

TERREBONNE

Parish School District

**Request for Bids
For**

Section 16 Hunting and Trapping Leases

Bid# 090718

Philip Martin, Superintendent

BIDS ON SCHOOL LANDS INVITED

Notice is hereby given that the Terrebonne Parish School Board, in accordance with **LA R.S. 17:87.8**, will receive sealed bids in its Purchasing Department **for Hunting and Trapping Privileges on Section 16 Lands** until the hour of **two o'clock PM (2:00 PM) on Friday , September 7, 2018**. Bids received in the Purchasing Department after 2:00 PM will not be accepted. Bids will be opened, publicly acknowledged, and read aloud, at two-thirty o'clock PM (2:30 PM) on Friday, September 7, 2018 in the Purchasing Department, 340 St. Charles Street, Building #3 Houma, Louisiana 70360.

SECTION TO BE LEASED/BID	ACREAGE	LOCATION	MINIMUM
Section 16-T17S-R14E	588.00	Off School Board Canal	\$ 4,500.00
Section 16-T18S-R17E	588.00	North East of Lake Hatch	\$ 4,000.00
Section 16-T20S-R20E	416.67	East Shore Near Lake Chien	\$ 250.00
Section 16-T21S-R14E	201.00	Bayou Junop, "Mud Hole Bay"	\$ 320.00
Section 16-T21S-R15E	320.00	Near Bay Voisin, "Caillou Lake"	\$ 300.00
Section 16-T21S-R17E	640.72	Between Bayou Sale' and Deer Bayou	\$ 300.00
Section 16-T21S-R20E	640.00	Near Old Lady Lake	\$ 300.00
Section 16-T22S-R16E	640.00	North Side of Dog Lake	\$ 300.00
Section 16-T22S-R17E	640.00	Near Bay Mangrove on Bayou Sale'	\$ 320.00
Section 16-T22S-R18E	619.46	Near Bay Coon Road	\$ 300.00
Section 16-T23S-R16E	640.00	Near Pelican Lake	\$ 300.00
Section 16-T23S-R17E	640.00	North Lake Pelto	\$ 300.00

The School Board does not warrant the acreage indicated in the sections advertised for hunting and trapping is all land. The acreage listed in the advertisement is the acreage originally given to the School Board by the State of Louisiana. A portion or all of the property may be a water bottom associated with a bayou, canal, or ditch and may have significant or minor land loss due to erosion.

Bids must be submitted on the official bid forms which may be obtained from the Purchasing Department office, Terrebonne Parish School Board, 340 St. Charles Street - Building #3, Houma, LA, requesting by phone at (985) 876-7400, extension #243, email: purchasing@tpsd.org, or downloaded from <http://www.tpsd-la.schoolloop.com/purchasing>.

Bids shall be accompanied by a deposit, equal to 100% of the amount bid for the first year rental, in the form of a **certified check or money order**, made payable to the Terrebonne Parish School Board. The deposit will be returned to the unsuccessful bidder or credited to the successful bidder. NOTE: The deposit shall be non-refundable to a successful bidder declining bid award.

All bids shall be enclosed in a sealed envelope (addressed to Purchasing Department, Terrebonne Parish School Board, P.O. Box 5097, Houma, LA 70361) In accordance with **LA R.S. 41:1214**, bids shall be secret, sealed applications. Each bid shall be either hand-delivered by the bidder, or his agent, in which instance the deliverer shall receive a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. No lessor shall accept or take any bids, including receiving any hand-delivered bids, on days which are recognized as holidays by the United States Postal Service. Bids received prior to the scheduled bid opening will be securely kept unopened. Terrebonne Parish School Board bears no responsibility for receipt of a bid submitted by Certified Mail where delivery may be delayed and not be received by the bid due date and time. Bidders are cautioned to allow ample time for the transmittal of bids by United States mail or other carrier. Failure of the U.S. Mail or other carrier to deliver bids in a timely manner shall not be considered due cause to extend the time of the scheduled bid opening.

