



**LAKE COUNTY**  
FLORIDA

**REQUEST FOR PROPOSAL (RFP)**

**Restoration and Land Management Tasks**

<b>RFP Number:</b>	<u>13-0434</u>	<b>Contracting Officer:</b>	<u>Sandra Rogers</u>
<b>Proposal Due Date:</b>	<u>May 22, 2013</u>	<b>Pre-Proposal Conference Date:</b>	<u>Not applicable</u>
<b>Proposal Due Time:</b>	<u>3:00 PM</u>	<b>RFP Issue Date:</b>	<u>April 23, 2013</u>

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<b>SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:</b>	
Proposal and/or Performance Bond:	Not applicable to this solicitation
Certificate of Competency/License:	See Section 1.17
Indemnification/Insurance:	See Section 1.8
Pre-Proposal Conference/Walk-Thru:	Not applicable to this solicitation

**At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration.** The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the due date. When countersigned by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

**Vendors shall complete and return the entirety of this RFP, and attach all other information requested in this RFP (see Provision 1.13). Failure to sign the proposal response, or to submit the proposal response by the specified time and date, may be cause for rejection of the proposal.**

**NO-RESPONSE REPLY**

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service
- Please remove our firm from Lake County's Vendor's List for this product / service.

**VENDOR IDENTIFICATION**

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Section 1.1: Purpose**

The purpose of this solicitation is to retain consultant(s) for Restoration and Land Management Tasks for County Parks and County owned property in conjunction with the County's needs.

**Section 1.2: Designated Procurement Representative**

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the proposal due date.

Sandra Rogers, Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
PO BOX 7800  
Tavares, FL 32778-7800

Phone : 352.343.9832 Fax : 352.343.9473  
E-mail: srogers@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

**Section 1.3: Method of Award**

Award will be made to the vendor(s) who submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria:

1. Qualifications and experience of proposed personnel.
2. Proposed materials and plans to accomplish task.
3. Proposed costs / fee schedule.
4. Reports from direct and indirect references.
5. Responsiveness and completeness of the written proposal to these instructions with regard to the Scope of Services.
6. Other relevant criteria.

**Section 1.4: Pre-Proposal Conference / Site Visits**

Not applicable to this solicitation

**Section 1.5: Term of Contract – Three (3) Years**

This contract shall commence on the first calendar day of the month succeeding approval of the

contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and is contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall be three (3) years, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

**Section 1.6: Option to Renew for One (1) Additional Two (2) Year Period(s)**

Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for two (2) additional twelve (12) months periods under the same terms and conditions. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right to the vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

**Section 1.7: Method of Payment - Monthly Invoices**

The vendor(s) shall submit monthly invoices by the tenth (10th) calendar day of each month. These invoices shall be submitted to the Parks and Trails Division. The invoices shall reflect the type of service provided to the County in the prior month.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

**Section 1.8: Insurance**

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or

damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value:	\$ _____
Garage Keepers Liability at coverage value:	\$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance, shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF  
FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.  
P.O. BOX 7800  
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor

a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

**Section 1.9: Bonding Requirements**

Not applicable to this solicitation

**Section 1.10: Completion/Delivery**

As specified in Statement of Work

**Section 1.11: Acceptance of Goods or Services**

The services rendered as a result of an award from this solicitation shall not be deemed complete until accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

In the event that the service provided does not conform to the specifications, the County reserves the right to terminate the contract. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

**Section 1.12: Warranty**

Not applicable to this solicitation.

**Section 1.13: Delivery and Completion of Solicitation Response****Section 1.13.1: Delivery of Solicitation Response**

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date of the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES  
315 W. MAIN STREET  
4TH FLOOR, ROOM 441  
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES  
PO BOX 7800  
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
32400 COUNTY ROAD 473  
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

**Section 1.13.2: Completion Requirements for Request For Proposal (RFP)**

**Two (2) original proposals and one (1) complete copy of the proposal submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened to the submitter.** The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

**A. Economy of Presentation**

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. The County emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

**B. Proposal Guidelines**

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County’s sole discretion, be rejected.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and may only be used for large tables, charts, graphs, diagrams, and schematics.

Binding and Labeling - All Sections of the proposal should be identified by section tabs, A cover sheet should be bound in each separate proposal copy, clearly marked as to RFP title, solicitation number, copy number, and the Proposer's name.

**C. Proposal Sections:**

**Tab 1 - Proposer Profile & Required Information**

- A. Statement of Interest & Understanding of Project
- B. Firm Profile / Firm History
- C. Program Manager: List the name, business address, telephone number and e-mail address of the individual that will act as the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:
  - Years of experience within the area of specialty.
  - Length of and type of service with firm.
  - Education and formal training, including certifications.
- D. Any required licenses or permits.

**Tab 2 - Proposed Solution Description(s)**

- A. Provide a concise description of the approach and process the vendor will employ to successfully complete the work to be performed to include any specific staffing or equipment resources that will be employed by the vendor. One alternate solution proposals may be submitted by the same proposer. For each different proposed solution, include the same degree of detail and description specified for a primary offering.
- B. Exceptions – clearly describe any exceptions the vendor may have in regards to

any requirements stated in the RFP document or associated addendums.

**Tab 3 - Proof of Insurability**

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

**Tab 4 - References**

Provide at least three (3) recent references where the proposed product /service has been used within the past 3 years. Please use the form attached.

**Tab 5 - Litigation**

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization's professional activities.

**Tab 6 - Subcontractors / Joint Ventures**

Provide a list of any proposed sub-contractors or joint venture arrangements that may be used on the project. Provide the same information required in the Pricing Proposal Tab 3 for each sub-contractor or joint venture participant.

**Tab 7 - Completed Solicitation**

Include a copy of a fully completed and signed RFP.

**Tab 8 - Completed Pricing Back-up Section**

- Provide supporting documentation for the prices proposed sufficient to evaluate and determine price realism.
- Provide any required bond.

**Tab 9 - Financial Stability**

Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted. The County reserves the right to use a third-party company to verify financial information provided in each proposal. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal.

**Tab 10 - Other Information**

Provide any information that will provide insight to the County about the financial qualifications, fitness and stability of the proposer. This information should be succinct.

**Section 1.14: Additional Parks, Trail and Public Lands May be Added**

Although this solicitation and resultant contract identifies specific Parks, Trails and Public Lands to be serviced, it is hereby agreed and understood that any County Park, Trail or Public Land may be added to this contract at the option of the County. The additional site(s) shall be added to this contract by formal modification.

**Section 1.15: Additional Tasks May be Added**

Although this solicitation and resultant contract identifies specific tasks to be serviced, it is hereby agreed and understood that any other tasks may be added to this contract at the option of the County. The additional tasks(s) shall be added to this contract by formal modification.

**Section 1.16: Alternate Offers May be Considered**

The County will consider one (1) alternate offer from a vendor which has submitted a primary offer for this solicitation; provided that the vendor of record for both the primary and alternate offer is the same entity, and that the alternate offer provides a different product or level of service that meets or exceeds the contract requirements. In order for the County to consider an alternate offer, the vendor shall provide a complete and separate pricing section using the forms set forth within this solicitation and shall mark "Alternate Offer" on the first page of the alternate pricing section. The County reserves the right to consider and award, based on the County's best interests, any alternate offer based on the method of award prescribed in this solicitation.

**Section 1.17: Certificate of Competency/Licensure, Permits, and Fees**

Any person, firm, corporation or joint venture that submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency or appropriate current license issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a sub-contractor(s) or vendor(s) hired by the prime/responding vendor, an applicable Certificate of Competency/license issued to the sub-contractor(s)/hired vendor(s) shall be submitted with the prime/responding vendor's offer; provided, however, that the County may at its option and in its best interest allow the prime/responding vendor to supply the sub contractor(s)/hired vendor(s) certificate/license to the County during the offer evaluation period. The prime/responding vendor is responsible to ensure that all required licenses, permits, and fees (to include any inspection fees) required for this project are obtained and paid for, and shall comply with all laws, ordinances, regulations, and building or other code requirements applicable to the work contemplated herein. Damages, penalties, and/or fines imposed on the County or the vendor for failure to obtain required licenses, permits, inspection or other fees, or inspections shall be borne by the vendor.

