



NORTHWEST FLORIDA
STATE COLLEGE

ITB 2018-2019-02

**INVASIVE PLANT
TREATMENT
ON COASTAL DUNE
LAKES IN WALTON
COUNTY**

NORTHWEST FLORIDA STATE COLLEGE

Due January 28, 2019 at 2:00 p.m. CST

NORTHWEST FLORIDA STATE COLLEGE

INVITATION TO BID

ITB 2018-2019-02

**INVASIVE PLANT TREATMENT ON COASTAL DUNE
LAKES IN WALTON COUNTY**

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Northwest Florida State College
100 College Blvd.
Niceville, FL 32578
850-729-6031
850-729-5215 (Fax)
www.nwfsc.edu

SECTION 1 –INTRODUCTION

The Choctawhatchee Basin Alliance of Northwest Florida State College is seeking proposals from qualified firms to treat invasive and nuisance plant species in critical coastal dune lake habitat with low volume herbicide application in the spring of 2019 and to re-treat of some of the lakes as needed in the fall. The main focal species of the treatment are torpedo grass, alligator weed, common reed, Chinese tallow trees, and other nuisance species as observed on the lakes. The dune lakes to be treated are Fuller Lake, Stallworth Lake, Allen Lake, Oyster Lake, Draper Lake, Big Redfish Lake, Little Redfish Lake, Alligator Lake, Western Lake, Eastern Lake and Camp Creek Lake. Fuller Lake has not been treated in recent years, but the other lakes will be follow-up treatments. Contractors must be licensed and insured, provide the aquatic label herbicides, bring their own jon boat to treat remote areas of the lake, and have prior experience treating nuisance aquatic plants and working in critical habitats.

SECTION 2 - PROPOSED SCHEDULE

January 14, 2019	Release of Invitation to Bid
January 28, 2019	Bids due prior to 2:00 p.m. Central Standard Time (CST) in the Purchasing Office of Northwest Florida State College, Building 320, Room 136, 100 College Blvd., Niceville, FL 32578. Bid opening will take place afterwards in Building 100, Room 136.
April 15, 2019	Anticipated Start Date

The above schedule is subject to change. All changes will be posted on the Web site at: <https://www.nwfsc.edu/about/purchasing/>

SECTION 3 - INSTRUCTION TO BIDDERS

1. Delivery of Bids: Bidders, also referred to as respondents, are required to complete and submit THREE (3) proposals, one (1) original and (2) copies of the proposal complete with all supporting documentation. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation team.

Northwest Florida State College
Attn: Purchasing
ITB 2018-2019-02
100 College Blvd.
Niceville, Florida 32578
Phone: (850)729-6031

2. All Bid forms shall be submitted in sealed envelopes with the following clearly marked in large, bold and/or colored lettering.

**ITB 2018-2019-02
Invasive Plant Control Services
Bid Opening January 28, 2019
2:00 p.m.**

Bids delivered in an envelope not properly marked with the ITB number and opening date and time that are inadvertently opened by College personnel will not be considered. The Bids shall be hand-delivered or mailed, preferably by registered mail.

3. **Bids are due at the above address by 2:00 p.m. on January 28, 2019.** Bids received

after this time, for any reason, will be rejected.

4. Bids must be hard copy. FAX transmittals will not be accepted.
5. Additional Information: Bidders can contact Dedria Lunderman at lundermd@nwfsc.edu for question and for additional information about the project or access to the project area.
6. All changes will be posted on the Web site at: <https://www.nwfsc.edu/about/purchasing/>

SECTION 4 – KEY POINTS

Challenge of Solicitation Process: If a potential respondent protests any provisions of this ITB, a notice of intent to protest shall be filed with the College in writing within 72 hours after the posting of the ITB on the College’s website and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, shall post with the College at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2011).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of College’s Intent to Award Contract: If a respondent intends to protest College’s intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the College at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2011).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans with Disabilities Act: The College does not discriminate upon the basis of any individual’s disability status. This nondiscrimination policy involves every aspect of the College’s functions including one’s access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the College at 386.362.1001 or 800.226.1066 (Florida only). The College’s fax number is 386.362.1056.

Minority Business Enterprises: The College recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the College are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The College encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran’s Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally, a veteran-owned business enterprise shall be given preference in the award process.

