

**ESCAMBIA COUNTY
FLORIDA**

REQUEST FOR QUOTATIONS

FORESTRY CONSULTANT SERVICES

SPECIFICATION NUMBER PD17-18.106

QUOTATIONS WILL BE RECEIVED UNTIL: 10:00 A.M., CDT, October 26, 2018

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32591-1591

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Steven L. Barry
Grover C. Robinson, IV
Douglas Underhill

From:
Paul R. Nobles
Purchasing Manager

Assistance:

Ramona Williams, C.P.M., CAPM
Purchasing Specialist
Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
Telephone: 850-595-4982
E-Mail: rdwilliams@myescambia.com

SPECIAL ACCOMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850-595-4980) at least five (5) working days prior to the solicitation opening.

Notice

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

NOTICE

In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:

Sec. 46-110.-Local Preference in Bidding

a) Legislative Intent:

The Escambia County Board of County Commissioners finds that local businesses are often at a disadvantage when competing with other non-local businesses in that the cost of doing business in Escambia County is higher than other areas of the state and giving local businesses a preference in the procurement of goods and services serves a compelling public purpose for the benefit of the taxpayer and residents of Escambia County as such preference encourages local industry, employment opportunities, and increases the County's overall tax base.

b) "Local Business" Defined:

For the purposes of this section, "Local Business" shall mean a business which meets all of the following criteria:

1. Has had a fixed office or distribution point located in and having a street address within Escambia County or Santa Rosa County for at least one (1) year immediately prior to the issuance of the request for competitive bids by the County. The fixed office or distribution point must be staffed by at least one (1) employee. Post Office boxes are not verifiable and shall not be used for the purpose of establishing a physical address, and
2. Holds any business license required by Escambia County or Santa Rosa County, and
3. Is the principal Offeror who is a single Offeror; a business which is the prime Contractor and not a Sub-Contractor, or a partner, or joint venture submitting an offer in conjunction with other businesses.

c) Certification:

Any vendor claiming to be a local business as defined above shall so certify in writing to the Escambia County Office of Purchasing. The certification shall provide all necessary information to meet the requirements provided herein. The purchasing agent shall not be required to verify the accuracy of any such certification, and shall have the sole discretion to determine if a vendor meets the definition of a "Local Business."

d) Preference in Purchase of Commodities and Services by Means of Competitive Bid:

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

Competitive Bid (Local Price Match Option): Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.99, and the bid submitted by one or more qualified and responsive local businesses is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.99, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **Community Redevelopment Area (CRA)** is within **seven percent (7%)** of the price submitted by the non-local business, then the local business located in a designated CRA with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.99, and the bid submitted by one or more qualified and responsive local businesses is within **three percent (3%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.99, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **CRA** is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses is within **two percent (2%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **CRA** is within **four percent (4%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the Escambia County Office of Purchasing within five (5) business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the Escambia County Board of County Commissioners.

e) Notice:

All bid solicitation documents shall include notice to vendors of the local preference policy.

f) Waiver of the Application of Local Preference:

The application of local preference to a particular purchase or contract for which the Board of County Commissioners is the awarding authority may be waived upon approval of the Board of County Commissioners.

g) Limitations:

1. The provisions of this section shall apply only to procurements which are above the formal bid threshold as set forth in the Escambia County Purchasing Code.
2. The provisions of this section shall not apply where prohibited by federal or Florida law, or where prohibited under the conditions of any grant.
3. The provisions of this section shall not apply to any purchase exempted from the provisions of the Escambia County Purchasing Code.
4. The provisions of this section shall not apply to contracts made under the Consultants Competitive Negotiation Act (CCNA), F.S. § 287.055.

h) Penalties:

1. Misrepresentation:

A vendor who misrepresents the local preference status of its firm in a bid or proposal submitted to the County will lose the privilege to claim local preference status for a period of up to one (1) year from the date of the award of the contract or upon completion of the contract, whichever is greater.

2. Failure to Maintain Local Business Preference Qualifications:

Any vendor that does not maintain its local preference status resulted in the awarded contract shall be in breach of contract and will be subject to termination of the contract, suspension of payments under the contract, and loss of the local preference status on the contract awarded.