**Section 1.18: Clean-Up**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**Section 1.19: Competency of Vendors and Associated Subcontractors**

The County may elect to conduct a pre-award inspection of the vendor's facility during the offer evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a consistent satisfactory record of performance. Vendors must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated. In the event that the vendor intends to sub-contract any part of its work to another vendor, or will obtain the goods specifically offered under this contract from another source of supply; the vendor may be required to verify the competency of its sub-contractor or supplier. The County reserves the right, before awarding the contract, to require a vendor to submit such evidence of its qualifications and the qualifications of its sub-contractor as it may deem necessary. The County may consider any evidence available to it of the financial, technical and other qualifications and abilities of any vendor responding hereunder, including past performance with the County, in determining vendor responsibility for the purposes of selecting a vendor for contract award.

**Section 1.20: Compliance with Federal Standards**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**Section 1.21: Cost Estimates for Each Project**

The vendor(s) shall be required to submit a written estimate on each prospective project under this contract before a work order for that specific project is issued. The estimate must reflect the regular hourly wages for each classification represented in this contract, and the percentage discounts or mark-ups for materials and equipment that were quoted by the vendor on its initial offer or the most current contract pricing. The estimate shall be itemized by the number of work hours per classification, and by the cost of materials and equipment. Lump sum estimates shall not be accepted. The County reserves the right to award the project based on the lowest written estimate, or to reject all estimates when such action is determined to be in the best interests of the County, and obtain the required services from another source of supply.

**Section 1.22: Furnish and Install Requirements**

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required for the satisfactory completion of the project. The vendor shall also be required to provide adequate general user training to County personnel on the appropriate use of the materials or products as and if necessary.

**Section 1.23: Hourly Rate**

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

**Section 1.24: Key Contractor Personnel**

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the Proposer must be able to promptly provide a qualified replacement. In the event the Proposer wishes to substitute personnel, the Proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

**Section 1.25: Local Office Shall be Available**

The vendor shall maintain an office within the geographic boundaries of Central Florida, which shall be defined as Lake, Osceola, Orange, Seminole, Volusia, Marion, Polk, and Sumter. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

The County reserves the right to perform an inspection of the local office during the offer evaluation period, and any time during the term of the contract, and to use this inspection as a means for determining the vendor to which award will be made under this solicitation. The acceptability of the size, location, and overall functionality of the service facility shall be determined by the County in consideration of the contract requirements. The County's best interests shall prevail in this regard, and the decision of the County in this regard shall be final.

**Section 1.26: Omission from the Specifications**

The apparent silence of this specification and any addendum regarding any details, or the omission from the specification of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

### **Section 1.27: Presentations/ Post-Discussions After Initial Bid/ Proposal Response**

A. The County, at its sole discretion, may ask any proposer to make an oral presentation and/or product / service demonstration without charge to the County. The County reserves the right to require any proposer to demonstrate to the satisfaction of the County that the proposer has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the County, and the County shall be the sole judge of compliance.

B. The County may commence contract negotiations in accordance with the Method of Award provision specified elsewhere within this RFP. The County reserves the right to conduct discussions with any proposer(s) which have a realistic possibility of contract award to include any request for additional information, and any request for "best and final" offers.

C. Proposers are cautioned not to assume that they will be asked to make a presentation or asked for a "best and final" offer and should include all pertinent and required information in their original proposal package.

### **Section 1.28: Protection of Property**

All existing structures, utilities, services, roads, trees, shrubbery, and property in which the County has an interest shall be protected against damage or interrupted services at all times by the vendor during the term of this contract; and the vendor shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the vendor's operation on the property. In the event the vendor fails to comply with these requirements, the County reserves the right to secure the required services and charge the costs of such services back to the vendor.

### **Section 1.29: Special Notice to Vendors Regarding Federal and/or State Requirements**

Purchases under this action may be supported in whole or in part by Federal and/or State funding. Therefore, this solicitation and any resulting contract include provisions related to various specific federal and/or state requirements. All such clauses shall be considered and treated as "flow-down" clauses that shall be considered applicable to any prime contract and any subcontract associated with performance under the contract(s) resulting from this solicitation. Detailed review of all terms and conditions included in this solicitation is strongly encouraged to ensure that full compliance with all contractual requirements is considered during the solicitation response process, and throughout performance under the contract, at prime contractor and subcontractor levels. Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- 1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
- 2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

## **SCOPE OF SERVICES**

### **Restoration and Land Management Tasks**

The purpose of this solicitation is to retain a consultant(s) to provide professional services to Lake County Parks and Trails (or others) which support efforts of ecosystems management, habitat establishment, restoration, species conservation, resource protection, landscape maintenance, public education and site security and safety of County owned or leased lands, or those with which we have a memorandum of understanding in conjunction with the County's needs, to manage these sites under best management practices, lease agreements or grant requirements.

### **To include the below listed tasks:**

#### **Task 1 – Biological Surveys for Listed plant and animal species**

Vendor shall conduct ground surveying and identification of listed species, including gopher tortoises. This service shall include GPS location of species and GIS mapping services of occupied sites. Vendor must have an extensive list of qualified and/or FWC approved recipient sites to aid the County in its relocation efforts. Price per hour for this service should be shown on the Bid Sheet. Vendor bid should include one (1) Senior Wildlife Biologist or Plant Ecologist and one (1) Environmental Technician I. Note: a Florida Fish and Wildlife Conservation Commission Authorized Gopher Tortoise Agent shall replace the Senior Wildlife Biologist when gopher tortoise burrow surveys are necessary. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

#### **Task 2 – Wetland Delineation**

Vendor shall delineate wetlands and install “wetland delineation” flagging at intervals of approximately every 100’-200’ (pre-determined by wetland agencies). Following the flagging of the wetlands, Vendor shall prepare maps and all application materials for submittal to various jurisdictional agencies (e.g. FDEP, ACOE, etc.) and attend any and all applicable field meetings necessary in order to attain binding jurisdictional(s) from each agency. This service does not include Application and/or Permitting Fees required by the County for impacts to wetlands. Price per hour for this service should be shown on the Bid Sheet. Vendor bid should include one (1) Senior Wetland Scientist and one (1) Environmental Technician I. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

#### **Task 3 – Prescribed Fire**

Vendor shall prepare prescribed burn plans in accordance with Florida Law (as administered by the Florida Forest Service). Task shall include site visits to determine necessary fire line placement, preparation of prescribed burn and smoke management plans, mail notifications and mop up of all burns to within 50’ of the fire line, including knocking down all snags that have the potential to cause escapes. Lake County must be notified prior to ignition and when fire is deemed out (extinguished) on all burns. Price per acre for this service is shown on the Bid Sheet. Vendor should include one (1) Certified Burn Boss and one (1) Type 6 Engine. Additional equipment list should be provided by the Vendor on Bid Sheet. (See Attachment)

**Task 4 – Fire line Installation and/or Maintenance**

Vendor shall conduct general construction and/or maintenance of all fire lines by mowing and/or bushhogging, root raking and disking to mineral soils in particular areas as designated by Lake County. This service does not include heavy mechanical reduction of fuels, tasks which are specifically identified in Tasks 10, 12 and 13 below. Price per linear foot for this service should be shown on Bid Sheet. This task shall not include areas with dense palmettos and/or areas with heavy vegetative or forested material.

**Task 5 – Fire Line Maintenance**

Vendor shall conduct general maintenance of all fire lines by “disking to mineral soils” particular areas as designated by Lake County. This service does not include heavy mechanical reduction of fuels, tasks which are specifically identified in Tasks 10, 12 and 13 below. Price per linear foot for this service should be shown on the Bid Sheet. Vendor should anticipate light mowing only prior to disking. This task shall not include areas with dense palmettos and/or areas which require bushhogging or mulching.

**Task 6 – Gopher tortoise and/or Commensal Species relocation and/or Monitoring**

Vendor shall prepare and submit all application materials (applications, surveys, and maps) for relocation permits associated with the relocation of gopher tortoises and/or commensal species as directed by County staff. In addition, Vendor may be asked to assist County staff with potential gopher tortoise and/or commensal species (e.g. gopher frogs, Florida mice, Indigo snakes) recipient site identification, relocations and general health assessments on exiting populations identified on Lake County lands. All such surveys and/or assessments must be in accordance with the approved FWC and or USFWC guidelines and permits. Vendor should anticipate providing a final written report of all tasks ordered by County staff under this Task. All monitoring events must be conducted by qualified individuals as part of this task. Monitoring events shall be assigned by County staff and be charged accordingly. This task does not include recipient site permitting fees incurred by the County or costs provided to recipient site owners for receiving tortoises and/or commensal species on their lands. Price per individual tortoise for this service should be shown on Bid Sheet. In addition, Vendor should include a price group of five commensals for this service on Bid Sheet.

