

## **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. 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 sign, date, and submit the Special Conditions and Bid Worksheet by July, 14 2023. 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 WPAs 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 purpose of haying in the Sand Lake District is to improve habitat conditions for migratory birds, prevent encroachment of woody vegetation on upland meadows, and reduce the cover of invasive plant species. The effects of the agricultural programs were explored in depth in the Refuge Comprehensive Conservation Plane (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 to remove this year’s as well as previous years’ vegetative growth. The Cooperator will be allowed to hay from August 1st, 2023, to September 1st, 2023. A plan of operations will be developed before any Cooperator activity.

**The district is seeking to award a CAA for the following Sand Lake NWR management units:**

#### *1) Sand Lake NWR Unit #1– Brown County*

##### *Unit Description:*

The unit has a total of 15 acres, containing a combination of grasses and sedges including cool-season tame grass and limited amounts of warm-season native grass species.



**Sand Lake NWR**  
**2023 Hay Unit #1**  
**126-62-33**  
**125-62-04**



-  2023 Hay Unit #1 (15 hayable acres)
-  Sand Lake Boundary
-  Sderpls

2) Sand Lake NWR Unit #2– Brown County

Unit Description:

The unit has a total of 15 acres, containing a combination of grasses, including cool-season tame grass and limited amounts of warm-season native grass species.



