



City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
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REQUEST FOR PROPOSALS WWTP FARMING OPERATION (2015)

GENERAL INFORMATION

The City of Greenleaf is requesting proposals for the farming operation of the city's 18.2 acre alfalfa field located at the Greenleaf Waste Water Treatment Plant (WWTP) for the 2015 growing season. This field is watered with a combination of surface water supplied by the Boise Project (Wilder Irrigation District) and reuse water supplied from the Greenleaf WWTP. Because reuse water is used in this farming operation, the city will be responsible for, and will take care of all aspects of, the irrigation of this property.

Proposals must be received at the City of Greenleaf City Hall (20523 N. Whittier Dr., Greenleaf, ID 83626) by end of regular office hours (6 p.m.) on Tuesday 17 February 2015.

For questions regarding the proposal contact:

Doug C. Amick
Public Services Directorh. 208/989-2983 (cell)
greenleafpubsvcs@cableone.net

Selection may be completed based on proposals. However, the City reserves the right to conduct interviews.

The City of Greenleaf reserves the right to accept or reject any or all proposals, or any part thereof.

PROJECT SCOPE

The selected contractor will be responsible for farming the City's 18.2 acre alfalfa field located at the WWTP (21260 Peckham Road) for the 2015 growing season and will retain all of the crop harvested from said site field. Please see the attached "Exhibit A – Reuse Facility South Fields" on page 5 of this RFP for a diagram of the WWTP site detailing location of the center pivot and corners comprising the alfalfa field site.

The City of Greenleaf will be responsible for the following items:

- The ordering of water from Boise Project Board of Control.

- The operation of the irrigation pumps, center pivot, and hand lines.
- The re-installation of the solid set hand lines in both corners after harvested crop is removed.
- Any sampling and testing required by the Reuse Permit issued to the city by the Idaho Department of Environmental Quality (DEQ).

The selected contractor will be responsible for the following items:

- Sign a “Cash Farm Lease” agreement with the city before commencing farming operations at the WWTP site.
- Communicating with the Public Services Director (Director) or designee regarding all farming operations. This will include scheduling when the alfalfa will be cut, raked, and stacked, and determination of where the harvested crop will be stacked. Any issues with irrigation scheduling must also be communicated.
- Reporting to the Director total tonnage harvested after each cutting is harvested, and before crop is removed from city property.
- Weed control on the 18.2 acre irrigated area, and the area between the crop and Peckham Road. The alfalfa is round-up ready.
- Removing the hand lines from the two corners before the crop is harvested.
- Any damage to infrastructure caused by the contractor's farming operation, including but not limited to damage to risers, valves, pipes, etc.
- Weather permitting, the City anticipates a minimum of four baled cuttings with a possible fifth green chop cutting at the end of the irrigation season.
- Removal of all harvested material from the site at the end of the irrigation season.

CONTENT OF RESPONSE

The RFP received by the city must include the following:

- Proposed cash rent amount and payment schedule. *The last cash farm lease payment must be received before 31 October.*
- A description of what efforts will be made to control weeds on the irrigated area and in the area between Peckham Road and the irrigated area.
- Proof of liability insurance.

- A description of experience and capability to perform (such as length of time in this type of farming, equipment ownership or relationship with vendors for custom cutting, bailing, and transport services, or other factors) which demonstrate an understanding of the project scope.
- Complete contact information, including name, address, phone number, cell phone number, and e-mail
- Any other relevant information which the applicant believes the city should consider before awarding this contract.

SELECTION CRITERIA

- Experience /capability and understanding of project scope – 15 points
- Submission of a complete response – 10 points
- Weed control planning – 30 points
- Cash rent amount proposed and payment schedule – 45 points

SELECTION PROCEDURE

The City will select the contractor based on the evaluation criteria described under “selection criteria” in this RFP. An acceptable proposal will include credible responses indicating understanding of the project scope and including all the points under “content of response” in this RFP. If necessary, interviews will be conducted of all respondents.

Scoring will be blind. The Public Services Director or designee will designate a letter of the alphabet for each RFP deemed complete and valid for scoring for tracking of RFPs on copies distributed and scorecards. Name and identifying information will be redacted from copies of RFPs distributed for scoring.

This request does not commit the City to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or deliver the proposal, or any other activities carried out by the respondent related to this RFP. The City reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety prior to the due date for submittals if it is in the best interest of the City to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, or agent for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP.

All proposals submitted hereunder become the exclusive property of the City and can be utilized by the City in any manner deemed by the City to be necessary and appropriate to complete the review and selection of a contractor.

OTHER INFORMATION

Crop Damage: The City is not responsible for crop damage from any cause. Under no circumstances shall crop damage be grounds for adjustment of cash rent terms.

Lease Agreement and Proof of Liability Insurance: The contractor awarded will be expected to enter into a Cash Farm Lease agreement with the City of Greenleaf, and provide proof of liability insurance through an Accord certificate of liability insurance, naming the City of Greenleaf as a certificate holder, or equivalent documentation.

City's fiscal year and requirement for receipt of last payment by 31 October: The city's fiscal year runs from September to October. The last cash farm lease payment must be received before 31 October to keep the city's receivables within the correct fiscal year for accounting purposes.

2014 Cash Farm Lease: The 2013 cash farm lease contract was for cash rent in the amount of \$300.00 per irrigated acre per year, for a total rent of \$5,460.00 as follows: One-half on or before 15 April 2014, and one-half on or before 15 November 2014. A copy of the 2014 Cash Farm Lease instrument is available upon request from City Hall. *Please note that starting in 2015 the city is requiring that the last cash farm lease payment be received before 31 October to keep receipt of funds within the city's fiscal year.*

City Hall Hours: Greenleaf City Hall is open non-holiday weekdays from 9:00 AM to 6:00 PM including lunch hour.

Reservation of Rights by the City: The issuance of this RFP does not constitute an assurance by the City that any contract will actually be entered into by the City. The City is not liable or responsible for any costs incurred by contractors for the creation or submission of their proposal. The City expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure.
- Reject any and all submissions.
- Reissue the Request for Proposals.
- Invite additional respondents to submit proposals.
- Request additional information and data from any or all respondents.
- Extend the date for submission of responses.
- Supplement, amend, or otherwise modify the RFP or cancel this request with or without the substitution of another RFP.

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any respondent on the basis of any real or apparent conflict of interest.
- Disqualify any respondent on the basis of past performance on City projects, if any.

NONDISCRIMINATION STATEMENT: In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”

SPECIAL ACCOMMODATION: Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

