

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Invitation to Bid (“ITB”) No. 25B-009

CENTRAL REGION RECREATION SITE CLEANUP AND MAINTENANCE SERVICES

The Northwest Florida Water Management District (District), 81 Water Management Drive, Havana, Florida 32333, is soliciting bids for CENTRAL REGION RECREATION SITE CLEANUP AND MAINTENANCE SERVICES for Recreation Site Cleanup and Maintenance Services at 24 Recreation Sites within the Econfina Creek and Choctawhatchee River Water Management Areas in Bay and Washington counties. These services include, but are not limited to, emptying trash cans, collection of trash and limbs throughout the recreation sites and public-use areas, cleaning of grills and fire circles, and blowing off pavilions and other use areas. This ITB **does not** include the servicing or cleaning of District portable toilets and restroom facilities at the specified Recreation Sites.

The deadline for submission of bids and the opening of the sealed bids is 2:00 P.M. Eastern Time (ET) August 28, 2025. The bid opening is open to the public. Provisions will be made to accommodate those with a disability provided the District is given at least 72 hours advance notice. All bids must conform to the instructions in the Invitation to Bid (ITB) and comply with applicable Florida Statutes. Interested parties may obtain a copy of the complete ITB package from the District’s website at: (<http://www.nwfwater.com>), from the DemandStar website at: (<https://www.demandstar.com/app/login>), or from the State of Florida’s Vendor Information Portal website at: (<https://vendor.myfloridamarketplace.com/>).

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PART 1. GENERAL INFORMATION

1.1 DEFINITIONS

For the purpose of this bid, “respondent” or “bidder” means contractor, vendors, consultants, organizations, firms, or other persons submitting a response to this Invitation to Bid.

1.2 PURPOSE

The Northwest Florida Water Management District, 81 Water Management Drive, Havana, Florida 32333, (hereinafter referred to as the “District”) is issuing this Invitation to Bid (ITB) for the project titled **“CENTRAL REGION RECREATION SITE CLEANUP AND MAINTENANCE SERVICES.”**

1.3 ISSUING OFFICE, DATE AND LOCATION OF OPENING

Northwest Florida Water Management District
Attn: Agency Clerk
81 Water Management Drive
Havana, Florida 32333-4712

**THE DISTRICT MUST RECEIVE ALL BIDS BY 2:00 P.M. EASTERN TIME (ET),
AUGUST 28, 2025, THE DAY OF THE PUBLIC OPENING.**

1.4 INVITATION TO BID

The District solicits offers for the services of responsible bidders to perform **Central Region Recreation Site Cleanup and Maintenance Services** for Recreation Site Cleanup and Maintenance Services at 24 Recreation Sites within the Econfina Creek and Choctawhatchee River Water Management Areas in Bay and Washington counties. These services include, but are not limited to, emptying trash cans, collection of trash and limbs throughout the recreation sites and public use areas, cleaning of grills and fire circles, and blowing off pavilions and other use areas. This ITB **does not** include the servicing or cleaning of District portable toilets and restroom facilities at the specified Recreation Sites.

1.5 AWARDING OF BID

The District anticipates entering into a contract with the bidder who submits a qualified responsive bid judged by the District to be the lowest cost for the specified services. The District reserves the right to award the bid to the next lowest responsive bidder in the event the successful respondent fails to enter into the Agreement, or the Agreement with said respondent is terminated within 90 days of the effective date.

The respondent understands this bid does not constitute an agreement or a contract with the District. An official contract or agreement is not binding until the bids are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the District, and the contract or agreement is executed by both parties.

The District reserves the right to reject any and all bids, to negotiate with the qualified Contractor(s) submitting the lowest bid(s), to waive any irregularities of a minor nature, and to solicit and re-advertise for other bids. Mistakes clearly evident on the face of the bid documents, such as computation errors, may be corrected by the District. Per s. 255.0991, F.S., the District has no regulation that provides Contractor preference as described in that statute.

All bids may be subject to the approval of the Northwest Florida Water Management District Governing Board at a duly noticed Board meeting.

Notice of a bid award shall be posted to the District's website, DemandStar website, and the State of Florida's Vendor Information Portal website.

1.6 DEVELOPMENT COSTS

The District shall not be responsible or liable for any expenses incurred in connection with the preparation of a response to this bid. Respondents should prepare the bid simply and economically, to provide a straightforward and concise description of the respondent's ability to meet the requirements of the bid.

1.7 CONFLICT OF INTEREST

The award hereunder is subject to Ch. 112, F.S. All bidders shall disclose with their bids the name of any officer, director, board member or agent who is also an employee of the State of Florida, or any of its agencies. Further, all bidders shall disclose the name of any state employee or any board member or employee of the District who owns directly or indirectly an interest of five percent (5%) or more in the bidder's firm, subsidiaries, or branches. If none, state none.

1.8 DISTRICT FORMS AND RULES

When included, all forms supplied by the Northwest Florida Water Management District shall be submitted with the bids. All bids must comply with applicable Florida Statutes, laws, and rules.

1.9 MANDATORY PRE-BID CONFERENCE AND/OR ORAL PRESENTATIONS

There will be a **mandatory pre-bid conference and tour** beginning at Williford Spring Recreation Area on Wednesday, August 6, 2025, at 9:00 A.M CT. Williford Spring is located at 5647 Porter Pond Road, Youngstown, Florida 32466; approximately seven miles west of U.S. Highway 231. To access Williford Spring Recreation Area, turn north off State Road 20 onto Porter Pond Road (also referred to as Strickland Road). The entrance is approximately one mile north of Highway 20. **Prospective respondents to the ITB must attend the mandatory pre-bid conference to be considered.** The purpose of the conference is to answer any technical or administrative questions regarding this Invitation to Bid and the work to be performed.

There will not be oral presentations for this solicitation.

1.10 INQUIRIES AND ADDENDA

All questions regarding this ITB shall be provided in writing and emailed to the Procurement

Officer, Lyn Shiver at Lyn.Shiver@nwfwater.com no later than 12:00 P.M. (Noon) Eastern Time (ET) on Wednesday August 13, 2025. Inquiries shall reference the date of the ITB opening and ITB title and number.

If addenda become necessary, the District will provide written addenda and post addenda on the District's website, DemandStar website, and on the State of Florida's Vendor Information Portal website at least ten (10) calendar days before the bid opening date. Prospective bidders are responsible for determining whether addenda have been issued and are advised to check the websites or with the District's Procurement Officer prior to submitting their bid.

Submission of a bid constitutes acknowledgment of receipt of all addenda. Bids will be construed as though all addenda have been received. Failure of the respondent to obtain any addenda does not relieve respondent from any and all obligations under the bid, as submitted. All addenda become part of the Contract Documents.

1.11 TIMETABLE

The District and respondents shall adhere to the following schedule in all actions concerning this bid.

- On July 30, 2025, the District issues the Invitation to Bid.
- On Wednesday, August 6, 2025, beginning 9:00 A.M CT, **a mandatory pre-bid conference and tour will be held at Williford Spring Recreation Area; 5647 Porter Pond Road, Youngstown, Florida 32466.**
- From the time of issuance on July 30, 2025, until 12:00 P.M. (Noon) Eastern Time (ET) on Wednesday August 13, 2025, the District will receive written inquiries by email on the ITB.
- If substantive written inquiries are received, the District will issue an Addendum to respond to such inquiries at least ten (10) calendar days prior to bid opening.
- Bid Opening Deadline: The sealed bids will be opened at 2:00 P.M. Eastern Time (ET), August 28, 2025*. Bids received after the bid opening deadline will not be considered.
- From opening time, the District will review and evaluate the bids on a timely basis.
- The District may enter into a contract with the qualified Contractor submitting the lowest responsive bid after conducting negotiations and obtaining appropriate approvals.

*Denotes a public meeting.

1.12 DELAYS

The District may delay scheduled due dates if it is to the advantage of the District to do so. The District will notify respondents of all changes in scheduled due dates by posting the information to the District's website, DemandStar website, and the State of Florida's Vendor Information Portal website.

1.13 SUBMISSION AND WITHDRAWAL

Respondents must submit bids electronically through DemandStar. **Submissions will be accepted through DemandStar only.**

- 1) Submittals are accepted through the District's online bid system, DemandStar. Respondents must be registered with DemandStar in order to submit their responses on the DemandStar website. To register, please visit the DemandStar website at: www.demandstar.com/app/registration.
- 2) For instructions on how to complete a free registration with DemandStar, please consult the [District's DemandStar overview](#).
- 3) Instructions for submitting an online bid are available on the District's website at: <https://nwfwater.com/business-finance/district-procurement/>.

Bids not submitted through DemandStar do not constitute "delivery" and are not considered "received by" the District as required by this ITB. Submittal of bids other than through DemandStar shall not be accepted.

