Walker Basin Conservancy

GRAZING BID SOLICITATION
PROPOSAL SPECIFICATIONS

PITCHFORK RANCH
LYON COUNTY, NEVADA

A. INSTRUCTIONS FOR THE GRAZING PROPOSAL

A completed Questionnaire will constitute your proposal. You must complete all sections, respond to all questions, and fill in all blanks of the form. Inapplicable questions or blanks must be marked “N/A” or “Not Applicable”. Failure to properly complete the form may disqualify your proposal.

The proposal must be clear, unambiguous and unconditional. It should clearly commit you to entering into a contract with the Walker Basin Conservancy (Conservancy) to provide the commitments required by this Solicitation and offered in the proposal. The submission of a proposal shall be deemed evidence that you are fully aware of the responsibilities of being a Contractor and have carefully examined State and Federal laws relating to the grazing operation; the site(s) selected for the grazing; obligations and responsibilities related to local control agencies and permitting requirements; and the proposal instructions, proposal form and the sample agreement included herein.

I. EXECUTIVE SUMMARY

Provide a brief overview of the Respondent’s management goals and qualifications for the Grazing Bid.

II. RESPONDENT INFORMATION

A. Respondent Identification

The Respondent shall identify the business or organization, as it will appear and a primary contact person for the grazing management and operation. This person shall be the sole point of contact for the Contractor and the Conservancy. The Conservancy will look solely to the awarded Respondent for the performance of all contractual obligations which may result from an award based on this Solicitation.

B. Business Information

Select the type of business that describes the proposing entity (Sole Proprietorship, Partnership, Joint Venture, LLC, or Corporation) and provide the requested information. The type of business
must be established prior to submitting a proposal and must not be a condition of receiving the contract. **A Nevada State Business License is required.**

The experience and reliability of the Respondent’s organization are considered in the evaluation process. Therefore, the Respondent is advised to submit any information that documents successful and reliable experience in past performances, especially those performances relating to the requirements of the Solicitation.

Each Respondent must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract or lease failures, any civil or criminal litigation or investigation pending which involves the Respondent or in which the Respondent has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Conservancy reserves the right to reject any proposal based upon the Respondent’s prior history with the Conservancy or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet milestones or other contractual failures.

**C. Individual Information**

Each individual, partner, member of joint ventures, officer of corporations, manager, and holders of 25% or more of the company’s shares (as applicable) must complete a copy of the Individual Information form AND complete and sign the Authorization to Release Information in Section III.

Provide a narrative describing the extent of your experience with special emphasis on your experience related to the subject grazing contract.

**D. References.**

Respondent references are used to confirm information provided by Respondents and to evaluate the Respondent’s quality of experience and past performance. Please submit three references. Respondents should notify their references in writing that a representative from the Conservancy may be contacting them.

For the purposes of this Solicitation, please provide the references from the following sources:

Business References: Name clients or other persons that most accurately reflect your performance and ability to fulfill contract obligations with other entities for the provision of goods and services.

Names of References and information obtained will remain confidential to the extend allowed by law.
III. PROPOSAL INFORMATION – OPERATIONS PLAN

Provide an Operations Plan that addresses the operations of the proposed grazing and other elements of this Solicitation. For your information, each element is described below. You may submit additional information to fully describe and enhance your proposal. As a condition of the award, the successful Respondent will be required to develop and maintain an operations plan to the satisfaction of the Conservancy prior to the opening of grazing. The plan will be incorporated as an exhibit to the contract and become an obligation of the Contractor. Your operation plan should include the following elements. If and when accepted the final plan will be incorporated as an exhibit to the Agreement and become an obligation of the Respondent.

Organizational Structure: Provide an organization chart and staffing plan that can guide the operation and ongoing management of your grazing activities.

The awarded Respondent will be the sole point of contract responsibility. The Conservancy will look solely to the awarded Respondent for the performance of all contractual obligations, which may result from an award based on this Solicitation.