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

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

Insurance Requirements: If awarded, the Contractor shall provide insurance as follows:

(a) Contractor will purchase and maintain all insurance necessary to protect it from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom - any or all of which may arise out of or result from Contractor's operations under this Contract, whether those operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable.

(b) This insurance shall be written for not less than any limits of liability specified in this Contract or required by law, whichever is greater, and shall include contractual liability insurance. The limits of liability for insurance shall be as follows:

- (i) For workers' compensation insurance, the limits shall be as required by law;
- (ii) For motor vehicular liability insurance, the limits shall be for not less than \$500,000 combined single limit;
- (iii) For general liability insurance, the limits shall be a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate.

(c) Before starting the work, Contractor will file with the College certificate(s) of insurance, acceptable to the College, providing evidence that Contractor has in full force and effect the insurance required herein with insurers authorized to do business in the State of Florida. These certificate(s) shall contain provision(s) that provide, without limitation, the following:

- (i) Name the College as a named or additional insured without waiving any defense of sovereign immunity or increasing the limits of College's liability in excess of the statutory cap provided under Section 768.28, Florida Statutes.
- (ii) The coverage afforded under the policies will not be cancelled or materially changed until at least 30 days prior written notice has been given to the College.

Rejection of Responses: The College reserves the right to reject any and all proposals or other proposals submitted in response to College invitation. College also reserves the right to waive any minor deviations in an otherwise valid proposal.

Section 5 – SCOPE OF WORK

Project Deadline: All work must be completed and invoiced to the Choctawhatchee Basin Alliance of Northwest Florida State College by June 10th, 2019 for the spring round of treatment, and by November 1, 2019 for the fall round of follow-up treatments.

Project Location:

The 11 coastal dune lakes are located in Walton County. They are located along County Highway 30A. Fuller Lake is located within the Coffeen Nature Preserve, and access to the site will have to be scheduled with the Preserve. Stallworth Lake can be accessed from HWY 30A. Allen Lake can be accessed from HWY 30A near Stinky's Bait Shack. Oyster Lake can be accessed from HWY 30A or at the end of the cul-de-sac on Lake Causeway. Draper Lake can be accessed from HWY 30A or by scheduling a time with the Draper Lake Coastal Village HOA. Big Redfish Lake can be accessed from HWY 30A or by scheduling a time with Sanctuary By The Sea. Little Redfish Lake can be accessed from HWY 30A. Alligator and Western Lakes can be accessed from HWY 30a or within Grayton Beach State Park and treatment will need to be scheduled ahead of time with the park. Eastern Lake can be accessed from HWY 30A or from a small boat ramp located at the beginning of Lakeview Drive. Finally, Camp Creek Lake can be accessed from HWY 30A. See the map on ATTACHMENT-A.

Habitat Description:

Walton County is home to 15 globally rare and imperiled coastal dune lakes. Dune lakes are a unique landscape feature and are found in only a few places in the world including Madagascar, Australia, New Zealand, Oregon, and Walton County. The Walton County dune lakes consist of freshwater from streams, groundwater seepage, and rain, combined with the occasional saltwater influx from intermittent connection with the Gulf of Mexico. This connection, called an outfall, acts as a flood control and releases lake water into the Gulf when high water levels exert enough pressure against the dunes to break through the sand barrier and create an opening. Salt water and marine organisms flow back into the lake through the outfall in varying amounts and duration, depending on tides and weather. With such dynamic conditions, water conditions between lakes can vary greatly, from completely fresh to significantly saline, with corresponding variations in floral and faunal communities.

Treatment History:

All of the lakes, except for Fuller and Eastern, were treated in 2016. Western, Oyster, Eastern, Big Redfish, and Little Redfish were treated in the spring of 2018.

Targeted Plants:

Several nuisance exotic/invasive species have been identified along the coastal dune lakes. The goal is to effectively control the following Florida Exotic Pest Plant Council (FLEPPC) listed invasive plant species within the identified treatment area. Contractors are also responsible for identifying and treating other FLEPPC listed invasive plant species encountered inside the treatment area that are not on this list.