To the extent allowed by law, the Terrebonne Parish School Board reserves the right to reject any or all bids for just cause.

Roger Dale DeHart, Board President
TERREBONNE PARISH SCHOOL BOARD

Publication Dates: **August 8, 2018; August 15, 2018, August 23, 2018 and August 30, 2018**

TERREBONNE

Parish School District

Bids for Section 16 Hunting and Trapping Leases

PURPOSE

The Terrebonne Parish School Board (also referred to as the TPSB) is interested in receiving bids from insured vendors to lease vacant Section 16 lands reserved for hunting and trapping purposes. The Terrebonne Parish School Board will award this contract to the overall highest responsive and responsible bidder based on the specified criteria described on Bid Form #1 for a period of five (5) years.

CALENDAR OF EVENTS

Release of Invitation to Bid	- 08-08-18
Inquiry Deadline Date**	- 08-31-18
Deadline to turn in Bid	- 09-07-18 (2:00 pm)
Bid Opening Date	- 09-07-18 (2:30 pm)

(The School Board reserves the right to deviate from these dates.)

INQUIRIES

All inquiries must be submitted in writing **by August 31, 2018 at 2:00 pm.** Inquiries may be emailed to purchasing@tpsd.org or mailed to 340 St. Charles Street, Building #3, Houma, LA 70361.

SCOPE

Notice is hereby given that the Terrebonne Parish School Board will receive bids for the following sections:

SECTION TO BE LEASED/BID	ACREAGE	LOCATION
Section 16-T17S-R14E	640.00	Off School Board Canal
Section 16-T18S-R17E	588.00	North East of Lake Hatch
Section 16-T20S-R20E	416.67	East Shore Near Lake Chien
Section 16-T21S-R14E	201.00	Bayou Junop, "Mud Hole Bay"

Section 16-T21S-R15E	320.00	Near Bay Voisin, "Caillou Lake"
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Section 16-T23S-R16E	640.00	Near Pelican Lake
Section 16-T23S-R17E	640.00	North Lake Pelto

CERTIFICATE OF INSURANCE

Upon notification, all successful bidders shall provide and maintain for the duration of the award, a valid and acceptable Certificate of Insurance prior to any contract signing. Failure to provide the requested Certificate of Insurance within **ten (10) days** of the request may result in declaring a bid irregular, and therefore subject to rejection. Delays in meeting this requirement may result in loss of bid award and/or future bid awards.

INSURANCE REQUIREMENTS AND COMPLIANCE: No contract will be signed until the bidder's proof of insurance certificate has been received. If awarded the bid and the Lessee's insurance is deemed not acceptable, then the deposit shall be forfeited. Please make sure you are able to obtain the proper insurance before submitting a bid. To be awarded a Terrebonne Parish School Board "Hunting and Trapping Lease" the Lessee must provide an original certificate of insurance indicating the Lessee has the following coverage:

1. Minimum general liability coverage in the amount of \$1,000,000.00.
2. The Terrebonne Parish School Board is specifically named as an additional insured on the certificate of insurance.
3. The certificate indicates a thirty (30) day notice of cancellation.
4. The certificate includes a waiver of subrogation in favor of Terrebonne Parish School Board.

STANDARD TERMS AND CONDITIONS

Please be advised it is the sole responsibility of each person submitting a bid to examine the available 16th Section land for accessibility, and to determine what permits, if any, may be required. Further, it is the responsibility of each bidder to assure they can obtain the required insurance prior to submitting a bid (Bid Form #2). When the School Board awards a lease and the successful bidder cannot provide the needed insurance and/or refuses acceptance of such award, the award shall be withdrawn and the bidder shall forfeit their deposit. Such leases will not be awarded to the next highest bidder and will be re-advertised for bidding.

