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*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: (850) 488-4676

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DATE: AUGUST 10, 2017

ADDENDUM NO.: 3

BID NO.: FWC 16/17-125

BID TITLE: SHREDDING OF AQUATIC VEGETATION AND
ASSOCIATED ORGANIC SEDIMENTS

UPDATE: CHANGES / QUESTIONS & ANSWERS

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. FWC 16/17-125 "Request for Proposals (RFP) for Shredding of Aquatic Vegetation and Associated Organic Sediments."

All responses to the subject solicitation must be received no later than 2:00 P.M. (ET) on Tuesday, August 22, 2017. A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in 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 (F.S.). Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, Suite 100, 2590 Executive Center Circle, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), Florida Statutes and Chapter 28-110, Florida Administrative Code.

Sincerely,

Ruth Heggen

Ruth Heggen
FWC Procurement Manager

ADDENDUM NO. 3

Item #1: Calendar of Events Revisions

The Anticipated Date for Responses to Written Questions is hereby changed from **July 11, 2017** to on or after **August 10, 2017**.

The Anticipated Date of Intended Award is hereby changed from **August 15, 2017** to **October 2, 2017**.

The **Request for Proposals Calendar of Events** is hereby replaced with the following:

REQUEST FOR PROPOSAL CALENDAR OF EVENTS

SCHEDULE	DUE DATE	METHOD
RFP Advertised	June 15, 2017	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Deadline for Questions	Must be received PRIOR to: June 26, 2017 @ 5:00 p.m.	See Deadline for Questions Clause
Anticipated Date for Responses to Written Questions	August 10, 2017	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
SEALED RESPONSES DUE AND OPENED (REMEMBER: RFP Number should be clearly marked on envelope)	Must be received PRIOR to: August 22, 2017 @ 2:00 p.m.	Submit BEFORE the due date and time to the following address: Florida Fish & Wildlife Conservation Commission Attn: Purchasing 2590 Executive Center Circle East, Suite 100 Tallahassee, Florida 32301
Evaluation Period	August 25, 2017 Through September 12, 2017	Florida Fish & Wildlife Conservation Commission
Anticipated Award Date	October 2, 2017	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu

Item #2: Change to MANDATORY RESPONSIVENESS REQUIREMENTS/PROPOSAL SUBMISSION

Tab G. Cost Form is hereby revised to read as follows:

TAB G. Cost Form (Mandatory Submission) – The Respondent shall complete and submit the enclosed Cost Form (**Attachment D (Revised)**). The Respondent shall provide an hourly rate for each Respondent-owned shredder to complete the services requested in this solicitation. The hourly rate shall include, but not be limited to the costs for personnel, associated equipment (trailers, trucks, other support vehicles, etc.), mobilization and demobilization, travel and incidental expenses and any other costs necessary to perform the services to be utilized under the contract resulting from this solicitation. The Respondent shall not use this section as a supplement for providing additional technical information unless directly related to the cost or price of a service. All information and data provided shall be specific and complete to support the Respondent’s cost estimate. The Respondent’s schedule of prices should disclose all relevant cost and pricing data.

The Cost Form shall be completed in its entirety and returned as part of the RFP response or the response shall be rejected.

Item #3: Change to Cost Evaluation

The Evaluation Criteria section, Item C.3., is hereby revised to read as follows:

3. Each shredder will be tested, by the University of Florida, for time and efficiency on two tussock types. A “standard” herbaceous or semi-woody tussock with some organic material attached and a “woody” tussock that has woody shrubs or trees up to a maximum of 8 inches in diameter. Respondents will be notified by University of Florida personnel to schedule their efficiency test. All testing will be completed between August 28, 2017 and September 12, 2017.

The time it takes to shred the tussock to a defined standard will be measured and any material that is larger than the standard must be re-shredded and the re-shredding time will be added to the original time to get a total time for completion.

The prices per hour submitted by respondents for each shredder for the initial contract term and 3 possible renewal periods will be averaged. The total time it takes to complete the test will be multiplied by the average price per hour for that shredding machine to get a true cost per machine for purposes of evaluation of the responses to this RFP.

The machine with the lowest true cost will receive the maximum points for the cost element of the evaluation. The other respondent's scores will be determined using the following formula:

$$\text{Cost Score} = a/n \times (b) = c$$

Where:

a – Lowest True Cost

n – Calculated True Cost for Respondent under review

b – Maximum Number of Points Available for Cost Evaluation

c - Score awarded to Respondent under review

Note: For Respondents with multiple shredders, the true cost for all shredders will be averaged before the cost formula is applied.

Item #4: Revised Cost Form

The Cost Form, Attachment D, is hereby deleted in its entirety and replaced with Revised Cost Form, Attachment D (Revised), attached hereto and made a part of this solicitation.