**Sand Lake NWR  
2023 Hay Unit #2  
126-62-16**



-  2023 Hay Unit #2 (15 hayable acres)
-  Sand Lake Boundary
-  Sderpls

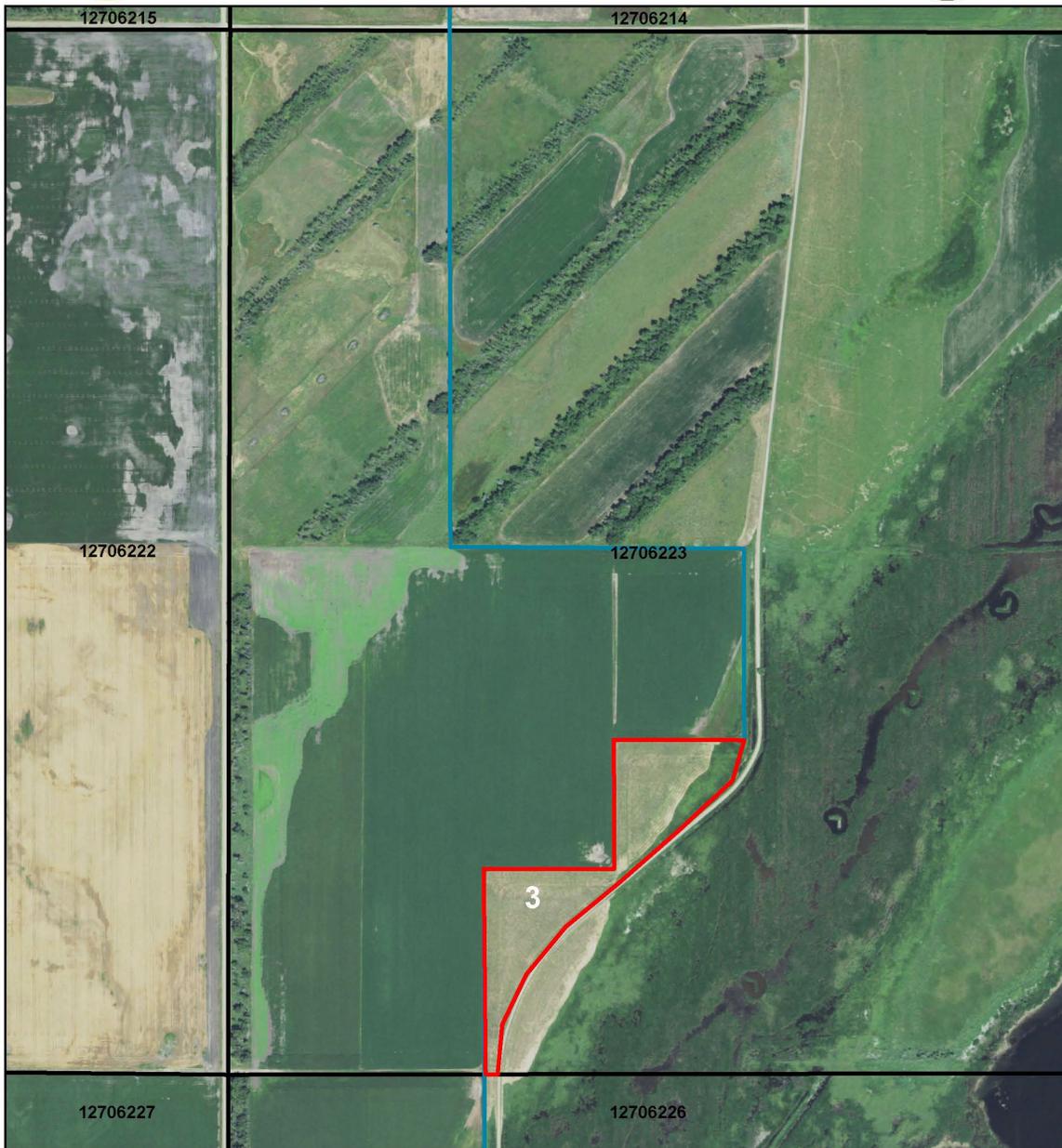
3) Sand Lake NWR Unit #3– Brown County

Unit Description:

The unit has a total of 10 acres, containing a combination of grasses, including cool-season tame grass and limited amounts of warm-season native grass species.