**Task 7 –Vegetative Monitoring/Evaluation**

Vendor shall conduct vegetative monitoring as directed by County staff on restoration sites, areas where wildlife relocation data is required, sites where listed plants are located or general determination of where exotic species are a concern. This task includes a final monitoring report (with associated maps and figures) for each specific site monitored. Price per hour for this service should be shown on Bid Sheet. Vendor bid should include one (1) Senior Botanist and one (1) Environmental Technician I. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

**Task 8 –Collection of Wildflower/Native Plant Seeds**

Vendor shall collect native seed characteristic of the target restoration project in Lake County. Seed must be harvested from sites in Central and/or North Florida starting in fall (early September) through January. Vendor must use a flail-vac, a pull-behind seed stripper and/or

mechanical hand sweep collectors for harvesting. In addition, Vendor botanists shall collect native seed by using simple hand collection methods for certain species (e.g. Lopsided Indian grass) based on the terrain and targeted seed type. Senior botanists knowledgeable in native seed ripening must supervise all hand collection staff members. Vendor must be able to identify and collect unique seeds otherwise missed through mechanical collection. Vendor must provide a list of equipment that will be dedicated to completing the work on County projects. Note: all equipment must be thoroughly cleaned prior to mobilization to Lake County restoration sites and upon leaving their sites.

The native seed will be used to restore the scrub, sandhill, seepage slope, and wet prairie plant communities identified by County staff and as directed by County staff. Seed collection and mixes must be customized to meet specific plant frequency or occurrence criteria. Vendor shall only collect seed from areas free of nuisance/exotic species. Price per pound for this service should be shown on Bid Sheet.

#### **Task 9 –Wildflower/Native Planting Seeding**

Vendor shall utilize the tasks outlined in Task #8 above in order to collect seed as designated by County staff for its restoration projects. Harvested seeds must be kept cool and dry during storage. All seed must remain dry while being transferred directly to the prepared seed bed site for installation. Seed beds should be cultipacked prior to seed installation. Vendor must utilize a Grasslander seed spreader to install the native seed. Vendor should roll the site with suitable drum rolling equipment if Grasslander does not achieve the necessary seed to soil contact.

According to Performance Requirement #6 (below) in this RFP vendors should “list species and percent composition in the seeding mixture” and “total % germination rate”. Vendor must attach for the County’s reference a list of seed species that is expected to be collected from the above referenced donor site(s) with anticipated percentages of each species.

According to Performance Requirement #6 (below) in this RFP, vendor should list broadcast rate in lbs. per acre based on their past experience. Determination of expected ground cover is hard to predict due to rainfall conditions, cold fronts and decreased rates of coverage in the winter months following seed placement. Vendor shall provide a possible achievement percentage (e.g. typical of natural sandhill communities). Watering of this site is not included as part of this task. Price per acre for this should be shown on the Bid Sheet. *(Note: In certain cases it may not be feasible to conduct direct seeding (e.g. areas prone to high erosion). In those cases, Vendor shall conduct planting and or plugging of the site with native grasses (e.i. wiregrass, lovegrasses, etc.) as a restoration technique. The County always has the option of planting versus seeding and Vendor shall plant a number of plants equal to the costs of direct seeding. These methods are not included in these Tasks.)*

#### **Task 10 - Trail Development and Maintenance (non-paved)**

Vendor shall conduct general trail construction and maintenance of existing trails. General items included in this Task include:

1. Clearing ( $\leq 2$ " dbh trees w/dozer)
2. Root-raking (with large tractor)

3. Trimming (light brush)
4. Mowing (Bahia or native rangeland)
5. Disking (minimum 50hp tractor)
6. Bush hogging (light to medium density vegetation)
7. Grading (low ground pressure dozer or larger tractor w/box blade) as directed by County staff.

Vendor should include prices for each item on the Bid Sheet.

#### **Task 11 - Hand Crews – Chainsaw**

Task involves the use of hand crews trained in exotic invasive species identification, native plant species and threatened and endangered plant species to perform specific duties related to restoration of site such as vegetation removal. This task requires the use of chain saws by professional operators to remove vegetation in areas where access with mechanical equipment is not authorized and/or feasible. Cut vegetation such as stumps and shrubs will be treated with approved herbicides by Licensed Herbicide Applicators. Herbicide costs are to be included in the price of this task. Price per acre for this service should be shown on the Bid Sheet. Vendors bid should include one (1) Chainsaw Supervisor with a minimum of five (5) years' experience and four (4) trained chainsaw operators with a minimum two (2) years' experience.

#### **Task 12 – Hand Crews – Herbicide**

Task involves the use of hand crews trained in exotic invasive species identification, native plant species and threatened and endangered plant species to perform specific duties related to restoration of site such as vegetation removal. This task requires a Licensed Florida Certified Herbicide Applicator to supervise hand crew members in the application of all approved chemicals to conduct basal bark applications, girdling of trees and/or cut stump applications. Herbicide costs are not to be included in the price of this task. Price per acre for this service should be shown on the Bid Sheet. Vendors bid should include one (1) Licensed Herbicide Applicator and four (4) trained herbicide applicators. Herbicide/chemicals may be provided by Lake County or paid at cost to vendor under this contract.

#### **Task 13 – Hand Crews – Hand Weeding & Trimming**

This task involves the use of hand crews trained in exotic invasive species identification, native plant species, and threatened and endangered plant species. Vendor needs to perform specific duties related to the restoration of the site such as vegetation removal. This may require the use of mechanical weed whackers and/or machetes by experienced laborers to remove vegetation in areas where access with mechanical equipment is not authorized and/or feasible. Cut vegetation such as small trees, vines and shrubs will be treated with approved herbicides by Licensed Herbicide Applicators. Herbicide costs should be included in the price of this task. Price per acre for this service should be shown on the Bid Sheet.

#### **Task 14 – Erosion Control**

Vendor shall purchase and install erosion control materials in areas designated by Lake County staff on an on call basis. Erosion control items included in this task include:

1. 3' tall FDOT approved silt fencing.

2. Biodegradable coconut matting.
3. Miralfi fiber fabric (FW402).
4. North American Green BioNet C125BN with BioStakes.
5. Synthetic hay bales.

Vendor should include prices for each item on the Bid Sheet. This task includes the purchase of erosion control materials and the installation of these types of materials. This task does not include earthmoving services.

#### **Task 15 - Disking – Shallow Disking**

Task is involving disking/plowing techniques to prepare sites for seeding by shallow, light disking to create a ‘bedding condition’ suitable for accepting native seeds. Vendor shall provide a price per acre for this service on the Bid Sheet.

#### **Task 16 – Disking-Deep Harrowing**

This task involves deep disking/chisel plowing techniques to expose deep roots of exotic or unwanted species that are typically treated with herbicide following the treatment. Vendor should include a price per acre for this service on Bid Sheet.

#### **Task 17 - Mechanical Treatment of Heavy Vegetation or Trees**

Vendor shall utilize mechanical equipment operated by experienced trained professionals (minimum five (5) years’ experience) to shred, grind, chop and /or mulch unwanted trees, shrubs and/or vegetation for the purpose of ecosystem restoration, trail and/or fireline construction or nuisance control or a number of other applications. The reduction of material may be greater than 4” up to 12” DBH down to ground level. Vendor should provide a price per acre for this service shown on Bid Sheet.

#### **Task 18 - Chipping/Mulching/Grinding**

Vendor shall use mechanical equipment for chipping, mulching, grinding for removal of any vegetation, logging debris or stumps as directed by County staff. Mechanical treatment is to be completed by experienced trained professional operators (minimum five (5) years’ experience). Chipping/mulching/grinding in this task is expected to include material 3” up to 16” DBH down to mineral soil. County staff will be responsible for contracting logging of forested areas which typically precedes these activities. Logging is not included as a part of this service. Vendor should provide a per hour for this service on the Bid Sheet.

#### **Task 19 - Herbiciding – Selective Backpack Spraying**

Task involves the use of hand crews trained in exotic invasive species identification, native plant species and threatened and endangered plant species to perform specific duties related to restoration of site such as vegetation removal. This task requires a Licensed Florida Certified Herbicide Applicator to supervise hand crew members. Vendor shall conduct specific tasks that involve nuisance or exotic vegetative species and site specific herbicide activities per Lake County staff direction. Vendor should use experienced, trained backpack herbicide personnel (minimum two (2) years’ experience identifying native plants) to spray within native seed restoration areas. Vendor should provide a price per acre for this service shown on Bid Sheet. Herbicide costs are not included in the price of this task.

