



**STATE OF FLORIDA  
DEPARTMENT OF MILITARY  
AFFAIRS**

**DMA-ITB-273**

**Bid Registration Form**

Item(s) for Bid: CR-215 Clearcut Timber Sale (Lump-Sum)

Potential bidders should notify our office by downloading and returning this Bid Registration Form as soon as possible. Provide the information below and fax this form to the Department of Military Affairs (DMA) at (904) 682-3120 or mail to the address below:

State of Florida  
Department of Military Affairs  
Camp Blanding Joint Training Center  
5629 SR 16 W, Bldg #2300  
Starke, FL 32091

Unless otherwise noted, all available information and documentation regarding this Invitation to Bid (ITB) will be available on the [Florida Vendor Bid System \(VBS\)](#). Please note, this ITB is subject to change. If changes are made, an addendum will be posted on the VBS. It is the responsibility of all prospective bidders to monitor this site for any changing information prior to submitting a bid.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**FEID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

For further information on this process, call (904) 682-3365.

## CALENDAR OF EVENTS

Unless modified by DMA addendum, the following time schedule will be strictly adhered to in all actions pertaining to this ITB.

Date	Time	Action	Location
Tuesday 02/22/2022	COB	Issue date of ITB	<a href="#">Vendor Bid System</a>
Thursday 03/03/2022	4:00 pm	Submission deadline for written questions. Questions may be submitted earlier.	Email to: <a href="#">John Connor</a> & <a href="#">Jennifer Adams</a>
Friday 03/04/2022	COB	Questions regarding the ITB, along with responses will be posted on the VBS.	<a href="#">Vendor Bid System</a>
Friday 03/04/2022	COB	If needed, addendum(s) will be posted on the VBS.	<a href="#">Vendor Bid System</a>
Thursday 03/10/2022	4:00 pm	<b>*Bid Opening</b> All Bids Due 4:00 pm	<b>Camp Blanding Joint Training Center</b> 5629 SR 16 W, Bldg #2300 Starke, FL 32091 Attn: <a href="#">Jennifer Adams</a>
Friday 03/11/2022	10:00 am	Anticipated date <u>Bid Tabulation &amp; Notice of Intended Award</u> will be posted on the VBS.	<a href="#">Vendor Bid System</a>

COB - Close of Business

**\*Indicates Open Public Meeting**

## **Table of Contents**

- 1.0 General Information
- 2.0 General Conditions: PUR 1001-General Instructions to Respondents
- 3.0 General Conditions: PUR 1000-General Contract Conditions
- 4.0 Special Conditions
- 5.0 Technical Specifications
- 6.0 Bid Submittal

## **Expanded Contents**

1.0	General Information	1.1 Invitation to Bid 1.2 Purchasing Director 1.3 Contract Administrator 1.4 Contract Manager
2.0	General Conditions	PUR 1001 - General Instructions to Respondents
3.0	General Conditions	PUR 1000 - General Contract Conditions
4.0	Special Conditions	4.1 <a href="#">MyFloridaMarketPlace</a> 4.2 Minority Business Enterprise (MBE) Utilization 4.3 Communications, Bid Questions & Answers 4.4 Estimated Expenditures 4.5 Qualifications 4.6 Department Reservations & Responsiveness of Bids 4.7 Vendor Contractual Obligations 4.8 Copyrighted Materials 4.9 Costs Incurred in Responding 4.10 Bid Submission 4.11 Bid Opening 4.12 Drug-Free Work Place Preference 4.13 Award of Contract
5.0	Technical Specifications	5.1 Definition of Product 5.2 Logging Requirements/Specifications 5.3 Site Inspection 5.4 Period of Performance 5.5 Payments 5.6 Security Requirements
6.0	Bid Submittal	6.1 Price Sheet 6.2 Vendor References 6.3 Drug-Free Workplace Certification 6.4 Minimum Qualifications Statement 6.5 Vendor Certifications 6.6 Vendor Checklist
A-G	Attachments	A Price Sheet B Vendor References C Drug-Free Workplace Certificate D Minimum Qualifications Statement E Vendor Certifications F Vendor Check List G Map

## 1.0 General Information:

**1.1 Invitation to Bid:** The purpose of this ITB is to establish a 12-month contract for the lump-sum sale of timber located at Camp Blanding Joint Training Center (CBJTC) through a Clearcut Timber Sale by the State of Florida, Department of Military Affairs. It is anticipated that a 12-month contract will be awarded, and the term of this contract will begin on or about March 17, 2022 and end on or about March 16, 2023.

