



**POLK COUNTY CONSERVATION BOARD
INVITATION TO BID
ITB #2015-014**

**SALE OF BISON/ELK
JESTER PARK**

The Polk County Conservation Board is seeking interested bidders for the purchase of two (2) bison cows and purchase of (2) castrated bull elk from the herd at Jester Park, Granger, Iowa.

Interested parties are to mail or hand-carry their sealed bid to:

**Polk County Conservation Board
Attn: Brian Herrstrom, Park Ranger
11407 NW Jester Park Drive
Granger, IA 50109-9675**

Sealed bids must be received on or before 4:00 p.m. (CST), Monday, December 7, 2015 to be considered. Bids will be opened and read in the conference room at the Polk County Conservation Board Office at 4:05 p.m. on Monday, December 7, 2015. All interested parties are invited to attend.

Sincerely,

Brian Herrstrom
Park Ranger

POLK COUNTY CONSERVATION BOARD

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POLK COUNTY CONSERVATION BOARD

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**PART I
BIDDER INFORMATION**

1.1 Purpose

The purpose of this request is to secure separate bids for sale of two (2) bison cows and (2) castrated bull elk from the herd at Jester Park, Granger, Iowa. This Invitation to Bid (ITB) provides detailed instructions for interested bidders. It contains the specifications for the items to be provided and the terms and conditions.

Special Conditions: Interested parties shall provide separate bids for the two elk and the two bison. Purchase of single elk and/or single bison is not applicable. Bids submitted for the two elk and the two bison will be awarded separately.

1.2 Inquiries

Inquiries concerning this ITB or to make arrangements to view bison must be directed to:

**Brian Herrstrom, Park Ranger
Polk County Conservation
11407 NW Jester Park Drive
Granger, IA 50109-9675
515.967-4889 (Office)
515.249-1753 (Cell)**

1.3 Receiving of Bids

- A. Sealed bids will be received until 4:00 p.m. (CST), Monday, December 7, 2015. Bids received after that date and time will not be considered and will be returned to the bidder.
- B. Bids are to be mailed or hand-carried to:

**Polk County Conservation Board
Attn: Brian Herrstrom, Park Ranger
11407 NW Jester Park Drive
Granger, IA 50109-9675
Office Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday**

1.4 Filing of Bids

- A. Bids shall be prepared in duplicate on the proposal forms furnished with this bid packet in a sealed envelope. Bid proposal forms must be complete, signed and dated.

- B. The bid and any clarification of the bid shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in contract.

1.5 Official Clock

The official clock is the clock located in the receptionist's area of the Polk County Conservation Board Office at Jester Park, Granger, Iowa.

1.6 Delay in Receipt of Bid

The Polk County Conservation Board accepts no responsibility for delays in the receipt of your bid due to mail delivery, messenger services or any other method of delivery. The responsibility for timely delivery rests with the bidder.

1.7 Opening of Bids

The bid opening will begin at 4:05 p.m., Monday, December 7, 2015 in the conference room at the Polk County Conservation Board Office. Bids are public after the opening.

Staff will compile bids and present bid information to the Deputy Director. Successful bidder(s) will be notified within 48 hours of opening.

1.8 Rejection of Bids

The Polk County Conservation Board reserves the right to reject any or all bids in whole or in part, to waive irregularities and to accept bids which appear to be in the best interest of the Polk County Conservation Board.

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**PART II
SPECIFICATIONS**

2.1 Instructions

Park staff will be available to assist with the loading of the animals; however, the buyer is responsible for transport.

2.2 Sale Conditions

- A) Buyer must be experienced with the handling of bison/elk.
- B) Conservation will provide health certificate at time of transport.

2.3 Payment

Full payment for the animals as bid shall be due at the time of transport from Jester Park, Granger, Iowa. Payment shall be to Polk County Conservation Board.

2.4 Custody of Animal

By the act of submitting a bid, buyer agrees to assume physical and legal custody of the animals by 5:00 p.m., Friday, December 18, 2015. Buyer accordingly agrees to accept full responsibility and liability for animals upon assumption of custody.