**Task 20 –Herbiciding – Broadcast**

Task involves the use of hand crews trained in exotic invasive species identification, native plant species and threatened and endangered plant species to perform specific duties related to restoration of site such as vegetation removal. This task requires a Licensed Florida Certified Herbicide Applicator to supervise hand crew members. Vendor shall conduct specific tasks that involve nuisance or exotic species and site specific herbicide activities per Lake County staff direction which will include herbicide applications by ATV or tractor mounted sprayer systems, basal bark applications, frill and girdle, stump applications or any other not associated with task 11 and 12. Price per acre for this service is shown on Bid Sheet. Herbicide costs are not included in the price of this task.

**Task 21 - Native Plant and Tree Planting**

Vendor shall conduct hand planting of trees, shrubs, grasses and other herbaceous material (up to one gallon in size) at 1742 plants per acre as directed by County staff. (Labor only)

1. Flat planting bare root trees.
2. Flat planting tubeling trees.
3. Scalp and plant bare root trees.
4. Scalping and plant tubeling trees.
5. Hand planting bare root trees.
6. Hand planting tubelings.
7. Hand planting herbaceous plants.
8. Planting one gallon plants.
9. Planting three gallon plants.

Costs for this task do not include plant materials. Plant materials may be provided by Lake County or paid at cost to Vendor under this contract.

**Task 22 - Hydrology Restoration**

Task is to involve activities to restore (excavation/ removal /fill) historical drainage patterns to site where they may have been altered by farming, fire breaks, erosion, ditches, berms and off-road vehicle activity. This task requires the use of mechanical equipment such as backhoes, dozers and or other related specialized equipment for this purpose. Vendor shall reuse and/or furnish and install and/or haul off approved fill material, suitable earthen material (excluding concrete and or hardpan). Vendor should provide a price per cubic yard for this task on the Bid Sheet.

**Task 23 - Wetland Restoration**

Vendor will be required to remove unwanted vegetation by mechanical means as necessary and conduct herbaceous wetland vegetation planting at 436 native wetland liners (2" plugs) per acre (10' centers) as directed by Lake County Staff. This task includes the scraping of unwanted vegetation ( $\leq$  2" DBH) and replanting sites identified by Lake County staff. Vendor should include a price per acre for this task on the Bid Sheet.

**Task 24 - Upland Restoration**

Vendor shall include all the various activities that may be involved with restoration and management of upland ecosystems including, but not limited to, scrub, sandhill and pine flatwoods as directed by County staff. This will include direct seeding (in accordance with task 9) and or the planting of upland trees, shrubs and ground cover species (e.g. grasses) at 193 one gallon trees, shrubs or herbaceous plant material per acre (15' centers). This task does not include prescribed burning, site preparation (disking) or herbicide treatments. Vendor should include a price per acre for this service shown on the Bid Sheet.

**Task 25 -Prepare Management Plans for Sites**

Vendor shall prepare management plans for site restoration, management, monitoring or development, including time lines for completion and costs in accordance with County staff. This task will involve reconnaissance and plan writing that will involve staff time. This task does not include monitoring or management. Vendor should include a price per hour for this service shown on the Bid Sheet. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

**Task 26–Erosion Control - Washout Repairs**

Vendor shall provide equipment, labor and materials for erosion control caused by water flow issues (e.g. rainfall, broken water lines, etc.). Vendor shall provide clean fill dirt to repair erosion areas and labor to grade eroded areas back to natural grade. The installation of erosion control materials will be handled under separate tasks outlined in this bid. Vendor shall include site visit to assess with Lake County staff to provide estimate for repairs. Vendor shall provide a price per cubic yard for this Task on Bid Sheet.

This task does not include removal of concrete, old pipes, wooden structures and/or other unusual heavy debris.

**Task 27 –Trash Cleanup & Removal – General**

Vendor shall provide one ATV and one Environmental Technician to clean up general trash within Lake County parks and/or conservation lands, as an on-call service. General trash shall be defined as glass bottles, cans, paper trash and other similar type waste materials. Vendor shall be responsible for disposal of such trash at appropriate Lake County facilities. This task does not include bulk trash such as tires, construction debris, concrete and materials that require extraneous removal and transport to the local dump facility. These services are covered in Task below. This task does not include removal of hazardous materials (e.g. asbestos, paint, solvents, old oil/containers, etc.) Vendor should provide a price per day on the Bid Sheet.

**Task 28 –Trash Cleanup & Removal – Bulk**

Vendor shall provide a 4X4 Truck and dump trailer and associated personnel for the cleanup/removal of bulk trash within Lake County parks and/or conservation lands, as on on-call service. Bulk trash shall be defined as construction materials, metal pipe, tires and other similar type waste materials. Vendor shall be responsible for disposal of such trash at appropriate Lake County facilities. This task does include hazardous materials (e.g. asbestos, paint, solvents, old oil/containers, etc.) However, Vendor shall provide notification to Lake County staff in the event

such material is identified on any of its properties during the course of its business with the County. Vendor should provide a price per day on the Bid Sheet. Vendor should provide a cost per unit as shown on Bid Sheet.

### **Task 29 –Mitigation Trees - Furnish & Install**

Vendor shall provide mitigation trees for Lake County. All mitigation trees shall be to replace those removed during construction, and/or various other permitted tree removal projects within Lake County. Residents, Developers, etc. will be provided with options regarding mitigation for tree removal projects within Lake County. Vendors should provide price(s) for these each task identified on the Bid Sheet.

1. 2.5 inch caliper tree (specialty native tree)
2. 2.5 inch caliper tree (specialty native tree) 1-yr watering w/water bag (Replacement guarantee)
3. 4 inch caliper tree (specialty native tree)
4. 4 inch caliper tree (specialty native tree) 1-yr watering w/water bag (Replacement guarantee)
5. 2.5 inch caliper trees typical native trees
6. 2.5 inch caliper (specialty trees) 1-yr watering w/ water bag (Replacement guarantee)
7. 4 inch caliper trees (specialty native trees)
8. 4 inch caliper trees (specialty native trees) 1-yr watering w/ water bag (Replacement guarantee)

### **Task 30 – Fencing – Furnish & Install**

Vendor shall provide various types of fencing on an as needed basis. Types of posts and fence material are outlined on Bid Sheet. Vendors should provide pricing for each type fence as part of this task on the Bid Sheet. Fencing cost should be calculated per linear foot.

1. 3 1/2-4" X 8' CCA post & 4X4 Hog wire Fencing (includes all hardware)
2. 5 1/2-6" X 8' CCA post & 2X4" Horse Fencing (includes all Hardware)
3. 6-7" X 8' CCA post & 3/8" galvanized cable fencing (includes all hardware)
4. 8' Gate-w/hardware-Furnish and Install
5. 10' Gate-w/hardware-Furnish and Install
6. 12' Gate-w/hardware-Furnish and Install
7. 16' Gate-w/hardware-Furnish and Install

### **Task 31 - Guided Nature Hikes and Canoe Trips**

Vendor shall provide expert staff to conduct guided nature hikes and/or canoe trips within Lake County Conservation Lands and/or Parks and Trails Areas at a daily rate as directed by County Staff. Vendor shall be available to lead interpretive tours to include topics such as, habitat restoration, endangered species (gopher tortoise, scrub jays, black bear, etc.), bird watching, river/lake excursions, native plant identification, and prescribed burn education. Vendor is not

limited to these topics. Lake County staff shall coordinate with Vendor regarding individual tours and topics. Vendor should provide a cost per hour to conduct guided nature hikes and/or canoe trips on the Bid Sheet.

**Task 32 - Annual Stewardship Report (See Attachment 6 and 7)**

Vendor shall provide one Environmental Technician II (minimum five (5) years' experience in environmental report writing) to coordinate with County staff to prepare and provide a written Annual Stewardship Report to appropriate agencies. Draft reports must be submitted to County staff twenty one (21) days prior to the specific due date for that project. County staff shall provide written comments within ten (10) days, with a final report due to the County seven (7) days prior to the actual due date. Vendor should provide a cost per hour to prepare and write Annual Stewardship Reports on the Bid Sheet. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

**Task 33 – Installation of Kiosk**

Vendor shall provide all materials and labor to install single, double and triple informational kiosks at sites designated by the Director of Parks & Trails and Public Lands within various locations throughout Lake County. Vendor should provide pricing for each kiosk type as part of this task on Bid Sheet.