Vendors submitting a bid must be registered in [MyFloridaMarketPlace](#) prior to Award of Contract. (See Section 4.1 for instructions on how to register as a new Vendor for the State of Florida). **A Vendor will not be considered for an award if not registered with MyFloridaMarketPlace by date of Award of Contract.**

**1.2 Purchasing Director:** The Purchasing Director, acting on the behalf of the DMA, is the primary point of contact with regard to all procurement matters relating to this ITB, from the date of release until Notice of Agency Decision is posted.

John Connor, Purchasing Director  
Department of Military Affairs  
State Quartermaster-  
Purchasing & Contracts  
P. O. Box 1008  
St. Augustine, FL 32085  
Phone: (904) 823-0241  
Fax: (904) 823-0153  
Email: [john.d.connor2.nfg@army.mil](mailto:john.d.connor2.nfg@army.mil)

### Alternate Physical Address:

Department of Military Affairs  
State Quartermaster  
82 Marine Street  
St. Augustine, FL 32084

**1.3 Contract Administrator:** The employee identified below is designated as Contract Administrator and shall act on behalf of the DMA for all contractual matters. The Contract Administrator is also responsible for maintaining a contract file and financial information, in addition to serving as a liaison with the Contract Manager.

Jennifer Adams, Purchasing Manager  
Department of Military Affairs  
Resource Management Division  
5629 SR 16 W, Bldg. #2300  
Starke, FL 32091  
Phone: (904) 682-3365  
Fax: (904) 682-3120  
Email: [jennifer.c.adams16.nfg@army.mil](mailto:jennifer.c.adams16.nfg@army.mil)

**1.4 Contract Manager:** The employee identified below is designated as Contract Manager and shall act on behalf of the DMA. The Contract Manager is responsible for ensuring terms and conditions of the contract are met, in addition to serving as a liaison with the Vendor.

Jeremy Lawson, Installation Forester  
Department of Military Affairs  
Environmental Division  
5629 SR 16 W, Bldg. #4540  
Starke, FL 32091  
Mobile: (904) 627-9199  
Office: (904) 682-3243  
Email: [jeremy.p.lawson.nfg@army.mil](mailto:jeremy.p.lawson.nfg@army.mil)

## **2.0 General Conditions: General Instructions to Respondents (PUR1001)**

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process. Please download this document using the following link and save to your computer for further review. There is no need to return this document to the DMA.  
<https://www.dms.myflorida.com/content/download/2934/11780>

Exception: Item 3 - The DMA does not accept electronic submission of responses.  
Exception: Item 5 - Refer to Section 4.3

## **3.0 General Conditions: General Contract Conditions (PUR 1000)**

This section explains the General Contract Conditions (PUR 1000) of the solicitation process. Please download this document using the following link and save to your computer for further review. There is no need to return this document to the DMA.  
<https://dms.myflorida.com/content/download/2933/11777>

## **4.0 Special Conditions**

**4.1 MyFloridaMarketPlace:** Since July 1, 2003, the DMA has been using the State of Florida, Online Electronic Procurement System, [MyFloridaMarketplace](https://www.myfloridamarketplace.com). **Vendors must be registered by date of Contract Award or they will be considered non-responsive.** All prospective Vendors that are not registered should go to <https://vendor.myfloridamarketplace.com> to complete online registration, or call 1-866-352-3776 for assisted registration.

**4.2 Minority Business Enterprise (MBE) Utilization:** The DMA encourages the recruitment and utilization of certified and non-certified minority businesses. The DMA and its Vendors, Suppliers, and Consultants should take all necessary and reasonable steps to ensure that minority businesses have the opportunity to compete for and perform contract work for the DMA in a nondiscriminatory environment.