Please refer to Pitchfork Ranch Unit Management Plan for specifications for this project.

IV. PROPOSAL SUMMARY

The Proposal Summary should summarize your relevant experience, knowledge, and expertise, and your Operation Plan in 250 words or less.

V. PROPOSAL EVALUATION

After determining that a proposal satisfies the requirements of this Solicitation, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of the contract resulting from this Solicitation shall be based upon the proposal judged most favorable to the Conservancy in accordance with the evaluation criteria stated below:

Experience, Expertise, and Reliability 25 Points
The experience and reliability of the Respondent are a prime consideration in the evaluation process. Therefore, the Respondent is advised to submit any information that documents successful and reliable experience in similar enterprises. The qualifications of both the organization (if applicable) and personnel proposed to perform the requirements of this Solicitation will be considered in the evaluation. Respondents will be rated according to the years of relevant experience as verified by references and the quality of experience as it relates to the business described in this Solicitation. In addition, points are awarded for experience leasing with public agencies.
**Operation Plan 30 Points**
Proposals will be evaluated based on the Respondent’s distinctive operation plan outlining personnel factors such as organization, personnel, and management capability. In addition, points will be awarded based upon the Respondent’s demonstrated ability to implement the components of the plan.

**Rental Offer 25 Points**
The evaluation of rental offers by the Respondents shall be assigned points in relation to the highest acceptable bid. There is no Minimum Bid.

Note: The Conservancy reserves the right to reject offers it considers too low. Further, the highest offer received may not be considered acceptable. Respondents may be required to prove to the satisfaction of the Conservancy their ability to operate a successful business under their bid. Failure to prove this ability will be cause to disqualify the proposal.

**Other Factors 20 Points**
Factors not included in other criteria, which support a proposal as the “Best Responsible Respondent”. This could include factors such as community service work and other supporting information provided.

**TOTAL 100 points**
### PROPOSAL EVALUATION FORM

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<thead>
<tr>
<th>MAX. POINTS</th>
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<tbody>
<tr>
<td>Experience, Expertise and Reliability</td>
<td>25</td>
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<tr>
<td>Proposal – Operations Plan</td>
<td>30</td>
</tr>
<tr>
<td>Rental Offer</td>
<td>25</td>
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<tr>
<td>Other Factors</td>
<td>20</td>
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<td><strong>TOTAL POINTS:</strong></td>
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The award of the grazing contract resulting from the Solicitation shall be based upon the Respondent judged to be most favorable to Walker Basin Conservancy in accordance with the above criteria.

Evaluator: _________________________________ Date: __________________________
PROPOSAL FORMAT

A completed Proposal and a Proposal Bond will constitute your proposal. You must follow the format provided in the proposal package and respond to all questions and fill in all blanks of the form. Inapplicable questions or blanks must be marked "N/A" or "NOT APPLICABLE". Failure to properly complete the form may disqualify your proposal.

Proposals should be plainly marked on the outside of a sealed envelope: "PROPOSAL FOR PITCHFORK RANCH UNIT GRAZING BID".

Please submit electronically to ______________________________________________.

I. RESPONDENT INFORMATION
   A. Respondent Identification
   B. Business Information
   C. Individual Information

II. PROPOSAL – OPERATIONS PLAN
   A. Organizational Structure
   B. Employee Staffing and Training Plan

III. PROPOSAL SUMMARY

IV. CERTIFICATION OF PROPOSAL

V. AUTHORIZATION

VI. SUPPLEMENTAL INFORMATION
I. RESPONDENT INFORMATION
I-A Respondent Identification

BUSINESS NAME ____________________________________________
(Exactly as it is to appear on the Agreement)

ADDRESS _________________________________________________

CITY/STATE/ZIP CODE _______________________________________

PHONE NUMBER _______________ FAX NUMBER _______________

EMAIL ADDRESS ___________________________________________

LEASE MANAGER NAME _____________________________________

NEVADA STATE BUSINESS LICENSE NUMBER _____________________

CONTACT PERSON

NAME _____________________________________________________

ADDRESS ________________________________________________

CITY/STATE/ZIP CODE _______________________________________

PHONE NUMBER _______________ FAX NUMBER _______________

EMAIL ADDRESS ___________________________________________
Check the one box below that describes your type of business and complete/attach the associated information requested. Also attach an organization chart if appropriate.

