning bid by mail, email, or phone within thirty (30) days of bid opening. Bid forms are available from the District office and at: [www.bdswd.com](http://www.bdswd.com).

The bids will only be for the mowing and haying of portions of North Ottawa, including approximately ten (10) miles of collection ditch, for a total of approximately sixty-six (66) acres. Bidders will provide a lump-sum bid, payable to the District on or before June 15, 2025, for the exclusive right to hay this area. All property leased from the District will remain property of the District. The successful bidder will be responsible for all input costs and expenses of the mowing and haying, including, without limitation, all labor, twine, bale wrap, fuel, and equipment costs. The successful bidder will have the option to renew the license agreement for years 2026 and 2027 (the corresponding lump-sum bids would be due on or before June 15, 2026 and June 15, 2027). The renewal option may be subject to cancellation by the bidder or the District.

The District reserves the right to reject any or all bids. Bids and specifications for the bids may be obtained from the District’s office.

The District hereby notifies all potential bidders that minority and disadvantaged businesses will be afforded full opportunity to submit bids in response to this invitation and that no bidder will be discriminated against on the grounds of religion, sex, race, color, or national origin.

The District reserves the right to reject any or all bids and to waive irregularities, informalities, or discrepancies.

**Bois de Sioux Watershed District**

Linda Vavra, President  
March 20, 2025

## INSTRUCTIONS TO BIDDERS

### I. GENERAL INFORMATION.

- A. **Bid Name.** Bid for Mowing and Haying North Ottawa
- B. **Notice to Bidders.** Sealed bids will be received by the District, at the District's office located at 704 Highway 75 South, Wheaton, Minnesota 56296, until 3:00 PM, April 16, 2025, and will be publicly opened and read aloud immediately after the bid closing in the District's office. Bids will then be presented to the District Board at its regular meeting on April 17, 2025, for discussion and action. All bidders will be notified of the winning bid by mail, email, or telephone.
- C. **Bid Information.**
- (1) Bids are only being solicited for the mowing and haying of portions of North Ottawa, including ten (10) miles of collection ditch. All title to the land will remain with the District.
  - (2) Bids are made based on a lump-sum bid and based on the total haying ground acreage (approximately 66 acres), unrelated and independent of the quantity or quality of bales produced.
  - (3) A map of the haying ground is attached to the bid packet.
  - (4) The successful bidder will be required to furnish, without limitation, all labor, twine, bale wrap, fuel, and equipment necessary to mow and hay the haying ground.
  - (5) The successful bidder will have the exclusive right to mow and hay the identified portions of North Ottawa until October 15, 2025, and subsequently October 15, 2026 and 2027, if additional terms are selected. After October 15, annually, these rights are terminated, and the District may order mowing and removal of any bales for maintenance purposes.
  - (6) The successful bidder will be required to enter into a license agreement with the District. The license agreement will automatically renew for two (2) consecutive one (1) year terms ("Subsequent Terms") unless written notice is given by either party of its intent not to renew prior to March 31, annually.
  - (7) Mowing and haying activities must be done in a safe and clean manner, and in accordance with federal, state, and local laws, rules, and regulations.
  - (8) The haying fee must be paid in cash, money order, certified check, or other immediately available funds on or before June 15, annually.

- (9) The District reserves the right to reject any or all bids. In the event of a tie bid, only the tie bidders will be asked to provide an additional sealed bid to break the tie.

**II. BID FORMS.** Bids must be submitted on the attached Bid Form. Other bid forms will not be accepted. Bid packets are available at the District's office located at 704 Highway 75 South, Wheaton, MN 56296. Bidders may also request a bid packet by email at [bdswd@runestone.net](mailto:bdswd@runestone.net) or by phone at (320) 563-4185.

**III. ADDITIONAL INFORMATION.** Bidders are encouraged to contact Jamie Beyer, Administrator, with any questions or requests for additional information at (320) 563-4185.

**IV. SUBMISSION OF BIDS.** Bidders shall deliver bids to the District no later than 3:00 PM, April 16, 2025, in a sealed envelope with the following information clearly marked on the outside of the envelope:

***Bid for Mowing and Haying North Ottawa  
Bid Opening: 3:00 PM, April 16, 2025***

**V. METHOD OF AWARDING BID.** On April 17, 2025, the bids will be presented to the District Board at its regular meeting starting at 8:00 am. The District Board reserves the right to reject any or all bids and to waive any minor irregularities, informalities, or discrepancies. Bidders need not be present at the bid opening; however, bidders and the public are welcome to attend the bid opening and the District Board meeting. The District Board shall award a license to the highest responsible bidder. The winning bidder will be required to enter into a license agreement with the District for the 2025 haying season, and Subsequent Terms, if selected. The license agreement is attached hereto. Failure of the winning bidder to enter into the license agreement with the District within thirty (30) days of selection will result in the District offering the license to the next highest bidder(s).

**VI. QUALIFICATIONS OF BIDDERS.** The District, or its authorized representative, may make such investigations as it deems necessary to determine the ability of the bidder(s) to perform the work under the license. Upon request by the District, or its authorized representative, the bidder shall furnish all qualification information for the purpose(s) the District, or its authorized representative, may request. The District reserves the right to reject any or all bids if evidence submitted by, or investigation of, such bidder fails to satisfy the District that the bidder is properly qualified to carry out the obligations of these specifications to complete work contemplated herein within the prescribed timeframe. Conditional bids will not be accepted.

**VII. INSPECTION OF HAYING GROUND.** Bidders are urged to fully investigate the haying ground in order to inform themselves of the conditions of the haying ground. Failure of the bidder to investigate the haying ground will not be a valid reason to rescind a bid once opened. It is hereby understood that all bids are submitted on the basis of such inspection.