To request certification or to locate certified MBEs, call the Department of Management Services, Office of Supplier Diversity at (850) 487-0915, or access the MBE directory online at <https://osd.dms.state.fl.us>.

**4.3 Communications, Bid Questions & Answers:** No negotiations, decisions or actions shall be initiated or executed by a Vendor as a result of any discussion with any state employee. Only those communications that are in writing from the office of Purchasing & Contracts may be considered as duly authorized expressions on behalf of the DMA.

Any questions arising from this ITB must be forwarded, in writing, to the procurement officials designated in Sections 1.2 & 1.3. Written inquiries submitted timely by Vendors will be responded to by the date listed in the Calendar of Events. It is the responsibility of all potential Vendors to make contact with the Contract Administrator to request any information changes prior to submitting their bid.

Only written inquires from Vendors, which are signed by persons authorized to contractually bind that company, will be recognized by the DMA as duly authorized expressions on behalf of the Vendor.

**4.4 Estimated Expenditures:** This is a revenue generating project. It is anticipated that the DMA will expend NO FUNDS under any contract resulting from this ITB.

#### **4.5 Qualifications**

**4.5.1 General:** The Vendor must prove to the satisfaction of the DMA that their company has actively and normally been engaged in business for the services/items being procured under this solicitation for at least three (3) years of continuous operation. **(This shall be demonstrated through references which have been in place at least one (1) continuous year).** The Vendor shall have available under their direct supervision, the necessary organization, experience, equipment and staff to properly fulfill all conditions, requirements, and specifications required under this solicitation.

**4.5.2 Vendor Qualifications:** When submitting a bid, each Vendor must submit a written statement detailing their qualifications that demonstrate they meet the minimum qualifications mentioned in Section 4.5.1. Failure by the Vendor to provide the above item(s) will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

**4.5.3 Authorization to do Business in the State of Florida:** In accordance with Sections 607.1501, 608.501, and 620.169, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date, but in any case must be obtained prior to posting of the Intended Award of Contract. For authorization, contact:

Florida Department of State  
Tallahassee, FL 32399  
(850) 245-6051

**4.5.4 License to Conduct Services in the State of Florida:** If the services being provided require that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case must be obtained prior to posting of the Intended Award of Contract. For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, FL 32399  
(850) 487-1395

#### **4.6 Department Reservations & Responsiveness of Bids**

**4.6.1 Valid Bid:** A responsive offer in full compliance with the ITB specifications and conditions, submitted by a responsible and qualified Vendor. The responsiveness of a bid shall be determined based on documentation submitted with the bid. Vendors shall submit the original and one (1) copy of the bid. The responsiveness of the bid is the responsibility of the Vendor and will be determined during the evaluation process.

- a. Responsive offer means a person or firm that has submitted a bid that conforms in all material respects to the ITB.
- b. Responsible and qualified Vendor means a person or firm with the capability in all respects to fulfill all contract requirements, and the integrity and reliability to assure good faith performance. Failure to provide sufficient information to determine responsibility in response to a condition of a bid, may be cause for such bid to be rejected.

**4.6.2 General:** The DMA reserves the right to accept or reject any or all bids received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the Vendor should make sure that the bid package submitted is complete and accurate and ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid will become a part of an official file, without obligation to the DMA.

**4.6.3 Responsiveness of Bids:** Bids will not be considered if not received by the DMA on or before the date and time specified as the due date for submission. All bids must be typed or printed in ink. Offers by facsimile or telephone are not acceptable. A responsive bid is an offer to perform the services outlined in this ITB in accordance with all requirements/specifications of the ITB. Bids found to be non-responsive will not be considered. Bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A bid may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete all forms provided by the DMA, modifying bid requirements, submitting conditional or incomplete bids, submitting indefinite or ambiguous bids and executing forms or the bid sheet with incorrect signatures or dates. Bid price(s) shown on the Price Sheet submitted are final, and mistakes will be Vendor's responsibility.