Item #5: Revised Evaluation Questionnaire for Past Performance

The Evaluation Questionnaire for Past Performance, Attachment E, is hereby deleted in its entirety and replaced with Revised Evaluation Questionnaire for Past Performance, Attachment E (Revised), attached hereto and made a part of this solicitation.

Item #6: Questions and Answers

Question #1: Due to there being only one slot per term on the cost form, how do I price quote different size shredders that work at different rates?

Answer #1: **The Cost Form has been revised to allow for multiple pieces of equipment. (See Addendum No. 3, Items #2 and #4.)**

Question #2: If only one side shredder is to be used in the cost formula will the larger more expensive shredder be used, or will the size shredder that closest resembles the lowest cost submitted be used?

Answer #2: **The Cost Form has been revised to allow for multiple pieces of equipment. (See Addendum No. 3, Items #2 and #4.)**

Question #3: Are the innovative ideas confidential or public knowledge?

Answer #3: **The FWC is not requesting any confidential material. Responses to this RFP are public information.**

Question #4: How do I list rates on equipment that could be used to accomplish overall project such as pushing islands to more desirable locations or other methods that are not in direct support of shredding machine or its crew?

Answer #4: **Other equipment may be listed in the Equipment section (Tab E). However, as this RFP is specifically for shredding of aquatic vegetation, the need for any other equipment should be justified in the Respondent's proposal.**

Question #5: In mailing instructions on page 6 of 42 it states one original copy which I take to mean in paper form and then it says an additional 6 electronic copies. What are acceptable electronic copies? 6 separate thumb drives?

Answer #5: **Electronic copies may be submitted on thumb drives or CDs.**

Question #6: Due to the scope of work, size of the possible budget \$10,000,000 and specifics of this RFP, Staff from TAH would like to request a Pre-Bid Meeting with FWC Staff and any other possible Contractors interested in this RFP for an open discussion on this Proposed Bid. Staff from Texas Aquatic Harvesting, Inc. would be willing to meet anytime and at any location.

Answer #6: **A Pre-Proposal Meeting has not been scheduled for this RFP. Any questions/concerns from prospective respondents must be submitted in writing in accordance with the terms of the RFP.**

Question #7: Regarding the Equipment information section (Page 8 of 42): How will each contractor's equipment be evaluated? Size of machine, shredding capability (how is this to be determined?), types of hydraulic motors, maneuverability, or what? Like the FWC harvester recent RFP why would overall size of a shredder matter?

If a Contractor states his/her equipment will do 2-10 times the work of the other Contractors how will this be determined? Without a true on the water test of the different types of shredding machines how can anyone just simply say one shredder is better than another. An unbiased (University of Florida) data collection test on the water should be done to determine the overall effectiveness of each type of shredder. This test will quantify the operating capabilities of all the shredders and allow each FWC Bid Evaluator to better understand each shredder for a fair overall evaluation of each contractor's machines.

Answer #7: **An unbiased (University of Florida) machine evaluation will be conducted in the field during the evaluation period. (See Addendum No. 3, Item #3.)**

Question #8: Regarding the Evaluation Questionnaire (Pages 41 & 42) in the RFP. There seems to be wording problems with questions 7 & 9, or maybe someone could better explain each question. The way Question 7 appears to read: "Did the Contractor keep you adequately informed and coordinate through periodic reports, phone calls or other methods? If the answer is "Always" then the score would be 0 based on the way the question reads. If the Contractor receives a "Never" then the score would be 3. This does not seem to be in the correct order.

Answer #8: Evaluation Questionnaire of Past Performance has been corrected. (See Addendum No. 3, Item #5.)

Question #9: Question 9 appears to be two different questions in one, "Were the project specifications met with minimal Project Manager oversight (did Project Manager need to stay on top of Contractor to keep project moving forward)? First part of the Question; "Were the project specifications met with minimal Project Manager oversight - the Contractor receives an answer of "Always" - that score equals 0, while if the second part (did the Project Manager need to stay on top of the Contractor to keep project moving forward)? - That response is "Never" then that equals a 3. Which score do you want the Evaluator to provide you with?

Answer #9: Evaluation Questionnaire of Past Performance has been corrected. (See Addendum No. 3, Item #5.)

Question #10: Will projects over \$100,000 have to be bonded?

Answer #10: No.

Question #11: Can you provide a list of the Bid Evaluators names?

Answer #11: Proposed evaluator are: Ed Harris, Megan Keserauskis, Robert Lovestrand, Brian Nelson and Kevin McDaniel. Respondents are reminded that all questions/comments regarding this solicitation must be directed to the Procurement Manager identified in the RFP. As stated in the LIMITATION ON CONTRACTOR CONTACT DURING SOLICITATION PERIOD section, contacting any FWC employee other than the Procurement Manager may result in a Respondent's proposal being disqualified.