It is the respondent's responsibility to ensure his/her bid submission is delivered at the proper time. **Bids that are, for any reason, received after the established deadline will not be considered.**

A respondent may withdraw a bid by notifying the District electronically at any time prior to the bid opening. Bids, once opened, become the property of the District and will not be returned to the respondents.

All bids must be made on the required **Forms** (see Part 5). All blank spaces for bid prices must be filled in, in ink or typewritten, and the form must be fully completed and executed when submitted.

Respondents must satisfy themselves of the accuracy of their responses on the **Forms** by examination of the criteria and specifications including addenda. After bids have been submitted, respondents shall not assert that there was a misunderstanding concerning the number or type of parameters nor the accuracy required of each parameter.

Bids received by the District in response to this ITB will become a public record (unless an exemption to Florida's Public Records Law applies) when the District provides notice of its intended decision or 30 days after opening the bids, whichever is earlier. If the District rejects all bids and concurrently provides notice of its intent to reissue the ITB, the rejected bids remain exempt from Florida's Public Records Law until such time as the District provides notice of an intended decision concerning the reissued ITB or until it withdraws the reissued ITB. A bid is not exempt for longer than 12 months after the initial notice rejecting all bids.

Bids will be made available for inspection at the time the District posts notice of its decision or intended decision concerning contract awards or 30 days after the bid opening, whichever is earlier.

1.14 EQUAL OPPORTUNITY

The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of

race, color, creed, national origin, handicap, age, sex, or disability. It is the policy of the District to ensure that qualified respondents wishing to participate in the procurement process have the maximum opportunity to compete and perform on District contracts and purchases.

The District encourages participation by minority-, veteran-, and women-owned Certified Business Enterprises and requests that firms submit evidence of such designation with their bids. For further information on designation as a certified business enterprise, visit https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified.

1.15 AMERICANS WITH DISABILITIES ACT

The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District'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 Jack Furney, Division of Administrative Services, at (850) 539-5999.

1.16 SOCIAL, POLITICAL, AND IDEOLOGICAL INTERESTS

In accordance with s. 287.05701, F.S., the District shall not request documentation of or consider a respondent's social, political, or ideological interests in determining if the respondent is a responsible vendor. The District shall not give preference to a respondent based on the respondent's social, political, or ideological interests.

1.17 PUBLIC CRIMES/DISCRIMINATORY/ANTITRUST VIOLATOR VENDORS

In accordance with ss. 287.133, 287.134, and 287.137, F.S., a person or affiliate who has been placed on the convicted, discriminatory, or antitrust violator vendor lists may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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, F.S., for CATEGORY TWO, unless specified otherwise in these statutes. Questions regarding the lists may be directed to the Florida Department of Management Services, State Purchasing Division, at (850) 488-8440 or send email to purchasingcustomerservice@dms.fl.gov.

1.18 SCRUTINIZED COMPANIES, BOYCOTTING

Pursuant to s. 287.135, F.S., a company or other entity is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the District for goods or services of:

1. One hundred thousand dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or is engaged in a boycott of Israel; or
2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity:

- a. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473, F.S.; or
- b. Is engaged in business operations in Cuba or Syria.

By submitting a response, the respondent certifies that it is not currently on the aforementioned lists and is not participating in a boycott of Israel or engaged in such business operations and agrees to notify the District if placement on one of these lists occurs or the respondent engages in such business operations. If the respondent submits a false certification, the District may terminate the Agreement and shall bring a civil action against the respondent, as required in s. 287.135(5), F.S.

1.19 INSPECTOR GENERAL COOPERATION

Respondent understands and shall comply with s. 20.055(5), F.S., which states: “It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.”

1.20 COMPLIANCE WITH HEALTH AND SAFETY REGULATIONS

Respondent shall comply with all applicable federal, state, and local rules and regulations in providing services to the District. This requirement includes compliance with all applicable federal, state, and local health and safety rules and regulations.

1.21 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage. In the event a contract is awarded to a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the bidder’s insurance coverage, policies, or capabilities may be grounds for rejection of the bid and rescission of any ensuing contract. The respondent shall obtain all coverage as required by Florida law, including Workers Compensation and applicable professional liability insurance. Additionally, the respondent shall be insured as follows: General Liability, with limits not less than \$1,000,000 per occurrence; \$1,000,000 per occurrence for personal injury; and \$1,000,000 for property damage; Automobile Liability, with combined single limit of not less than \$1,000,000; Workers Compensation and Employers Liability, with limits not less than: Bodily Injury by Accident \$1,000,000 each accident; Bodily Injury by Disease \$1,000,000 policy limit; and Bodily Injury by Disease \$1,000,000 each employee.

Evidence of all such insurance satisfactory to the District shall be furnished with the executed Agreement prior to beginning work, and all such insurance policies shall provide for a ten (10) business day notice to the District of cancellation or any material change in the terms of the insurance policies.

1.22 PROHIBITED CONTACT

Respondents to this solicitation or persons acting on their behalf shall not contact, between the

release of the solicitation and the end of the 72-hour period following the District posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

1.23 SPECIFICATION AND AWARD PROTEST

Any person who is adversely affected by the District's award shall file with the District a notice of protest in writing within 72 hours after the posting of the award. With respect to a protest of the terms, conditions, and specifications contained in this ITB, including any provisions governing the methods for ranking bids, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the ITB or the addenda to the ITB that contains the new term, condition or specification that is protested. The formal written protest shall be filed within 10 days after the date the notice of protest is filed with a bond pursuant to s. 287.042(2)(c), F.S. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Ch. 120, F.S. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods. **The failure to file a protest within the time prescribed in s. 120.57(3), F.S., 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 Ch. 120, F.S.**

1.24 PUBLICITY

The respondent shall obtain prior approval of the District for all news releases or other publicity pertaining to this bid or the service or any project to which it relates.

1.25 WAIVER OF MINOR IRREGULARITIES

The District may waive minor irregularities in bids received where such is merely a matter of form and not substance. Minor irregularities are defined as any deviation from a mandatory requirement of the ITB that, if waived, will not have an adverse effect on the District's interest and will not give a respondent an advantage or benefit not enjoyed by the other respondents. The District is not required to waive a minor irregularity and has the sole discretion to determine whether a minor irregularity should be waived.

1.26 COOPERATIVE PURCHASING

Pursuant to their own governing laws, and subject to the agreement of the Vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-District purchases are independent of the agreement between District and Vendor, and the District shall not be a party to any transaction between the Vendor and any other purchaser.

1.27 PERFORMANCE BOND

A performance bond in the amount of \$5,000, with a corporate surety approved by the District, will be required for the faithful performance of the contract. A certified Cashier's Check made payable

to: “NFWMD” may be provided to the District, in lieu of a surety performance bond.

Attorneys-in-fact who sign bid bonds and performance bonds must file with each bond a certified and effective dated copy of their power of attorney.

The successful bidder will be required to execute the contract and provide the performance bond within ten (10) calendar days once the successful bidder is notified by the District Project Manager. In case of failure of the bidder to execute the Agreement, the District may at its option consider the bidder in default, in which case the bid bond accompanying the bid proposal shall become the property of the District.

PART 2. SCOPE OF WORK

The Work is Recreation Site Cleanup and Maintenance Services at 24 Recreation Sites within the Econfina Creek and Choctawhatchee River Water Management Areas in Bay and Washington counties.

These services include, but are not limited to, emptying trash cans, collection of trash and limbs throughout the recreation sites and public use areas, cleaning of grills and fire circles, and blowing off pavilions and other use areas according to the Scope of Work and Technical Specifications described below. This scope of work **does not** include the servicing or cleaning of District portable toilets and restroom facilities at the specified Recreation Sites.