<u>Species Name</u>	<u>Common Name</u>	<u>FLEPPC Category</u>
<i>Panicum repens</i>	Torpedo Grass	I
<i>Triadica sebifera</i>	Chinese Tallow	I
<i>Alternanthera philoxeroides</i>	Alligator-weed	II
<i>Phragmites spp.</i>	Common Reed	-

Infestation Description:

Each lake has different conditions including bottom sediment and salinity, and have different plant communities, although all lakes have torpedo grass present. Some of the dune lakes, most notably Alligator and Western Lakes, have dense stands of common reed near their outfalls which can alter the frequency of lake openings and therefore are imperative to treat.

Field Supervisor Requirements:

Contractors must designate a licensed field supervisor who will be present during all chemical mixing and chemical applications. This field supervisor must have the following licenses and ensure all the standards, specifications, and requirements listed in the scope of work are followed and implemented:

- A current Florida Department of Agriculture and Consumer Services (FDACS) Public Pesticide Applicator license with a general standards (Core) certification and further certifications in Natural Areas Weed Management or Forestry Pest Control categories.
- Ability to correctly identify all species targeted within the project area as well as other invasive plants listed by FLEPPC as Categories I or II within the north region. The 2015 list may be found on the Internet at: <http://www.fleppc.org/list/list.htm>. Any and all of these species located within the treatment area are to be treated.
- Speak English fluently and be able to converse with all crew members and College staff.
- Provide College staff with contact information (cell phone number/e-mail address) so periodic meetings can be coordinated and information exchanged.
- Have on-site copies of all chemical pesticides labels and Material Safety Data Sheets (MSDS) that are being applied.
- Ensure that all personnel properly wear all label recommended Personal Protective Equipment (PPE) to minimize exposure to chemicals.

Chemical Application/Mixing Requirements:

- The type/mixture of chemicals to be used, application methods and application rates will be mutually agreed upon by the project manager and the Contractor before work begins.
- There is no source of fresh water on site for mixing chemicals or rinsing used containers.
- All applications will include the use of a marking dye (red/blue) and surfactants (for foliar treatments).
- **Because of the proximity of the treatment areas to the lakes, all chemicals must be labeled for aquatic use.**
- When treating Japanese climbing fern, contractors are required to cut vertical stems on plants greater than 8 feet in conjunction with foliar treatments.
- Contractor will supply all chemical herbicides, adjuvants, and other materials to ensure an effective control of targeted vegetation that meets or exceeds the required mortality rate.
- Herbicides will not be applied during adverse or non-optimal weather conditions including heat, wind, or precipitation that may minimize the effectiveness of the herbicide or increases the exposure and/or potential for drift to non-target vegetation, personnel, or objects.
- No chemical herbicide applications will exceed the labeled rates on the herbicide containers. All requirements, including state and/or local requirements, listed on the herbicide label are to be followed. Failure to comply with label instructions is a violation of federal and/or state laws. The Contractor is liable for any penalty, fines, or damages resulting from misuse of herbicides.
- Chemicals must be kept in original containers until mixing. All mixtures should have temporary labels that list the trade name and rates of chemicals and any adjuvants within the spray container.
- Chemicals and rinse water that are mixed, transferred, or temporarily stored while on County lands will be done in designated mixing areas. Any and all empty containers or those containing rinse water, pesticide or pesticide residues will be removed from County lands once the chemical application is complete.

Compliance Requirements and Deliverables:

- The Contractor must guarantee 100% coverage of the treatment areas and at least 95% mortality of targeted species within these areas.
- Acceptable coverage will be determined within 5 days of application using random spot inspections. Mortality rates will also be determined at random spot inspection sites and

will be implemented at a later date. If coverage and/or mortality rates are not met, the College will require the Contractor to retreat the areas at the Contractor's expense and at no additional charge to the College. Because of timing considerations, Contractors may be required to conduct retreatments the following fiscal year.

- To track chemical usage, Contractors must provide College staff with legible copies of Chemical Vegetation Management forms that are completely filled out (ATTACHMENT B). These forms can be provided on a weekly basis but must include one individual form for each day chemical treatments occurred.
- Aquatic plant treatment and removal permits will be supplied to the contractor by the Choctawhatchee Basin Alliance.
- The Contractor may invoice the College once the Project Manager is able to confirm that the College's coverage and mortality requirements were met. Invoice information must include the contract number, the tract name, the day(s) work was conducted, and the total number of acres treated. The Contractor may not bill for travel time or unused herbicides.