**4.6.4 Other Conditions:** Unsatisfactory past performance with the DMA (including, but not limited to: environmental damages/BMP violations, sales receipt and payment discrepancies and errors, failure to make payment or untimely payment, refusal to correct contract violations, and product theft) may result in a rejection of bid. Other conditions which may cause a rejection of bid include, evidence of collusion among Vendors, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Contractors for Federally Financed or Assisted Projects.

**4.7 Vendor Contractual Obligations:** The Vendor will be required to ensure that each individual, partnership, firm, corporation or subcontractor that performs on this contract will be subject to, and comply with, all contract requirements.

**4.7.1 Employment Eligibility Verification:** Executive Order 11-02, signed January 4, 2011, by the Governor of Florida, requires contracts to expressly require that all Vendors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of:

- a. all persons employed during the contract term by Vendor to perform employment duties within Florida.
- b. all persons (including subcontractors) assigned by Vendor to perform work pursuant to this contract, i.e., the Vendor must require his/her subcontractors to utilize the E-Verify system for any employees assigned to this contract.

E-Verify is an online system that allows an employer, using information reported on an employee's Form I-9 - Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge for employers to use E-Verify. Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>

Compliance with the requirements of this section are required prior to commencing performance under any contract issued as a result of this ITB.

**4.7.2 Unauthorized Aliens:** The employment of unauthorized aliens by any Vendor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.



**4.7.3 Liability Insurance:** The Vendor shall not commence any work until they have obtained the following types of insurance, nor shall they allow any subcontractor to commence work on this project until all insurance required of the subcontractor has been obtained. The Vendor shall submit the required Certificate of Insurance to the address listed below within ten (10) days following the ending date of the period for posting the Intended Award of Contract.

Florida Department of Military Affairs  
Resource Management Division  
Attn: Jennifer Adams  
5629 SR 16 W, Bldg. #2300  
Starke, FL 32091

The Vendor must carry and keep in force during the period of this contract, a general liability insurance policy or policies with a company authorized to do business in the State of Florida, affording public liability insurance with combined bodily injury limits of at least \$100,000.00 per person and \$300,000.00 each occurrence, and property damage insurance of at least \$100,000.00 each occurrence, for the services to be rendered in accordance with this contract.

All insurance policies shall be with insurers qualified and licensed to do business in the State of Florida. Such policies shall provide that the insurance cannot be canceled until thirty (30) days prior written notice to the DMA.

The DMA shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance.

**4.7.4 Preferred Price:** The Vendor agrees to submit to the DMA, at least annually, an affidavit from an authorized representative attesting that the Vendor is in compliance with the preferred pricing provision of Section 4(b) of Form PUR 1000.

**4.7.5 Inspector General Requirements:** In accordance with 20.055(5), "It is the duty of every employee, state officer, agency, special district, board, commission, contractor and subcontractor to cooperate with the Inspector General in any investigation, audit, inspection, review or hearing pursuant to this section. Beginning July 1, 2015, each contract, bid, proposal, application or solicitation for a contract shall contain a statement that the corporation, partnership or person understands and will comply with this subsection."

**4.7.6 Public Records:** Vendor shall comply with Chapter 119, Florida Statutes. Specifically, the Vendor shall:

- a. Keep and maintain public records required by the DMA to perform the service.
- b. Upon request from the DMA, Custodian of Public Records, or his/her designee, provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to the DMA.
- d. Upon completion of the contract, transfer at no cost to the DMA, all public records in possession of the Vendor or keep and maintain public records required by the DMA to perform the service. If the Vendor transfers all public records to the DMA upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the DMA in a format that is compatible with the information technology systems of the DMA.

**If the Vendor has questions regarding his/her legal obligation to provide public records that pertain to this contract as outlined in Chapter 119, Florida Statutes, contact the Custodian of Public Records at:**

Florida Department of Military Affairs  
Attn: John Connor  
82 Marine Street  
St. Augustine, FL 32144  
Phone: (904) 823-0241  
Fax: (904) 823-0153

**4.8 Copyrighted Materials:** Copyrighted material will be accepted as part of a bid only if accompanied by a waiver that will allow the DMA to make paper and electronic copies necessary for department use. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

**4.9 Costs Incurred in Responding:** This ITB does not commit the DMA or any other public agency to pay any costs incurred by the Vendor in the submission of a bid or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

