



**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**COMMISSIONER NICOLE "NIKKI" FRIED**

---

November 13, 2020

**ADDENDUM 1**

**TO:** VENDORS  
**FROM:** CARMELITA GRAHAM, PURCHASING SPECIALIST  
**RE:** **REQUEST FOR PROPOSAL**  
**T. MARK SCHMIDT OHV GRANT PROGRAM (2020/2021)**

This addendum is to provide all potential respondents with answers to questions received in reference to Request for Proposal- T. Mark Schmidt OHV Grant Program (2020/2021).

**Question / Answer**

**1. Do you anticipate extending the bid due date?**

*No.*

**2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?**

*All information regarding the selection criteria can be found in the bid document. Upon completion of the administrative and technical review, the winning bidder(s) will be announced on the Vendor Bid System (VBS).*

**3. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?**

*No.*

**4. Other than your own website, where was this bid posted?**

*This advertisement has been posted to the Vendor Bid System.*

**5. I would like a copy of the MSF/SVIA Memorandum of Understanding as far as our State OHV program goes.**

*The MSF/SVIA Memorandum of Understanding has been attached to this addendum.*

**6. I need to know the number of people trained under that agreement. Both hands on and the on-line version.**

*The Department does not have this information readily available.*

7. **I need to know if it's more appropriate to apply for the grant through our main company, American Motorsports Training, or through my Florida NFP corporation, Florida Powersports Safety Council.**

*The OHV Grant Program is intended to help state, federal and local governments; state and federally recognized tribal units with lands in Florida and registered non-profit organizations plan, develop, and rehabilitate facilities and lands, and education associated with off-highway use and not meant to be a continual funding source for staffing such areas. The Department cannot offer legal guidance; please contact a private legal attorney.*

**This Addendum is hereby incorporated into, and made a part thereof, the above noted Request for Proposal. All other terms, conditions and specifications of this Request for Proposal will remain unchanged. For questions regarding this Addendum, please contact the Purchasing Office at (850) 617-7181 or email at [Bids@FDACS.gov](mailto:Bids@FDACS.gov).**

## MEMORANDUM OF UNDERSTANDING

between

### THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FORESTRY

and the

### ALL-TERRAIN VEHICLE SAFETY INSTITUTE

This agreement is made and entered into between Florida Department of Agriculture and Consumer Services, Division of Forestry, 3125 Conner Blvd., Bldg. C-25, Tallahassee, FL 32399-1650, hereafter known as the STATE and the All-terrain Vehicle Safety Institute, 2 Jenner St., Suite 150, Irvine, California, 92618, hereafter known as ASI, a division of the Specialty Vehicle Institute of America, Inc., a national non-profit association, who are parties hereto.

The authorities under which the parties enter into this agreement are provisions found in Title XVIII, Chapter 261, Off-Highway Vehicle Safety and Recreation, of the Florida Statutes. The STATE finds that off-highway vehicles are becoming increasingly popular in this state and that the use of these vehicles should be controlled and managed to minimize negative effects on the environment, wildlife habitats, native wildlife, and native flora and fauna.

**Whereas**, the parties to this agreement recognize and mutually agree that:

1. ASI is the recognized leader in ATV safety. ASI improves the safety of riders through the delivery of hands-on training and the publication of quality materials for the ATV community.
2. In recognition of a mutual commitment to all-terrain vehicle safety, all parties understand and agree that the ASI "ATV *RiderCourse*<sup>sm</sup>" and MSF "*DirtBike School*<sup>sm</sup>" shall be recognized as an approved riding curriculum leading to the issuance of an Florida Off-Highway Vehicle Safety Certificate. A copy of the ASI *ATV RiderCourse* and MSF *DirtBike School* are attached as exhibits "A" and "B" respectively, and incorporated herein by reference.
3. To create a safer ATV riding experience in Florida, the STATE and ASI will work together, according to the guidelines for activities set forth below.

#### **ASI SHALL:**

1. Conduct activities in a manner consistent with the most current version of the *ATV RiderCourse* Instructor Guide.
2. Administer the ASI *ATV RiderCourse* in Florida through ASI's current administrative structure.
3. Attain recognition by MSF as a MSF DBS ROC provider in the state of Florida for the purposes of delivering the MSF *DirtBike School* consistent with this agreement.