**Task 34 – Furnish and Installation of Sulfur (Granulated)**

Vendor shall provide all materials and labor to install high-yield granulated sulfur within certain restoration areas where the soil content contains high levels of copper and elevated pH (e.g. Old orange groves, old agriculture sites etc.) Vendor should provide a price per pound on Bid Sheet.

**Task 35 – Parking Lots and Road Repairs**

Vendor shall provide suitable lime rock, crushed concrete, clay, asphalt material, equipment and labor needed for parking lots and road repairs. Vendor should provide a price per the Bid Sheet.

**Task 36 – Blueway Trails (Approx.139 miles)**

Vendor shall conduct general water trail maintenance and provide reports and photographs. The work includes but is not limited to checking all signs to make sure they are in place (GPS ability), cleaning, repairing and/or replacing signs during yearly inspections and development and implementation of new Blueway Trails and also removing vegetation blocking all GPS Blueways Trail markers. Vendor shall have GPS ability and equipment to locate within three (3) meters accuracy. Vendor should include a price per hour for this service shown on Bid Sheet. Vendor must provide documentation in PDF and spread sheet in Excel format and on disk.

Blueway Trails are as listed below:

1. Blue Creek Run (approx. 8.5 miles)
2. Stagger Mud Lake Run (approx. 8 miles)
3. St. Francis / Dead River Run (approx. 11 miles)
4. Lake Griffin Run (approx. 17 miles)
5. Lake Harris Run (approx. 37 miles)
6. Helena Run (approx. 9 miles)

7. Golden Triangle Run (approx. 21 miles)
8. Palatlahaha Run (approx. 29 miles)

**Task 37- Landscape Maintenance**

Vendor shall conduct landscape maintenance to include but is not limited to weeding, pruning, planting, mulching, edging, sodding in retention ponds, planting beds, berms, swales and parking areas at various County Parks, Trails and Public Lands Properties. Vendor should include a price per man hour for this service shown on Bid Sheet.

**PERFORMANCE REQUIREMENTS**

1. All equipment must be clean (free of exotic plant and animal materials) prior to arriving on all restoration sites and cleaned when leaving the site.
2. Vendor must make every reasonable effort possible to avoid non-target species during seed collection.
3. Seed should contain 0% exotic species. Vendor must explain their seed collection methods and/or identification process.
4. Seed collection sites must be provided in the proposal. The Division Manager of Lake County Parks and Trails and/or his/her designee will conduct site visits to verify the seed collection areas.
5. Native plant and seed must be Florida ecotype and come from Central or North Florida.
6. Vendor must list native plant species and percent composition in the seeding mixture. Vendor must test all native seed to determine % of germination. All test results must be provided to the Division Manager of Lake County Parks & Trails and/or his/her designee. Vendor shall provide an estimate of the broadcast rate in Lbs. per acre. Vendor is to provide climate controlled storage for seed.
7. Vendor must have ability to work cohesively with multiple agencies including, Florida Forest Service, USDA, SJRWMD, FDEP, ACOE and any other agency.
8. Contractor must provide all necessary safety signage during any and all operations assigned to vendor.

**3.1 DEFINITIONS**

**Addenda:** A written change to a solicitation.

**Contract:** The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

**Contractor:** The vendor to whom award has been made.

**County:** Shall refer to Lake County, Florida.

**Modification:** A written change to a contract.

**Proposal:** Shall refer to any offer(s) submitted in response to a Request for Proposal.

**Proposer:** Shall refer to anyone submitting an offer in response to a Request for Proposal.

**Request for Proposal (RFP):** Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

**Solicitation:** The written document requesting either bids or proposals from the marketplace.

**Vendor:** a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words “shall”, “must”, or “will” indicate an essential requirement or condition which may not be waived.

**3.2 INSTRUCTIONS TO PROPOSERS****A. Proposer Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner’s social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

**B. Public Entity Crimes**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, 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 Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**C. Request for Additional Information**

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester’s name, address, and telephone number. The

Procurement Services office may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer’s responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

**D. Contents of Solicitation and Proposers’ Responsibilities**

The proposer shall become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid.

**E. Restricted Discussions**

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

**F. Change or Withdrawal of Proposals**

1. Changes to Proposal- Prior to the scheduled due date, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.

2. Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The letter must be on company letterhead and signed by an authorized agent of the proposer.

**G. Conflicts within the Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal due date.

**H. Prompt Payment Terms**

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation.

**3.3 PREPARATION OF PROPOSALS**

- A. The Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in rejection of the proposal.
- B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these

- requirements may cause the bid to be rejected.
- C. An authorized agent of the proposers firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY BE CAUSE TO REJECT THE PROPOSAL.**
  - D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".
  - E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
  - F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award

### 3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

### 3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

### 3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

### 3.7 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract.

### 3.8 COUNTY IS TAX-EXEMPT

When purchasing on a direct basis, the County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will provide an exemption certificate upon request by the seller for such purchases. Except for item(s) specifically identified by the vendor and accepted by the County for direct County purchase under the Sales Tax Recovery Program, Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

### 3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of a proposal will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The proposer should not submit any information in response to this RFP which the proposer considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

### 3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any solicitation when doing so reflects the best interest of the County.

### 3.11 AWARD

- A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.
- E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- F. Any tie situations will be resolved in consonance with current written procedure in that regard.
- G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in the County's Purchasing Procedure Manual.

### 3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

### 3.13 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be

governed by the same terms and conditions as stated herein with the exception of the change in agency name.

### 3.14 CONTRACT EXTENSION

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

### 3.15 WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

### 3.16 ESTIMATED QUANTITIES

Estimated quantities or dollars are for vendor's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

### 3.17 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

### 3.18 CONTINUATION OF WORK

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

### 3.19 LAWS, RULES, REGULATIONS AND LICENSES

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

### 3.20 SUBCONTRACTING

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

### 3.21 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its

power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

### 3.22 RESPONSIBILITY AS EMPLOYER

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

### 3.23 INDEMNIFICATION

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

### 3.24 MODIFICATION OF CONTRACT

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

### 3.25 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

### 3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

### 3.27 TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or affect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

**3.28 FRAUD AND MISREPRESENTATION**

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or other material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**3.29 RIGHT TO AUDIT**

The COUNTY reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

**3.30 PUBLIC RECORDS/ COPYRIGHTS**

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the vendor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the vendor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the Contract, the vendor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the County.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

**3.31 GOVERNING LAWS**

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their

respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

**3.32 STATE REGISTRATION REQUIREMENTS**

Any corporation submitting a bid in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

**3.33 PRIME CONTRACTOR**

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for the successful performance under the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

**3.34 FORCE MAJEURE**

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

**3.35 NO CLAIM FOR DAMAGES**

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

**3.36 TRUTH IN NEGOTIATION CERTIFICATE**

For all agreements exceeding \$150,000, the awarded firm may be required to execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting.

**3.37 GRANT FUNDING**

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements.

**RFP TITLE: Restoration and Land Management Tasks**

NOTES:

- When purchasing on a direct basis, Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for such purchases. **However, the vendor will be responsible for payment of taxes on all materials purchased by the vendor for incorporation into the project (see provision 3.8 for further detail).**
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

**ACKNOWLEDGEMENT OF ADDENDA**

**INSTRUCTIONS:** Complete Part I or Part II, whichever applies

<b>Part I:</b>
<p>The bidder must list below the dates of issue for each addendum received in connection with this RFP:</p> <p style="text-align: center;">Addendum #1, Dated: _____</p> <p style="text-align: center;">Addendum #2, Dated: _____</p> <p style="text-align: center;">Addendum #3, Dated: _____</p> <p style="text-align: center;">Addendum #4, Dated: _____</p>
<b>Part II:</b>
<p><input type="checkbox"/> No Addendum was received in connection with this RFP.</p>

**PRICING SECTION**

See Attachment 8, Price Sheet.

**By Signing this Proposal the Proposer Attests and Certifies that:**

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any contract(s) and/or other transactions required by award of this solicitation.