#### **4.10 Bid Submission**

**4.10.1 General:** Sealed bids will be received until (4:00 PM), EST, on March 10, 2022. **Bids received after that time and date will not be considered.** By submitting a bid, the Vendor implies that they understand and accept the terms and conditions to be met, and the character, quality, and scope of services to be provided. The Vendor must use the attached Price Sheet to submit their bid. All bids and associated forms must be signed and dated in ink by a duly authorized representative of the Vendor. Each Vendor must fully acquaint themselves with the conditions relating to the performance of services under the conditions of this ITB. The Vendor shall submit the original and one (1) copy of the bid. ITB number and opening date & time should appear on the envelope of the bid. The DMA does not currently accept electronic submissions.

#### **4.10.2 Mail or Deliver Bids to: (DO NOT FAX)**

Florida Department of Military Affairs  
Resource Management Division  
Attn: Jennifer Adams  
5629 SR 16 W, Bldg. #2300  
Starke, FL 32091

**4.10.3 Modifications, Re-submittal and Withdrawal:** Vendors may modify submitted bids at any time prior to the due date. Requests for modification of a submitted bid shall be in writing and must be signed by an authorized signatory of the Vendor. Upon receipt and acceptance of such a request, the entire bid will be returned to the Vendor and not considered unless resubmitted by the due date and time. Vendors may also send a change in a sealed envelope to be opened at the same time as the bid. ITB number and opening date & time should appear on the envelope of the modified bid.

**4.10.4 Attachment to ITB Submittal – Confidential Material:** The Vendor must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "DMA-ITB-273 - Confidential Material". The Vendor must identify the specific statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Vendor asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Vendor upon submission, effective after opening.

**4.11 Bid Opening:** Sealed bids will be opened by DMA, Resource Management Division personnel on March 10, 2022 at 4:00 PM EST at:

Florida Department of Military Affairs  
Camp Blanding Joint Training Center  
5629 SR 16 W, Bldg. #2300  
Starke, Florida 32091

All bid openings are open to the public. If you plan on attending, please plan accordingly as it may take a few minutes to clear the Main Gate.

**4.12 “Drug Free Workplace” Preference:** Whenever two or more bids, which are equal with respect to price, quality, and service are received, a bid received from a business that certified that it has implemented a Drug-Free Workplace Program in accordance with Section 287.087, F.S., will be given preference in the award process. The "Drug-Free Workplace Program Certification" must be completed for this preference. (Attachment C)

#### **4.13 Posting of Intended Award**

**4.13.1 General:** DMA's decision will be posted on the Florida Vendor Bid System on March 11, 2022 and will remain posted for a period of seventy two (72) hours. Any bidder who is adversely affected by the DMA's recommended award or intended decision must file:

1. A written notice of protest within seventy-two (72) hours after posting of the intended award, and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the DMA must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor. 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. If the notice advises of the bond requirement but a bond or statutorily authorized alternate is not posted when required, the agency shall summarily dismiss the petition.

**4.13.2 Inability to Post:** In the event DMA is unable to post as defined above, DMA will notify all bidders by electronic notification on the Florida Vendor Bid System, by mail, and/or by fax.

**4.13.3 Request to Withdraw Bid:** Requests for withdrawal will be considered if received by DMA, in writing, within seventy two (72) hours after the bid opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

**4.14 Award of the Contract:** Services will be authorized to begin when the Vendor receives a written document incorporating the terms and conditions of the solicitation, the vendor's proposal/bid indicating the encumbrance of funds and award of the contract.

## **5.0 Statement of Work**

**5.1 Description:** This sale is a 75-acre clearcut timber harvest. 60 acres of the harvest area is 38-year-old planted slash pine that was thinned in 2000. The remaining 15 acres is natural slash pine pulpwood. No preliminary cruise numbers will be published, therefore all bidders are encouraged to perform a timber evaluation prior to bidding.

**5.2 Location:** The boundary of this sale is defined by CR-215 on the north, Rifle Range Road on the west, SR-16 on the south and a chain-link fence on the east. (attachment G). The sale area is located in Sections 11, 12 & 13, Township 6 south, Range 23 east.