4. Coordinate with the STATE to provide Florida specific information, including current Florida law, to ASI Licensed Instructors and Instructor Candidates who reside in, or conduct training in Florida. A copy of the Florida specific information for the ATV RiderCourse is attached as exhibit "C" and for the MSF *DirtBike School* is attached as exhibit "D" and incorporated herein by reference.
5. Issue to persons under the age of 16 years who have successfully completed the Florida approved ATV *RiderCourse* or MSF *DirtBike School* a Florida Off-Highway Vehicle Safety Certificate pursuant to 261.20 (3). A copy of the Florida Off-Highway Vehicle Safety Certificate is attached as exhibit "E" and incorporated herein by reference.
6. Provide to the STATE, at least quarterly, a list of persons issued a Florida Off-Highway Vehicle Safety Certificate, including at least name, address, date of birth, and date of training.

**STATE SHALL:**

1. Recognize for STATE ATV certification those persons successfully completing the approved ASI ATV *RiderCourse* or MSF *DirtBike School* as herein agreed.
2. Assist in securing the use of appropriate areas for conduct of the ASI ATV *RiderCourse* and MSF *DirtBike School* needed for the performance of this memorandum.
3. Encourage ATV and OHM operators to take a Florida approved ASI *RiderCourse* or MSF *DirtBike School* and promote enrollment information to those callers who contact the STATE.

**MUTUAL UNDERSTANDINGS:**

1. Both parties maintain open communication in the furtherance of their mutual goals.
2. Amendments shall be made to this Cooperative Agreement only upon the written consent of both parties.
3. This Cooperative Agreement shall be effective as of the date of the last signature. It may be terminated by either party upon 30 days written notice and shall be reviewed annually. It is understood between the parties that this Cooperative Agreement and its attachments represent a complete understanding between the parties.
4. In carrying out the terms of this memorandum, there shall be no discrimination against any person because of race, color, creed or national origin.

ALL-TERRAIN VEHICLE SAFETY INSTITUTE

STATE OF FLORIDA –Division of Forestry

  
 Thomas S. Yager  
 Vice President, Safety Programs  
 Date 9/19/07

  
 Michael C. Long  
 Director  
 Date 9/13/07

  
 John Waldron  
 Director, State Forest Recreation  
 Date 9/13/07

# Florida Specific *ATV RiderCourse*

## Suggested *ATV RiderCourse* Lesson Modifications

### PRE-COURSE – RIDER CHECK-IN & REGISTRATION

261.20 (b)

261.20 (d)

261.20 (b)

### LESSON 1 – INTRODUCTION TO THE *ATV RIDERCOURSE* 261.20(5)(c)

### LESSON 6 – RIDING STRATEGIES 261.20(5)(b)

#### AS RIDERS ARRIVE, COVER THE FOLLOWING:

#### T-CLOC/PRE-RIDE INSPECTION

C= Controls & Cables – **add:**

- Brakes – foot, hand and parking. Each ATV shall be equipped with an adequate braking system

L= Lights and Electrics – **add:**

- Lights – When operated during conditions of limited visibility (500' or less) unless equipped with a headlamp sufficient to light an objects at a distance of 150' and a red or amber tail lamp visible at a distance of 200' under normal atmospheric conditions.

**Add to end:**

- **Spark Arrester/Muffler** – An ATV shall not be operated without a USFS approved spark arrester and the sound shall not exceed 96dBa using SAE J-1287 test procedure.

3. **READ PURPOSE OF *ATV RIDERCOURSE* – add to end:**  
To familiarize you with the laws, rules and regulations pertaining to ATV use in the state of Florida
6. **DISCUSS RIDING GEAR – add:**
  - Helmet – All operators under age 16 must wear approved helmets (DOT or Snell)
  - Eye protection – All operators under age 16 must wear eye protection
  - Over-the-ankle boots – All operators under age 16 must wear over-the-ankle boots
6. **ASK WHAT EFFECT ALCOHOL HAS ON RIDER'S ABILITY TO APPLY SIPDE – add:**
  - A person shall not operate an off-highway motor vehicle while under the influence of alcohol, a controlled substance, or any prescription or over-the-counter drug that impairs vision or motor condition.

---

**LESSON 13 –  
SAFE AND  
RESPONSIBLE  
RIDING  
PRACTICES**

**261.20(5)(d)**

**261.20(5)(b)**

**261.20(5)(a)**

**261.20(5)(c)**

**261.20(2)**

**261.20(3)**

**LESSON 16 –  
WRAP-UP &  
REVIEW**

- 1. OBJECTIVE – *add to end:***  
You should also know the Florida laws that apply to ATV operation.
  
