

UPPER BIG BLUE NATURAL RESOURCES DISTRICT
REQUEST FOR PROPOSAL (RFP 2026-0010)
TURNBULL PRAIRIE HAY HARVEST

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1. INTRODUCTION

This Request for Proposal (RFP) is issued by the Upper Big Blue Natural Resources District, herein referred to as “CONTRACTOR,” to solicit proposals for award of a Not to Exceed, Fixed Price Contract for all labor personnel, equipment, transportation, and related expenses necessary to harvest (swath, bale, and remove/transport) hay from the native prairie (Turnbull Prairie) at the Upper Big Blue Natural Resources District Office, located at 319 East 25th Street, York, NE 68467.

2. EXHIBITS INCLUDED IN RFP 2026-0010

- i. Exhibit A – Schedule of Events
- ii. Exhibit B – Aerial Image of Hay Harvest Area

3. PREPARATION COST

The preparation of the proposal shall be by, and at the expense of, the OFFEROR.

4. PRICING CONDITIONS

Pricing will be guaranteed for 30 days from submission of proposal. All pricing information requested in this RFP must be provided. The OFFEROR should submit on a price per ton basis.

5. EQUIPMENT PROVIDED BY THE CONTRACTOR

Unless otherwise agreed to in writing, the CONTRACTOR is not responsible for providing labor, equipment, or transportation of hay from Turnbull Prairie.

6. EQUIPMENT PROVIDED BY THE OFFEROR OR THEIR SUBCONTRACTOR

The OFFEROR agrees to provide all equipment necessary to harvest hay from Turnbull Prairie.

7. PAYMENT TERMS

The OFFEROR payment terms are net 30 days upon completion of the hay harvest.

8. RIGHT OF ACCEPTANCE

The CONTRACTOR reserves the right to:

- Accept or reject any proposal in whole or in part.
- Reject all proposals, with or without, notice or reason.
- Enter into discussions or negotiations with the OFFEROR prior to award. Negotiations do not constitute an acceptance of the proposal, nor rejection of the proposal, nor a counteroffer by the CONTRACTOR.
- Abandon the work or have the work performed in such a manner as the CONTRACTOR may elect, if no proposal is accepted.

9. PROPOSAL EVALUATION CRITERIA

While the CONTRACTOR intends to engage in the purchase of services, this event shall not guarantee that the participating OFFEROR will be awarded a Contract.



Any award resulting from this RFP will be made to the OFFEROR whose proposal provides the best value to the CONTRACTOR. The best value determination will be at the sole discretion of the CONTRACTOR and could result in an award to someone other than the highest price proposal. Any resulting purchase award will be set forth in writing between the CONTRACTOR and the successful OFFEROR at some date after the close of the RFP. The CONTRACTOR reserves the option to cancel this RFP process at any time and/or to elect not to engage in a Contract.

The OFFEROR must provide all data required to be considered as an acceptable proposal by the CONTRACTOR. All data must be executed completely, correctly, and accurately by the OFFEROR. Should the OFFEROR not complete all forms and documents, the OFFEROR will be deemed non-responsive.

This RFP will be evaluated based on the following criteria. The OFFEROR is reminded the Contract will be awarded for best value with technical ability having the highest weighted percentage.

Criteria	Weighted Percentage (%)
Technical Ability (Experience & Schedule)	60%
Price per Ton Offered	40%
Total	100%

10. SUBMITTAL OF PROPOSAL

The OFFEROR’s proposal must be submitted with:

- Proposed Schedule, weather permitting.
- Listing of Subcontractors, if applicable.
- Offered price per ton for hay harvested from the Turnbull Prairie.
- Specific documentation ed by the CONTRACTOR must be submitted within the time specified and unless otherwise specified by the CONTRACTOR, at no expense to the CONTRACTOR.
- Proposals should be submitted by **12:00 p.m. (CDT), May 18, 2026**, via e-mail to: mebel@upperbigblue.org.

11. AWARD OF CONTRACT

The CONTRACTOR contemplates award of a Contract in accordance with the requirements and conditions set forth or incorporated by reference in this RFP.

Proposals for other than the total work defined may be rejected. The Award may not be made to any OFFEROR who has not responded to all instructions and representations indicated in the RFP.

The CONTRACTOR may reject any or all proposals if such action is in the best interest of the CONTRACTOR and/or waive informalities and minor irregularities in offers received.

The CONTRACTOR may evaluate proposals and award a Contract without discussions with the OFFEROR. Therefore, each initial proposal should contain the OFFEROR’s best terms.



12. NOTICE TO SUCCESSFUL OFFEROR – U.S. Citizenship & W-9 Verification

The CONTRACTOR will notify and require the successful OFFEROR to supply a W-9, verification of U.S. Citizenship, and certificate of liability insurance if applicable.

13. NOTICE TO UNSUCCESSFUL OFFEROR

The OFFEROR will be informed whether the proposal was successful using a method deemed adequate by the CONTRACTOR.



**Exhibit A
SCHEDULE OF EVENTS**

RFP 2026-0010

Event	Date
Opening Date	May 14, 2026
Closing Date	May 18, 2026 12:00 p.m. CDT
Anticipated Subcontract Award	May 18, 2026 3:00 p.m. CDT
Project Completion, <i>weather permitting</i>	May 28, 2026

**Exhibit B
AERIAL IMAGE OF HAY HARVEST AREA
319 East 25th Street, York, NE 68467**

