



# St. Johns River

## Water Management District

Ann B. Shortelle, Ph.D., Executive Director

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4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500  
On the Internet at [floridaswater.com](http://floridaswater.com).

October 10, 2019

Interested Firms

Re: 35110 Terrestrial Herbicide Application Halfmile Creek Tract

Dear Contractor,

The District is requesting quotes for the above referenced project from qualified firms who have experience in providing these services. This letter is forwarded to you as an invitation to provide a quote based on the Statement of Work (SOW) attached as Exhibit 1. The quote shall include all labor, materials, insurance, and other related costs for the services described in the SOW.

If you are interested in this project, fax or email (preferred) your quote using the Cost Schedule provided (Exhibit 2) **by 5:00 p.m. by Monday October 21, 2019**. All quotes may be e-mailed for faxed to Gerald Cahalane, Assoc. Procurement Specialist, at [gcahalan@sjrwmd.com](mailto:gcahalan@sjrwmd.com) or fax (386) 329-4546.

If you have specific questions about the Work, you may contact the District's Project Manager, Sandy Smith, at (904) 448-7915 or email her at [ssmith@sjrwmd.com](mailto:ssmith@sjrwmd.com).

### Minimum Qualifications:

Respondents must meet the minimum qualifications below and all supporting documentation must be submitted with the response to this quotation request:

1. Proof of firm's ability to do business in the state of Florida. (Documentation must be provided with quote response.)
2. Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or foreman assigned to the project. (Documentation must be provided on attached form and must be included with quote response.)
3. The Respondent's proposed Field Supervisor shall have a valid Florida Pesticide Applicators License for Natural Areas. (Copy must be provided with quote response.)

Award of this quote shall be based on the lowest total cost and meets all requirements of this quote request.

If you have any further questions, Gerald Cahalane, Assoc. Procurement Specialist may be reached at (386) 326-3034 or at [gcahalan@sjrwmd.com](mailto:gcahalan@sjrwmd.com). Thank you for your consideration of this request.

Exhibit 1 – Statement of Work/Site Maps  
Exhibit 2 – Cost Schedule  
Exhibit 3 – Insurance Requirements  
Exhibit 4 – Qualification Forms

NOTE: Please check the box provided if you are unable to provide a quotation for this service at this time and return to my attention at [gcahalan@sjrwmd.com](mailto:gcahalan@sjrwmd.com).

I am unable to provide a quotation at this time for the following reason(s):

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Respondent's Signature

Respondent's Company Name

**EXHIBIT 1 – STATEMENT OF WORK**  
**Halfmile Creek Natural Community Restoration Project**  
**Herbicide Treatment (SJ64)**  
**Marion County – FY 2019-2020**

**I. INTRODUCTION/BACKGROUND**

The project area is within the Halfmile Creek Tract in Marion County, FL, north of SR 40, east of CR 326, and west of CR 315. The St. Johns River Water Management District's Bureau of Land Management (District) is actively managing Public Lands across the 18 counties within the District. Of this area, there is a diverse array of natural communities, some of which are in a very degraded state. The Halfmile Creek Tract was acquired in part with FDOT mitigation funds from the Florida Department of Transportation pursuant to Section 373.4137, Florida Statutes. The intent of the mitigation is for the mitigation area within the tract, and identified in the mitigation plan, to be managed for conservation purposes in perpetuity. The permit numbers that relate to this land are as follows: District Permit No. IND-083-147634-1 and IND-083-147634-2-1 and U.S. Army Corps of Engineers Permit No. SAJ-2016-02968 and SAJ-2019-02040. The Halfmile Creek Mitigation Area (HCMA) is in Marion County, FL, east of CR 326, north of SR 40, west of CR 315, and consists of approximately the eastern two-thirds ( $\pm 487.2$  acres) of the overall Halfmile Creek Tract ( $\pm 715.9$  acres) (Figure 1). The HCMA has significant ecological benefit to the Ocklawaha and Silver Rivers and was acquired to directly benefit the watershed and as part of a corridor between the Marjorie Harris Carr Cross Florida Greenway and Indian Lake State Forest.