**VIII. BIDS EXECUTED ON BEHALF OF BIDDER.** A bid executed by an attorney or agent on behalf of the bidder shall be accompanied by an authenticated copy of his or her Power of Attorney (or other documentation evidencing agent's authority) to act on behalf of the corporation. Any corporation submitting a bid must furnish evidence that the officer(s) or employee(s) who executed the bid has been given the power to act on behalf of the corporation.

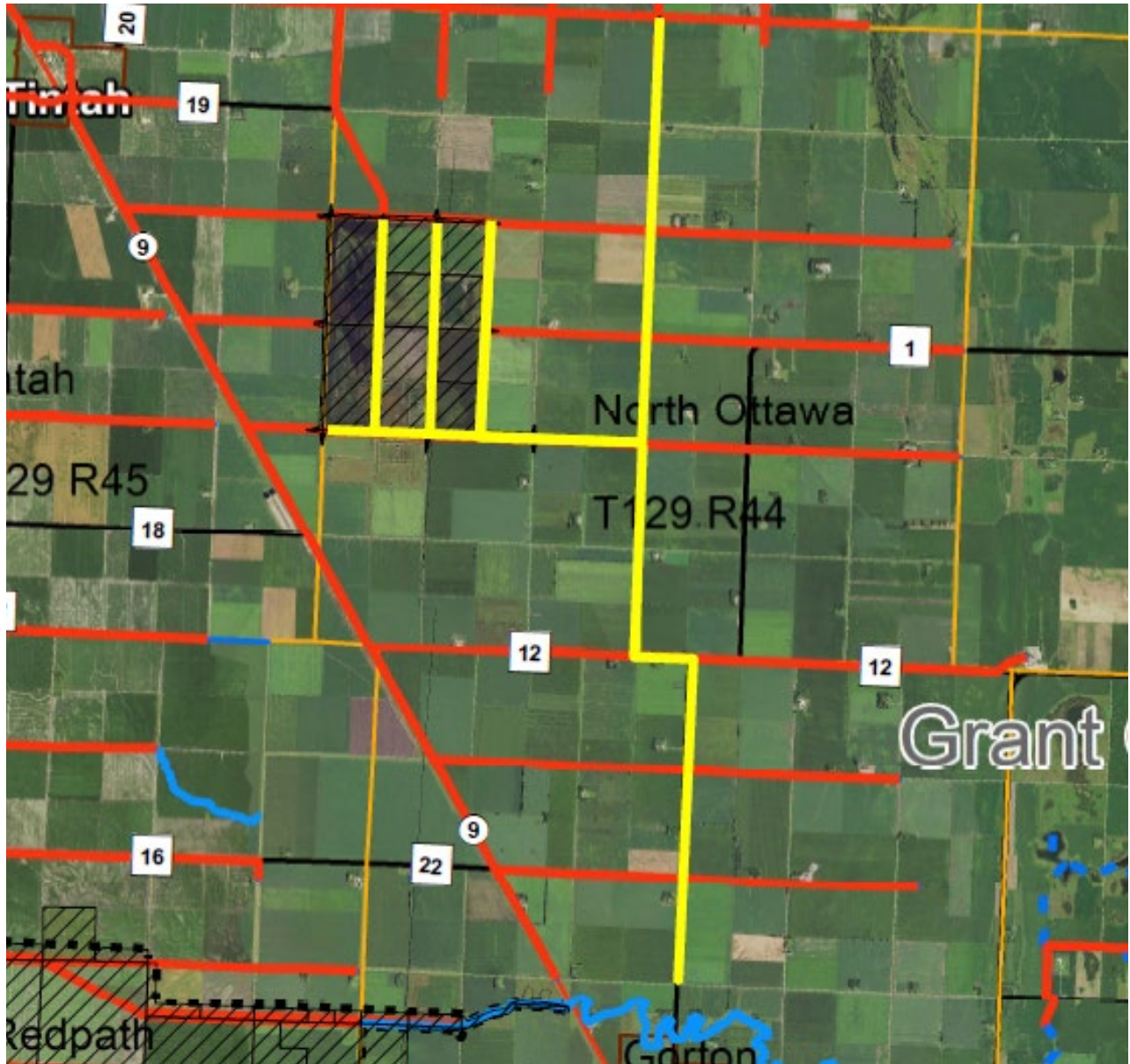
**IX. ELIGIBILITY OF BIDDERS.** Bidders must be at least eighteen (18) years of age.


**X. RESERVATIONS.** The District reserves the right to amend the Request for Bids, reject any or all bids, and to waive any minor irregularities, informalities, or discrepancies. Announcements made at the bid opening will take precedence over any material published regarding this Request for Bids.

**XI. CAUSES FOR REJECTING BIDS.**

- A. Bids containing alterations or erasures.** An alteration or erasure of any price contained in the bid shall be rejected, unless, the original price is crossed out or erased and the correction is printed in ink or typewritten adjacent to the alteration or erasure and the person signing the bid initials the correction in ink.
- B. Bids in pencil.** Bids made in pencil will be rejected.
- C. Unmarked envelope.** It is required that bidders identify the project being bid on in order to prevent inadvertent opening of the sealed bid before the official date and time. Any bid envelope that is inadvertently opened prior to the date and time stated will be rejected.
- D. Late bids.** Bids must be received by the date and time indicated above at the District's office located at 704 Highway 75 South, Wheaton, Minnesota 56296. All late bids will be rejected and returned unopened.

# Map of North Ottawa Haying Ground



 Area in yellow is approximately 18.25 miles, and using a rough estimate of 30 feet wide, is around 66 acres of grass.