- 4. DISCUSS SAFE AND RESPONSIBLE RIDING PRACTICES – *add:***
  - A person shall not operate an ATV
    - in a careless, reckless or negligent manner so as to endanger the person or property of another
    - while under the influence of alcohol, a controlled substance, or any prescription or over-the-counter drug that impairs vision or motor condition
    - while carrying a passenger on a single-rider vehicle
  - All operators under age 16
    - must wear a helmet, eye protection and over-the-ankle boots
    - must be visually supervised by an adult
    - must possess a completion certificate from an approved off-highway vehicle safety course
  
- 1. READ NEW OBJECTIVE**  
Your objective for this lesson is to be able to identify specific rider responsibilities, local and Florida state laws/regulations for safe and responsible ATV operation.
  
- 3. BRIEFLY REVIEW – *add:***
  - Required equipment
  - Helmet requirements
  - Noise control regulations
  
- 4. ASK SUMMARY/DEBRIEF QUESTIONS – *add to end:***  
What local and Florida state laws apply to ATV operation?

# Florida Specific *DirtBike School*

## Suggested *DirtBike School* Lesson Additions

### PRE-COURSE – RIDER CHECK-IN & REGISTRATION

261.20 (b)

261.20 (d)

261.20 (b)

### LESSON 1 – CLASS WELCOME / INTRODUCTION 261.20(5)(c)

### LESSON 11 – RIDING MANAGEMENT 261.20(5)(b)

#### AS RIDERS ARRIVE, COVER THE FOLLOWING:

#### T-CLOC/PRE-RIDE INSPECTION

##### C= Controls & Cables – **add:**

- Brakes – foot, hand and parking. Each OHM shall be equipped with an adequate braking system

##### L= Lights and Electrics – **add:**

- Lights – When operated during conditions of limited visibility (500' or less) unless equipped with a headlamp sufficient to light an objects at a distance of 150' and a red or amber tail lamp visible at a distance of 200' under normal atmospheric conditions.

##### **Add to end:**

- **Spark Arrester/Muffler** – An OHM shall not be operated without a USFS approved spark arrester and the sound shall not exceed 96dBa using SAE J-1287 test procedure.

#### 5. **DISCUSS PURPOSE OF PROGRAM – add to end:**

To familiarize you with the laws, rules and regulations pertaining to OHM use in the state of Florida

#### 8. **DISCUSS RIDING GEAR – add:**

- Helmet – All operators under age 16 must wear approved helmets (DOT or Snell)
- Eye protection – All operators under age 16 must wear eye protection
- Over-the-ankle boots – All operators under age 16 must wear over-the-ankle boots

#### 3. **DISCUSS CAUSES OF MOTORCYCLE MISHAPS – add:**

- A person shall not operate an off-highway motor vehicle while under the influence of alcohol, a controlled substance, or any prescription or over-the-counter drug that impairs vision or motor condition.

---

**LESSON 18 –  
RIDING  
RESPONSIBLY**

261.20(5)(d)

261.20(5)(b)

261.20(5)(a)

261.20(5)(c)

261.20(2)

261.20(3)

**LESSON 19 –  
WRAP-UP &  
REVIEW**

1. **OBJECTIVE – *add to end*:**  
You should also know the Florida laws that apply to OHM operation.
  
4. **DISCUSS LAWS – incorporate:**
  - A person shall not operate an OHM
    - in a careless, reckless or negligent manner so as to endanger the person or property of another
    - while under the influence of alcohol, a controlled substance, or any prescription or over-the-counter drug that impairs vision or motor condition
    - while carrying a passenger on a single-rider vehicle
  - All operators under age 16
    - must wear a helmet, eye protection and over-the-ankle boots
    - must be visually supervised by an adult
    - must possess a completion certificate from an approved off-highway vehicle safety course
  
1. **READ NEW OBJECTIVE**  
Your objective for this lesson is to be able to identify elements of a post-ride check, and local and Florida state laws/regulations for safe and responsible OHM operation.
  
3. **REVIEW POST RIDE CHECK – *add*:**
  - Required equipment
  - Helmet requirements
  - Noise control regulations
  
4. **ASK SUMMARY/DEBRIEF QUESTIONS – *add to end*:**  
What local and Florida state laws apply to OHM operation?



**Exhibit E**


**OHV Safety Training Certificate**

For persons participating in the **ATV RiderCourse**:

Congratulations on your participation in the *ATV RiderCourse*<sup>SM</sup>. Attached is your Florida Off-Highway Vehicle Safety Training Certificate.

This card certifies that you have met the requirements established by the Florida Division of Forestry. Carry it with you while riding your ATV on public lands in Florida.

