

STATEMENT OF WORK
Hay Procurement and Delivery Services
Bureau of Land Management (BLM)
Rock Springs Wild Horse and Burro Facility

1.0 GENERAL

The Bureau of Land Management (BLM), Rock Springs Wild Horse and Burro Facility, Rock Springs, Wyoming, requires the procurement and delivery of approximately 2,500 tons of alfalfa hay for use as livestock forage.

2.0 SCOPE OF WORK

Provide and deliver approximately 2,500 tons of 2026 crop alfalfa hay in accordance with the specifications contained in this Statement of Work (SOW).

3.0 HAY SPECIFICATIONS

3.1 Alfalfa Hay Requirements

The hay supplied under this contract shall meet the following requirements:

a. The hay shall:

1. Be harvested from the 2026 crop year.
2. Contain a crude protein content between 14% and 25%.
3. Be domestically grown within the United States.
4. Be leafy, green, well-cured, properly stored, and free from dust, mold, heat damage, or spoilage.
5. Be barn stored or protected with hay tarps. Hay stored outdoors without cover must be free from weather-related damage.
6. Be free of Russian thistle, prickly herbs, cheat grass, and any weeds or grasses deemed unsuitable or unsafe forage for domestic animals.

b. The hay shall not:

1. Contain bearded grain or forage plants with long awns (spikelets).
2. Contain less than 14% crude protein.
3. Exceed 16% moisture or contain less than 10% moisture.

4.0 BALE REQUIREMENTS

4.1 Large Bale Specifications

a. Bales shall:

1. Measure either:
 - 3 ft. × 4 ft. × 8 ft., or
 - 3 ft. × 3 ft. × 8 ft.
2. Weigh approximately:
 - 1,300 pounds for 3×4×8 bales
 - 800 pounds for 3×3×8 bales

b. Bales shall not:

1. Be ragged, broken, uneven in length, or have wires/twine with unequal tension.
2. Consist of top or bottom bales from outdoor stacks.
3. Exhibit any signs of rain or weather damage.

5.0 CERTIFIED WEIGHT TICKETS

1. Total shipped weight shall be verified by the Project Inspector (PI).
2. A State Certified Weight Ticket shall accompany each load delivered.
3. Handwritten weight tickets will not be accepted.

6.0 PLACE OF DELIVERY

The Contractor shall deliver, unload, and stack the hay at the following location:
Rock Springs Wild Horse and Burro Facility
Lionkol Road
Rock Springs, WY 82901

Point of Contact:

Jacob Benson
Phone: (307) 350-0002

7.0 DELIVERY SCHEDULE

1. Following contract award, the Contractor shall have up to five (5) business days to coordinate hay sourcing and transportation arrangements.
2. The first load(s) of hay shall be delivered within ten (10) business days after contract award.
3. The Contractor shall coordinate with the Contracting Officer's Representative (COR) to deliver a minimum of six (6) semi-truck loads of hay per week to the Rock Springs Wild Horse and Burro Facility.

8.0 UNLOADING AND ACCEPTANCE**8.1 Pre-Shipment Notification**

At least three (3) business days prior to shipment, the Contractor shall provide the COR with:

1. Anticipated shipment date
2. Estimated total tonnage to be shipped
3. Carrier name and contact information

8.2 Delivery Documentation

The carrier shall provide certified weight tickets for each load delivered. Handwritten weight tickets will not be accepted.

8.3 Inspection and Acceptance

1. All hay deliveries are subject to visual inspection prior to acceptance.
2. The COR may require any bale to be unloaded and opened for inspection to verify compliance with this SOW.
3. Hay found to contain mold, heat damage, spoilage, prohibited weeds, or other non-conforming material may be rejected.
4. The COR reserves the right to reject any individual bale, load, or shipment that does not meet the requirements specified in Section 3.0.

8.4 Unloading Responsibilities

1. The Contractor shall be responsible for unloading and stacking all hay in designated areas and hay sheds at the facility.
2. The Contractor shall provide all necessary equipment for unloading and stacking operations.
3. Hay shall be stacked six (6) bales high within the hay sheds.
4. Skid steers shall not be used for unloading or stacking operations due to stacking height and stability requirements.

8.5 Delivery Hours

Deliveries shall occur between:

- 7:30 a.m. and 3:30 p.m. local time
- Monday through Friday
- Excluding weekends and Federal holidays
 - New Year's Day – January 1
 - Birthday of Martin Luther King, Jr. – Third Monday in January
 - Washington's Birthday (Presidents Day) – Third Monday in February
 - Memorial Day – Last Monday in May
 - Juneteenth National Independence Day – June 19
 - Independence Day – July 4
 - Labor Day – First Monday in September
 - Columbus Day – Second Monday in October
 - Veterans Day – November 11
 - Thanksgiving Day – Fourth Thursday in November
 - Christmas Day – December 25

8.6 Emergency Deliveries

If an emergency occurs, deliveries may be requested for a Saturday, Sunday, or national holiday, providing the Contractor notifies the COR on the preceding Friday and/or within the preceding workday of the delivery date.

9.0 EVALUATION METHODOLOGY

Evaluation Methodology

The Government will use a Lowest Price Technically Acceptable (LPTA) source selection process. Award will be made to the responsible Offeror submitting the lowest evaluated price whose quote is determined to be technically acceptable in accordance with the requirements of this Statement of Work.

Quotes will first be evaluated for technical acceptability. Only those determined technically acceptable will be considered for award.

Evaluation Factors (Technical Acceptability)

The following factors will be used to determine technical acceptability. Each factor will be evaluated on a pass/fail basis:

1. Subcontractor Identification
Offeror shall identify all subcontractors/suppliers used to provide hay not grown or harvested on their own property and submit a completed Standard Form 1413 (Attachment 1), Statement and Acknowledgment.
2. Quality Control Plan
Offeror shall submit a Quality Control Plan demonstrating procedures to ensure compliance with all contract and SOW requirements.
3. Past Performance
Offeror shall provide a minimum of three (3) relevant past performance references, including contact information, contract type, dollar value, and scope of work.
4. Hay Nutritional Analysis
Offeror shall provide current 2026 hay nutritional analysis, including at a minimum: moisture content, crude protein, carbohydrates, and energy values (additional metrics such as TDN, fat, calcium, phosphorus, and magnesium may be included).
5. Equipment Capability
Offeror shall describe the equipment that will be used for unloading and stacking hay to ensure compliance with delivery requirements.

10.0 PAYMENT TERMS

Payments shall be made after confirmation and acceptance of each delivery by the Government.