**Purchasing Agreements with Other Government Agencies**

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it.  Yes  No (Check one)

**Certification Regarding Felony Conviction**

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years?  Yes  No (Check one)

**Reciprocal Vendor Preference:**

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

1. Primary business location of the responding vendor (city/state): \_\_\_\_\_
2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted:  Yes  No If “yes” is checked, provide supporting detail:

**Conflict of Interest Disclosure Certification**

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

**DUNS Number** (Insert if this action involves a federal funded project): \_\_\_\_\_

**General Vendor Information and Proposal Signature:**

Firm Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 FEIN No. \_\_\_\_\_ - \_\_\_\_\_ Prompt Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ days, net \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Award of Contract by the County: (Official Use Only)**

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

**Vendor awarded as:**

- |   |   |
|---|---|
| <input type="checkbox"/> Sole vendor                          | <input type="checkbox"/> Pre-qualified pool vendor based on price |
| <input type="checkbox"/> Pre-qualified pool vendor (spot bid) | <input type="checkbox"/> Primary vendor for items: _____          |
| <input type="checkbox"/> Secondary vendor for items: _____    | <input type="checkbox"/> Other status: _____                      |

Signature of authorized County official: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

**THE FOLLOWING DOCUMENTS ARE ATTACHED**

- Attachment 1: Work References**
- Attachment 2: Vendor Profile Form**
- Attachment 3: Similar Projects Form**
- Attachment 4: Parks and Trails Properties**
- Attachment 5: Public Land Properties**
- Attachment 6: Task 32 – Annual Stewardship Report Checklist**
- Attachment 7: Task 32 – Annual Stewardship Report**
- Attachment 8: Price Sheet**

**ATTACHMENT 1 - WORK REFERENCES**

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

**ATTACHMENT 2 - VENDOR PROFILE FORM**

<p>1. Bidder Name &amp; Address:</p>     	<p>1d. Licensed to do business in the State of Florida?                  _____ Yes _____ No</p>
<p>1a. FEIN #                  _____</p>	<p>1e. Name, Title &amp; Telephone Number of Principal to Contact</p>    
<p>1b. Year Firm was established _____</p> <p>1c. Are you a "Not for Profit" 501(c)(3) organization?                  Yes _____ No _____</p> <p>If you answered yes, please provide proof.</p>	<p>1f. Address of office to perform work, if different from Item 1</p>    
<p>2. Please list the key personnel that your firm will commit to the County project and attach a copy of each key person's resume.</p>        	
<p>3. The foregoing is a statement of facts.</p> <p>Signature: _____ Date: _____</p> <p>_____</p> <p style="text-align: center;">(Typed or Printed Name) <span style="float: right;">(Title)</span></p>	



**ATTACHMENT 4**  
**PARKS AND TRAILS PROPERTIES**

Ferndale Preserve- 19220 CR 455, Ferndale FL.

PEAR Park- 4800 University Ave., Leesburg FL.

Palatlakaha River Park and Boat Ramp- 12325 Hull Rd., Clermont FL.

Pine Forest Park- 32520 SR 44, Deland FL.

Lake Jem Park- 16141 CR 448, Tavares FL.

Marsh Park- 36545 Yale Retreat Rd., Eustis FL.

Haynes Creek Park- 34606 South Haines Creek Rd., Leesburg FL.

Lake Idamere Park- 12335 CR 448, Tavares FL.

South Lake Trail- Orange Trail on East/ Minneola Trail on West.

Lake Thomas Cove Park- 3020 Thomas Cove Dr., Clermont FL.

Twin Lakes Park- 35303 CR 473, Leesburg FL.

North Lake Community Park- 40730 Roger Giles Rd., Umatilla FL.

East Lake Community Park- 24809 Wallick Rd., Sorrento FL.

Minneola Athletic Complex-1300 Fosgate Rd., Minneola FL.

Sylvan Shores Park- 1540 Morningside Dr., Mount Dora FL.

**ATTACHMENT 5**  
**PUBLIC LAND PROPERTIES**

Lady Lake Preserve Property – Gray’s Airport Rd., Lady Lake FL.

Helena Run Reserve – U.S. Highway 27, Leesburg FL.

Pasture Reserve – 5144 Lake Erie Rd., Groveland FL.

Dead River Regional Stormwater – Dead River Rd., Tavares FL.

NE Lake County Scrub Preserve – Redlands Dr. Eustis(N or Royal Trails) FL.

Ellis Acres Reserve – 35302 County Rd.52 , Paisley, FL.

South Pine Lakes Reserve – SR 44, Eustis (S of Pine Lakes South Subdiv.) FL

Mt. Plymouth Reserve – Mt. Plymouth Subdivision , Sorrento FL.

Lake May Reserve – 36300 CR 44A, Eustis FL.

Neighborhood Lakes Reserve – Fenimore St. Sorrento FL.

North Shore Trailhead & Scenic Overlook – County Road 455, Ferndale FL

## Attachment 6 - Annual Stewardship Report Checklist

<b>Project Number(s):</b>	<b>Grant Number (s):</b>
<b>Project Name:</b>	
<b>Grant Recipient:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Include Copies	<b>Month Report Due:</b>
<b>Key Contact:</b>	
<b>Acquired Acres:</b>	<b>Survey:</b>

<b>Entire project site ownership:</b>
<b>Management Plan:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Master Site Plan:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (include copies)
<b>Work Plan:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Open to public?</b>	<b>Date opened:</b>
------------------------	---------------------

<b>Site Design – % Completed:</b>
<b>Site Construction - % Completed:</b>

<b>Entrance Sign:</b> Install the required acknowledgement sign stating that “funding for the acquisition of the project site was provided by :		
<input type="checkbox"/> Yes/No	Year installed:	Year for current photograph of sign:

<b>Future Land Use:</b> FLUM been amended to conservation, recreation, open space, or other similar category.		
<input type="checkbox"/> Yes	Date amended:	Current land use designation:

<b>Zoning:</b> Zoning has been amended to conservation, recreation, open space, or other similar category.		
<input type="checkbox"/> Yes	Date amended:	Current zoning designation:–

<b>List all physical improvements to be provided on the site</b> (not included elsewhere on this checklist)						
Facility – <b>Proposed:</b> year(s)	Resource Based (Y/N)	User Based (Y/N)	Year Complete	Design % Completed	Construction % Completed	Actual Year Completed
Fishing pier-						
Playground-						
Multi-use paved trail-						
Nature trail-						
Equestrian trail						
Boardwalk						
Well-						
Observation structure-						
Picnic pavilion-						
Educational amenities-						
Restroom-						
Boat launch-						
Parking area-						
Fencing-						
Bike rack-						
Electricity						

<b>Sidewalk Connection:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Year sidewalk connection completed

<b>Paddling Trail Connection:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Year launch facility built-
	Year paddling trail sign installed-
	Map at connection- <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Recreational Trail Connection:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Year trail connection completed
	Map at connection- <input type="checkbox"/> Yes <input type="checkbox"/> No
	Kiosk at Connector- <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Ecological Corridor:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No (Name of ecological corridor)	
	Species considered- List

<b>Stormwater facility:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of facility:	
	Year stormwater facility completed

<b>Archaeological Survey:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No-	
	Year archaeological survey conducted: Survey areas prior to development
Copy of survey in file? <input type="checkbox"/> Yes <input type="checkbox"/>	
Existing features (Include Site File No.):	
New features (Include Site File No.):	
Management recommendations:	
Methods of Protection?	

<b>Wetland Restoration/Planting:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of the proposed work:	
	Year restoration/planting started:
	Year restoration/planting completed-

<b>Upland Restoration/Planting:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of the proposed work:	
	Year restoration/planting started
	Year restoration/planting completed-
Description of the proposed work:	
	Year restoration/planting started-
	Year restoration/planting completed-

<b>Burn Plan Developed:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No									
	Year program developed:								
	Year fire lines installed								
Burns conducted									

<b>Plant and Animal Survey:</b> Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No									
	Year of initial survey -								
Follow up surveys									

<b>Photo Monitoring:</b> (formal photo-points required, annual site photos required for all sites)									
	Year of initial survey-								
Follow up surveys									

<b>Exotic Plant Removal:</b> Required for all sites.									
	Year exotic plant control started-								
	Year exotic plant control completed								
Monitoring									
Removal									

<b>Feral Animal Removal:</b> Required for all sites. FERAL HOGS and others									
	Year program initiated-								
Monitoring									
Removal									

<b>Education:</b> Interpretive Events and Facilities									
	Year interpretive signs or kiosks installed. Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Year museum/nature center/recreation center built. Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Year educational program initiated. Special Condition <input type="checkbox"/> Yes <input type="checkbox"/> No: annually								
Programs: Year									
Number									

<b>Sovereign Submerged Lands Documentation (lease, consent of use, waiver):</b> <input type="checkbox"/> Yes N/A <input type="checkbox"/>									
Copy of documentation in file? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Provide year and describe activity.									
Year									

<b>Easements – leases – concessions:</b> Provide year and describe activity.									

<b>Revenue:</b> (All fees collected are placed in a segregated account)									
Year									
Amount									

<b>Other issues unique to the site:</b> Provide year and describe the issue.									

