

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**INVITATION TO BID**

**NO. 19/20-014**

**BLUE SINK CANOE LAUNCH IMPROVEMENT PROJECT**

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Suwannee River Water Management District  
9225 CR 49  
Live Oak, FL 32060  
386.362.1001  
386.362.1056 (Fax)  
800.226.1066 (Florida only)  
[www.mysuwanneeriver.com](http://www.mysuwanneeriver.com)

## **SECTION 1: INTRODUCTION**

The Suwannee River Water Management District (District) owns and manages approximately 160,000 acres of forestland in north-central Florida for the protection of floodplains and their associated habitats. These properties are managed under a multiple-use policy that includes provisions for public access and recreation.

The District is requesting bids from firms that can make improvements to the canoe launch on the Blue Sink Tract. Firms must complete all bid forms.

## **SECTION 2: BID SCHEDULE**

|                   |  |
|-------------------|--|
| February 10, 2020 | Release of Invitation to Bid (ITBs).   |
| February 18, 2020 | Mandatory pre-bid meeting at 10:30 AM at Blue Sink Canoe Launch, 64 <sup>th</sup> Terrace, Suwannee County |
| February 26, 2020 | Bids due prior to 3:00 PM at District headquarters in Live Oak. Opening of bids will occur at this time*   |
| March 13, 2020    | Tentative execution of contracts   |

\* Denotes a public meeting. All times denote Eastern Daylight Time (EDT).

## **SECTION 3: INSTRUCTIONS TO BIDDERS**

Delivery of Bids: Bidders are required to complete and submit one (1) digital copy on compact disc (CD), one (1) original and one (1) copy of the Response Forms included in Sections 6 and 7. Response forms shall be sent in one envelope to:

Pennie Flickinger, Business Resource Specialist II  
Suwannee River Water Management District  
9225 County Road 49  
Live Oak, Florida 32060                      Phone: 386.362.1001

**Bids are due at the above address prior to 3:00 p.m. on February 26, 2020.** Bids received after this time, for any reason, will be rejected. Bids placed in the mail should be mailed in time for delivery the prior day. No common carrier guarantees next-day delivery to District headquarters.

Bids must be hard copy. FAX transmittals will not be accepted.

All bids shall be submitted in sealed envelopes with the **invitation number (ITB 19/20-014 WLR) and opening time and date (3:00 p.m., February 26, 2020) clearly marked in large, bold and/or colored lettering.** Bids delivered in an envelope not properly marked with the bid number and bid opening date and time that are inadvertently opened by District personnel will not be considered. The bid shall be hand-delivered or mailed, preferably by registered mail.

Additional Information: Additional bid packages may be obtained by logging on to [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com) or by contacting Pennie Flickinger, at 386.647.3120 or 800.226.1066.

## **SECTION 4: KEY POINTS**

Evaluation by District: Each group of properties with recreation features (hereafter termed "region") will be considered separately. 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 responsive bid.

Challenge of Solicitation Process: If a potential Bidder 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 Bidder 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 Bidder shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any Bidder 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 (2014).

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). The District's fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Bidders 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 by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

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

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.”

Insurance Requirements: If awarded, Bidder shall represent and guarantee that all employees, agents, servants or representatives of the Bidder, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into a contract with the District, Bidder 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 Bidder 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 Bidder to provide the services requested by District;
- 3) General liability insurance for all services rendered by Bidder 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 bids submitted in response to the District invitation. The District also reserves the right to waive any minor deviations in an otherwise valid bid.

Renewal of Contract: The initial contract for the selected Bidder (hereinafter referred to as “Bidder” or “Bidder”) shall be for the period through September 30, 2020. Assuming the consent and agreement of the Contractor, the District at its sole discretion may consider two subsequent one-year renewals of the contract so long as the terms and conditions are equal or more favorable to the District.

Qualifications of Bidders – \*To Submit with Bid\*: It is the Bidder’s responsibility to completely fill in all items in Sections 6 and 7 (with an Equipment List) with the information listed below in the response. Items that are in bold will be used to determine the low-price component of assessment where applicable. Other items that can be provided should be filled in and can be included in the contract at the option of the District. Failure to provide these items may result in the Bid being considered non-responsive.