This corridor was recently completed with acquisition by the SJRWMD (and partners) of the 4,871-acre Silver Springs Forest. Upland and wetland communities on the Halfmile Creek Tract have been timbered and have not been managed since, resulting in substantial cover of invasive and exotic species and establishment of early successional communities. The mitigation plan supports control of invasive and exotic species and the planting of native tree species and native grass and wildflower seed mixes in disturbed habitats to restore community health and promote ecological diversity. The overall goal of this project is reestablishment of native communities via controlling invasive and exotic species, conducting necessary site preparation, and planting appropriate species in the uplands and wetlands.

**II. OBJECTIVES**

The overall goal of this project is the re-establishment of native communities via controlling invasive and exotic species, conducting necessary site preparation, and planting appropriate species in the uplands and wetlands to meet the mitigation plan for FDOT permits. The specific purpose of this Statement of Work is for control of invasive and exotic species within the Halfmile Creek Mitigation Area.

**III. PROJECT DESCRIPTION**

The specific purpose of this Statement of Work is for control of invasive and exotic species on the 719 +/- acre Halfmile Creek Tract. The anticipated project size within the Halfmile Creek Tract is approximately 400 acres. The contractor will perform search and destroy ground application of herbicides within the designated treatment area to reduce coverage of cogon grass, Chinese tallow, camphor tree, chinaberry, torpedo grass, date palm and other invasive tree species (Table 1). Treatment for trees will be done either by basal bark application or hack-n-squirt. Herbaceous plants will be sprayed with appropriate herbicide with a colored dye added to the herbicide mix to assist in minimizing non-target damage and to ensure 100% treatment coverage. Other FLEPPC Category I and II species should be documented and treated.

**Table 1: FLEPPC Category I and II species documented on Halfmile Creek Tract**

Species Name	Common Name	FLEPPC Category
<i>Cinnamomum camphora</i>	Camphor tree	I
<i>Imperata cylindrica</i>	Cogon grass	I
<i>Lygodium japonicum</i>	Japanese climbing fern	I
<i>Melia azedarach</i>	Chinaberry	II
<i>Sapium sebiferum</i>	Chinese tallow	I
<i>Panicum repens</i>	Torpedo grass	I
<i>Phoenix reclinata</i>	Date Palm	II

**IV. TASKS**

- a. Treatment shall begin in areas of dense infestation and expand to areas of scattered infestation or individual points.
- b. District Project Manager and Contractor shall agree to treatment methods/herbicides and work schedule prior to initiating work.
- c. All search and destroy work shall be thorough and systematic. GPS tracks and treatment points shall be submitted as shape files for all search and destroy work.

**Contractor Responsibilities:**

- o District Project Manager shall be notified a minimum of one week prior to the Contractor beginning the work on the project site.
- o Contractor will survey the uplands, pine plantations and wetlands. Treatments shall begin in areas of dense infestation and expand to areas of scattered infestation or individual points (Figure 1).
- o Contractor’s Field Supervisor shall have a valid Florida Pesticide Applicators License for Natural Areas and must be onsite during all herbicide applications.
- o Contractor is responsible for providing all herbicides necessary to treat the invasive species. A colored dye will be added to the herbicide mix to assist in minimizing non-target damage and to ensure 100% treatment coverage.
- o Contractor shall provide a detailed project treatment description, treatment schedule and herbicide types, rates and application methods Contractor shall provide GPS tracklogs for crew member to show thorough coverage of the treatment area, as well as GPS point for locations of populations, and rough boundaries of the populations.
- o Contractor shall submit Daily Progress Reports (DPRs) to document the amount of herbicide used, species treated and location of treatments. This includes using GPS and aerial maps to identify and document area treated for each day worked.
- o All work shall be conducted weekdays beginning within 30 days of contract execution or the schedule agreed upon by the Project manager.
- o Contractor shall be responsible for removing all trash and debris associated with the project from the job site.

