

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

INVITATION TO BID

19/20-018 WLR

**FORESTRY CONSULTING SERVICES
Steinhatchee Springs #20**

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Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
800.226.1066 (Florida only)
www.mysuwanneeriver.com

SECTION 1 - INTRODUCTION

The Suwannee River Water Management District (District) is conducting an Invitation to Bid (ITB) for Forestry Consulting Services. The District is requesting bids for the preparation and oversight of the Steinhatchee Springs #20 Timber Sale in Lafayette County, Florida. This sale is a 208-acre third row select first thinning of 1994 and 1997 planted slash pine. The goal is to leave 30-50 square feet of basal area of the best trees evenly distributed across the stand to continue to grow on the site. See the attached maps of the sale area.

The District shall award a contract to the responsible and responsive forestry consulting contractor who submits the lowest total project bid.

SECTION 2 - PROPOSED SCHEDULE

February 10, 2020	Release of Invitation to Bid (ITB)
February 26, 2020	Bids due prior to 10:00 am at District Headquarters in Live Oak. Opening will occur at this time.*

* Denotes a public meeting. All times denote Eastern Standard Time (EST).

SECTION 3 - INSTRUCTION TO BIDDERS

Delivery of Bids: Bidders are required to complete and submit one Response Form and one Similar Project References Form included in Sections 6. If the contractor has performed forestry consulting services for the District in the past 3 years, no Reference Form is needed. Forms shall be sent to:

Pennie Flickinger, Business Resource Specialist III
Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060 Phone: 386.362.1001

Bids are due at the above address prior to 10:00 am on February 26, 2020. Bids received after this time, for any reason, will be rejected. The bids shall be hand-delivered or mailed. No common carrier guarantees next day delivery to District headquarters. The omission of any required information will deem the bid package as non-responsive.

Responses must be hard copy. E-mail or FAX transmittals will not be accepted.

All responses shall be submitted in sealed envelopes with the **invitation number (ITB 19/20-018 WLR) and opening time and date (10:00 am February 26, 2020) clearly marked in large, bold, and/or colored lettering.** Responses delivered in an envelope not properly marked with the ITB number, opening date and time that are inadvertently opened by District personnel will not be considered.

SECTION 4 – KEY POINTS

Selection of Contractor: In accordance with subsection 287.057(1(a)4, Florida Statutes, the contract shall be awarded to the responsible and responsive vendor who submits the lowest total project responsive bid. Responsiveness is determined in part by evaluating the vendor's experience providing similar forest management services for tracts of forestland in north central Florida. Should the successful Bidder be unable at any time to accomplish the work he has been

contracted for, the next ranked Bidder for the same task may be contacted to complete the required work.

Invoicing and Payment: Payments are to be invoiced and paid in 4 partial payments. They will be paid based on the satisfactory deliverables and completion of the 4 categories listed below. The sale preparation will be paid in 1 payment. The harvest oversight per acre rate will be used to calculate its 3 associated partial payments listed below.

Payment Schedule

Sale Preparation (complete within 14 days of contract execution)

First 70 acres thinned

Second 70 acres thinned

Final 68 acres thinned, and closeout completed

Additional services related to this timber sale as approved by the District Project Manager will be negotiated if needed.

Mailed invoices should be sent to:

Steve Carpenter
Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060

Emailed invoices should be sent to:

AccountsPayable@SRWMD.org and
SCC@SRWMD.org

Challenge of Solicitation Process: If a potential respondent protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the invitation to bid on the District's website. **“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District's Intent to Award Contract: If a respondent intends to protest District's intent to award Contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2019).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans with Disabilities Act: The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or

activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Samuel Long, Records and Contract Manager at 386-362-0437 or 800.226.1066 (Florida only).

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran's Preference: In the absence of a minority business enterprise, whenever two or more service providers are ranked equally, a veteran-owned business enterprise shall be given preference in the award process.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Scrutinized Company: Section 287.135, Florida Statutes, states "A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

- a. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or
- b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or
 2. Is engaged in business operations in Cuba or Syria."

Drug Free Workplace Act: The selected Bidder shall certify that it has established a drug-free workplace.

Insurance Requirements: If awarded, Bidder shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into a contract with the District, respondent agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that respondent has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

- 1) Workers' compensation insurance as required above;
- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by the respondent to provide the services requested by District;
- 3) General liability insurance for all services rendered by the respondent for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.

Rejection of Responses: The District reserves the right to reject any and all bids or other proposals submitted in response to the District invitation. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

SECTION 5 - SCOPE OF WORK

The Suwannee River Water Management District (District) is conducting this Invitation to Bid (ITB) for Forestry Consulting Services. The District is requesting bids for the preparation and management of the Steinhatchee Springs #20 Timber Sale in Lafayette County, Florida. This sale is a 208-acre third row select first thinning of 1994 and 1997 planted slash pine. The goal is to leave 30-50 square feet of basal area of the best trees evenly distributed across the stand to continue to grow on the site. Harvesting must minimize negative impacts to the leave trees and wetland areas adjacent to the sale blocks. The District will conduct the timber sale bidding and contract execution. See the attached map of the sale area.