The following is a list of Recreation Sites and associated GPS Locations which are included in the Scope of Work below.

| Econfina Creek Water Management Area Service Locations | | | |
|---|-----------------------------|--|---|
| County | Recreation Site Name | GPS Location Decimal Degrees Example (30.00N, -085.00W) | Number of Campsites in addition to Recreation Area (N/A=0) |
| Bay | Pitt & Sylvan Springs | 30.432718, -085.546503 | N/A |
| Bay | Wolf Pond North | 30.4228695, -085.606619 | 4 |
| Bay | Wolf Pond South | 30.4032680, -085.585389 | 5 |
| Washington | Sparkleberry Campsite | 30.460325, -085.518807 | 1 |
| Washington | Blue Spring | 30.453238, -085.529542 | 3 |
| Washington | Econfina Canoe Launch | 30.432348, -085.543048 | N/A |
| Washington | Williford Spring | 30.439702, -085.547447 | N/A |
| Washington | Rattlesnake Lake North | 30.4613, -085.564013 | 1 |
| Washington | Rattlesnake Lake South | 30.454713, -085.564646 | 1 |
| Washington | Hammock Pond | 30.473597, -085.585245 | N/A |
| Washington | Pine Ridge | 30.470906, -085.576673 | 8 |
| Washington | Whitewater Lake | 30.48288, -085.551256 | 1 |
| Washington | White Oak Landing | 30.498597, -085.551331 | 3 |
| Washington | Tom Johns Landing | 30.508054, -085.541514 | 4 |
| Washington | Walsingham Campsite | 30.482009, -085.52949 | 1 |
| Washington | Walsingham Park | 30.482378, -085.523148 | 1 |
| Washington | Seashell Campsite | 30.489999, -085.521902 | 1 |
| Washington | Longleaf Campsite | 30.489186, -085.521505 | 1 |
| Washington | Devils Hole | 30.493152, -085.519295 | 1 |

| Choctawhatchee River/Holmes Creek Water Management Area Service Locations | | | |
|--|--------------------|--|---|
| County | Site Name | GPS Location Decimal Degrees Example (30.00N, -085.00W) | Number of Campsites in addition to Recreation Area (N/A=0) |
| Washington | Cotton Landing | 30.65593, -085.680817 | 3 |
| Washington | Cypress Spring | 30.658593, -085.684352 | N/A |
| Washington | Burnt Sock Landing | 30.67903, -085.66397 | N/A |
| Washington | Brunson Landing | 30.609073, -085.756656 | N/A |
| Washington | Boynton Landing | 30.523979, -085.871179 | 1 |

I. Scope of Work (All Recreation Sites)

The Contractor will complete the following services at each Recreation Site:

- Visit each site per below schedule, remove all trash and limbs within and along access roads, road shoulders, parking areas, picnic areas, public use areas, along boardwalks, trails, pavilions, restrooms, campsites, etc.
- **The Contractor will open the following Recreation Sites by 8 a.m. during scheduled service days: Blue Spring, Pitt & Sylvan Springs, Williford Spring.**
- Remove/change all trash bags in trash receptacles.
- Empty trash and ash contained within grills and fire circles a minimum of one time weekly.
- Sweep/blow off underneath pavilions, along all walkways and boardwalks/steps, and restroom areas.
- Provide a weekly report of any maintenance issues to the Regional Lands Supervisor and report any safety issues immediately.

Spring and Summer Season Schedule (April 1 through September 30)

Service Days – Friday, Saturday, Sunday, and Monday (4 Days Per Week)

Friday Service Sites (19 Sites) - All Econfina Creek WMA Recreation Sites: Blue Spring, Sparkleberry Campsite, Econfina Canoe Launch, Pitt & Sylvan Springs, Williford Spring, Wolf Pond North, Wolf Pond South, Rattlesnake North, Rattlesnake South, Hammock Pond, Pine Ridge, Whitewater Lake, Tom Johns Landing, White Oak Landing, Walsingham Campsite, Walsingham Park, Seashell Campsite, Longleaf Campsite, Devils Hole.

Saturday Service Sites (8 Sites) - Econfina Creek WMA Recreation Sites: Pitt & Sylvan Springs, Econfina Canoe Launch, Blue Spring, Williford Spring, Tom Johns Landing, White Oak Landing. **Choctawhatchee River WMA Recreation Sites:** Cotton Landing, Cypress Spring.

Sunday Service Sites (8 Sites) - Econfina Creek WMA Recreation Sites: Pitt & Sylvan Springs, Econfina Canoe Launch, Blue Spring, Williford Spring, Tom Johns Landing, White Oak Landing. **Choctawhatchee River WMA Recreation Sites:** Cotton Landing, Cypress Spring.

Monday Service Sites (11 Sites) - Econfina Creek WMA Recreation Sites: Pitt & Sylvan Springs, Econfina Canoe Launch, Blue Spring, Williford Spring, White Oak Landing, Tom Johns Landing. **Choctawhatchee River WMA Recreation Sites:** Cotton Landing, Burnt Sock Landing, Cypress Spring, Brunson Landing, Boynton Landing.

Fall and Winter Season Schedule (October 1 through March 31)

Service Days - Friday and Monday (2 Days Per Week)

Friday Service Sites (15 Sites) - Econfina Creek WMA Recreation Sites: Blue Spring, Sparkleberry Campsite, Econfina Canoe Launch, Pitt & Sylvan Springs, Williford Spring, Wolf Pond North, Wolf Pond South, Hammock Pond, Tom Johns Landing, White Oak Landing, Walsingham Campsite, Walsingham Park, Seashell Campsite, Longleaf Campsite, Devils Hole Campsite.

Monday Service Sites (12 Sites) - Econfina Creek WMA Recreation Sites: Blue Spring, Sparkleberry Campsite, Pitt & Sylvan Springs, Econfina Canoe Launch, Williford Spring, White Oak Landing, Tom Johns Landing. **Choctawhatchee River WMA Recreation Sites:** Cotton Landing, Burnt Sock Landing, Cypress Spring, Brunson Landing, Boynton Landing.

Additional Service Days

The District may elect to request additional service days to be completed by the Contractor on an “as needed” basis, according to the Contractor’s Established Seasonal Daily Rate(s).

Invoicing

The Contractor will submit a monthly invoice for the dates in which Services were completed, along with the initialed Weekly Recreation Site Cleanup logs corresponding to the service days in the month.

II. Technical Specifications

Minimum Cleanup and Maintenance Service Specifications:

1. Cleanup of trash, limbs, and debris - trash, limbs and debris will be cleaned up from each site as follows:

Trash - All trash, including, but not limited to, metal cans, glass bottles/jars, cigarette butts, plastic containers/wrappers, paper products, etc. will be picked up and disposed of properly from each site. Trash will be defined as individual items of debris weighing less than 50 pounds. Trash collected from District recreation areas must be removed from District property and disposed of properly and legally.

Limbs - All downed or fallen limbs, one inch in diameter or larger at large end, will be picked up and disposed of properly from each site. Limbs do not have to be removed from District property. They may be carried, dragged, or hauled into adjacent woods where they do not interfere with recreational activities.

Debris - Excluding trash/limbs, any other debris found on a site will be picked up and disposed of properly. Smaller vegetative debris such as sticks, twigs, leaves, and grass clippings may be disposed of in the same manner as limbs.

2. Garbage Cans - Garbage cans will be emptied at all sites as scheduled. In addition, the Contractor will notify the District if any garbage cans or lids need replacing at each site.
3. Pedestal Grills/Fire Circles - Every pedestal grill and/or fire circle located on each recreation site will be cleaned as follows:

Pedestal Grills - All ash, trash and debris will be removed from each grill. In addition, water drainage holes located at the bottom corners of each grill must be cleaned and functional. Each pedestal grill will be inspected. Stolen, unsecured and/or damaged pedestal grills must be reported to the District for their replacement or repair. Ash or charcoal debris dumped around grills must be removed and disposed of properly.

Fire Circles - All ash, trash and debris will be removed from each fire circle. Fire circles will be inspected. Stolen, unsecured and/or damaged fire circles must be reported to the District for their replacement or repair.

4. Other Cleanup - Other cleanup and maintenance services will include:

Access Roads - Trash/garbage removal along District roads leading into each specified recreation area as specified above. Road cleanup generally starts from the entrance sign identifying the recreation site and continues to the road end, unless otherwise noted. All litter/trash/garbage within visual sight from the road and within 20 feet of the road edge is to be picked up and removed.

Other - Sweeping or blowing off all pavilion floors, picnic tables, boardwalks/steps, boat ramps, and portable toilet decks. All sweeping and/or blowing of leaves, debris, etc. will be directed away from water bodies.

III. Other Information

1. All vehicles, equipment, tools, and materials used by the Contractor to conduct public recreation site cleanup and maintenance services at the sites listed above will be provided by the Contractor.
2. Trash bags will be provided by the Contractor and must meet the following minimum specifications: 60 Gallon Poly Can Liners - 38"X58", Minimum 2.0 Mil Gauge.