Question #12: Regarding the mailing instructions (Page 6) for the bid package for FWC 16/17-125 Shredding Contract, the directions for submitting the proposals state; "The Contractor shall submit an original and six (6) separate electronic copies of their proposal ---". My question is: Does **original** mean a paper copy or an electronic copy marked original?

Answer #12: A paper copy with original signatures.

END OF ADDENDUM NO. 3

ATTACHMENT D (REVISED)
FWC 16/17-125
REVISED COST FORM

The Respondent shall provide an hourly rate for each Respondent-owned shredder to provide the services requested in this solicitation. The hourly rate shall include, but not be limited to the costs for personnel, associated equipment (trailers, trucks, other support vehicles, etc.), mobilization and demobilization, travel and incidental expenses and any other costs necessary to perform the services to be utilized under the contract resulting from this solicitation.

Pursuant to Sections 287.057(2) and 287.057(3), Florida Statutes, each Respondent shall supply a price for each year that a contract may be renewed. Evaluation of proposals shall include consideration of the total cost of the contract, including the total cost for each possible renewal year, as submitted by the Respondent.

EQUIPMENT NAME	EQUIPMENT VIN NUMBER	Price Per Hour for Shredding For Original Contract Term (through April 30, 2022)	Price Per Hour for Shredding For 1 st Renewal Period (Year 6)	Price Per Hour for Shredding For 2 nd Renewal Period (Year 7)	Price Per Hour for Shredding For 3 rd Renewal Period (Year 8)	TOTAL	AVERAGE (Total/4)
		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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BY SIGNING BELOW I ATTEST THAT I HAVE READ THE ENTIRE SOLICITATION AND AGREE TO FURNISH THE SERVICES AT THE PRICE QUOTED ABOVE. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG RESPONDENTS IN RESTRAINT OF FREEDOM OF COMPETITION.

Contractor _____

Address _____

Signed _____

Print: _____

Title: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

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ATTACHMENT E (REVISED)
FWC 16/17-125
REVISED EVALUATION QUESTIONNAIRE FOR PAST PERFORMANCE
SAMPLE REFERENCE QUESTIONNAIRE (FOR INFORMATIONAL PURPOSES ONLY)

Instructions for Commission representative:

1. For each proposal under the RFP, contact three (3) clients.
2. Attempt to contact each reference by phone, up to three (3) times only.
3. Complete all calls within five (5) working days of receipt of proposals (Note: more time may be allotted contingent upon the number of proposals received).
4. Ask each reference the same questions listed below and score appropriately. If the Client cannot confirm the services provided by the contractor, do not use that Client as a reference and contact the alternate Clients.
5. If reference information cannot be obtained from one or more of the first three references (Client #1-3) after the specified number of calls, contact the first alternate (Client #4). If reference information cannot be obtained from Client #4 after the specified number of calls, contact the second alternate (Client #5).
6. Do not obtain another reference as a replacement for Clients #1-5. If reference information cannot be obtained after the specified number of calls, insert a total score of '0' for the number of Clients required to total three (3) references.
7. Upon completion, return all questionnaires to the designated Procurement Manager.

Respondent's Name: _____	
Client's Name (Area and Agency for Whom Services were Provided): _____	
Contact Person: _____	
Telephone Number: _____	
Date of Contact: _____	
Confirm the project information is correct with the Client (provide brief description of work done):	
1. Overall, did the Contractor adhere to the agreed upon schedule?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
2. Was the work completed at a cost that you consider reasonable?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
3. Did the Contractor provide an adequate number of personnel/equipment to meet project timelines?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____

4. Did the Contractor employ a crew supervisor and crew knowledgeable of project requirements?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
5. Did the Contractor provide sufficient and well-maintained equipment to meet project specifications?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
6. Was the Contractor responsive to suggestions and comments to better meet project specifications or improve Contractor performance and, if corrections were required, did the Contractor take appropriate corrective action and in a timely manner?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
7. Did the Contractor keep you adequately informed and coordinate through periodic reports, phone calls or other methods?	Always=3; Most of the time=2; Sometimes=1; Never=0 Score _____
8. Did the Contractor work in a systematic organized manner?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____
9. Were the project specifications met with minimal Project Manager oversight (i.e., the FWC Project Manager did not need to stay on top of Contractor to keep project moving forward)?	Always=3; Most of the time=2; Sometimes=1; Never=0 Score _____
10. Were the Contractor's invoices accurate, well documented, and submitted within the specified terms?	Never=0; Sometimes=1; Most of the time=2; Always=3 Score _____

Questionnaire completed by (signature): _____ Date: _____

<p>For Use By Procurement Only. The following score was completed by (signature): _____</p>

Maximum points available for all questions:
5 Points per reference (Total Points divided by 6)

Total score for this Respondent: _____

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