- Contractor shall be responsible for ensuring that all gates are closed, and locked, if applicable, upon each entry, exit and at the end of each working day to ensure security on the property.
- Care should be taken by Contractor to ensure parked equipment and vehicles do not block roadways.
- Work area shall be kept clear of rubbish. Discharge of petroleum products or other harmful material shall be prohibited on the planting site and all District property  
Should any harmful material be discharged, the District Project Manager shall be immediately notified.
- Contractor shall be solely responsible for any and all costs associated with any resulting clean up and remediation.
- Due care shall be exercised against starting and spreading fires during operations by Contractor, and/or its employees.
- Contractor shall be held liable for all damage caused by such fires.
- Contractor shall repair or replace at his cost any damage to fences, cattle guards, gates, power lines, or other improvements.
- Contractor shall inform crew that this area is open to, and used by, the public. Care will be taken to ensure vehicles are operated at a safe speed while on the property.
- Contractor shall be responsible for complying with all federal, state, and local laws pertaining to project or project activities.

**District Responsibilities:**

- District Project Manager will inspect the site to ensure a 95% kill rate and 100% treatment coverage has been achieved, four to six weeks post treatment.
- District Project Manager will evaluate site treatments. If work is found to be unsatisfactory, Contractor will be notified and has 45 days to resolve any issues. If problems are not resolved within 45 days of notification, District Project Manager reserves right to offer remainder of contract to next lowest bidder. If this occurs within the end of the District's fiscal year, contractor will have 30 days to resolve any issues.

**V. EQUIPMENT**

Contractor may use a truck-mounted sprayer, backpack sprayer, tractor, and UTV's or ATV's as deemed necessary to meet the 95% kill requirement.

**VI. TIME FRAME AND DELIVERABLES**

Invoices will be submitted no more frequently than monthly along with weekly logs which include Daily Progress Reports (DPRs) to document the amount of herbicide used, species treated and location of treatments. This includes using GPS and aerial maps to identify and document area treated for each day worked. Invoices shall be submitted to Accounts Payable [acctpay@sjrwmd.com](mailto:acctpay@sjrwmd.com).

**VII. Districts Project Manager**

Sandy Smith  
Office: (904) 448-7915  
Cell: (904) 222-1396  
Email: [ssmith@sjrwmd.com](mailto:ssmith@sjrwmd.com)