Equipment/Access Considerations:

- Contractors will follow the "Come Clean, Leave Clean" standard which requires that all equipment and vehicles used by contractors on County lands be free of invasive plant material before entering and leaving County property. Project managers are required to inspect each piece of equipment before it enters County lands. If contractors perform work within 30 meters of an invasive plant infestation, the project manager is required to inspect equipment before it leaves County property.
- There is no source of fresh water on site for equipment cleaning. Contractors should be prepared to supply water tanks and spray equipment to clean equipment if necessary before leaving County property.
- The Project Manager may stop work and order the removal and/or replacement of any equipment if the equipment is not working or calibrated properly. The Contractor has 48 hours to replace the equipment with an acceptable substitute.

SECTION 6
Bid Response Form
ITB 2018-2019-02

INVASIVE PLANT TREATMENT ON COASTAL DUNE LAKES IN WALTON COUNTY

The lake rate listed below will be all inclusive, including travel, labor, equipment, and materials required to complete the job to College standards.

Project: 2019 Invasive Plant Treatment on Coastal Dune Lakes in Walton County

Bid Total: \$ _____

Fuller: _____ Stallworth: _____ Allen: _____ Oyster: _____ Draper: _____ Big Redfish: _____

Little Redfish: _____ Alligator: _____ Western: _____ Eastern: _____ Camp Creek: _____

Licensed Field Supervisor:

Required: List the name of the Field Supervisor(s) and their current FDACS Public Pesticide Applicator license number; also indicate which required additional certification they hold (Natural Area Weed Management or Forestry Pest Control).

1. _____

2. _____

3. _____

References:

Required: List names, addresses and phone numbers of three references for which contractor has recently provided similar services.