**Sand Lake NWR  
2023 Hay Unit #3  
127-62-23**



-  2023 Hay Unit #3 (10 hayable acres)
-  Sand Lake Boundary
-  Sderpls

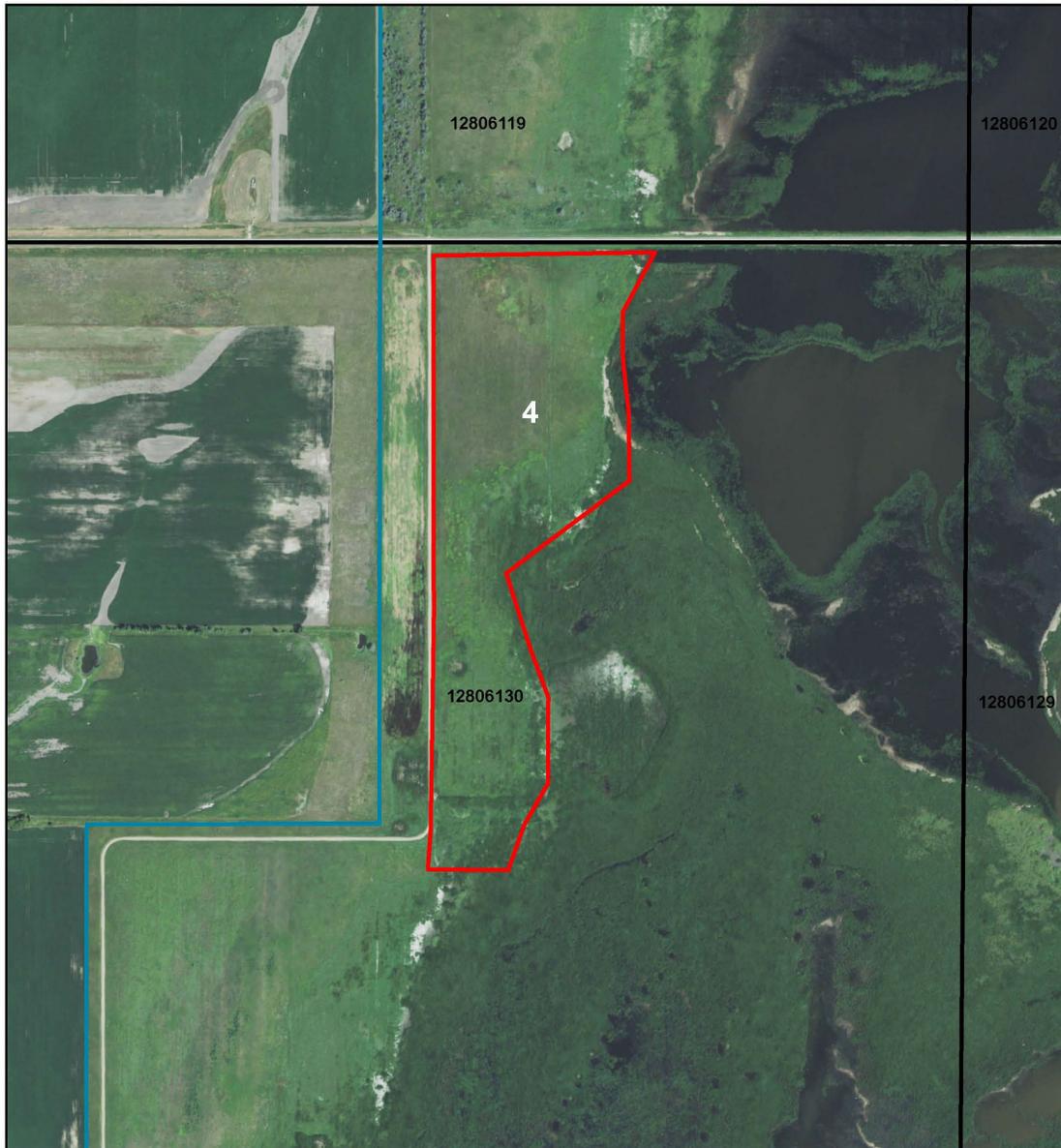
4) Sand Lake NWR Unit #4– Brown County

Unit Description:

The unit has a total of 30 acres, containing a combination of grasses and sedges including cool-season tame grass and limited amounts of warm-season native grass species.