3. Dumpsters for trash disposal will be provided by the District at the following locations:

Econfina Field Office Maintenance Area

6418 E. Highway 20

Youngstown, Florida 32446

1-8 Yard Dumpster Provided Year-Round

Emptied 2 x week from April 1 through September 5 (Fridays and Tuesdays)

Emptied 1 x week from September 6 through March 31 (Fridays)

Cotton Landing Recreation Area

3008 Highway 277

Vernon, Florida 32462

1-8 Yard Dumpster from March 1 through September 30 only

Emptied 1 x per week

Exhibit 1 - General Location Maps

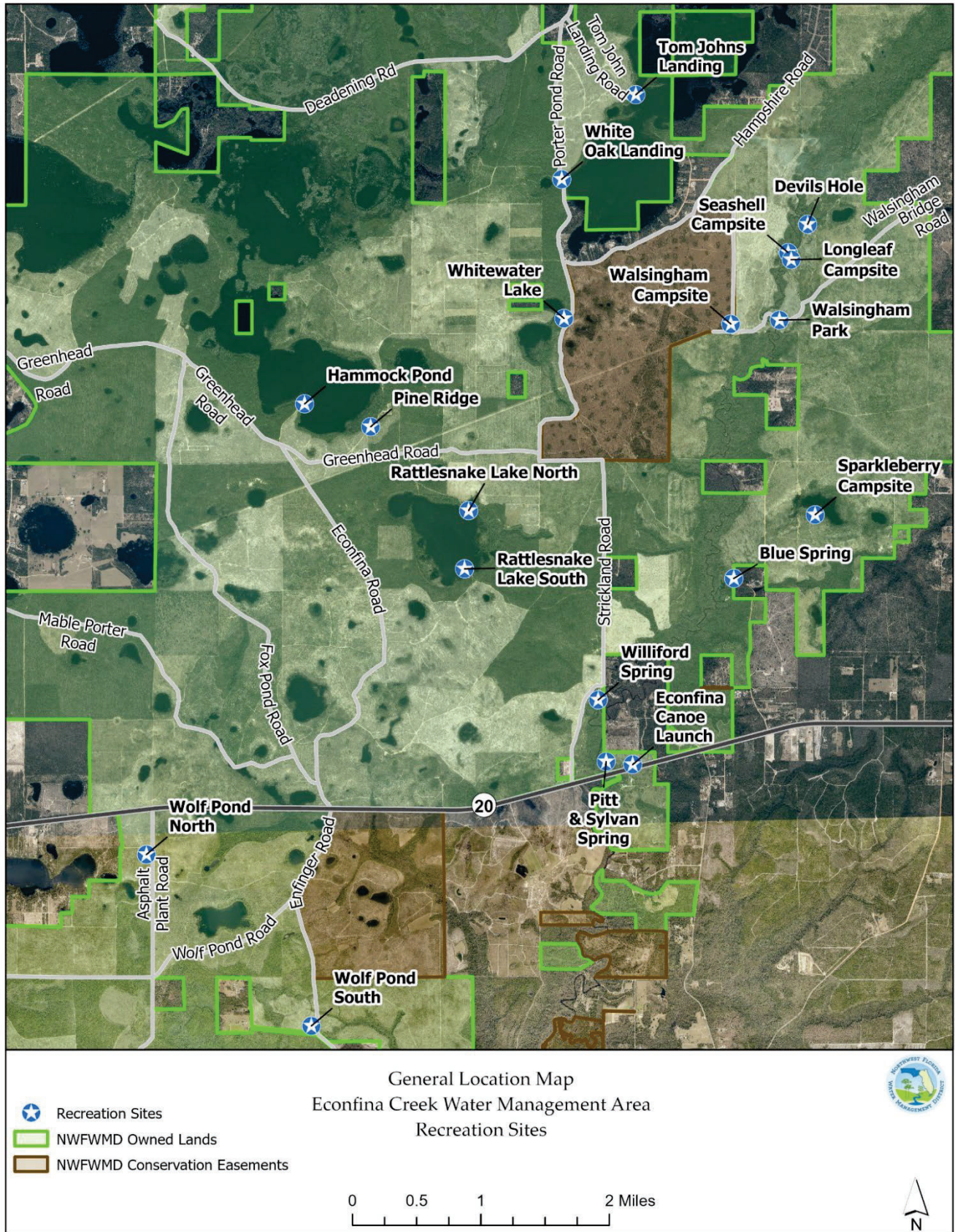


Exhibit 1 - General Location Maps

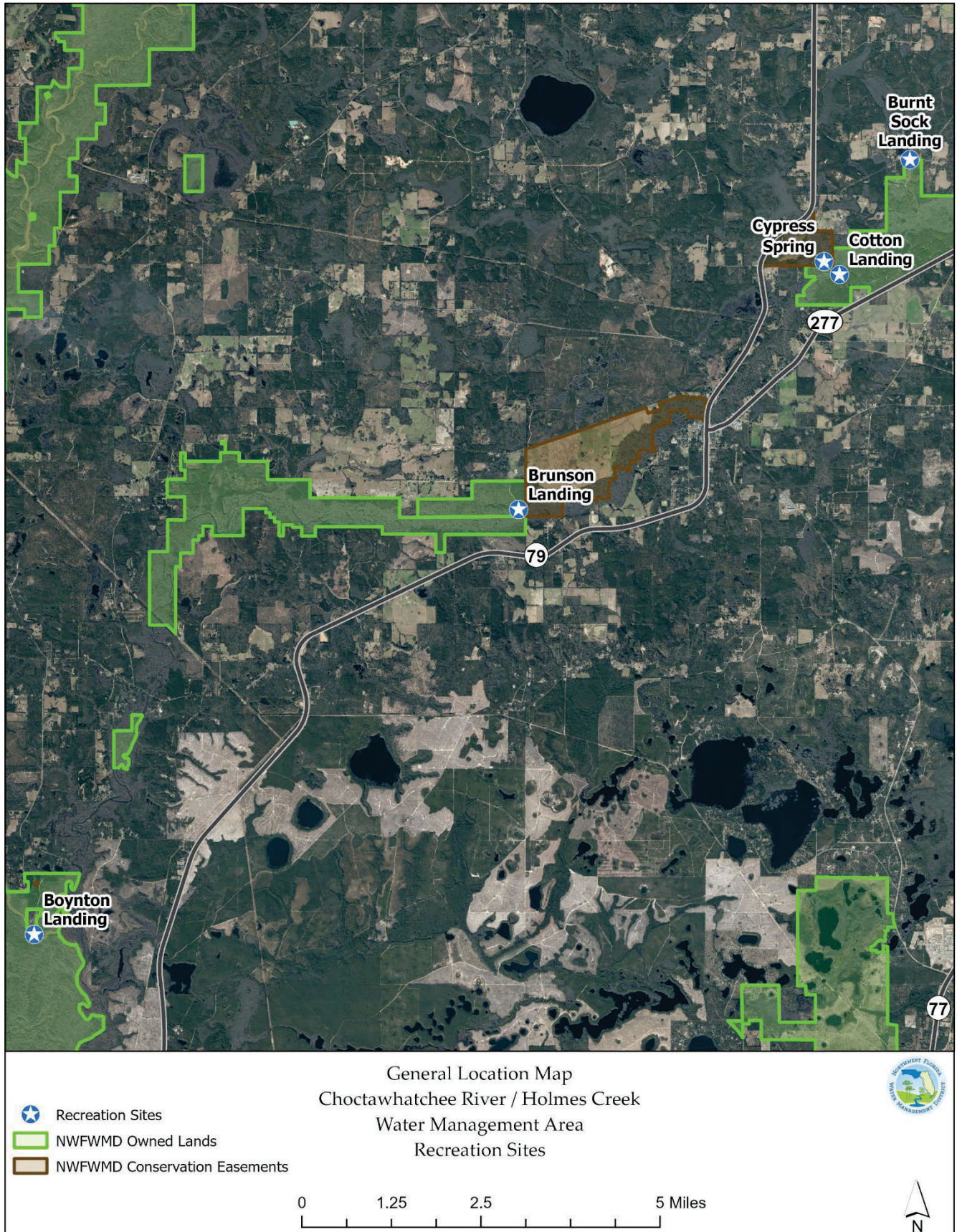


Exhibit 2 - Weekly Recreation Site Cleanup Logs & Checklist

Month/Year: _____ **Week of: Friday** _____ **to Monday** _____

| Econfina Creek Water Management Area | | | | |
|---|---------------------|-----------------------|---------------------|---------------------|
| Site Name | Friday _____ | Saturday _____ | Sunday _____ | Monday _____ |
| Pitt & Sylvan Springs | | | | |
| Wolf Pond North | | | | |
| Wolf Pond South | | | | |
| Sparkleberry Campsite | | | | |
| Blue Spring | | | | |
| Econfina Canoe Launch | | | | |
| Williford Spring | | | | |
| Rattlesnake Lake North | | | | |
| Rattlesnake Lake South | | | | |
| Hammock Pond | | | | |
| Pine Ridge | | | | |
| Whitewater Lake | | | | |
| White Oak Landing | | | | |
| Tom Johns Landing | | | | |
| Walsingham Campsite | | | | |
| Walsingham Park | | | | |
| Seashell Campsite | | | | |
| Longleaf Campsite | | | | |
| Devils Hole | | | | |

| Choctawhatchee River/Holmes Creek Water Management Area | | | | |
|--|---------------------|-----------------------|---------------------|---------------------|
| Site Name | Friday _____ | Saturday _____ | Sunday _____ | Monday _____ |
| Cotton Landing | | | | |
| Cypress Spring | | | | |
| Burnt Sock Landing | | | | |
| Brunson Landing | | | | |
| Boynton Landing | | | | |

