

## **Supplemental Instructions**

### **Haying Opportunity**

The U.S. Fish and Wildlife Service (Service) is seeking qualified applicants for a Cooperative Agricultural Program at the Sand Lake Wetland Management District (District) in north central South Dakota. Haying cooperators will have seasonal use of a specified WPA for a two-year period. Please familiarize yourself with the USFWS Waterfowl Production Area (WPA) that has been put forth for haying. Please review the bid prospectus for the unit before submitting your bid. To be considered for the program applicants must complete the applicable portion of the FWS Form 3-1383-C (Commercial Special Use). The applicant must address in their application how they will meet the selection criteria outlined in the instructions.

### **Background**

Sand Lake District was created in 1961. The Sand Lake District covers eight counties in east central South Dakota. The District consists of 162 Waterfowl Production Areas (WPAs), totaling 45,000 fee owned acres in Brown, Campbell, Edmunds, Faulk, McPherson, Potter, Spink, and Walworth counties. The topography in the eastern counties of the District is relatively flat while the western counties have both flat areas and rolling hills. The WPA's are a part of the National Wildlife Refuge System. National Wildlife Refuges and WPA's are vitally important to wildlife and people. These lands are managed to provide habitat for endangered species, migratory birds, and other wildlife. They also provide places for people to hunt, fish, learn about and enjoy wildlife.

The purposed haying on the District is to improve habitat conditions for migratory birds, prevent encroachment of woody vegetation on upland meadows, and reduce cover of invasive plant species. The effects of the agricultural programs were explored in depth in the Refuge Comprehensive Conservation Plan (CCP) (USFWS 2012). The plan provides management direction for grassland portions of the refuge by focusing on important groups of wildlife and their associated habitats identified in the CCP planning process. The prescriptive haying activity was determined to be a compatible use during the CCP process.

### **The Proposed Cooperative Agricultural Agreement**

The selected applicants will operate under a Cooperative Agricultural Agreement (CAA) as “Cooperators” with the Service. Under this CAA the Service is proposing the Cooperator be responsible for haying an allotted acreage of pasture in the District with the goal of removing this years as well as previous years vegetative growth. The Cooperator will be allowed to hay from August 1 to September 1 during the agreement period. A plan of operations will be developed prior to any Cooperator activity.

**The District is seeking to award a CAA for the following Edmunds County management units (you may apply for one or more units):**

*Palmer Waterfowl Production Area (WPA)–Richland Township, Edmunds County*

**You are bidding on haying this unit for a 2-year period (2022-2023). The permittee will be required to develop an annual Plan of Operations with Sand Lake District. Harvestable acres are approximately 60 in 2022 and 78 in 2023. Please see attached map.**

### WPA Description

The WPA is a total of 140 acres containing a combination of grasses and sedges including primarily cool season tame grass and limited amounts warm season native grass species.

*Hosmer Waterfowl Production Area (WPA)- Hosmer Township, Edmunds County*

**You are bidding on haying this unit for a 2-year period (2022-2023). The permittee will be required to develop an annual Plan of Operations with Sand Lake District. Harvestable acres are approximately 40 in 2022 and 56 in 2023. Please see attached map.**

### WPA Description

The WPA is a total of 120 acres containing a combination of grasses and sedges including primarily cool season tame grass and limited amounts warm season native grass species.

*Schurr Waterfowl Production Area (WPA)- North Bryant, Edmunds County*

**You are bidding on haying this unit for a 2-year period (2022-2023). The permittee will be required to develop an annual Plan of Operations with Sand Lake District. Harvestable acres are approximately 38 in 2022 and 34 in 2023. Please see attached map.**

### WPA Description

The WPA is a total of 275 acres containing a combination of grasses and sedges including primarily cool season tame grass and limited amounts warm season native grass species.

### **CAA Selection and Application**

The Cooperator will be selected through an open and competitive process. Interested Cooperators will be evaluated based on the proposed bid (\$/acre), and experience and qualifications that demonstrate an ability to meet the resource management objectives of the District. The objective criteria that will be utilized in selection are further defined in the Supplemental Instructions in the bid packet.

All bids remain sealed and will be opened on the same day. Apparent high bidders will be notified promptly of their selection. Bids received after the closing date will be returned to the bidder unopened. Bids not in conformance with advertised terms of the sale will be rejected. The Sand Lake District reserves the right to reject any or all bids that do not meet the requirements identified in the bid prospectus. Furthermore, the Sand Lake District also reserves the right to reject bids from any bidders that have previously violated the terms of any Special Use Permits (SUP).