Sale Preparation DEADLINE – within 14 days of contract execution

Harvest Planning

- Develop a sale plan that includes harvest type, objectives, potential harvest issues, and access issues. Identify any site-specific terms that should be included in the harvest contract.
- Develop GIS sale map(s) and shapefiles that include proposed loading deck and skid trail locations.

Deliverables

- Provide a sale plan, maps, and shapefiles. (may be delivered electronically)
- Be available for any necessary harvest planning phone calls or meetings with District staff.

Harvest Oversight

Management

- Conduct a preharvest meeting with the purchaser and logger. It is preferred that District staff is at the meeting but not required. Discuss sale contract, plan, boundaries, security tickets (provided by District), load sheet, product specs, roads, decks, skid trails, gates,

BMPs, rare species, rutting, slash disposal, settlements, and payments. Provide the District's timber security tickets to the logger. Complete the District Pre-Harvest Checklist Form.

- Flag any necessary boundaries necessary to ensure logging conformance with the harvest contract and objectives.
- Monitor sale at least once a week during harvesting or more frequently if needed to ensure harvest contract and plan compliance. If compliance issues are noted they should be documented and corrected immediately. Inspections shall include picking up white security tickets, taking a picture of the loader sheet (weekly), and inspecting harvested areas for compliance with the contract and objectives. A periodic inspection checklist should be filled out during every site inspection. When the harvest is nearing completion, ensure any compliance issues are documented and corrected. Then fill out the final inspection checklist form.
- Update a harvest map that shows areas harvested twice a month while harvesting is underway. This can be as simple as drawing the harvest progress on the sale map and taking a picture.
- Random 10 BAF stocking plots are required to document the residual basal area. 1 plot per five harvested acres is the minimum required. The plots will be documented in a spreadsheet and include date collected and an average of all plots.

Deliverables (may be delivered electronically)

- Provide a harvest progress update email, or phone call weekly while harvesting is underway.
- Provide pre/periodic/final inspection checklist forms, load sheet picture, a map showing harvest progress, and residual basal area spreadsheet twice a month when harvesting is underway.
- Be available for sale update phone calls or field meetings with District staff.

Reconciliation

- Receive and review the weekly settlements, load sheets, security tickets, and mill tickets of timber harvested by the logger. Match each white security ticket with the pink security ticket and mill ticket for each load. Ensure that the settlement matches the ticket information and all wood is accounted for.
- Enter the security and mill ticket information into the District's reconciliation template spreadsheet for each settlement. Update the spreadsheet's sales summary page after each settlement. Any discrepancies should be documented with the timber buyer and corrected. The District should be advised of any discrepancies and proposed solutions immediately upon discovery.
- Store load sheets, settlement sheets, security tickets, and mill tickets at the Contractor's office until the completion of the sale.
- Deliver timber tracking reports to the District no less than twice a month when a timber operation is underway. Scan completed inspection forms and email updated reconciliation spreadsheets as acceptable documentation while harvesting is underway.

- While a timber harvest is underway, all timber harvest records must be organized, compiled, stored and ready for inspection by District.

Deliverable (may be delivered electronically)

- Provide the updated reconciliation spreadsheet twice a month while the harvest is underway.