**Sand Lake NWR  
2023 Hay Unit #4  
128-61-30**



-  2023 Hay Unit #4 (30 hayable acres)
-  Sand Lake Boundary
-  Sderpls

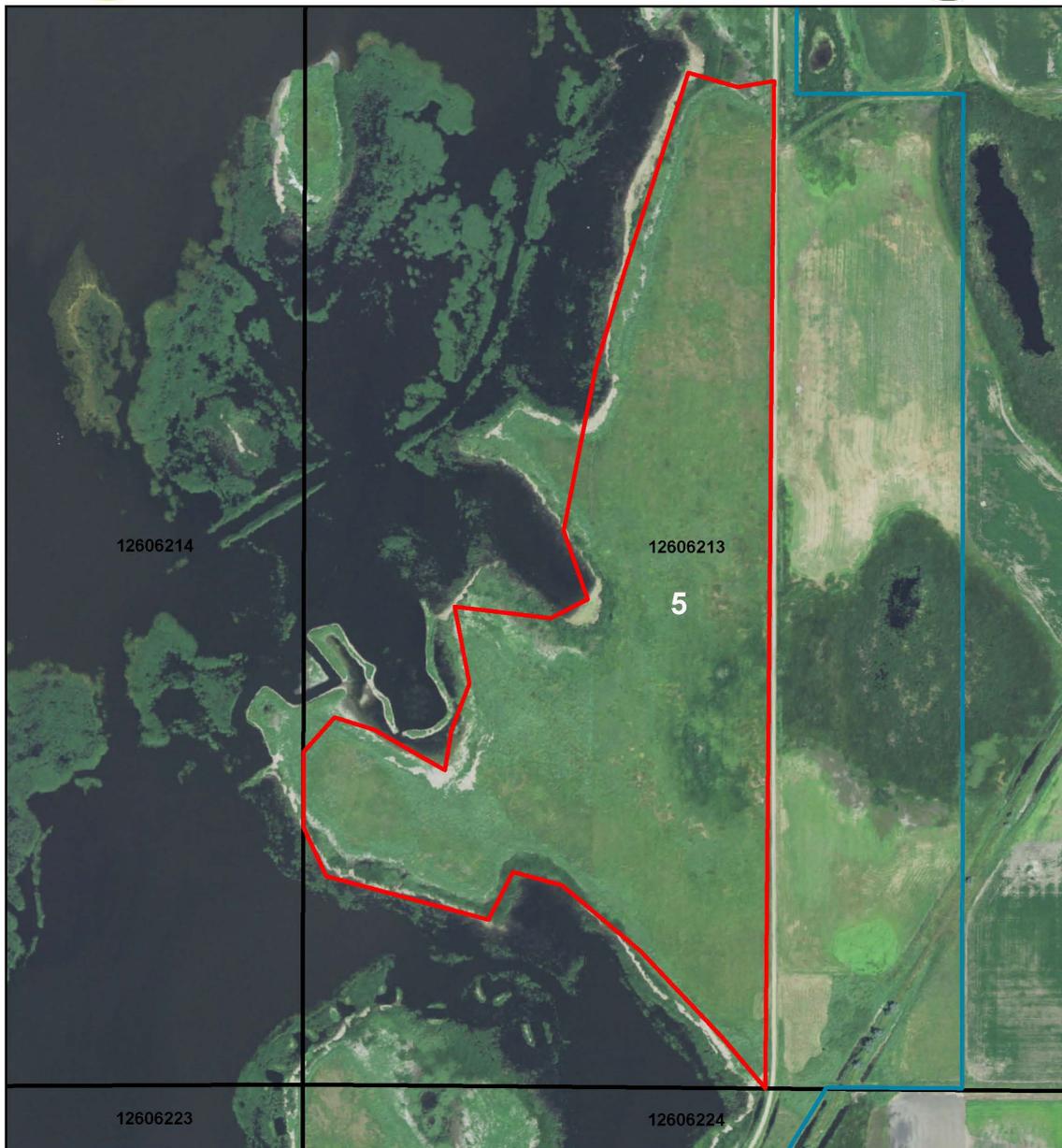
5) Sand Lake NWR Unit #5– Brown County

Unit Description:

The unit has a total of 50 acres, containing a combination of grasses and sedges including cool-season tame grass and limited amounts of warm-season native grass species.



**Sand Lake NWR  
2023 Hay Unit #5  
126-62-13**



-  2023 Hay Unit #5 (50 hayable acres)
-  Sand Lake Boundary
-  Sderpls

## **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 the 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 the advertised terms of the sale will be rejected. You may submit applications for multiple WPAs; however, only one WPA can be hayed. The exception to this will be if no other applications for a WPA are received, at which time an applicant who has already applied for and received a unit will be eligible for the additional unit(s). If you apply for more than one unit, please rank the units in your order of preference. 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 before 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) and a signed bid worksheet.

Please turn in your bids to the Sand Lake Wetland Management District office no later than 4:00 p.m. July 14th, 2023. Bids may be received by:

Mail: USFWS Sand Lake District  
Attention: Nate Williams  
39650 Sand Lake Drive  
Columbia, SD 57433  
Email: [sydney\\_hanna@fws.gov](mailto:sydney_hanna@fws.gov)

Sealed bids will be opened by the District and permittees selected on July 18<sup>th</sup>, 2023 at 9:00 a.m. For any questions or further information please contact Sydney Hanna, Wildlife Refuge Specialist 605-885-6272.

## Special Conditions

### General Operating Requirements of the 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 31st, 2023 and be completed by September 1st, 2023.
- **Litter and thatch will be removed from the hayed area using a rake or discbine etc.**
- All hay and equipment will be removed from the WPA by September 15<sup>th</sup>, 2023.
- All liability related to haying including 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 Cooperator's 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.

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Signature

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Date

**Bid Worksheet**

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

**(Qualifying Deductions may apply. See Below)**

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

**Qualifying Deductions with FWS verification:**

Accessibility, terrain, forage quality, and other local conditions may impact the hay bill. Allowable deduction determination and the amount will be at the discretion of the District Staff.