1. _____
2. _____
3. _____

ATTACH PROOF OF INSURANCE

Contractor's signature: _____ Title: _____

Please Print

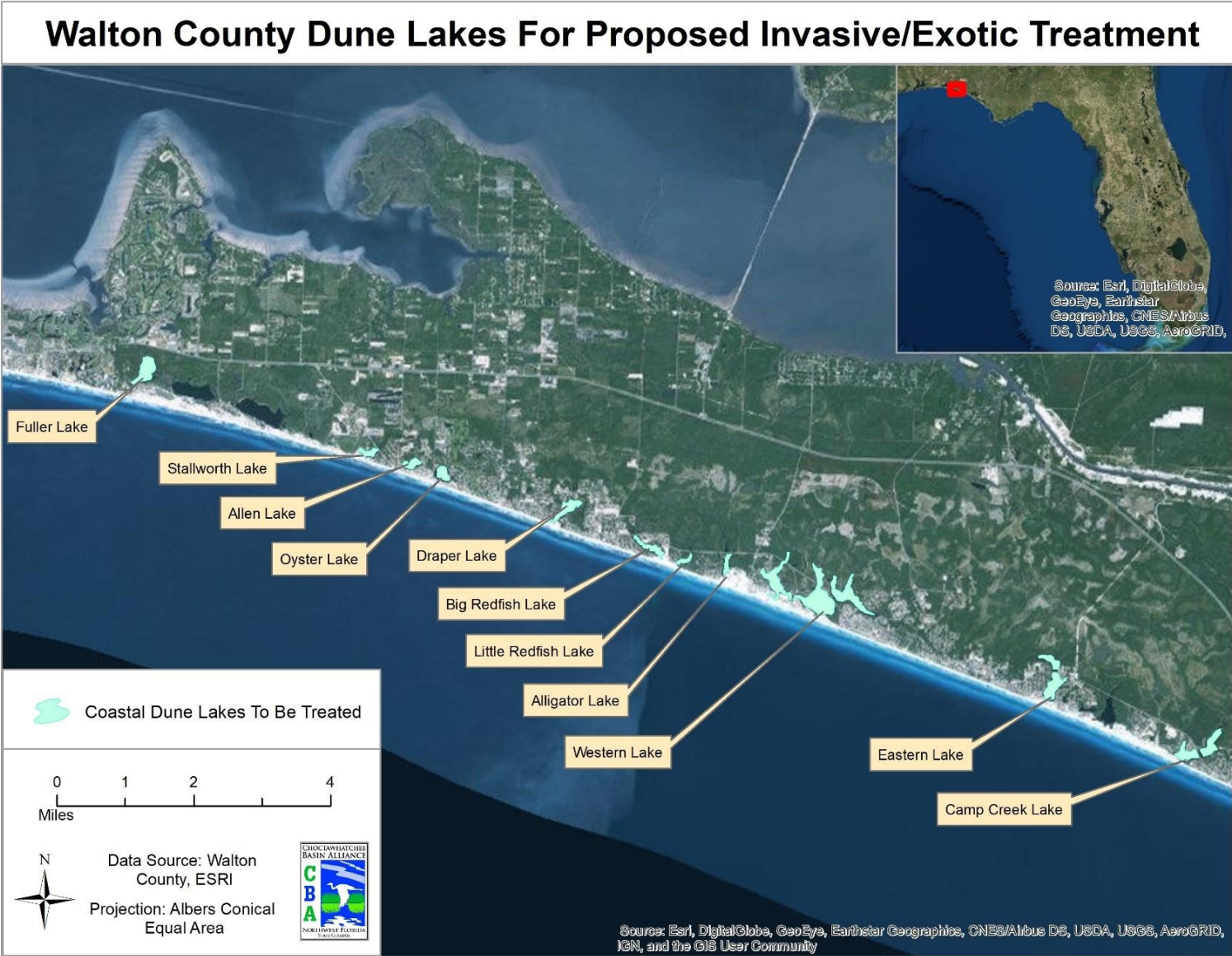
Name: _____

Company: _____

Address: _____

Phone Number: _____ Date: _____

ATTACHMENT A



ATTACHMENT B

SRWMD CHEMICAL VEGETATION MANAGEMENT FORM

Tract Name _____ Date _____ Start Time _____ End Time _____

Licensed Supervisor Name _____ Affiliation _____ FDOACS# _____

Weather Conditions: _____ mph _____ °F
 Wind speed: _____ kph Wind direction _____ Temperature _____ °C
 Sunny Partly Cloudy Cloudy Rain % Cloud Cover

Chemical Treatment:

Species	Control Method	Herbicide	Rate	Adjuvant/Oil	Gallon:			Area/No. Indv. treated
					Mix	Herbicide	Adj.	

Mechanical Treatment:

Species	Equipment	Hours Used	Area/No. Indv. treated

Names of personnel on site: _____

Comments: _____

Post Treatment Follow-up Comments: _____

Office Use Only Species ID _____ Treatment record uploaded? _____ GIS updated? _____
--

I hereby acknowledge that the data presented in this form is accurate. Supervisor Signature _____

Proposal Submission Form

ITB 2018-2019-02

INVASIVE PLANT TREATMENT ON COASTAL DUNE LAKES IN WALTON COUNTY

This is to certify that I (proposer) have read and understood the terms, conditions, specifications and other instructions contained in this request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the contractor.

This is to certify that I (proposer) have read and understood the terms, conditions, specifications and other instructions contained in this request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the contractor.

PROPOSER: _____

SIGNATURE/TITLE: _____

PROPOSING AS: ___CORPORATION ___INDIVIDUAL ___OTHER (explain) _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

Statement of No Proposal Submittal

ITB 2018-2019-02

INVASIVE PLANT TREATMENT ON COASTAL DUNE LAKES IN WALTON COUNTY

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals to:

ITB 2018-2019-02 Invasive Plant Treatment
Attn: Dedria Lunderman, Director of Purchasing
Northwest Florida State College
100 College Blvd.
Niceville, FL 32578

Failure to submit either a Proposal or a Statement of No Proposal Submittal shall be cause for removal from future mailing lists.

We, the undersigned, have declined to propose on the above referenced Request for Proposal for the following reason(s):

- Scope of Work or Terms and Conditions are too "restrictive." (please explain below)
- Unable to meet requirements
- ITB was unclear (please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Our employee man loading would not permit us to perform
- Unable to meet bond or insurance requirements
- Other (please explain _____)
- Remove us from your "Proposers List"

COMPANY: _____

SIGNATURE/TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____