COMMENTS/ISSUES OF CONCERN: _____

Exhibit 2 - Weekly Recreation Site Cleanup Logs & Checklist

Month/Year: _____ **Week of: Friday** _____ **to Monday** _____

| Econfina Creek Water Management Area | | |
|---|---------------------|---------------------|
| Site Name | Friday _____ | Monday _____ |
| Pitt & Sylvan Springs | | |
| Wolf Pond North | | |
| Wolf Pond South | | |
| Sparkleberry Campsite | | |
| Blue Spring | | |
| Econfina Canoe Launch | | |
| Williford Spring | | |
| Rattlesnake Lake North | | |
| Rattlesnake Lake South | | |
| Hammock Pond | | |
| Pine Ridge | | |
| Whitewater Lake | | |
| White Oak Landing | | |
| Tom Johns Landing | | |
| Walsingham Campsite | | |
| Walsingham Park | | |
| Seashell Campsite | | |
| Longleaf Campsite | | |
| Devils Hole | | |

| Choctawhatchee River/Holmes Creek Water Management Area | | |
|--|---------------------|---------------------|
| Site Name | Friday _____ | Monday _____ |
| Cotton Landing | | |
| Cypress Spring | | |
| Burnt Sock Landing | | |
| Brunson Landing | | |
| Boynton Landing | | |

COMMENTS/ISSUES OF CONCERN: _____

Daily Checklist

The Contractor will complete the following services at each Recreation Site:

- Visit each site per below schedule, remove all trash and limbs within and along access roads, road shoulders, parking areas, picnic areas, public use areas, along boardwalks, trails, pavilions, restrooms, campsites, etc.
- **The Contractor will open the following Recreation Sites by 8 a.m. during scheduled service days: Blue Spring, Pitt & Sylvan Springs, Williford Spring.**
- Remove/change all trash bags in trash receptacles.
- Empty trash and ash contained within grills and fire circles a minimum of one time weekly.
- Sweep/blow off underneath pavilions, along all walkways and boardwalks/steps, and restroom areas.
- Provide a weekly report of any maintenance issues to the Regional Lands Supervisor and report any safety issues immediately.

PART 3. BID REQUIREMENTS

3.1 RULES FOR THE BIDS

1. All bids must comply with applicable Florida Statutes, laws, and rules.
2. **One electronic bid** must be submitted through DemandStar. See Part 1, *Section 1.13 Submission and Withdrawal* for further details.
3. All bids shall be completed and submitted on the attached **Forms** (Part 5).
4. The District is not subject to Florida sales tax or to any federal excise taxes on all sales made **directly** to the District, and neither shall be included in the bid price.
5. Any transportation or other charges incurred in the delivery of products or services as specified must be included in the bid price, as noted on the bid sheet.
6. All costs whether direct or indirect which will ultimately be paid by the District must be included in the price on the **Bid Form** (Part 5). Any indirect, overhead, profit margin or other such costs, however named, must also be included in the bid price.
7. The award hereunder is subject to Ch. 112, F.S. All bidders shall disclose with their bids the name of any officer, director, board member, or agent who is also an employee of the State of Florida, or any of its agencies. Further, all bidders shall disclose the name of any state employee or any board member or employee of the District who owns directly or indirectly an interest of five percent (5%) or more in the bidder's firm, subsidiaries, or branches.
8. The successful bidder will be required to execute the contract and provide the performance bond within ten (10) calendar days once the awarded successful bidder is notified by the District Project Manager. In case of failure of the successful bidder to execute the agreement within the timeline above, the District may at its opinion consider the bidder in default, in which case the District may award the bid to another bidder at its sole discretion.
9. The District reserves the right to reject any and all bids, to negotiate with the qualified respondent submitting the lowest responsive bid, to waive any irregularities of a minor nature, and to solicit and re-advertise for other bids. Mistakes clearly evident on the face of the bid documents, such as computation errors, may be corrected by the District. Per s. 255.0991, F.S., the District has no regulation that provides contractor preference as described in the statute.

3.2 BID BOND

A Bid Bond will not be required for ITB 25B-009.

3.3 VENDOR REGISTRATION AND W-9 FORMS

The successful bidder will be required to complete a Vendor Registration Form and W-9 Form once notified of award by the District Project Manager.

3.4 RESPONDENT CHECKLIST

Please review the checklist to ensure that you have properly followed the instructions. Many bids and proposals are rejected because the respondent simply failed to comply with required preparation and submission requirements.

- ☐ Have you performed a final review of your bid to ensure you included all required documentation? **The omission of required items will result in rejection of the bid.**
- ☐ Have you completed, signed, and included the **Forms (pages 25 through 28)**? Have you verified all amounts to ensure that they are complete and accurate?
- ☐ If a conflict of interest exists as described in *Section 1.7 Conflict of Interest*, have you included a statement of disclosure? If none, state none.
- ☐ Have you verified the submittal of your complete Bid Package through DemandStar before the deadline? Bids received after the date and time specified will not be considered.

PART 4. EVALUATION OF BIDS

4.1 EVALUATION METHOD AND CRITERIA

Evaluation of the Bid Package will be carried out by staff of the Northwest Florida Water Management District using the criteria listed below:

1. The bid will be awarded to the respondent who submits the lowest total lump sum amount for the completion of all Work for the “Central Region Recreation Site Cleanup and Maintenance Services.”
2. If two or more bids are tied, the bid will be awarded to the respondent earning the most points from the following, each being assigned one point for a total of up to three points:
 - a) One point to a respondent that certifies compliance with s. 288.703(1), F.S., as a certified minority business enterprise;
 - b) One point to a respondent that certifies compliance with s. 295.187(3)(a), F.S., as a certified veteran’s business enterprise; and
 - c) One point to a respondent that certifies compliance with s. 287.087, F.S., having implemented a Drug-Free Workplace program.
3. If there is still a tie, the tie will be broken by lot (for example, coin toss).

PART 5. FORMS

5.1 BID SHEETS AND BIDDER INFORMATION FORMS (ITB 25B-009)

a) Business Name and Address:

| | |
|------------------------------|--|
| Business Name | |
| Street Address | |
| City, State, Zip Code | |

b) Years in Business: _____

c) Years of Experience in site maintenance, mowing, garbage removal: _____

d) List of similar contracts managed within the past 36 months:

| Date (Month/Year) | Project | For Whom |
|----------------------|---------|----------|
| | | |
| | | |
| | | |

e) List of pertinent references*, including names, addresses and telephone numbers:

| Name | Address | Phone Number |
|------|---------|--------------|
| | | |
| | | |
| | | |

*All references must be verified. It is the responsibility of the bidder to ensure that all submitted references are verified. If the reference does not return the District's phone call within seventy-two (72) hours (exclusive of weekends and state holidays) of the time of the District's phone call, the reference will be deemed unverified. References must be current or former clients of the bidding firm; the District will not accept sub-contractor/proposed personnel or personal references of a member of the bidding firm as a substitute for bidder references. Past performance with the District will constitute a reference whether listed or not and will be used by the District to determine the bidder's ability to perform services similar to those described in this Invitation to Bid in a satisfactory manner.

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ITB 25B-009
CENTRAL REGION RECREATION SITE CLEANUP AND MAINTENANCE**

THE RESPONDENT MUST SUBMIT A BID BASED ON A DAILY RATE FOR THE SPECIFIED SERVICES LISTED IN THE SCOPE OF WORK.