☐ SOLE PROPRIETORSHIP

☐ PARTNERSHIP: Attach a complete copy of the Partnership Agreement. To qualify as a responsive Respondent, the Partnership Agreement shall be executed and binding upon each of the parties.

1. Date partnership established __________________________

2. Is the Partnership Agreement recorded: ☐ Yes: Date _______ Where ___________; ☐ No

3. Has the partnership done business in Nevada? ☐ Yes. Date______________________ ☐ No

4. PARTNER NAMES  ADDRESSES NO. OF SHARES GENERAL(G) or LIMITED(L)

__________________________________________________________________________________________ ☐ G ☐ L

__________________________________________________________________________________________ ☐ G ☐ L

__________________________________________________________________________________________ ☐ G ☐ L

5. Has a surety or bonding company ever been required to perform on the default of the corporation within the last ten (10) years?
   ☐ Yes. Provide the information below for each default. ☐ No (proceed to next question)

   Surety/Bonding Company Name

   Bond Date Bond Amount

   Explain the circumstances surrounding each default and actions taken by the surety or bonding Company.

6. Has the corporation ever been adjudicated bankrupt or involved in pending bankruptcy matters?
   ☐ Yes. Below, enter dates, court jurisdiction and amounts of liabilities and assets. ☐ No

7. Is the corporation presently a party to any pending litigation, liens or claims?
   ☐ Yes. Below, enter detailed information for each legal action. ☐ No
8. Is the corporation subject to any outstanding claims, liens, or judgments?
   □ Yes. Below, enter details for each claim, lien or judgment   □ No

9. Has the corporation defaulted on, been terminated for non-performance or breach of lease or agreement, or voluntarily abandoned or forfeited rights under an agreement for services or lease?
   □ Yes. Below, enter an explanation of circumstances and outcomes of each event.  
   □ No

I. C. Individual Information.

Legal Name       Social Security No.
Residence Address     Phone No.
Business Address     Phone No.

PERSONAL HISTORY
1. Have you, individually, as a partner, joint venturer or as an officer of a corporation had a bond or surety canceled or forfeited within the last ten (10) years?
   □ Yes. Provide information below.  
   □ No

   Bond Company Name

   Bond Date       Bond Amount

   Explain the reason for each cancellation or forfeiture.

2. Have you individually, as a partner, joint venturer, or officer of a corporation been convicted of a felony crime in the last 10 years?
   □ Yes. Please explain.  
   □ No

3. Have you or your spouse or any business that you owned or in which you were an officer or had an interest ever declared bankruptcy, been declared insolvent or bankrupt, filed for bankruptcy, or reorganization under Federal or State laws?
   □ Yes. Below, enter dates, court jurisdictions and amounts of liabilities and assets.  
   □ No
4. Are you individually or is any partnership or joint venture in which you have been party currently involved in any pending litigation?  □ Yes. Below, enter dates, violations and locations.  □ No

WORK EXPERIENCE:
Attach a resume and narrative as necessary.

CERTIFICATION: I hereby certify under penalty of perjury that all responses stated above regarding my personal history and work experience are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of any material fact may cause forfeiture on my part of all rights to the proposed contract to be awarded by Walker Basin Conservancy.

Signature          Date
II. OPERATIONS PLAN
Add additional information if desired.