Should a current lessee not be successful in re-obtaining his/her lease, they will only have the right to fulfill the terms of their lease -- to immediately (within 30 days) return the lease to the original condition to which it was when they obtained the lease. The new lessee is required to report the failure of the previous lessee to promptly and properly clean up the lease, and/or remove their camp. Failure to make the above referenced report may subject the new lessee to be responsible for the restoration.

No Lessee shall be permitted to lease more than one Section 16 school land at a time. **No lease shall be assigned, sub-leased, or otherwise transferred by the original lessee. Lessee must provide School Board access to property.** In the event gates are erected, keys, lock combinations, etc. must be provided to the School Board's Land Management Agent.

Successful bidder must execute a lease according to the lease form approved by the Terrebonne Parish School Board within ten (10) days from notice of award. **A current Certificate of Insurance MUST be presented before the lease can be signed. The successful bidder must be considered an adult, 18 years of age or older, must personally appear to sign all necessary documents, and must show proof of identification before signing contract (no exceptions). A background check on each successful bidder may be conducted by the Board Attorney's Office.**

Persons awarded a lease shall have four (4) consecutive one-year renewals beginning in the month in which the said lease is approved by the full Board in a duly scheduled meeting of the Terrebonne Parish School Board, which must be paid each year by certified check or money order by the 1st day of the month in which the Terrebonne Parish School Board approves said bid each year for the succeeding four (4) years. The annual rental of leases, payable in advance, shall not be less than the minimum bid listed by Section, as stated above. Failure to timely pay rental shall subject currently leased section to immediate re-advertisement.

The location of boundaries and the acquisition of rights of ingress and egress **shall** be the responsibility of the Lessee.

- Lessor (Terrebonne Parish School Board) does not warrant that the Lessee has access to the leased premises by navigable public waterways. It is Lessee's responsibility to gain access to the leased premises at Lessee's cost and expense.
- Privileges associated with the leasing of the above 16th Sections of land will include hunting, trapping, and alligator tags, but shall **exclude the privilege of collecting/selling alligator eggs**. The Terrebonne Parish School Board reserves the right to collect, sell, and retain the income from alligator eggs
- Lessee, at its discretion, may erect gates or barricades in waterways located on the leased premises. However, Lessor does not warrant that waterways located on the leased premises are private waterways not subject to public use.
- The School Board reserves the right to perform restoration projects and grant other types of Section 16 Lands leases - such as a lease to explore for oil & gas, or to do seismic work. Although the School Board encourages other lessors to be considerate of our hunting and trapping lessees, the Board does not warrant that activities associated with such other activities and leases will not occur during hunting or trapping season. There is no refund of money if such an incident occurs.
- The School Board does not warrant that the acreage indicated in the sections advertised for hunting and trapping is all land. The acreage listed in the advertisement is the acreage originally given to the School Board by the State of Louisiana. Some acreage near the Gulf may have little

or no acreage that is land, due to erosion. It is the responsibility of the bidder to visit and become familiar with the section of interest, prior to submitting a bid. It shall also be the responsibility of the Lessee to control trespassers on his/her lease.

The School Board does not furnish maps; however, GIS maps can be found at local sporting goods stores, or on the Terrebonne Parish Consolidated Government website at: <http://gis2.tpcg.org/site/>, choose next on the tpcg site. First, select from the menu - Land Maps, and then select -Townships. It may require up to five times to zoom in on the Section 16 Lands to reveal and view the specific section.

- Persons submitting a bid will no longer be retained on a mailing list for future bids. All bid packets must be requested during the period of time bids are being advertised.

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HUNTING AND TRAPPING BID FORM #1

Section	Acreage	Location	Minimum	Bid Amount
Section 16-T17S-R14E	640.00	Off School Board Canal	\$4,500.00	
Section 16-T18S-R17E	588.00	North East of Lake Hatch	\$4,000.00	
Section 16-T20S-R20E	416.67	East Shore Near Lake Chien	\$250.00	
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Enclosed is a deposit in the amount of \$ _____ (100% of the amount bid for the first year rental. **Certified Check or Money Order Only**) which is refundable to unsuccessful bidders, but non-refundable to successful bidders who decline to accept the award of the bid or are unable to obtain proper insurance.