INSTRUCTIONS: FILL OUT ALL SHADED CELLS BELOW. INSERT YOUR **DAILY RATE** FOR THE SPECIFIED SERVICE PERIOD, THEN MULTIPLY THE DAILY RATE BY THE “**TOTAL # OF SERVICE DAYS IN THE THREE-YEAR TERM**” CELL. THIS WILL GIVE YOU A TOTAL BID FOR EACH SEASON FOR THE THREE-YEAR TERM. THE TOTAL LUMP SUM BID WILL BE CALCULATED BY ADDING THE TWO TOTAL BID CELLS TOGETHER.

| | BID PRICE PER DAY (DAILY RATE) | # OF SERVICE DAYS IN YEAR 1 (OCT 2025 TO SEP 2026) | # OF SERVICE DAYS IN YEAR 2 (OCT 2026 TO SEP 2027) | # OF SERVICE DAYS YEAR 3 (OCT 2027 TO SEP 2028) | TOTAL # OF SERVICE DAYS IN 3 YEAR TERM | <u>TOTAL BID</u> (MULTIPLY DAILY BID PRICE TIMES TOTAL # OF SERVICE DAYS) |
|--|---|---|---|--|---|--|
| <u>DAILY RATE</u> SPRING AND SUMMER SEASON (APRIL 1- SEPTEMBER 30) | \$ _____ | 104 | 104 | 104 | X 312 = | \$ _____ |
| <u>DAILY RATE</u> FALL AND WINTER SEASON (OCTOBER 1- MARCH 31) | \$ _____ | 52 | 51 | 53 | X 156 = | \$ _____ |
| GRAND TOTAL LUMP SUM BID FOR INITIAL 3-YEAR TERM (ADD ROW 1 + ROW 2 “TOTAL BID” LINES TOGETHER) | | | | | | \$ _____ |

RENEWAL RATE: After the initial three-year term, the contract may be renewed for up to one additional three-year term with a Revised Daily Rate (If Applicable) that will be applied to the three-year term beginning October 1, 2028. Enter your Revised Daily Rate (If Applicable) for each Season that would be applied at the time of contract renewal. **If no rate changes, enter the same Daily Rate amounts from above.**

Revised Daily Renewal Rate - Spring and Summer Season Rate: \$ _____

Revised Daily Renewal Rate - Fall and Winter Season Rate: \$ _____

I certify that this bid is made without subsequent understanding, agreement or connection with any corporation, firm, or person submitting a bid for the timber, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Bidder and that the Bidder is in compliance with all requirements of the Invitation to Bid.

I, the undersigned, having read Parts I through VI of this Invitation to Bid, BID NUMBER 25B-009, and the attached draft “**2025 Central Region Recreation Site Cleanup and Maintenance Services Agreement**,” and having a comprehensive understanding of all provisions, rules, requirements, restrictions, etc. contained herein, agree to same and respectfully submit the bid contained herein.

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review or hearing pursuant to *Section I-18* above.

| | |
|--------------------------------------|---|
| _____ Authorized Bidder Signature | _____ Bidder Title |
| _____ Bidder Name (Print or Type) | _____ Company Name |
| _____ Date | _____ Address |
| _____ Area Code Telephone Number | _____ City State Zip |
| _____ E-mail Address | _____ Federal Employer Identification (FEID#) (Use SS # if no FEID #) |

(The area below this line is to be completed by NFWFMD Agency Clerk only.)

Unsigned bids may be rejected by the Agency Clerk of the Northwest Florida Water Management District.

Agency Clerk
Northwest Florida Water Management District

5.2 BIDDER INFORMATION FORM

| 1. Bidder Information | |
|---|------------------------------|
| Bidder Firm Name: | |
| Is this firm a certified minority business enterprise as defined in section 288.703(1), F.S.? If yes, please provide documentation. | Circle One: Yes No |
| Is this firm a certified veteran's business enterprise as defined in section 295.187(3)(a), F.S.? If yes, please provide documentation. | Circle One: Yes No |
| Has this firm implemented a Drug-Free Workplace program in compliance with section 287.087, F.S.? If yes, please provide documentation. | Circle One: Yes No |
| 2. Bidder Statement of Qualification | |
| <p>I understand that the above information is required to submit a bid in response to ITB No. 25B-009. By signing this form, I acknowledge that all information is accurate and correct to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Person Completing Form (print name)</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Signature</p> </div> </div> | |

PART 6 DRAFT AGREEMENT FOR PROJECT

Please see the attached Draft Agreement for the project. This agreement is subject to change subsequent to legal counsel review.

Agreement for
Central Region Recreation Site Cleanup and Maintenance Services

Between
Northwest Florida Water Management District
And

NWFWMD Contract Number 26-XXX

This agreement (the “Agreement”) is by and between the Northwest Florida Water Management District (hereinafter, the District) and _____ (hereinafter, the Contractor). The District and the Contractor hereby agree as follows:

SECTION 1 – SCOPE OF SERVICES

The Contractor shall perform and render all services and deliverables hereunder (the “Work”) as an independent contractor of the District and not as an agent, representative, or employee of the District. Work shall be provided in accordance with the Contractor’s proposal submitted in response to 25B-009 entitled “ **Central Region Recreation Site Cleanup and Maintenance Services** ” incorporated herein by reference, and the Scope of Work incorporated herein by reference, as Attachment A.

SECTION 2 – RESPONSIBILITIES OF CONTRACTOR

- A. The Contractor is responsible for the timely completion, professional quality, and technical accuracy of all Work provided to the District under the terms of this Agreement. The Contractor shall, without additional compensation, correct or revise any errors, omissions or other deficiencies caused by the Contractor and identified by the District in reports, drawings, and in conjunction with all other Work provided for under this Agreement.
- B. The District’s approval of field activities, reports, drawings, other services, and incidental Work or materials furnished hereunder shall not in any way relieve the Contractor of responsibility for the technical adequacy of its Work. For the purposes of this Agreement, technical adequacy shall refer to the performance of all Work in accordance with the Quality Assurance requirements set forth in the Contractor’s proposal (where applicable) and with said Work performed in accordance with the generally accepted standards and professional practices. The District’s review, approval, acceptance, or payment for any of the Work shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- C. The Contractor shall be, and shall remain, liable in accordance with applicable law for all damages to the District caused by the Contractor’s negligent performance of any of the Work furnished under this Agreement.
- D. As provided under s. 216.347, F.S., expenditure of District funds for purposes of lobbying, including of the Legislature, judicial branch, or any state agency, is prohibited.
- E. The Contractor’s obligations under this Section are in addition to the Contractor’s other expressed or implied assurances under this Agreement or state law and in no way diminish any other rights that the District may have against the Contractor for deficiencies in Work.

- F. The Contractor shall indemnify and hold harmless the District, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.
- G. The Contractor warrants and represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that the Contractor has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.
- H. The Contractor certifies that it and any of its affiliates (i) are not on the Scrutinized Companies that Boycott Israel List or engaged or participating in a boycott of Israel, and (ii) are not on the Scrutinized Companies with Activities in Sudan List, and (iii) are not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and (iv) are not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, and (v) do not have business operations in Cuba or Syria. The District may immediately terminate this Agreement at its sole option if the Contractor is found to have submitted a false certification or is placed on any of the foregoing lists or is engaged or participating in the boycott of Israel during the term of the Agreement. The District shall bring a civil action against the Contractor, as required in s. 287.135(5), F.S., for violation of this provision. As provided in s. 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.
- I. The Contractor covenants that it presently has no conflict of interest and shall not acquire any interest which would conflict in any manner or degree with the performance under this Agreement.
- J. Upon execution of this Agreement, the Contractor shall furnish a company check, cashier's check, money order, or surety bond (the "security deposit" or "Surety Bond" as the case may be) to serve as a Performance Bond, in the amount of \$5,000.00 of the Contract Price of \$XX,XXX.XX.
- i. The Performance Bond shall be held by the District to insure contract compliance and to pay any damages sustained by the District due to the Contractor's negligence or breach of contract; provided, however, that such Performance Bond shall not relieve Contractor from its obligation to indemnify as provided in Section 2.F. hereof.
 - ii. If a security deposit is provided by the Contractor as the Performance Bond, the security deposit shall be returned to Contractor at the conclusion of the Term (defined below) provided all of the terms of this Agreement have been complied with to the satisfaction of the District.
 - iii. If a Surety Bond is provided by the Contractor as the Performance Bond, it shall include a provision whereby the surety company waives notice of any alteration to this Agreement or extension of the Term made by the District. The Surety Bond will remain in force beyond the Term in accordance with any extension granted by the District.
 - iv. The security deposit or Surety Bond, as the case may be, shall, upon failure of the Contractor to fulfill all conditions and requirements herein or made a part hereof, be retained by the District to be applied to satisfy the Contractor's obligations hereunder.

SECTION 3 – TRUTH-IN-NEGOTIATIONS

The Contractor certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments must be made within one year following the end of this Agreement.

SECTION 4 – COMPENSATION

- A. Maximum compensation under this Agreement shall not exceed the availability of funds and current budget authorizations as approved by the District Governing Board.
- B. The Contractor shall submit invoices no more frequently than monthly. Each invoice submitted must be in detail sufficient for pre-audit and post-audit review. A final invoice must be submitted within thirty (30) days after the expiration date of this Agreement.
- C. Payment of any invoice will be subject to inspection and approval by the District's Project Manager or District's designee. The District's Project Manager will determine, in his/her sole discretion, whether or not the Contractor has successfully completed the authorized Work as outlined in this Agreement. Payment will not be made until the District receives written authorization to do so by the District Project Manager. Payment will be made upon inspection and approval of the applicable Work within thirty (30) days of receipt of an approved invoice. Invoices shall include the Contractor name and address, invoice number, Contractor's taxpayer identification number, date, time period covered by the invoice, the Contract Number of this Agreement, total payment requested, amount previously invoiced, and a signed certification by the Contractor Project Manager that the Work being invoiced has been completed.
- D. Any subcontractor fees and other direct expenses required for completion of Work will be billed at actual cost without mark-up and must be identified and pre-approved by the District. All travel shall be in accordance with s. 112.061, F.S., and District policy which requires pre-approval by the District. In such instance, travel expenses must be submitted on District travel forms.
- E. An original invoice, including appropriate backup documentation, shall be submitted to both the District Project Manager, at the contact information included in Section 6.B., and the District's Accounting Department at: AccountsPayable@nwfwater.com.