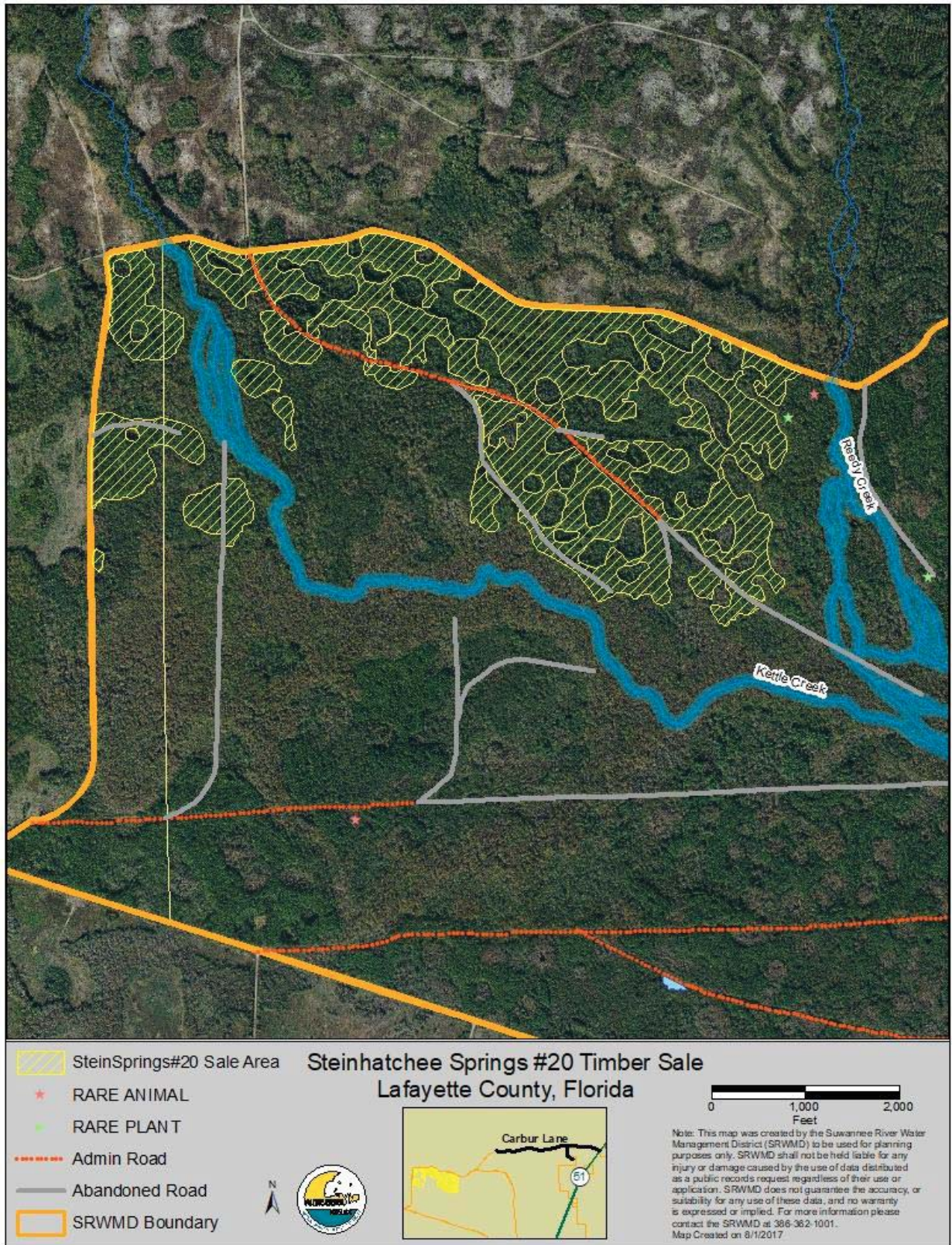
Closeout

- When harvesting is complete and there are no outstanding payment or contract discrepancies, provide the final reconciliation spreadsheet and a letter advising the District of satisfactory completion of the sale within 14 days.
- Within 14 days of the letter, all original records must be delivered to SRWMD for final storage. A shapefile of final harvested area, if different from planned sale area, and the final spreadsheets of the Timber Sale Reconciliation Template and stand stocking must also be delivered.

Deliverables

- Provide the final reconciliation spreadsheet and sale completion letter. (may be delivered electronically)
- Provide all original settlement and security/mill ticket records.

Access Gate Combinations: 1-0-0-1



SECTION 6 – BID RESPONSE FORM

**Invitation to Bid 19/20-018 WLR
Suwannee River Water Management District
Forestry Consulting Services
Steinhatchee Springs #20 Timber Sale Preparation and Management**

Bidder Information - Submit this form as discussed in Section 3. Submit Reference form below if company has not performed forestry consulting services for SRWMD in the last 3 years.

Company Name _____

Company Representative _____

FEID Number _____

Address _____

Email Address _____

Office Phone Number _____

Cell Phone Number _____

Signature and Date _____

Bid Information

Service	Acreage	\$/Acre Rate	Total Service Rate \$
Sale Preparation (Deadline 14 days of contract execution)	208		
Harvest Oversight	208		

Total Project Cost: \$ _____

**Invitation to Bid 19/20-018 WLR
Suwannee River Water Management District
Forestry Consulting Services
Steinhatchee Springs #20 Timber Sale Preparation and Management**

Similar Project References

Complete and return with your bid response if you have not performed Forestry Consulting Services for the SRWMD in the last 3 years. Additional Reference material will be accepted.

Completed Projects

AGENCY/COMPANY: _____

CONTACT: _____ TELEPHONE: _____

NAME OF PROJECT: _____

DESCRIPTION: _____

PROJECT DATES: _____ PROJECT COST: _____

AGENCY/COMPANY: _____

CONTACT: _____ TELEPHONE: _____

NAME OF PROJECT: _____

DESCRIPTION: _____

PROJECT DATES: _____ PROJECT COST: _____

AGENCY/COMPANY: _____

CONTACT: _____ TELEPHONE: _____

NAME OF PROJECT: _____

DESCRIPTION: _____

PROJECT DATES: _____ PROJECT COST: _____