

STATE OF SOUTH DAKOTA  
DEPARTMENT OF SOCIAL SERVICES

## Haying Services at Human Services Center

RFP #899

PROPOSALS ARE DUE NO LATER THAN March 8, 2017, 5:00 pm CST.

### 1.0 GENERAL INFORMATION

#### 1.1 BACKGROUND

The South Dakota Human Services Center has approximately 7 acres of hay meadow located on the grounds of the Human Services Center (HSC) in Yankton, SD. This property is located west of the HSC campus and northwest of the white calf barn.

#### 1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Department of Social Services is looking to enter into a contract with an offeror for haying services of approximately 7 acres of prairie hay for the 2017 thru 2019 haying seasons.

#### 1.3 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received at the address listed below by 5:00 pm CST, March 8, 2017. Proposals received after the deadline will be late and ineligible for consideration. Proposals must be addressed and labeled as follows:

**Request For Proposal #899 Proposal Due March 8, 2017**  
**South Dakota Human Services Center**  
**3515 Broadway**  
**PO Box 7600**  
**Yankton, SD. 57078**  
**ATTN: Todd Quatier**

#### 1.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

#### 1.5 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

#### 1.6 INQUIRIES

Respondents may make written inquiries by email or traditional mail, or telephonic inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after March 6, 2017. Email inquiries must be sent to [Todd.Quatier@state.sd.us](mailto:Todd.Quatier@state.sd.us). Traditional mail inquiries must be addressed to the address listed in Section 1.3. Telephonic inquiries may be directed to Todd Quatier at 605-668-3695.

Site visits will be granted and coordinated by contacting Todd Quatier as described above. Site visit requests must be received by no later than March 1, 2017.

#### **1.7 PROPRIETARY INFORMATION**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

#### **1.8 LENGTH OF CONTRACT**

April 1, 2017 to November 1, 2019.

#### **1.9 GOVERNING LAW**

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in Hughes County, South Dakota. The laws of South Dakota shall govern this transaction.

### **2.0 DESCRIPTION OF WORK**

- 2.1 To enter into an agreement/contract with the South Dakota HSC to utilize 7+/- acres of haying property for the 2017 through 2019 haying season in the best interest of the State of South Dakota.
- 2.2 Proposals must state the proposed lease arrangement and rates, i.e. cash rent, crop share, etc.
- 2.3 Site visits will be granted and arranged by contacting the name and phone number listed in section 1.6 above.

### **3.0 AWARD**

- 3.1 The State will award to the proposal that offers the best value to the State. The State reserves the right to Reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 3.2 The anticipated RFP selection and award date is March 27, 2017.
- 3.3 The selected respondent must sign a contract and release form with the State of South Dakota.

### **4.0 COST PROPOSAL**

- 4.1 Respondents must specify the proposed lease arrangement for the offered haying services.