SECTION 5 – TIME OF PERFORMANCE

- A. This Agreement is effective on the last date of execution by a party (the "Effective Date") and shall remain in effect through September 30, 2028 (the "Term"). The District's performance and obligation to pay under this Agreement is contingent upon annual appropriation by the Florida Legislature and/or approval of the District's annual budget.
- B. By formal amendment in writing and agreed upon by both parties, the District may renew this Agreement for a time period not to exceed three (3) years (the "Renewal Term"), subject to availability of appropriated funds in each fiscal year of the District.

SECTION 6 – APPROVALS AND NOTICES

- A. All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person addressed to the individuals listed in 6.B. If sent by electronic mail, notices shall be considered delivered at 5:00 PM on the day sent, or 9:00 AM the following day if sent after 5:00 PM. If sent via other means authorized by this paragraph, notices shall be considered delivered when reflected by a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.
- B. The District Project Manager for this Agreement is identified below:

| | |
|---|-----------------------------|
| Benjamin Faure, or successor | |
| Northwest Florida Water Management District | |
| 81 Water Management Drive | |
| Havana, FL 32333-4712 | |
| Telephone No.: | (850) 539-9999 |
| E-mail Address: | Benjamin.Faure@nwfwater.com |

- C. The Contractor Project Manager for this Agreement is identified below:

| | |
|-----------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| Telephone No.: | |
| E-mail Address: | |

- D. No amendment to this Agreement shall be effective unless agreed in writing and executed by the parties hereto.
- E. The District and the Contractor may, by written order designated to be a Change Order Amendment, agree that additional Work shall be undertaken within the general scope of this Agreement.
- F. The District shall, at its sole discretion, determine whether the Work has been satisfactorily completed.

SECTION 7 – INSURANCE

The Contractor shall maintain adequate insurance coverage at all times as follows: General Liability, with limits no less than \$1,000,000 per occurrence; \$1,000,000 per occurrence for personal injury; and \$1,000,000 for property damage; Automobile Liability, with combined single limit of not less than \$1,000,000; Workers Compensation and Employers Liability, with limits not less than \$1,000,000 for each accident for Bodily Injury by Accident, \$1,000,000 policy limit and \$1,000,000 each employee for Bodily Injury by Disease. Evidence of all such insurance satisfactory to the District shall be furnished prior to beginning operations, and all such insurance policies shall provide for thirty (30) days' notice to the District of cancellation or any material change in the terms of the insurance policies.

SECTION 8 – SUBCONTRACTS

- A. The Contractor shall not subcontract, assign or transfer any Work under this Agreement without the prior written consent of the District. Any subcontractors who may be employed by the Contractor and approved

by the District must also adhere to all provisions of this Agreement. Subcontractors included in the Contractor's Bid Response are pre-approved for use under this Agreement.

- B. The Contractor shall cause the names of subcontractor firms responsible for portions of the Work to appear on invoices for such Work.
- C. The Contractor agrees to notify the District of all subcontracts no less than ten (10) days prior to the effective date of the subcontracts for the purpose of approval by the District. The Contractor agrees to provide the District with an executed copy of all subcontracts within ten (10) days after the effective date thereof.
- D. The Contractor agrees to be responsible for the fulfillment of all Work elements or arrangements included in the subcontracts and agrees to be responsible for the payment of all monies due under any subcontract and hold the District harmless from any liability or damages arising under or from any subcontract hereunder.

SECTION 9 – LAW COMPLIANCE

The Contractor will abide by and assist the District in satisfying and complying with all applicable federal, state, and local laws, rules, regulations and guidelines, executive orders and policies related to performance under this Agreement.

SECTION 10 – TERMINATION OF AGREEMENT

- A. The District or its designated representatives will decide all questions, difficulties, and disputes of whatever nature which may arise under or by reason of this Agreement. The District's decision upon all claims, questions and disputes shall be final, conclusive and binding upon the parties hereto. This Section 10 does not preclude any party from seeking relief by filing a petition for administrative hearing pursuant to Ch. 120, F.S.
- B. If the Contractor fails to fulfill its obligations in a timely and proper manner under this Agreement, or if the Contractor violates any of the covenants, agreements, or stipulations of this Agreement, the District has the right to terminate this Agreement. This right to terminate will be exercised by giving written notice to the Contractor of such termination and specifying the reason and effective date thereof. Upon such notice of intent to terminate this Agreement by the District, the Contractor will have a contract resolution period not to exceed thirty (30) days to resolve deficiencies, disputes or other contract issues to the District's satisfaction before the termination is final. During this resolution period the Contractor will not initiate any new Work requiring additional compensation without written approval by the District.
- C. The District may at any time and for any reason give notice of immediate termination of this Agreement at the District's convenience and sole discretion. Upon receipt of such notice, the Contractor shall, unless the notice directs otherwise, immediately discontinue the Work and procurement for all materials and services in connection with the performance of this Agreement.
- D. Upon termination in any event, the Contractor shall not be relieved of liability to the District for damages sustained by the District because of any breach of this Agreement, without prejudice to any other rights the District may have as a result of such breach, including, but not limited to, the right to consequential or incidental damages.
- E. In the event the District terminates this Agreement, other than for breach by the Contractor, the Contractor shall be compensated for Work completed as of the date of termination and for any

irrevocable commitments for procurement for materials or services made by the Contractor as of the date of termination. The Contractor agrees that it will make no such commitments prior to receiving written approval from the District. The Contractor also agrees to provide all Work products completed or in progress at the date of termination.

SECTION 11 – OWNERSHIP OF DOCUMENTS AND DELIVERABLES

- A. The Contractor will provide the District with any and all reports, plans, models, geographic information system data, studies, maps, or other documents resulting from the Work. Unless otherwise specified, all written materials, documents, plans, model results, and maps shall be submitted to the District in editable electronic format by the Contractor, and hard copies shall be provided as requested by the District. All digital photos, graphics, and maps shall be of sufficient quality to be reproducible.
- B. The Contractor shall be responsible for the validation of all field and analytical data collected by the Contractor and shall be responsible for the accuracy of all reports submitted to the District.
- C. All reports produced and other data gathered by the Contractor for the purpose of this Agreement shall become the property of the District without restriction or limitation upon their use and shall be made available by the Contractor at any time upon request of the District.
- D. All deliverables, including Work not accepted by the District, are District property when Contractor has received compensation therefor, in whole or in part. For any Work subject to patent or copyright, such Work is a “work made for hire” as defined by the patent and copyright laws of the United States. Contractor shall not make any representation otherwise and, upon request, shall sign any documents so affirming. Any District source documents or other District or non-District documents, specifications, materials, reports, or accompanying data developed, secured, or used in the performance of the Work, excluding proprietary materials, as outlined in the Contract Documents, are District property and shall be safeguarded and provided to the District upon request. This obligation shall survive termination or expiration of this Agreement.
- E. The District shall have the unrestricted right to use and disseminate all of the above-referenced documents without payment of further compensation to Contractor, provided that any future use for other than the purpose intended by this Agreement shall be at the District’s sole risk and without liability to Contractor. Contractor shall include language in all subcontracts clearly indicating that ownership and copyright to all materials produced pursuant to this Agreement remains with the District, as provided herein. All work products, including but not limited to original sketches, tracings, drawings, computation details, calculations, field books, and plans, that result from the Work shall become the sole property of the District. Contractor shall submit all such work products to the District, if requested and Contractor may retain copies of all such work products.

SECTION 12 – RELEASE OF INFORMATION

The Contractor agrees not to divulge any information obtained in connection with the performance of services under this Agreement to anyone other than the District unless authorized in writing by the District, required by Florida Public Records Law under Ch. 119, F.S., or required by court order. All drawings, specifications, diagrams, reports, documents, etc., furnished by the Contractor pursuant to this Agreement shall become the sole property of the District, and may be subject to disclosure by the District under Ch. 119, F.S. However, the Contractor shall maintain the confidentiality of the project and all related information unless such confidentiality is waived by the District in writing.

SECTION 13 – CHOICE OF LAW/FORUM

The parties hereby agree that any and all actions or disputes arising out of this Agreement shall be governed by the Laws of the State of Florida; and any such actions shall be brought in state court in Leon County, Florida. The parties hereby agree to waive any rights they may have to file or remove an action to any U.S. district court.