<b>Management Plan changes:</b> List changes and the year approved.	

<b>Site visits:</b> Provide year and site visit results.	
Year	

**Attachment 7 – Annual Stewardship Report**

**Name of Project:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Grant Recipient:** \_\_\_\_\_

**Key Contact:** \_\_\_\_\_

*(Notify Lake County Parks and Trails know if the key contact has changed)*

Email Address: \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_ through \_\_\_\_\_

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

## Summary

- Provide a general discussion on what activities were conducted over the last year.

## Future Land Use

- Has the project's **future land use** and **zoning** designations been changed to conservation, open space, parks or other comparable designation?
- If so, what year the amendments were adopted.
  - Identify the new **future land use** and **zoning** designations.
- If not, identify what year they will be adopted.

## Sign

- Has the required acknowledgment sign been at the park entrance?
  - *Note: The sign should be at a minimum, at least three feet by four feet.*
- If so, provide a photograph of the sign and identify the year it was installed.
- If not, identify when the sign will be installed.

## Archaeological – Historical Resource Survey (if applicable):

- Has an archaeological/historical resource survey been completed for the project site?
- If so, please provide a summary of the survey results and provide a copy of the survey to Lake County Parks and Trails.
- If not, please identify when the survey will be completed.

## Physical improvements

- Identify all proposed physical improvements outlined in the management plan and discuss the status of each.
  - If the physical improvement has been completed, state so and identify when.
  - If the physical improvement has not been completed, state so and identify a proposed completion date.
- Provide photographs of all physical improvements.
- Identify any problems encountered in developing the project site and how they are being addressed.

*Note: If a preliminary or final site design has changed from that approved in the management plan, the revised site design must be submitted to Lake County Parks and Trails for review and approval before the change is implemented.*

## Natural Resource Protection

- Provide the status of each resource protection activity outlined in the management plan.
- Provide a summary of any plant and animal survey conducted over the last year.
- Identify any problems encountered in managing the resources and how they are being addressed.

## Resource Restoration and Enhancement

- Provide the status of each restoration, enhancement and landscaping activity outlined in the management plan, such as:
  - Removal of exotic vegetation.
  - Planting wetland vegetation on the site.
  - Planting upland vegetation on the site.
  - Prescribed burn program.
  - Hydrological improvements.
  - Stormwater facilities.
- Provide photographs of the completed and/or partially completed restoration and enhancement activities.
- Identify any problems encountered and how they are being addressed.

## Monitoring

- Provide the status of monitoring the site for, and the removal of, invasive exotic plants.
- Provide the status of monitoring the site for, and the removal of, feral animals such as dogs, cats and hogs.
- If photo monitoring plots have been established, provide a copy of the data.

## Educational Signs

- Provide status of installing educational kiosk(s) or signs.

## Educational Programs (if applicable)

- Have the required educational programs been developed?
  - If so, discuss the type and the frequency of the program(s).
  - If not, identify what year a program will be developed and implemented.

**Easements, Concessions or Leases**

- Identify any proposed easements, concessions or leases considered over the last year.
  - *Note: All proposed easements, concessions or leases must be submitted to Lake County Parks and Trails for review and approval.*
- Provide a discussion on the status on any current easement, lease, concession, or management agreement.

**Revenues**

- Identify any revenue received through the collection of fees, entrance fees, concessions, sale of goods and services.
- Identify any other third party generating revenue on the project site; identify the activity involved, the managing entity receiving income, and the amount of revenue generated.
- If no revenue was collected, state so.

**Security**

- If any security problems exist, identify how these are being addressed.

**Priority Schedule/Time line**

- If any physical improvements or management activities are behind schedule, please provide revised start and completion dates for each of these improvements or activities.

**Management Plan Changes**

- Discuss any needed revisions to the approved management plan.
  - *Note: Any proposed changes must be submitted to Lake County Parks and Trails for review and approval prior to implementation.*
- If no changes are needed to the management plan, state so.

**Attachments**

- Include appropriate supporting documents.

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

**Attachment 8**

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

Please fill in bid values using the specified units below.

Task	Description	Cost	Unit of Measure	Minimum Charge (if applicable)	Mobilization Fee (if applicable)
Task 1	Biological Surveys for Plant and Animal Species		Per Hour	\$	\$
Task 2	Wetland Delineation		Per Hour	\$	\$
Task 3	Prescribed Fire		Per Acre	\$	\$
Task 4	Fire Line Installation (10' width)		Per Linear Foot	\$	\$
Task 5	Fire Line Maintenance (10' width)		Per Linear Foot	\$	\$
Task 6	Gopher Tortoise and/or Commensal Relocation and Monitoring		Per Tortoise	\$	\$
Task 7	Vegetative Monitoring		Per Hour	\$	\$
	Vegetative Evaluation		Per Hour	\$	\$
Task 8	Collect Wildflower/Native Plant Seeds		Per Pound	\$	\$
	Seed Donor Site #1				
	Seed Donor Site #2				
	Seed Donor Site #3				
Task 9	Wildflower/Native Plant Seeding		Per Acre	\$	\$
Task 10	Trail Development and Maintenance (8' width, non-paved)				
	1. Clearing		Per Linear Foot	\$	\$
	2. Root-raking		Per Linear Foot	\$	\$
	3. Trimming		Per Linear Foot	\$	\$
	4. Mowing		Per Linear Foot	\$	\$
	5. Disking		Per Linear Foot	\$	\$
	6. Bush hogging		Per Linear Foot	\$	\$
	7. Grading		Per Linear Foot	\$	\$
Task 11	Hand Crews-Chainsaw <i>*includes cost of chemicals</i>		Per Acre	\$	\$
Task 12	Hand Crews-Herbicide <i>*excluding cost of chemicals</i>		Per Acre	\$	\$

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

Attachment 8

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

Please fill in bid values using the specified units below.

Description		Cost	Unit of Measure	Minimum Charge (if applicable)	Mobilization Fee (if applicable)
Task 13	Hand Crews- weeding and trimming <i>*includes cost of chemicals</i>		Per Acre	\$	\$
Task 14	Erosion Control				
	1. 3' tall FDOT approved silt fencing		Per Linear Foot	\$	\$
	2. Biodegradable coconut matting		Per Square Yard	\$	\$
	3. Miralfi fiber fabric (FW402)		Per Square Yard	\$	\$
	4. North American Green BioNet C125BN with BioStakes		Per Square Yard	\$	\$
	5. Synthetic hay bales		Per Acre	\$	\$
Task 15	Disking Shallow		Per Acre	\$	\$
Task 16	Disking Deep Harrowing		Per Acre	\$	\$
Task 17	Mechanical Treatment of Vegetation		Per Acre	\$	\$
Task 18	Chipping/Mulching/Grinding		Per Hour	\$	\$
Task 19	Herbicide-selective backpack spraying <i>*excluding cost of chemicals</i>		Per Acre	\$	\$
Task 20	Herbicide-Broadcast and Selective <i>*excluding cost of chemicals</i>		Per Acre	\$	\$
Task 21	Native Plant and Tree Planting <i>*excluding cost of plant materials</i>				
	1. Flat Planting Bare root trees (5' centers)		Per Acre	\$	\$
	2. Flat Planting tubelings (5' centers)		Per Acre	\$	\$
	3. Scalp and Plant bare root trees (5' centers)		Per Acre	\$	\$
	4. Scalp and Plant tubelings (5' centers)		Per Acre	\$	\$
	5. Hand Planting bare root trees (5' centers)		Per Acre	\$	\$
	6. Hand Planting tubelings (5' centers)		Per Acre	\$	\$
	7. Hand Planting herbaceous plants (5' centers)		Per Acre	\$	\$
	8. Planting one gallon plants (10' centers)		Per Acre	\$	\$
	9. Planting three gallon plants (10' centers)		Per Acre	\$	\$

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

Attachment 8

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

Please fill in bid values using the specified units below.