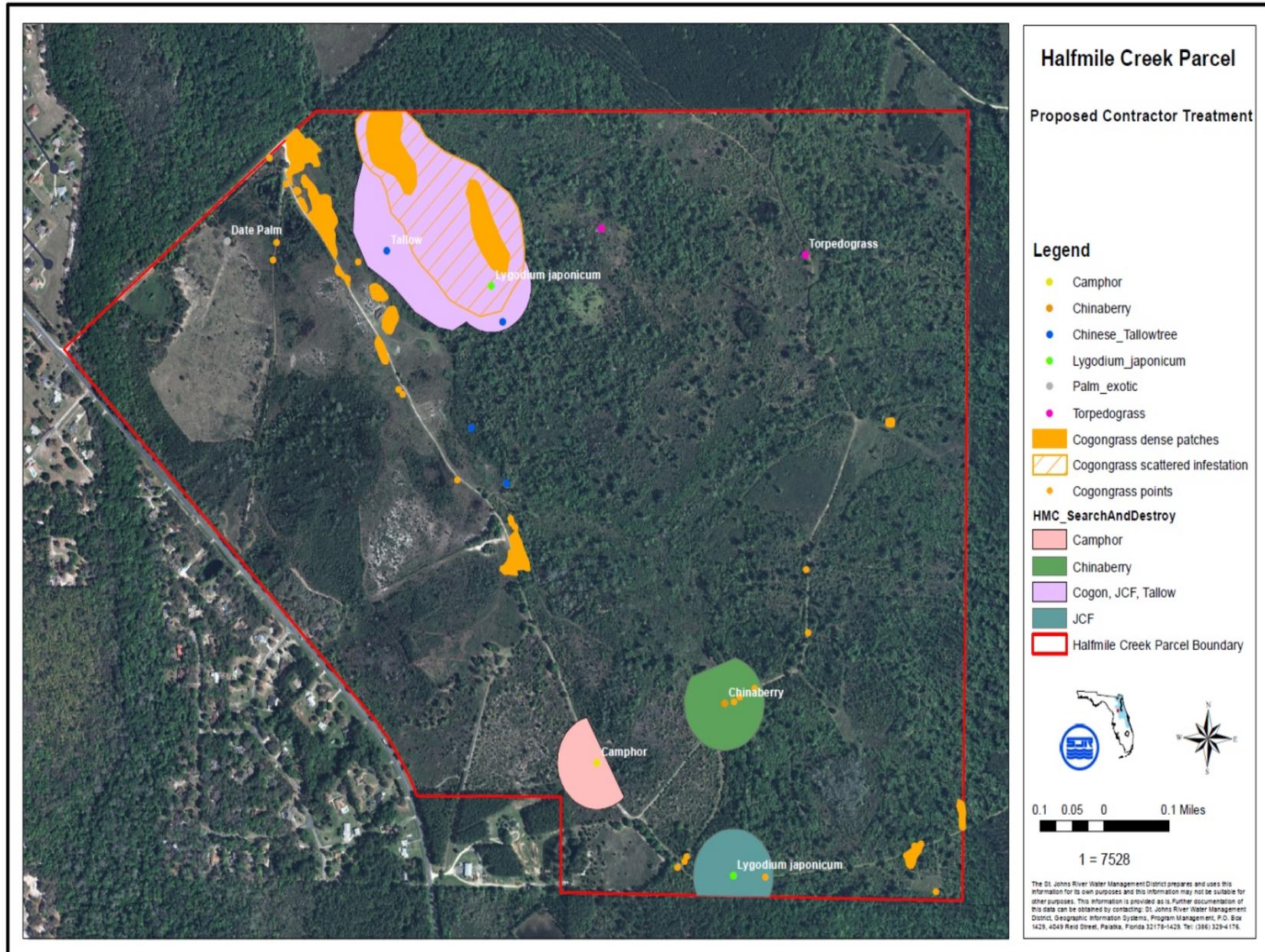
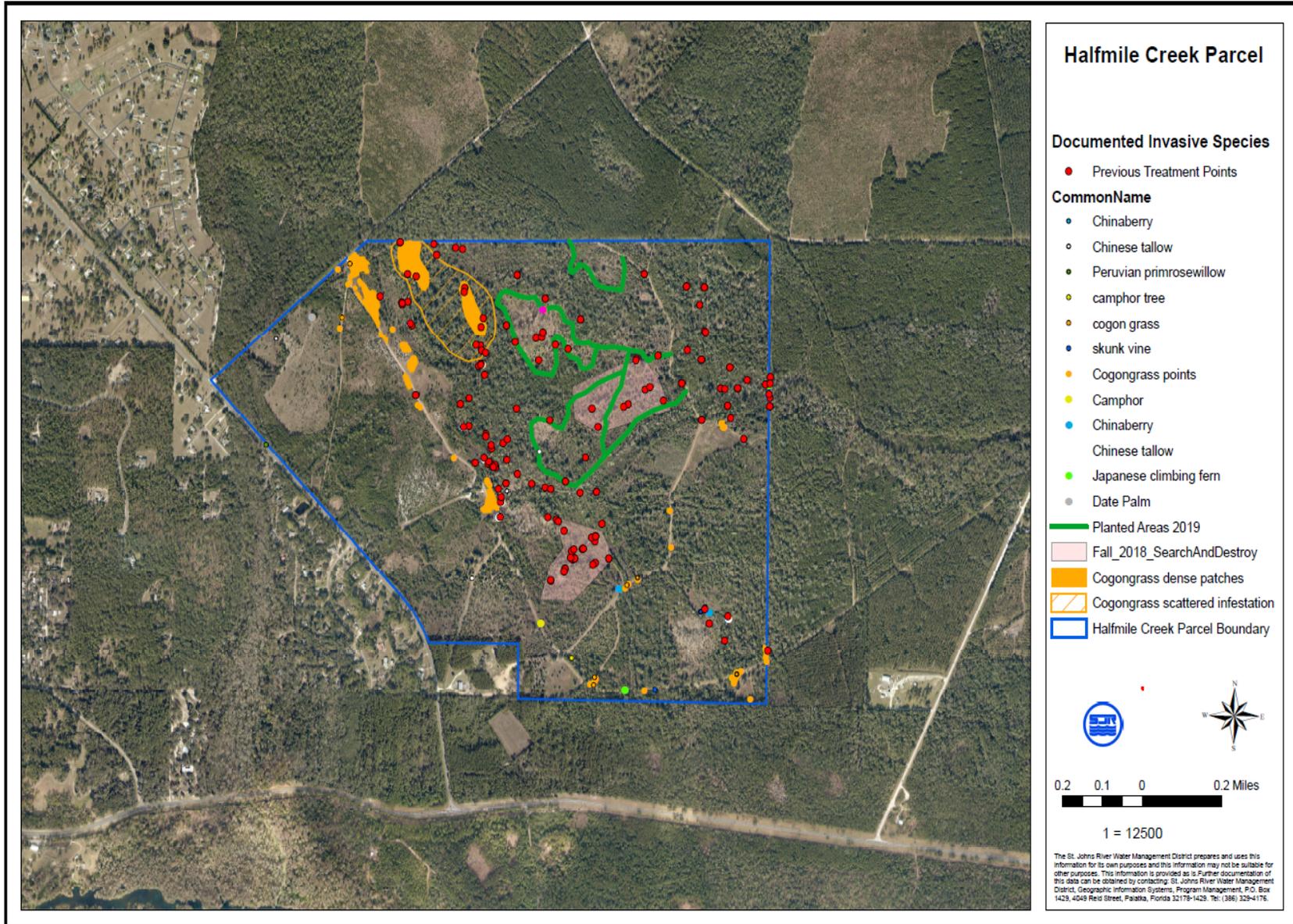