The minimum requirements necessary to meet the qualifications for this contract are as follows:

- a) Have three (3) years’ experience for the task(s) being proposed (project experience must be by the individual(s), firm, or project manager(s) assigned to the project). Bidder shall include information which clearly demonstrates their ability to meet this requirement; and
- b) Have completed at least four (4) projects of the nature specified in the applicable Scope of Services over the past three (3) years (Bidder shall use the SIMILAR PROJECTS form provided to list the names of the project(s), including the personnel assigned to each, and the names of the agencies/companies for whom the work was performed, including a contact person and telephone number); and
- c) Have names, addresses, and telephone numbers of three (3) clients who can attest to your experience as it relates to the Scope of Services (not including the District). Bidder shall use the REFERENCES form provided in the contract documents to list their references.
- d) Bidder must demonstrate their ability to provide all equipment necessary (either owned or leased) with experienced operators (minimum of three years) necessary to provide the required work (fill in and return an “Equipment List”, with the bid); and
- e) A working email address with the ability to send and receive photographs, and to receive and print color maps in jpeg or PDF format. District staff requires the ability to send Contractor work orders, photographs and project maps via email.

Each Bidder shall submit the documentation stated above under Paragraphs ‘a’ - ‘e’ with the bid package. Failure on the part of Bidder to include the above with the bid shall render Bidder non-responsive. The District will consider only responsive Bidders.

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 responsive bid.

Disqualification of Bidder: Any of the following causes shall be considered as sufficient grounds for the disqualification of the Bidder and the rejection of his/her bid:

- a) Submission of more than one bid for the same work by an individual, firm, partnership or corporation under the same or different names;
- b) Evidence of collusion among Bidders;
- c) Incomplete work for which Bidder is committed by Contract which, in the judgment of District, might hinder or prevent the prompt completion of work under this Contract if awarded to Bidder;
- d) Being in arrears on any existing contracts with District or in litigation with District or having defaulted on a previous contract with District;
- e) Any other cause which, in District’s judgment and discretion, is sufficient to justify disqualification of a Bidder or the rejection of the bid;

If items ‘c’ or ‘d’ above are considered to be applicable to any prospective Bidder by the District prior to the issuance of bid documents, the prospective Bidder will be notified and will not be

allowed to pick up bid documents or submit a bid for the work. If a bid is submitted, the District will notify the prospective Bidder and the bid will not be opened.

Execution of Contract: Two copies of the contract will be provided to the selected Bidder after approval by the Executive Director. The Bidder, within ten (10) days of the date of receipt, shall execute and return both copies of the contract to the District, along with the following:

- a) A completed Internal Revenue Service Form W-9;
- b) Satisfactory evidence of all required insurance coverage;
- c) Proof satisfactory to District of the authority of the person or persons executing Contract on behalf of Bidder; and
- d) All other information and documentation required by Contract documents.

The above documents must be furnished, executed, and delivered before the contract will be executed by the District. The contract shall not be binding upon the District until it has been executed by the District and a copy of such a fully executed contract is delivered to the Contractor. The District reserves the right to cancel the award without liability and at any time before the contract has been fully executed by all parties and delivered to the Contractor.

Failure to Execute Contract: Failure upon the part of Bidder to whom the contract has been awarded to execute and deliver the contract, and to furnish the evidence required in "Execution of Contracts" "a – d" above, within ten (10) days after the date of award shall be just cause, if the District so elects, for the annulment of the award.

Notice and Services Thereof: All notices given by the District, under the provisions of this contract, shall be in writing and service of same may be in either of the following manners:

- a) By delivery of such notice to Bidder or to any office of Bidder if said Bidder be a corporation, or to any agent of Bidder;
- b) By mailing such notice by United States mail to the address of Bidder shown on Bidder's bid.

The District shall not accept as filed any electronically transmitted facsimile pleadings, petitions, notice of protests or other documents.

Florida Sales Tax: The attention of all prospective Bidders is directed to the fact that District is exempt from payment of State of Florida sales tax pursuant to section 212.08(6), Florida Statutes. The tangible personal property that is the subject of this contract is intended to remain tangible personal property and not become a part of public works owned by the District.

Time of Completion: Each Bidder agrees that the time of completion is of the essence and further agrees that, if awarded contract, they shall proceed with the specified work in accordance with the approved schedule and within the time period specified in each work order.

Use by Other State of Florida Governmental Entities: Other State of Florida governmental entities may purchase from the Agreement to be awarded pursuant to this Bid provided such use of the Bid has been determined to be cost-effective by the entity. Eligible users of this Bid include other water management districts, State of Florida agencies (including members of the state university system and community college system), counties, local county Boards of Public Instruction, municipalities, and other local public agencies or authorities. The general terms and conditions of this Bid shall apply to the services procured by other State of Florida governmental entities referencing this Bid.