I understand that the first lease period will be for approximately 12 months and that the renewal payment shall be due on the 1st of the month in which said lease was approved by Terrebonne Parish School Board and on the 1st of the month each year for the following four (4) years. Failure to timely submit lease payment rental for the current lease shall release said rental for immediate re-advertisement.

If awarded the lease, I understand the following:

1. A background check may be conducted, if I am the successful bidder.
2. I am of legal age, eighteen (18) years old, and will personally appear, and bring a valid pictured identification.
3. I will obtain the appropriate certificate of insurance before the contract signing.
4. I will not be allowed to gather alligator eggs or enter into any contract with anyone else to gather alligator eggs from this section.
5. I may bid on more than one lease, however I will only be awarded one lease and that being the lease of my highest bid.

My signature below indicates that if awarded this bid, I agree to the specifications of this bid and awarded bid pricing for the above mentioned lease period, unless I fail to make renewal payments in a timely manner. I also understand that the Terrebonne Parish School Board reserves the right to cancel the lease if proper insurance is not provided in the timeframe mentioned above.

Printed Name

Signature

Date

This form shall be completely filled out, signed by bidder, and submitted with bid in order to be considered a successful and responsive bid

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HUNTING AND TRAPPING BID FORM #2
Acknowledgement of Insurance Requirements

I hereby certify that if I, _____, am the successful bidder on a Section 16 Lands Lease, that I will obtain a certificate of insurance from the following insurance agency _____ meeting all specifications of insurance requirements of Terrebonne Parish School Board for Section 16 Lands Hunting and Trapping lease as listed below:

- I will be covered for general liability for a minimum amount of \$1,000,000.
- I will name the Terrebonne Parish School Board as an additional insured.
- I will include a thirty (30) day notice of cancellation.
- I will include a waiver of subrogation in favor of Terrebonne Parish School Board.

Printed Name

Signature

Date

This form shall be completely filled out, signed by bidder, and submitted with bid in order to be considered a successful and responsive bid

Attachment “A”

Submittal of Bid:

All bids shall be enclosed in a sealed envelope (addressed to Purchasing Department, Terrebonne Parish School Board, P.O. Box 5097, Houma, LA 70361) In accordance with **LA R.S. 41:1214**, bids shall be secret, sealed applications. Each bid shall be either hand-delivered by the bidder, or his agent, in which instance the deliverer shall receive a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. No lessor shall accept or take any bids, including receiving any hand-delivered bids, on days which are recognized as holidays by the United States Postal Service. Bids received prior to the scheduled bid opening will be securely kept unopened. Terrebonne Parish School Board bears no responsibility for receipt of a bid submitted by Certified Mail where delivery may be delayed and not be received by the bid due date and time. Bidders are cautioned to allow ample time for the transmittal of bids by United States mail or other carrier. Failure of the U.S. Mail or other carrier to deliver bids in a timely manner shall not be considered due cause to extend the time of the scheduled bid opening.

Note: All envelopes, shall have the Bid Name as indicated below, Section 16 Hunting and Trapping Lease.

Any bid received after the specified date and time **(2pm September 7, 2018)** shall not be accepted and shall be returned unopened. Bid(s) shall be submitted on the official bid form(s). Bids not submitted on the official bid form(s) shall be declared irregular/non-responsive and rejected.

Caution should be taken to assure your bid submittal is properly mailed and addressed as per bid specifications; any bid submitted that is not properly addressed for submittal will be declared non-responsive and rejected.

The bid shall be addressed following the example below:

Return Address
<p>Purchasing Department Terrebonne Parish School Board 340 St. Charles Street Building #3 Houma, LA 70360</p>
<p>Section 16 Hunting and Trapping Lease Bid #090718</p>