Please refer to the Pitchfork Ranch Unit Management Plan for specifications for this project.
III. PROPOSAL SUMMARY
(Attach separate pages as necessary.)
IV. CERTIFICATION OF PROPOSAL TO WALKER BASIN CONSERVANCY

Pursuant to Solicitation Request, dated ____________________________ , 2021, for the development and operation of a Grazing Bid at Pitchfork Ranch Unit, Lyon County, Nevada, for the term of two (2) grazing seasons with optional extensions, the undersigned Respondent hereby submits his/her proposal: PITCHFORK RANCH UNIT GRAZING BID.

Grazing will be allowed on the property known as Pitchfork Ranch Unit of the Walker River State Recreation Area, located in Lyon County, NV, and it is to be planned, maintained and operated in accordance with the draft agreement, and the provisions and specifications contained therein and by reference hereto made a part hereof. In the event I am the successful Respondent for the proposed contract, I will plan, finish, equip, operate, and maintain the facilities in accordance with requirements of the draft contract. I will obtain and pay associated costs for all necessary licenses and permits.

The undersigned, as Respondent, declares that the only person or persons interested in this proposal as principals are those named herein. Respondent further affirms that this proposal is made without collusion with any other person, firm, or corporation; that Respondent has carefully examined the location of the grazing area, the terms, conditions, specifications and other stipulations hereinbefore or hereinafter set out in this Solicitation, as well as any other documents used by the parties in negotiating this award and the proposed Agreement attached hereto. Respondent agrees, if this proposal is accepted, to enter into an agreement with Walker Basin Conservancy to provide all necessary facilities, attendants, apparatus and other means of operation and to do any and all other acts in fulfilling the said contractual requirements, terms, conditions, and specifications; and during the period that said Agreement is in effect, he/she will pay therefore, without demand for each year:

$____________________ per AUM for forage.

If this proposal is accepted, said undersigned Respondent shall execute an Agreement following the general guidelines stipulated in the attached sample Agreement form. If the undersigned shall fail to execute an Agreement within thirty (30) days after the Respondent has received notice from the Conservancy or its duly authorized representative that the Agreement is ready for signature, the Conservancy may determine that the Respondent has abandoned the agreement; thereupon this proposal and the acceptance thereof shall be null and void, and the forfeiture of such security accompanying this proposal shall operate; and the same shall be property of the Conservancy.

Accompanying this proposal is Respondent’s Bond or Cashier’s Check in the amount of One thousand dollars ($1,000.00) as a guarantee that, if the proposal is accepted, Respondent will execute the Agreement. Should Respondent fail to execute said Agreement within 30 days, the Proposal Bond will be forfeit.
I/We hereby certify that all responses and information provided in connection with this proposal are true to the best of my/our knowledge and belief, and I/we understand and agree that any misstatement or omission of any material fact may cause forfeiture on my/our part of all rights to the proposed agreement to be awarded by Walker Basin Conservancy.

I/we hereby respectfully submit this proposal, including all required documents and statements. I/we represent that the signatures hold the positions set forth below signatures and are authorized to execute this proposal.

If the Respondent is a corporation, state legal name of corporation, address state of incorporation, person designated for service of process, names of the directors, president, secretary, treasurer and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing firm; if Respondent is an individual, state first, middle and last name in full:

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V. AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I/my company have (has) submitted a proposal to the Walker Basin Conservancy (the Conservancy), for a Grazing Contract. I hereby authorize the Conservancy to release or discuss any or all information contained in my response(s) to the Solicitation with indicated references, financial institutions and other individuals or business associations whose identities have been disclosed by me or if not disclosed by me, any relevant individual or business entity, including other government entities, who may reasonably have information that will verify the contents of my proposal. This process may be necessary for the Conservancy to verify information submitted by me in the above-referenced proposal.

Respondent Signature       Date Signed

Printed Name
Position/Title
Company Name (if applicable)
VI. SUPPLEMENTAL INFORMATION/ATTACHMENTS