John Doe  
123 Main St.  
Anytown, NM 87500


|                                                                                                                                                                                                                                                                                                                               |                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| State of Florida<br>Division of Forestry Approved<br><b>Off-Highway Vehicle<br/>Safety Training Certificate</b>                                                                                                                                                                                                               | Issued by:<br> |
| It is certified that [ <b>Name of Student</b> ]<br>has participated in the <i>ATV RiderCourse</i> <sup>SM</sup> as approved by the Florida<br>Division of Forestry on [ <b>Date of Class</b> ]<br>This training was conducted by [ <b>ASI Instructor Name</b> ],<br>ASI Instructor License # [ <b>ASI Instructor Number</b> ] |                                                                                                   |
| _____<br>Student Signature                                                                                                                                                                                                                                                                                                    | _____<br>Date                                                                                     |
| Birth Date [ <b>DOB</b> ]                                                                                                                                                                                                                                                                                                     | Certificate # [ <b>Student ID#</b> ]                                                              |

For persons participating in the **DirtBike School**:

Congratulations on your participation in the *MSF DirtBike School*<sup>SM</sup>. Attached is your Florida Off-Highway Vehicle Safety Training Certificate.

This card certifies that you have met the requirements established by the Florida Division of Forestry. Carry it with you while riding your OHM on public lands in Florida.

John Doe  
123 Main St.  
Anytown, NM 87500

|                                                                                                                                                                                                                                                                                                                       |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| State of Florida<br>Division of Forestry Approved<br><b>Off-Highway Vehicle<br/>Safety Training Certificate</b>                                                                                                                                                                                                       | Issued by:<br> |
| It is certified that [ <b>Name of Student</b> ]<br>has participated the <i>MSF DirtBike School</i> <sup>SM</sup> as approved by the Florida<br>Division of Forestry on [ <b>Date of Class</b> ]<br>This training was conducted by [ <b>DBS Coach Name</b> ],<br>MSF Coach Certification # [ <b>DBS Coach Number</b> ] |                                                                                                     |
| _____<br>Student Signature                                                                                                                                                                                                                                                                                            | _____<br>Date                                                                                       |
| Birth Date [ <b>DOB</b> ]                                                                                                                                                                                                                                                                                             | Certificate # [ <b>Student ID#</b> ]                                                                |

4. Coordinate with the STATE to provide Florida specific information, including current Florida law, to ASI Licensed Instructors and Instructor Candidates who reside in, or conduct training in Florida. A copy of the Florida specific information for the ATV RiderCourse is attached as exhibit "C" and for the MSF *DirtBike School* is attached as exhibit "D" and incorporated herein by reference.
5. Issue to persons under the age of 16 years who have successfully completed the Florida approved ATV *RiderCourse* or MSF *DirtBike School* a Florida Off-Highway Vehicle Safety Certificate pursuant to 261.20 (3). A copy of the Florida Off-Highway Vehicle Safety Certificate is attached as exhibit "E" and incorporated herein by reference.
6. Provide to the STATE, at least quarterly, a list of persons issued a Florida Off-Highway Vehicle Safety Certificate, including at least name, address, date of birth, and date of training.

**STATE SHALL:**

1. Recognize for STATE ATV certification those persons successfully completing the approved ASI ATV *RiderCourse* or MSF *DirtBike School* as herein agreed.
2. Assist in securing the use of appropriate areas for conduct of the ASI ATV *RiderCourse* and MSF *DirtBike School* needed for the performance of this memorandum.
3. Encourage ATV and OHM operators to take a Florida approved ASI *RiderCourse* or MSF *DirtBike School* and promote enrollment information to those callers who contact the STATE.

**MUTUAL UNDERSTANDINGS:**

1. Both parties maintain open communication in the furtherance of their mutual goals.
2. Amendments shall be made to this Cooperative Agreement only upon the written consent of both parties.
3. This Cooperative Agreement shall be effective as of the date of the last signature. It may be terminated by either party upon 30 days written notice and shall be reviewed annually. It is understood between the parties that this Cooperative Agreement and its attachments represent a complete understanding between the parties.
4. In carrying out the terms of this memorandum, there shall be no discrimination against any person because of race, color, creed or national origin.

ALL-TERRAIN VEHICLE SAFETY INSTITUTE

STATE OF FLORIDA –Division of Forestry

  
 Thomas S. Yager  
 Vice President, Safety Programs

Date

 9/13/07  
 Michael C. Long  
 Director

Date

  
 John Waldron  
 Director, State Forest Recreation

Date