The Bidder has the option of providing services described under this Bid to other State of Florida governmental entities at Bidder's discretion.

Funding mechanisms/work assignments must be executed in advance of work performed for another State of Florida governmental entity. The governmental entity shall utilize appropriate funding mechanisms (purchase orders, etc.) to authorize performance by Bidder. All work performed under a funding mechanism executed by another state of Florida governmental entity shall be the responsibility of that governmental entity for payment. The District shall not be a party to any such funding mechanism thereby executed and shall not be responsible for payment for any services performed for any governmental entity that utilizes Bidder pursuant to this section of the Bid.

Contract/project managers shall be identified for each work assignment executed between the Bidder and another governmental entity. The District's Contract/Project Manager(s) shall not be responsible for any work performed under any Bid between another governmental entity and Bidder.

### **SECTION 5: SCOPE OF WORK**

The District requires the services of a Contractor to make improvements to the canoe launch on the Blue Sink Tract. Develop a plan that will improve access to the Suwannee River, update the existing river access structure (canoe/kayak launch), eliminate erosion issues at the access structure, improve paved parking area, and create an overall useful and safe public use site. Construction must ensure public access can be maintained for generations.

The plan must include a characterization assessment, erosion severity, preliminary designs of erosion control facility or structure, detailed materials breakdown with costs, permits and other approvals that need to be obtained, and proposed construction schedule. Characterization must include representative photographs of erosion problems. Designs must include dimensions, elevations, material to be used, and any other information that is necessary for an understandable plan.

Please review the 2010 Blue Sink River Access Restoration pre-construction plans by the Genesis Group. The site was fully developed but the Redi-Rock blocks catastrophically failed during a river flooding event shortly after construction was complete. The site was closed and has been unmaintained for approximately 10 years. The Contractor must work closely with the District Project Manager to ensure a quality product is produced that is fiscally responsible for the District. The District Project Manager reserves the right to request amendments to the plan until the District is satisfied with the project.

Upon written receipt of the District's approval of the final plan, the Contractor will have thirty (30) calendar days to begin operations. The Contractor will be responsible for obtaining and purchasing equipment and materials for the project as specified in the plan. The District will stockpile wood board fencing that can be pick-up at District Headquarters in Live Oak, Florida. If feasible and financially beneficial the District may purchase some materials for the projects instead of having the Contractor purchase the materials, but no guarantee is given. No construction can commence until all permits, notices and other approvals have been obtained by the Contractor and delivered to the District Project Manager. Once the construction commences it must continue until the project is complete notwithstanding unforeseen weather or other Acts of God.

#### Canoe Launch Structure:

- The Contractor shall access the area around the structure with small to medium sized track equipment capable of removing or reposition Redi-Rock blocks that may weigh in excess of one ton. Equipment must not damage or impair blocks that are to remain in place. Care must be taken not to damage or remove large amounts of vegetation near the structure while operating the equipment. Work must not damage or cause further erosion issues so leaving as much grass, trees, and bushes as possible are imperative. Equipment may access the structure from the east and south.
- The Contractor shall remove Redi-Rock blocks and create a level walking path from the top of the structure to the river. Along this path, the Contractor shall install Vyna-Grip following manufactures' requirements.
- Following directions from the District Project Manager the Contractor shall install two water bars along the path before the Vyna-Grip is installed. The locations are meant to slow and/or retain small amounts of stormwater to reduce the possibility of future erosion.
- The Contractor may be required to excavate some soil material within the structure to create a level walking surface. Excavations may have to be done using hand tools such as shovels.
- The Contractor shall form and pour concrete steps at the base of the river access structure. Steps must be constructed when water level conditions are low so that the river rock is exposed and provide enough time as projected by the National Weather Service to allow the steps to fully and completely harden. Rebar shall be drilled into the solid river rock to ensure steps remain in place during high water events.