**5.3 Logging Requirements/Specifications:** The Installation Forester reserves the right to restrict access to the facility when inclement weather, military training, and other necessary conditions arise.

Any waste including garbage will be disposed of properly and never left on site. Forest roads must be kept in good condition at all times including interior roads. The site will be restored to its complete prior condition before the operation ends, including roads and any other resources pertaining to CBJTC. Skidding trees down roads, trails and firebreaks is prohibited. Roads, trails and firebreaks will be kept free of logs, brush and debris resulting from the logging operation.

Any damage to roads, trails and firebreaks as a result of the logging operation will be repaired promptly by the Contractor to its original condition. The Contractor will back-blade rutted roads upon completion of the sale and throughout the sale if requested by the Installation Forester. Loading log trucks is not permitted on paved or graded roadways if it restricts the normal flow of traffic.

The Installation Forester reserves the right to grant or decline extensions of the contract if necessary conditions permit.

The Contractor is required to be in compliance with all applicable federal, state and local laws and/or ordinances related to the work being performed. In addition, all Best Management Practices (BMP) for silvicultural operations must be followed as outlined in the most current Silviculture BMP Manual.

All equipment being used on the installation must be washed prior to coming on site to avoid the introduction of invasive plants or pests. If the crew must move off, the Installation Forester must be contacted prior to moving back on the installation in order to ensure there is no risk of bringing in invasives. Wildlife is abundant in the contract area and should not be bothered.

**5.4 Site Inspection:** Appointments to inspect this sale area can be set up by calling the Installation Forester, Jeremy Lawson at 904-627-9199. Please allow 24 hours for scheduling time to evaluate the timber.

**5.5 Period of Performance:** The timber harvest shall be completed within 12 months or less contract execution, unless otherwise directed by written amendment to the contract. The contract area is part of an established military training area. In the interest of safety, it may be necessary to curtail logging operations during periods of heavy military usage. If these periods of curtailment are needed to complete the contract, the Contractor may request an extension. This should be requested well in advance, as it must be approved by the Purchasing Director or his representative.

**5.6 Payment:** The bidder will bid **lump-sum** for all timber offered for sale. Ten percent (10%) of the total price will be submitted with the bid via a certified or cashier's check, made payable to the State of Florida, Department of Military Affairs. For the successful bidder, this will serve as a first payment and a guarantee to ensure the execution of the contract. Checks will be returned to unsuccessful bidders at the end of the bid opening. The successful bidder will be required to make three (3) additional payments for the remaining 90% of the total bid price. The remaining 90% will be paid in three (3) equal installments that will be paid 30 days apart, beginning on the date of the Award of Contract. All payments must be in the form of a certified or cashier's check, payable to the State of Florida, Department of Military Affairs.

Payment 1 – 10% of total bid due date of bid opening, March 10, 2022.

Payment 2 – 30% of total bid due 30 days after Award of Contract, approx. April 17, 2022.

Payment 3 – 30% of total bid due 60 days after Award of Contract, approx. May 17, 2022.

Payment 4 – 30% of total bid due 90 days after Award of Contract, approx. June 17, 2022.

**5.7 Security Requirements:** CBJTC has 24-hour security and entry control procedures. Contractors will be briefed on an as needed basis concerning traffic routing and work site security restrictions. Access Control Rosters for Contractors are required and will be obtained prior to the Contractor's initial service date. The names of all the Contractor's employees who will be working at the facility will be listed on the document, which shall be printed on the Contractor's company letterhead and submitted to the Provost Marshal, or his representative, at the Provost Marshal's Office which is located inside the Welcome Center at the Main Gate of the facility. Access Control Rosters are approved by the Provost Marshal. Due to tightened security measures, submit a copy of the vehicle registration and proof of insurance for each vehicle that will be on facility, and also a copy of each individual's driver's license. These are required prior to beginning any type of contracted work.