Winning bidders must complete a Cooperative Agricultural Agreement (CAA) with the Sand Lake District Refuge Manager within two weeks of winning bid notification, and prior to any haying on to the WPA. The CAA will include the Special Use Permit and an annual Plan of Operations.

**To apply:**

Your bid package must include: (1) a signed Special Conditions form; (2) a signed bid worksheet; and (3) a completed first two pages of the Commercial Activities Special Use Permit Application, USFWS Form 3-1383-C.

Please turn in your bids to the Sand Lake Wetland Management District office no later than 4:00 p.m. July 15th, 2022. Bids may be received by:

Mail: USFWS Sand Lake District  
Attention: Shilo Comeau  
39650 Sand Lake Drive  
Columbia, SD 57433  
Email: [shilo\\_comeau@fws.gov](mailto:shilo_comeau@fws.gov)

Sealed bids will be opened by the District and permittees selected on July 18<sup>th</sup>, 2022 at 9:00 a.m. For any questions or further information please contact Shilo Comeau, District Manager at 605-885-6262 or 605-441-3028.

## **Special Conditions**

### **General Operating Requirements of Haying Program:**

- The USFWS reserves the right to modify or terminate the CAA if habitat conditions warrant. If changes to the permit are deemed necessary, the permittee agrees to abide by the changes or the permit will be voided. The permittee will be notified ahead of time if any such changes are implemented.
- The Refuge provides the Cooperator with access to the WPA to perform haying activities. In exchange the Cooperator utilizes labor and equipment to perform activities that help achieve District goals. Pastures will have an assessed value based on the number of harvestable acres and the accepted Cooperators bid proposal.
- Haying will occur after July 31<sup>st</sup> and be completed by September 1st each year.
- **Litter and thatch will be removed from the hayed area using a rake or discbine etc.**
- All hay and equipment will be removed by September 15<sup>th</sup> each year.
- All liability related to haying to include all persons working for the cooperator is strictly that of the Cooperator.
- All equipment used in pasture management must be clean and free of invasive species plant material including seeds before entering the WPA.
- Haying privileges may not be sold, transferred, or sublet.
- Harvested hay must be used for the Cooperators operation and may not be sold or traded.
- Any damage to Government property must be reported to the local Refuge Manager immediately and replaced by the permittee.

## **Bid Worksheet**

All bid amounts must be submitted in a dollar amount per acre (\$00.00/acre).

Please fill out:

NAME: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

My Bid:

Name of Waterfowl Production Area: \_\_\_\_\_

Amount bid per acre: \$ \_\_\_\_\_ (**Minimum bid allowed \$45/acre**)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# COMMERCIAL ACTIVITIES SPECIAL USE PERMIT APPLICATION



## National Wildlife Refuge System

Refuge Name:

Address:

Attn: (Refuge Official)

E-Mail:

Phone #:

**For Official Use Only:**

Approved Permit #:

Station #:

Permit Term: from  to

**Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.**

- 1a) Identify the type of Permit you are applying for:  New  Renewal  Modification  Other
- 1b) Have you applied, or do you intend to apply, to any other refuges for this same activity?  Yes  No
- 1c) If yes, which refuges?

### Applicant Information

2) Full Name:  3) Title:

4) Business Name:

5) Physical Address:

City/State/Zip:

6) Mailing Address: (if different than above)

City/State/Zip:

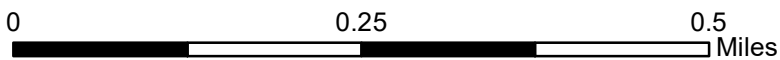
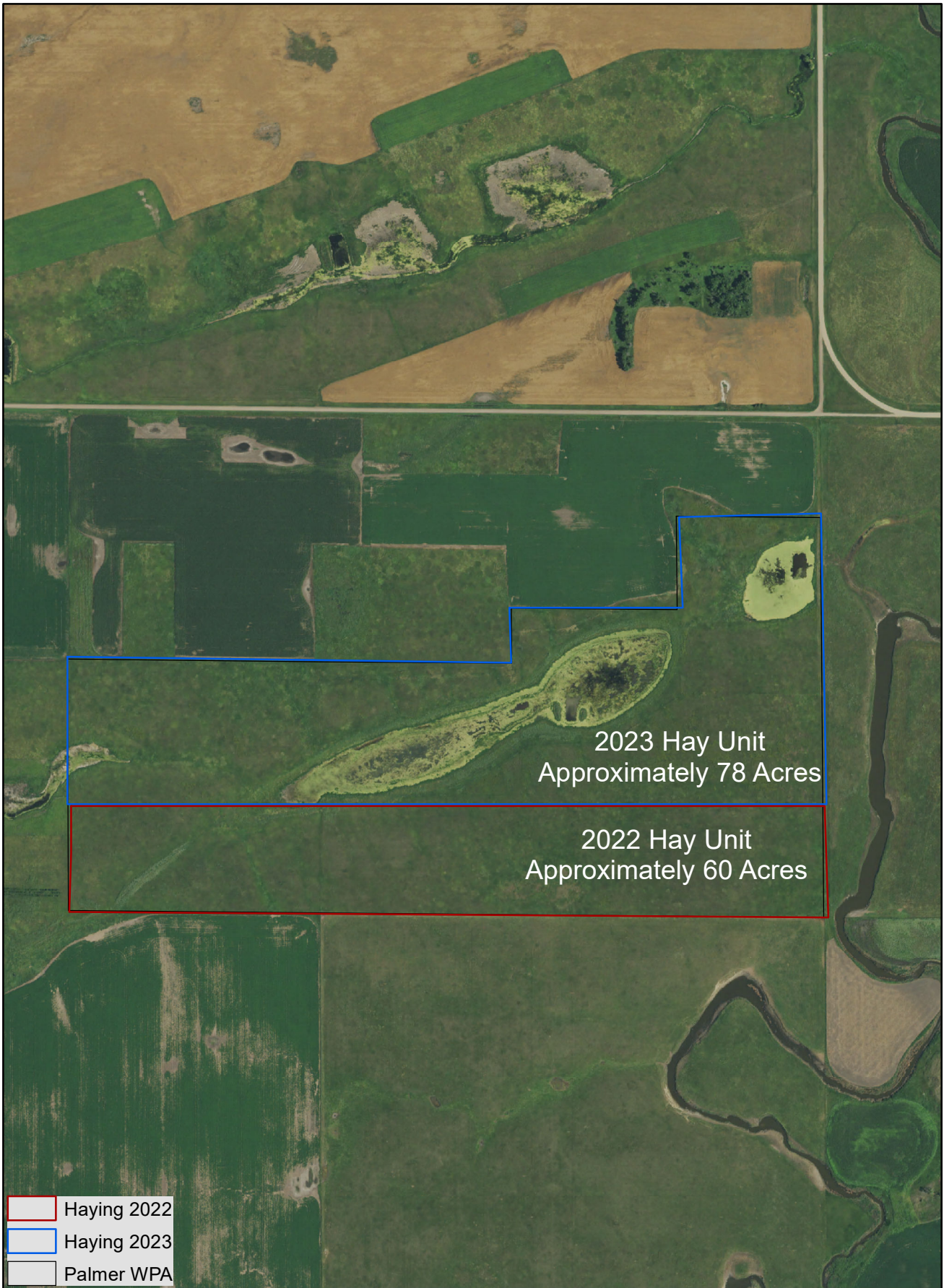
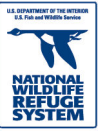
7) Business Phone #:  8) Business Fax #:

9) E-mail:  10) Business Tax ID #:

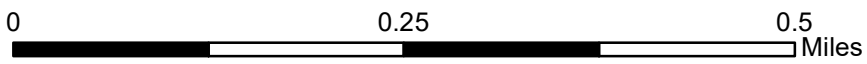
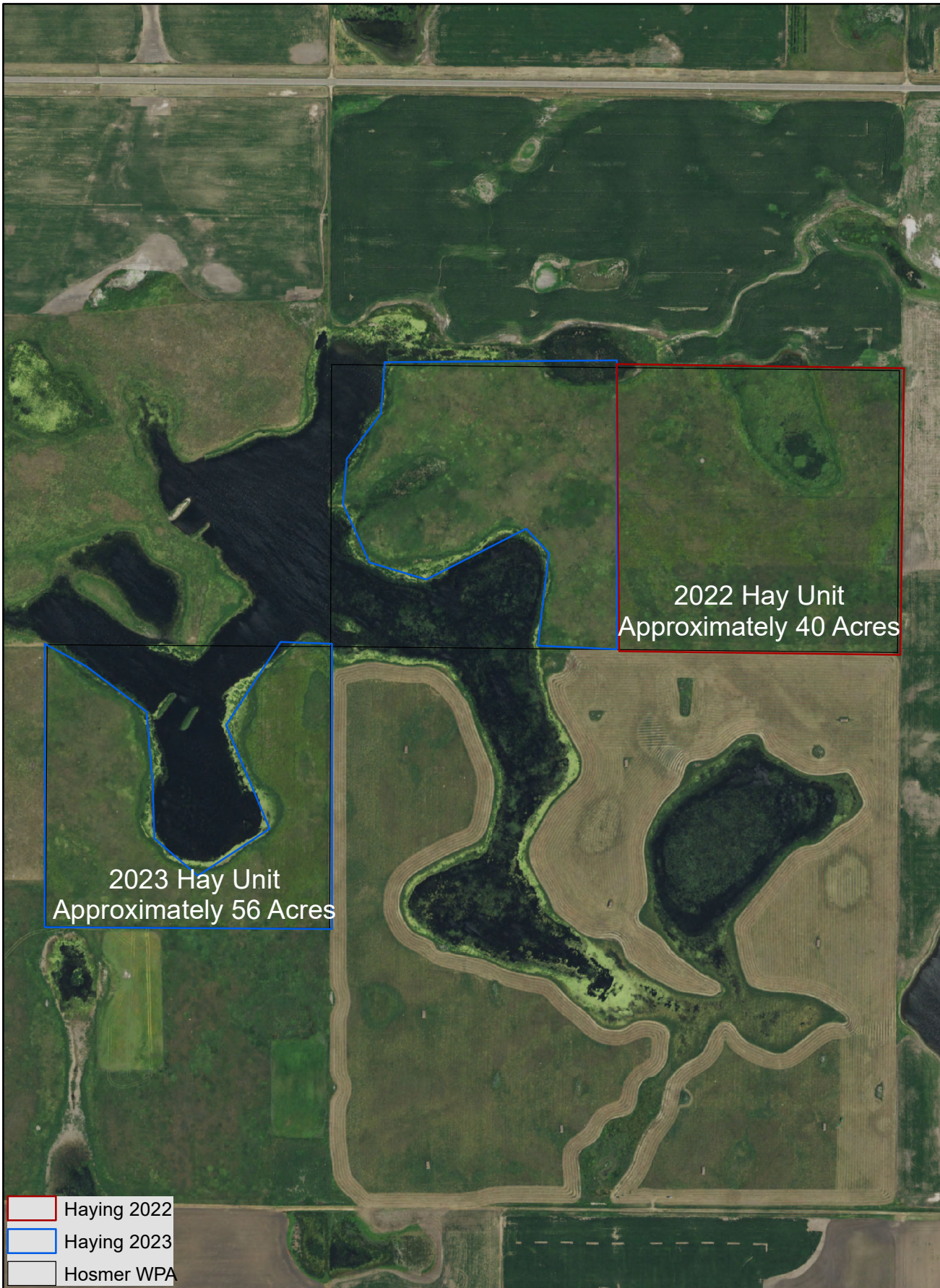
11a) Within the past 5 years, has the company (entity), its owners, or any employees who have or will be expected to operate on the refuge, been convicted, pled nolo contendere, forfeited collateral, or are currently under charges for any violations of any State, Federal, or local law, or regulations related to fish and wildlife or permit activities?  Yes  No

11b) If you answered "YES" to question #11a, provide the individual's name, date of charge, charge(s), location of incident, court, and action taken for each violation.

Palmer WPA, Richland Township, Edmunds County  
T. 122 N., R. 66 W., Sec 38

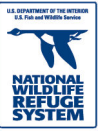


Hosmer WPA, Hosmer Township, Edmunds County  
T. 124 N., R. 72 W., Sec 9,10








Schurr WPA, North Bryant Township, Edmunds County  
T. 124 N., R. 70 W., Sec 34



2022 Hay Unit  
Approxaimtely 38 Acres

2023 Hay Unit  
Approximately 34 Acres

-  Haying 2022
-  Haying 2023
-  Schurr WPA