#### Parking Area, Side Walks and Associated Facilities.

- The Contractor shall completely remove all unwanted debris and vegetation from the parking area, sidewalks, and retention areas. Care must be given to not damage retention areas. The District project manager will determine what should be removed and where it will be discarded. The discard area will require transporting the debris a short distance to another location on District owned lands.
- The Contractor shall trim back all encroaching vegetation along sidewalks and wood board fencing. The Contractor shall mow the entire area including the retention areas and behind two mortice board fencing. Contractor shall edge the sides of the pavement and walkways to remove encroaching grass.
- The Contractor shall systematically repair and clean the parking area, sidewalks, and wood board fencing. This will require the use of a pressure washer. Wood board fencing will be available at District Headquarters for pick-up. All other materials needed to appropriately address repairs will be provided by the Contractor in their hourly rate.
- After the parking area has been thoroughly repaired and cleaned the Contractor shall repaint all traffic and parking area lines.
- The Contractor shall thoroughly repair and clean steps, handrails, handicap ramp that lead to the river access structure.
- The Contractor shall reestablish garbage cans following directions given by the District Project Manager.

During construction, the Contractor hereby acknowledges and understands that public recreation at the site is closed however situations may arise with the public when unknowing visitors enter the project area. Public safety will take precedence over all operations. The Contractor will install construction barriers, netting, and signage that indicates the site is closed during construction. The



Contractor will maintain and secure equipment when not in use. If someone from the public enters the construction area the Contractor will maintain equipment at a safe distance from the general public at all times. All trash and debris from the construction operations must be stored in a safe location and removed from District lands every evening when workers return home for the night.

Equipment fluids must follow all local, state and federal regulations as they relate to fluids, chemicals, oils, lubrications, their containers, and other equipment wastes; wash and service equipment away from any area that may create a water quality hazard following Florida Silviculture BMPs; clean up and contain fuel and oil spills immediately; comply with state and federal regulations when reporting spills (discharges); and report any fuel, oil, chemical or hazardous waste discharge to the District Project Manager immediately. Discharges must be reported by the Contractor in less than 24 hours to the Florida Department of Environmental Protection (DEP) State Warning Point (800-320-0519). If the discharge threatens or enters waters of the State, the Contractor must notify the National Response Center (800-424-8802) within 1 hour of the discharge. Within 7 days the Contractor must submit the required Discharge Report Form to DEP Bureau of Emergency Response. Under Florida Law and Federal Law, the Contractor may be subject to penalties because of the discharge itself and if the Contractor fails to report the discharge. The Contractor will be responsible for all requirements and costs associated with the cleanup of discharged pollutants or other hazardous chemicals.

The District Project Manager will make a final inspection with a representative when all construction is completed and finished in all respects in accordance with the final plan and scope of work. Corrections or modifications noted during the inspection shall be completed within fifteen (15) calendar days after Notice from the District. If corrections or modifications need to be made a follow-up inspection must be completed.

### DELIVERABLES

Hard and digital copy the final Plan.

Copies of all required permits.

Design of structure and facility for the specified site.

Construction and maintenance of structures and other approved facilities constructed on District lands to mitigation degrade river access location and public use.

### PAYMENTS

Payments are proposed to be made upon completion and acceptance by District. The Contractor may suggest an alternative payment schedule for the District to review. The District will pay monthly for hourly work based on completed activities. No payments will be made without construction sign off by the District Project Manager.

**SECTION 6: ITB 19/20-014 WLR 2020 Blue Sink Canoe Launch Improvement Project**  
**BID FORMS AND PROJECT COST SCHEDULES**

---

Company Name - Proposer

FEID #: \_\_\_\_\_

---

Proposer Representative/ Title

---

Address

---

City, State, Zip Code

---

Telephone Number

---

Fax Number

---

Email address

### Project Cost Schedule

**Total Project Cost**                    \$ \_\_\_\_\_

#### Charges for Additional Work

##### Labor<sup>1</sup>

|                    |    |       |
|--------------------|----|-------|
| Labor Rate         | \$ | /hour |
| 2-Person Crew Rate | \$ | /hour |
| Supervisor         | \$ | /hour |

<sup>1</sup>Labor rates will be used for itemized billing and additional work as needed and approved by the District Project Manager.

**List additional available equipment on attached Equipment List.**



FOR THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT

Submitted: \_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Firm Name)

Gentlemen:

The undersigned, as Bidder, hereby declares that the only person or persons interested in this bid as principal or principals is or are named herein and that no person other than herein mentioned has any interest in this bid or in the agreement to be entered into; that this bid is made without connection with any other person, company or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud. Bidder represents to District that, except as may be disclosed in Addendum hereto, no officer, employee or agent of District has any interest, either directly or indirectly, in the business of the Bidder to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of the Agreement, should they be awarded the bid.