Description		Cost	Unit of Measure	Minimum Charge (if applicable)	Mobilization Fee (if applicable)
<b>Task 22</b>	<b>Hydrology Restoration</b>				
	1. Reuse existing fill material		Per Cubic Yard	\$	\$
	2. Furnish and install approved fill material		Per Cubic Yard	\$	\$
	3. Hauling off unsuitable fill material		Per Cubic Yard	\$	\$
<b>Task 23</b>	<b>Wetland Restoration</b>				
	1. Includes plant material		Per Acre	\$	\$
	2. Includes seed		Per Acre	\$	\$
<b>Task 24</b>	<b>Upland Restoration includes plants</b>				
	1. Includes plant material		Per Acre	\$	\$
	2. Includes seed		Per Acre	\$	\$
<b>Task 25</b>	<b>Prepare Management Plans for Sites</b>		Per Hour	\$	\$
<b>Task 26</b>	<b>Erosion Control-Washout Repairs</b>		Per Cubic Yard	\$	\$
<b>Task 27</b>	<b>Trash Cleanup &amp; Removal-General</b>		Per Day	\$	\$
<b>Task 28</b>	<b>Trash Cleanup &amp; Removal-Bulk</b>				
	1. All Class I Waste-yard waste less than six inches in diameter & less than four feet in length, & all animals		Per Ton	\$	\$
	2. Class III Garbage (Non-petrucible waste)		Per Ton	\$	\$
	3. Logs, stumps and vegetative debris greater than six inches in diameter and/or longer than four feet		Per Ton	\$	\$
	4. Special Handling of waste		Per LB	\$	\$
	5. Tires-17" or less-up to fives tires per load		Per Load	\$	\$
	6. Tires-17" or less-six or more tires per load		Per Load	\$	\$
	7. Tires greater than 17"		Per Each	\$	\$
	8. Clean concrete or asphalt		Per Cubic Yard	\$	\$
	9. Hazardous Material - aspestos, paint, solvents, or oil/containers, etc.		Per LB	\$	\$

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

Attachment 8

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

Please fill in bid values using the specified units below.

Description		Cost	Unit of Measure	Minimum Charge (if applicable)	Mobilization Fee (if applicable)
<b>Task 29</b>	<b>Mitigation Trees-Furnish &amp; Install</b>				
	1. 2.5 inch caliper tree (specialty native tree)		Per Tree	\$	\$
	2. 2.5 inch caliper tree (specialty native tree) 1-yr watering w/water bag (Replacement guarantee)		Per Tree	\$	\$
	3. 4 inch caliper tree (specialty native tree)		Per Tree	\$	\$
	4. 4 inch caliper tree (specialty native tree) 1-yr watering w/water bag (Replacement guarantee)		Per Tree	\$	\$
	5. 2.5 inch caliper trees (typical native trees)		2 - 25 Trees	\$	\$
	6. 2.5 inch caliper (specialty trees) 1-yr watering w/water bag (Replacement guarantee)		2 - 25 Trees	\$	\$
	7. 4 inch caliper trees (specialty native trees)		2 - 25 Trees	\$	\$
	8. 4 inch caliper trees (specialty native trees) 1-yr watering w/ water bag (Replacement guarantee)		2 - 25 Trees	\$	\$
<b>Task 30</b>	<b>Fencing</b>				
	1. 3 1/2-4" X 8' CCA post & 4X4 Hog wire Fencing (includes all hardware)		Per Linear Foot	\$	\$
	2. 5 1/2-6" X 8' CCA post & 2X4" Horse Fencing (includes all Hardware)		Per Linear Foot	\$	\$
	3. 6-7" X 8' CCA post & 3/8" galvanized cable fencing (includes all hardware)		Per Linear Foot	\$	\$
	4. 8' Gate-w/hardware-Furnish and Install		Per Each	\$	\$
	5. 10' Gate-w/hardware-Furnish and Install		Per Each	\$	\$
	6. 12' Gate-w/hardware-Furnish and Install		Per Each	\$	\$
	7. 16' Gate-w/hardware-Furnish and Install		Per Each	\$	\$

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

Attachment 8

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

Please fill in bid values using the specified units below.

Description		Cost	Unit of Measure	Minimum Charge (if applicable)	Mobilization Fee (if applicable)
<b>Task 31</b>	<b>Guided Nature Hikes and Canoe Trips (daily rate)</b>		Per Hour	\$	\$
<b>Task 32</b>	<b>Annual Stewardship Report</b>		Per Hour	\$	\$
<b>Task 33</b>	<b>Installation of Kiosk</b>				
	Single		Per Each	\$	\$
	Double		Per Each	\$	\$
	Triple		Per Each	\$	\$
<b>Task 34</b>	<b>Furnish and Installation of Sulfur (Granular)</b>		Per Pound	\$	\$
<b>Task 35</b>	<b>Parking lots and Road Repairs</b>				
	Crush Concrete 6" Thick		Per Cubic Yard	\$	\$
	Clay 6" Thick		Per Cubic Yard	\$	\$
	Limerock 6" Thick		Per Cubic Yard	\$	\$
	Asphalt 4" Thick		Per Ton	\$	\$
<b>Task 36</b>	<b>Blueway Trails</b>				
	1. Blue Creek Run (approx. 8.5 miles)		Per Hour	\$	\$
	2. Stagger Mud Lake Run (approx. 8 miles)		Per Hour	\$	\$
	3. St. Francis / Dead River Run (approx. 11 miles)		Per Hour	\$	\$
	4. Lake Griffin Run (approx. 17 miles)		Per Hour	\$	\$
	5. Lake Harris Run (approx. 37 miles)		Per Hour	\$	\$
	6. Helena Run (approx. 9 miles)		Per Hour	\$	\$
	7. Golden Triangle Run (approx. 21 miles)		Per Hour	\$	\$
	8. Palatlahaha Run (approx. 29 miles)		Per Hour	\$	\$
<b>Task 37</b>	<b>Landscape Maintenance</b>		Per Man Hours	\$	\$

**Please Provide the hourly rate schedule for all appropriate staff**

**Attachment 8**

<b>Classification</b>	<b>Hourly Rate</b>	<b>UOM</b>
Senior Wildlife Ecologist		per Hour
Senior Botanist		per Hour
Senior Wetland Scientist		per Hour
Florida Certified Burn Boss		per Hour
Fire Crew Member (S130/190)		per Hour
Engine Boss		per Hour
Ecologist		per Hour
Biologist		per Hour
Environmental Technician II		per Hour
Environmental Technician I		per Hour
Laborer-Chain Saw Crew (S130/190)		per Hour
Laborer-Herbicide Crew		per Hour
Certified Herbicide Applicator		per Hour
Tractor/Dozer Operator		per Hour
Backhoe operator		per Hour

**All equipment prices based on one day service (minimum 10 hours)**

No.	Line Item Description	Unit	Unit Price
1	Fully Loaded Brush Truck (only) - (300 gal tank, foam capable, 45psi nozzle)	Per Hour	\$
2	Type 6 Fire Unit (only) - (225 gal tank, foam capable, 30 psi nozzle)	Per Hour	\$
3	Type 3 Fire Unit (only) - (125 gal tank, foam capable, 20 psi nozzle)	Per Hour	\$
4	2006 (700cci) 6X6 Polaris Ranger (only) - (60 gal tank, foam capable, 20 psi nozzle)	Per Hour	\$
5	2006 (650 cci) 4X4 Artic Cat ATV (only) - (30 gal fire torch)	Per Hour	\$
6	2006 JD 450LPG dozer w/fire plow (only) - (transport fees included)	Per Hour	\$
7	2006 JD 450LPG dozer w/o fire plow (only) - (transport fees included)	Per Hour	\$
8	3000 Gallon Water Tank/Trailer (towable/permanent mounted)	Per Hour	\$
9	13 HP Honda Portable Water Pump (with 75' - 4" suction hose & 75' - 4" discharge hose)	Per Hour	\$
10	7 HP Honda Portable Water Pump (with 50' - 4" suction hose & 50' - 4" discharge hose)	Per Hour	\$
11	Tigercat M726E w/8' Fecon Mulching Head	Per Hour	\$
12	320CL Track hoe w/Thumb	Per Hour	\$
13	2008 5075M JD 4X4 Tractor w/rootrake (includes loader w/2 cubic yard bucket)	Per Hour	\$
14	2008 5075M JD 4X4 Tractor w/6' bushhog (includes loader w/2 cubic yard bucket)	Per Hour	\$
15	2007 M4900 Kubota 4X4 Tractor w/bushhog (includes loader w/1 cubic yard bucket)	Per Hour	\$
16	16' Utility Trailer (each) (2 available)	Per Day	\$
17	Burn Fuel (3:1 diesel/gas mix)	Per Gallon	\$
18	Foam Concentrate	Per Gallon	\$
19	HT 1000 Motorola Fire Radios (each) (12 available)	Per Day	\$
20	Backhoe - Earth moving operation/removal/fill	Per Hour	\$
20	Trackhoe - Earth moving operation/removal/fill	Per Hour	\$