

Watershed Operation and Maintenance

Requesting Financial Assistance

Projects Under \$2,500

- Complete form OCC-8H – *Project Application for Watershed Operation and Maintenance*
- Attach the most current inspection form to your request
- If the request is for equipment or supplies please indicate “multiple sites” as the watershed and provide an itemized list with prices
- If the request is for chemical you must attach a copy of your current applicator’s license
- Do not expend funds prior to receiving written approval from the Commission

Projects \$2,500 and Over

- Prioritize the Work to be Done
- Develop a Cost Estimate
- Prepare a Bid Packet
- Submit Request to OCC
- Advertise
- Conduct a Site Showing and Take Bids
- Bid Open
- Notice to Begin Work
- Complete the Project

Prioritize the Work to be Done

- A project can be one site or multiple sites.
- If the work to be performed is of a similar nature and the sites are in close proximity to each other you may want to group them as one project.

Develop a Cost Estimate

- Cost estimates should be developed prior to the site showing and taking bids
- Use your watershed technicians, NRCS average cost tables, NRCS staff to develop cost estimates

Prepare Bid Package

- Solicitation for Bids – district address; district contact person; watershed site(s); watershed location; general description of work to be performed; site showing date, time and location; bid open date, time and location
- Proposal to Bid Form
- Bid Specifications – detailed information about the type of work to be performed; drawings and specifications
- Watershed Technician review

Solicitation for Bids

Solicitation for Bids (Bid Notice)

Sealed bids will be received by the **Atoka County** Conservation District at **2341 South Mississippi, Atoka, Oklahoma**; until the bid opening time and date indicated below. Questions about the project should be directed to **Joe Smith at 580-555-5555**.

Project Name: **Lower Clear Boggy Site 14 fence repair**

Project Location: **Atoka County, Oklahoma**

Site Showing: mandatory non-mandatory

Date: **March 2, 2010**

Time: **10:00 a.m.**

Location: **Atoka County Conservation District
2341 S Mississippi
Atoka OK
580-889-5615**

Bid Opening: Date: **March 9, 2010**

Time: **2:00 p.m.**

Location: **Atoka County Conservation District
2341 S Mississippi
Atoka OK**

Proposal to Bid

PROPOSAL TO BID

To:	Atoka County Conservation District 2341 S Mississippi Atoka OK 74525
From:	Bidder Company Name
	Bidder Address
	Phone #
	Tax ID # or SSN
	Insurance Company

Site(s) included in this bid:	Lower Clear Boggy Site 14
Description of work:	Tear out existing fence and construct approximately 4380' of 5 wire barbed wire fence, reusing existing T-posts. Setting approximately 14 corners and 21 braces in concrete. Build 3 gates. District will furnish pipe for corners and braces.
Bid items:	a) Furnish all labor, equipment and materials to complete the work described above.
Total bid:	\$
Bidder's signature:	

Submit bids by 2:00 p.m. on March 9, 2010 to the Atoka County Conservation District, 2341 South Mississippi, Atoka, OK 74525.

Attachments and Notes: Contract must be completed within 30 days of notice to proceed. District will furnish pipe for corners and braces. Drawings and specifications are attached. Inspection required upon completion.

Submit Request to OCC

- Prior to conducting a site showing and taking bids
- Request includes
 - OCC 8H Form– *Project Application for Watershed Operation and Maintenance*
 - Current Inspection Form
 - Bid Package – solicitation to bid, proposal to bid, and bid specifications
- OCC will notify the district, in writing, if the request is approved

Advertise

- Newspaper
- Written notification to area contractors (solicitation for bids)
- Cost associated with advertising the project are the responsibility of the district.
- All prospective bidders must receive the same information.

Site Showing and Taking Bids

- Mandatory or Non-mandatory
- Choose a mandatory site showing when the project is complex, there are unusual site conditions, or landowner issues.
- If you choose a mandatory site showing that means only those in attendance can bid on the job. You must have a sign in sheet.
- Bidders must complete and return the Proposal to Bid prior to the stated bid opening time and date.
- Bids must be sealed

Bid Open

- Bids must be opened at the specified date, time and location as indicated on the Solicitation for Bids
- Generally the low bidder is the successful bidder.
- Notify OCC of your bid results by sending a copy of all bids received. Indicate which bid your district will accept.

Notice to Begin Work

- OCC will review the bids
- If the accepted bid amount is more than the amount the district was approved for OCC will determine if additional funds are available and notify the district in writing.
- Once funding is secured from OCC the district can notify the contractor to begin work.

Complete the Project

- District will inspect the project as required by the bid package.
- Once the project has been inspected and an invoice received the district can claim for reimbursement.
 - Watershed O&M must be on a separate reimbursement claim
 - Multiple O&M projects can be on the same claim