The Bidders further declare that they have examined the documents and informed themselves fully in regard to all conditions pertaining to the work to be done; that they have examined the specifications for the work and other contract documents relative thereto and have read all of the Addenda furnished prior to the opening of the bids, as acknowledged below; and that they have satisfied themselves relative to the work to be performed.

The Bidders agree, if this bid is accepted, to contract with District; to furnish everything necessary to complete the work covered by this bid and other contract documents for District through September 30, 2020; and to furnish the required evidence of the specified insurance listing District as an additional insured.

Acknowledgment is hereby made of the following Addenda (identified by number) received:

| Addendum No. | Date  | Addendum No. | Date  |
|--------------|-------|--------------|-------|
| _____        | _____ | _____        | _____ |
| _____        | _____ | _____        | _____ |

Date: \_\_\_\_\_

Bids are to be opened at 3:00 p.m. on February 26, 2020.

To: Suwannee River Water Management District

In accordance with the advertisement requesting bids to provide various land management services, subject to the terms and conditions of the contract documents, the undersigned proposes to perform the specified work for the price contained in the Project Cost Schedules (fill in all blanks):

**BIDDERS ARE REQUIRED TO SUBMIT QUOTES ON ALL TASKS IN ANY OR ALL REGIONS.** One contract will be awarded for each region. Should the successful Bidder be unable at any time to accomplish the work he has been contracted for, the successful Bidder in the adjacent region for the same task may be contracted to provide the required work. Costs shall include, but not be limited to, equipment, labor, supervision and incidentals necessary to complete all activities specified. Unit costs are required for each line item within a task.

District reserves the right to adjust the quantities given on the Project Cost Schedule to suit actual field conditions. These quantities reflect the quantities anticipated from February 1, 2020 – September 30, 2020 but are not guaranteed.

Bidders are reminded to refer to SECTION 3 - INSTRUCTIONS TO BIDDERS, for information to be included with their bid package. Failure on the part of the Bidders to include this information with this bid shall render the bid non-responsive.

I hereby acknowledge, as Authorized Representative, that I have fully read and understand all terms and conditions as set forth in this ITB, and upon award, shall fully comply with such terms and conditions.

\_\_\_\_\_  
Bidders (Firm Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email address



**CERTIFICATE AS TO CORPORATION**

The below Corporation is organized under the laws of the State of \_\_\_\_\_, authorized by law to make this bid and perform all work and furnish materials and equipment required under the contract documents, and is authorized to do business in the State of Florida.

By: \_\_\_\_\_  
(Official Title)

(Affix Corporate Seal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

Attest: \_\_\_\_\_  
(Secretary)

Federal Tax Identification No.: \_\_\_\_\_

Registered Agent: \_\_\_\_\_

The full names and residences of persons or firms interested in the foregoing bid as Principals or Officers (specifically include the President, Vice President, Secretary, and Treasurer, as applicable, and state the corporate office held of all other individuals listed) are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of a Certificate to do business in the State of Florida, or a copy of the application that has been accepted by the State of Florida to do business in the State of Florida.

**SIMILAR PROJECTS**

Date: \_\_\_\_\_  
Firm: \_\_\_\_\_

Please complete the forms below that show completed projects over the past five years that are related to the Scopes of Services described herein. Include information on the equipment and labor used, the names of personnel assigned to each, name of the agencies/companies for whom the work was performed, and a contact person and telephone number:

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
NAME OF PROJECT: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)  
COST OF PROJECT \$ \_\_\_\_\_  
NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_  
\_\_\_\_\_

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
NAME OF PROJECT: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)  
COST OF PROJECT \$ \_\_\_\_\_  
NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_  
\_\_\_\_\_

Make copies and attach additional sheets for additional work examples.

**REFERENCES**

Date: \_\_\_\_\_  
Firm: \_\_\_\_\_

Please provide names/address/telephone number of three clients who can attest to your experience as it relates to the tasks provided in Scope of Services attached. (These references should not include the District.)

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**NO RESPONSE FORM**

Your reasons for not responding to this invitation are valuable to the Suwannee River Water Management District's procurement process. Please complete this form and return it no later than the date set for receipt of bids.

Please check (as applicable):

- \_\_\_\_\_ Specifications too "general" (explain below)
- \_\_\_\_\_ Insufficient time to respond to the Invitation
- \_\_\_\_\_ We do not provide this type of work for this project
- \_\_\_\_\_ Our schedule would not permit us to perform
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Specifications unclear (explain below)
- \_\_\_\_\_ Other (specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_