Figure 1: Initial estimate of treatment areas on Halfmile Creek Tract



**Figure 2: Planted and Herbicide Treatment Areas**

**EXHIBIT 2 – COST SCHEDULE**

**DUE NO LATER THAN 5:00 PM, MONDAY OCTOBER 21, 2019**  
**RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED ON**  
**THE FIRST PAGE OF THIS REQUEST.**

<b>TERRESTRIAL HERBICIDE</b>	<b>COST PER MONTH (ESTIMATED 12 MONTHS)</b>	<b>TOTAL</b>
HALFMILE CREEK HERBICIDE		

I hereby acknowledge, as Authorized Representative for the Respondent, that I have fully read and understand all terms and conditions as set forth in this quotation, and upon award of such quotation, shall fully comply with such terms and conditions.

\_\_\_\_\_  
**RESPONDENT (FIRM NAME)**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TYPED NAME & TITLE**

\_\_\_\_\_  
**TELEPHONE NUMBER**

\_\_\_\_\_  
**EMAIL ADDRESS**

### EXHIBIT 3 — INSURANCE

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. *Contractor's General Liability policy shall name the St. Johns River Water Management District (the "District") as Additional Insured.* All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than 30 days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime worker's compensation, if applicable, in not less than the minimum limits required by Florida law. If an exemption from workers' compensation is declared, an exemption letter issued by Florida Department of Financial Services, Division of Workers' Compensation, shall be submitted to the District.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) broad form property damage. Extensions shall be added, or exclusions deleted to provide the necessary coverage. "Claims made" coverage will be accepted only after verification that "occurrence" coverage is not available.
- (c) **Automobile Liability.** Minimum requirements per Florida law.

**EXHIBIT 4 – QUALIFICATIONS DOCUMENTATION FORMS**  
**(This form to be included with quote submittal)**

As part of the quote request, Respondent shall complete the following so that the District can determine Respondent’s ability, experience, and facilities for performing the Work.

Name of Respondent: \_\_\_\_\_

Respondent’s tax identification No.: \_\_\_\_\_

Year company was organized/formed: \_\_\_\_\_

Number of years Respondent has been engaged in business under the present firm or trade name:  
\_\_\_\_\_

Total number of years Respondent has experience in similar work described in quote request of the Instructions to Respondents: \_\_\_\_\_

Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this bid or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALIFICATIONS – SIMILAR PROJECT**  
**(This form to be included with quote submittal)**

Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or project manager assigned to the project. (Documentation must be provided on this form and must be included with quote response.)

**Completed Project 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

(month/year)

(month/year)