## **6.0 Bid Submittal**

**6.1 Price Sheet:** Complete Price Sheet. Only prices submitted on supplied Price Sheet will be considered. (Attachment A)

**6.2 Reference Sheet:** Provide three references. (Attachment B)

**6.3 Drug Free Workplace:** Sign and return Drug-Free Workplace Compliance Form (Attachment C)

**6.4 Minimum Qualifications Statement:** Provide a brief description of work history, including but not be limited to, business certifications, number of years in business and other information that may demonstrate company stability and reliability. (Attachment D)

**6.5 Vendor Certification Regarding Scrutinized Companies Lists:** Sign and return Scrutinized Companies List (Attachment E)

**6.6 Vendor Checklist:** Provided to Vendor for convenience (Attachment F)

**ATTACHMENT "A"**  
**Vendor Price Sheet**

Lump-Sum Price

**Acknowledgment:** I certify that I have read and agree to abide by all the terms and conditions of this ITB and that I am authorized to sign as/for the bidder. I certify that the response submitted is made in conformance with all requirements of this ITB.

<b>Company:</b>	
<b>FEID:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Date:</b>	
<b>Print Name:</b>	
<b>Signature:</b>	





**ATTACHMENT "B"**  
REFERENCE SHEET

The Respondent must list a minimum of three (3) separate and verifiable clients of the Respondent, other than the DMA, **which have been in place for at least one (1) continuous year**. Any information not submitted on this attachment shall not be considered. **The clients listed shall be for services similar in nature to that described in this ITB.** The same client may not be listed more than one (1) reference (for example, if the Respondent has completed one project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one (1) of the projects may be listed because the client, the Florida Department of Transportation, is the same). **DO NOT LIST DMA WORK ON THIS FORM.** (Please provide at least two (2) Contact Names.)

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates (Dates must demonstrate at least one (1) continuous year):	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates (Dates must demonstrate at least one (1) continuous year):	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates (Dates must demonstrate at least one (1) continuous year):	to
Approximate Contract Value:	\$



**ATTACHMENT "C"**  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

**Procurement No. DMA-ITB-273 - CR-215 Clearcut Timber Sale**

I, \_\_\_\_\_,  
(Name) (Title)

of, \_\_\_\_\_, hereby certify that this firm has implemented a  
(Company Name)

Drug-Free Workplace Program in accordance with the provision of Section 287.087,  
Florida Statutes.

\_\_\_\_\_  
(Signature) (Date)

**287.87** Preference to businesses with Drug-Free Workplace Programs. Whenever two or more bids, proposals, or quotes that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a quote, proposal, or reply received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process. In order to have a Drug-Free Workplace Program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**ATTACHMENT "D"**  
**MINIMUM QUALIFICATIONS STATEMENT**

How many years has your business performed the type of services being requested?

\_\_\_\_\_

Provide a written statement detailing your qualifications:



**ATTACHMENT “F”  
VENDOR CHECKLIST**

For your convenience, we offer the following checklist of items that must be returned by the bid submission deadline. Vendor shall submit the original and one (1) copy of the bid. This checklist does not relieve the respondent of the responsibility of ensuring that **all requirements** of this ITB are included with their bid submittal.

- \_\_\_\_\_ 1. Attachment A – Price Sheet, Signed
- \_\_\_\_\_ 2. Attachment B – Vendor References
- \_\_\_\_\_ 3. Attachment C – Certification of Drug Free Workplace, Signed.
- \_\_\_\_\_ 4. Attachment D – Minimum Qualifications Statement
- \_\_\_\_\_ 5. Attachment E – Vendor Certifications, Signed
- \_\_\_\_\_ 6. Attachment F – Vendor Checklist
- \_\_\_\_\_ 7. Attachment G – Map

**NOTE:** Address your bid submission to the point of contact specified in Section 4.10, and write the following on the envelope or package:

DMA-ITB-273 - CR-215 Clearcut Timber Sale, Due by March 10, 2022 at 4:00 PM



Rifle Range Road

CR 215

SR 16

Avenue "D"



- Legend**
- PSL +/- 60 ac
  - NSL +/- 15 ac
  - Creeks
  - CBJTC Roads

# Camp Blanding Joint Training Center

## CR-215 Clearcut Timber Sale

DMA-ITB-273