3. Lack of Good Faith:

The Contractor or firm may show that it attempted through reasonable and objective means and in good faith to comply with the terms of the contract relating to local businesses but was unable to comply. If the County determines that the Contractor or firm did not act in good faith, all amounts paid to the Contractor or firm under the County contract intended for expenditure with the local business shall be forfeited and recoverable by the County. In addition, the contract may be rescinded and the County may return all or a portion of the goods received and recover all amounts paid under the contract for the goods which were returned.

Request for Quotations

Specification No. PD17-18.106

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a quotation on the item(s) as listed on the attached pages.

All terms and conditions below are a part of this request. The County reserves the right to waive informalities in any quotation; to reject any or all quotations, in whole or in part, and/or to accept the quotation(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

Instructions to Offerors

1. **General Information**

All quotations to be considered shall be in the possession of the Office of Purchasing prior to the time the quotations are due.

Quotations WILL BE RECEIVED UNTIL: 10:00 A.M., CDT, October 26, 2018

Quotations may be:

Mailed or delivered to the Office of Purchasing, 2nd Floor, Room 11.101, Matt Langley Bell III Bldg. 213 Palafox Place, Pensacola, Florida 32502 in an envelope clearly marked:

**Specification No: PD17-18.106 Forestry Consultant Services
(Name of Offeror) and with the time and date quotations are due.
Note: If you are using a courier service; Federal Express, UPS, etc., you must
mark air-bill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his quotation being delivered on time as the County assumes no responsibility for same. Quotations offered or received after the time set for receipt shall not be accepted.

2. **Procurement Questions**

Procurement questions may be directed to:

Ramona Williams

Purchasing Specialist

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Phone: 850-595-4982

Email: rdwilliams@myescambia.com

3. **Quotation Forms**

Unless otherwise specified in the solicitation, the quotation forms are furnished in duplicate.

All quotations should be submitted on the forms provided and acknowledged by manual signature in the proper spaces and submitted in accordance with Section 1.

Offerors shall retain the duplicate copy. Quotation responses on vendor quotation forms will not be accepted.

4. **Award**

The County reserves the right to accept or reject any and all quotes and to make award to the lowest most responsive and most responsible offeror whose quotation meets the requirements and criteria set forth in the request for quotations and whose award will, in the opinion of the County, be in the best interest of and most advantageous to the County. No modifications to Bid Terms, Dates and/or Circulation, or the scope of services will be accepted.

5. **Scope of Services**

Escambia County is seeking a Forestry Consultant to assist in the preparation of a solicitation for bid for the sale of timber from an area of county property referred to as the Waycross Timber Harvest and Restoration located in the Jones Swamp Wetland Preserve. The consultant shall serve as a subject matter expert and provide technical expertise and logistical support in the sale of timber.

The consultant will assist in determining the written scope of services to be requested and a pricing template for the proposed sale of timber.

Other services to be provided by the consultant shall be:

- Cruise the harvest areas, thinning area and clear cut area to determine volumes of various forest products.
- Mark with paint the trees to be thinned
- Determine and map the area of thinning and clear cutting
- Prepare a timber sale package for prospective buyers to include
 - Volume estimates for the harvest
 - Maps of areas included in the harvest
 - Timeline and deadlines for the harvest
 - Sale guidelines and requirements
 - Auditing and tracking requirements for forest products leaving property
- Monitor the work and contract compliance of the selected vendor
- Receive and reconcile weekly timber receipts
- Provide the County with a final reconciliation and documentation of timber sold

Quotation Form

PD 17-18.106

Forestry Consultant Services

Board of County Commissioners
Escambia County, Florida
Pensacola, Florida 32501

Date: _____

Commissioners:

In accordance with your "Request for Quotations" and "Instructions to Offerors" for **Forestry Consultant Services** as described and listed in this Request for Quotations, and subject to all conditions thereof, I, the undersigned, hereby propose to provide at the following price:

_____ % Commission based on the Net Proceeds to Escambia County BCC from the proposed sale of timber

(PLEASE TYPE THE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

Signature: _____

Title: _____

Address: _____

Person to contact concerning this quotation: _____

Phone/Toll Free/Fax No: _____

E-Mail Address: _____

Home Page Address: _____