SECTION 14 – VENDOR LISTS (PUBLIC ENTITY CRIME/DISCRIMINATORY/ANTITRUST VIOLATER) AND NON-PROFIT ORGANIZATION

- A. 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, F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list pursuant to s. 287.133, F.S. Questions regarding the convicted vendor list may be directed to the Florida Department of Management Services, State Purchasing Division, at (850) 488-8440 or send email to purchasingcustomerservice@dms.fl.gov.
- B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies 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 pursuant to s. 287.134, F.S. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, State Purchasing Division, at (850) 488-8440 or send email to purchasingcustomerservice@dms.fl.gov.
- C. A person or affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity, may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work, may not submit a bid, proposal, or reply 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 a public entity, and may not transact new business with a public entity, pursuant to s. 287.137, F.S. Questions regarding the antitrust violator vendor list may be directed to the Florida Department of Management Services, State Purchasing Division, at (850) 488-8440 or send email to purchasingcustomerservice@dms.fl.gov.
- D. Pursuant to s. 216.1366, F.S., if Contractor meets the definition of a non-profit organization under s. 215.97(2)(m), F.S., Contractor must provide the District with documentation that indicates the amount of state funds:
 - i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.
 - ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's contract tracking system and maintained pursuant to s. 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

SECTION 15 – ACCESS TO RECORDS FOR THE PURPOSE OF AUDITS

- A. The Contractor shall maintain books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The District, the State, inspector general or their authorized representatives shall have access to such records for audit purposes during the Term, or Renewal Term, if applicable, and for five (5) years following the termination or expiration of this Agreement. In the event any Work is subcontracted, the Contractor shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
- B. The Contractor shall comply with Florida Public Records law under Ch. 119, F.S. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in s. 119.011(12), F.S. Contractor shall keep and maintain public records required by the District to perform the services under this agreement.
- C. This Agreement may be unilaterally canceled by the District for unlawful refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with this Agreement and subject to disclosure under Ch. 119, F.S., and Section 24(a), Article I, Florida Constitution.
- D. If the Contractor meets the definition of "Contractor" found in s. 119.0701(1)(a), F.S. [i.e. an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency], then the following requirements apply:
 - i. A request to inspect or copy public records relating to this Agreement for services must be made directly to the District. If this District does not possess the requested records, the Contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time. If the Contractor fails to provide the public records to the District within a reasonable time, the Contractor may be subject to penalties under Ch. 119, F.S., or as otherwise provided by law.
 - ii. Upon request from the District's custodian of public records, the Contractor shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Ch. 119, F.S., or as otherwise provided by law. All records that are stored electronically must be provided to the District in a format that is compatible with current information systems.
 - iii. The Contractor shall identify and ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law during the Term, Renewal Term, if applicable, and following termination or expiration of the Agreement if the Contractor does not transfer the records to the District.
 - iv. Upon termination or expiration of this Agreement, the Contractor shall transfer, at no cost to the District, all public records in possession of Contractor or keep and maintain public records required by the District to perform the services under this Agreement. If the Contractor transfers all public records to the District, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records.

- E. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CH. 119, F.S., OR TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS BY TELEPHONE AT (850) 539-5999; BY EMAIL AT ombudsman@nwfwater.com; OR BY MAIL AT NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, 81 WATER MANAGEMENT DRIVE, HAVANA, FL 32333.**

SECTION 16 – AGENCY INSPECTORS GENERAL

The Contractor understands and shall comply with s. 20.055(5), F.S., which states: It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.

SECTION 17 – PAYMENTS

- A. Payment will be made upon inspection and approval of Work and within thirty (30) days of receipt of an approved invoice, submitted in sufficient detail for a pre-audit and post-audit review.
- B. The Contractor agrees to participate in electronic funds transfer payments from the District.

SECTION 18 – FINANCIAL CONSEQUENCES/REMEDIES

- A. In accordance with s. 287.058(1)(h), F.S., the District will apply financial consequences for nonperformance. If the Contractor fails to complete the Work within the Term or extension thereof granted by the District in its sole discretion but does complete the Work within thirty (30) days after the Term, the compensation therefor shall be reduced by two percent (2%). If the Contractor fails to complete the Work within the Term or extension thereof granted by the District in its sole discretion but does complete the Work after thirty (30) days but within sixty (60) days after the Term, the compensation therefor shall be reduced by five percent (5%).
- B. If the Contractor shall fail to complete the Work within sixty (60) days after the Term or extension thereof granted by the District in its sole discretion, then the Contractor shall be in default and shall forfeit the performance bond required in Section 2.
- C. Cumulative Remedies. The rights and remedies of the District in this section are in addition to any other rights and remedies provided by law or under this Agreement.

SECTION 19 – EXECUTION OF COUNTERPARTS

This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

SECTION 20 – AGREEMENT AS INCLUDING ENTIRE AGREEMENT; SEVERABILITY

The contract documents (“Contract Documents”) which make up this Agreement consist of: (i) this Agreement document and all attachments and exhibits hereto, (ii) Invitation to Bid ~~ITB 25B-06~~ (iii) the Bid Response, (iv) technical specifications, (v) all addenda issued prior to the execution of this Agreement, (vi) the proposal submitted by the Contractor, and (vii) all modifications issued subsequent thereto. The Contract Documents are part of this Agreement as if attached to this Agreement, whether or not they are actually attached. This Agreement, including the Contract Documents, hereby incorporated by reference, makes up the entire contract of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communication, representation, or agreements, either verbal or written, between the parties hereto.

This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

SECTION 21 – MISCELLANEOUS

Force Majeure. Neither the Contractor nor the District shall be responsible for a delay in its respective performance under this Agreement if such delay is caused by acts of God, fire, flood, named storms, war, terrorist attacks, strikes, lockouts, acts or intervention of governmental agencies or authorities, court orders, and governmentally declared pandemics, epidemics, health emergencies, plague, quarantine, and travel restrictions.

SECTION 22 – OTHER STATUTORY PROVISIONS

- A. Disclosure of Gifts from Foreign Sources. If the value of the grant or contract under this Agreement is \$100,000 or more, Grantee or Contractor shall disclose to the District any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern, as defined in section 286.101, F.S., if such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous 5 years. Such disclosure shall include the name and mailing address of the disclosing entity, the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. If the disclosure requirement is applicable as described above, then within 1 year before applying for any grant or contracting with the District, Grantee or Contractor must also provide a copy of such disclosure to the Department of Financial Services.
- B. Food Commodities. To the extent authorized by federal law, the District, its grantees, contractors, and subcontractors shall give preference to food commodities grown or produced in this state when purchasing food commodities, including farm products as defined in section 823.14, F.S., of any class, variety, or use thereof in their natural state or as processed by a farm operation or processor for the purpose of marketing such product.
- C. Anti-human Trafficking. If the Grantee or Contractor is a nongovernmental entity, the Grantee or Contractor must provide the District with an affidavit signed by an officer or a representative of the Grantee or Contractor under penalty of perjury attesting that the Grantee or Contractor does not use coercion for labor or services as defined in section 787.06, F.S.

D. Iron and Steel for Public Works Projects. If this Agreement funds a “public works project” as defined in section 255.0993, F.S., or the purchase of materials to be used in a public works project, any iron or steel permanently incorporated in the Project must be “produced in the United States,” as defined in section 255.0993, F.S. This requirement does not apply if the District determines that any of the following circumstances apply to the Project:

- i. iron or steel products produced in the United States are not produced in sufficient quantities, reasonably available, or of satisfactory quality;
- ii. the use of iron or steel products produced in the United States will increase the total cost of the project by more than twenty percent (20%); or
- iii. complying with this requirement is inconsistent with the public interest.

Further, this requirement does not prevent the Grantee’s or Contractor’s minimal use of foreign steel and iron materials if:

- iv. such materials are incidental or ancillary to the primary product and are not separately identified in the project specifications; and
- v. the “cost” of such materials, as defined in section 255.0993, F.S., does not exceed one-tenth of one percent (1%) of the total Project Cost under this Agreement or \$2,500, whichever is greater.

Electrical components, equipment, systems, and appurtenances, including supports, covers, shielding, and other appurtenances related to an electrical system that are necessary for operation or concealment (except transmission and distribution poles) are not considered to be iron or steel products and are, therefore, exempt from the requirements of this paragraph.

This provision shall be applied in a manner consistent with and may not be construed to impair the state’s obligations under any international agreement.

IN WITNESS THEREOF, the District and the Contractor have executed this Agreement as of the date below written.

Northwest Florida Water Management District
Havana, Florida

By: _____

Lyle Seigler
Executive Director

By: _____

Date: _____

Date: _____

List of attachments/exhibits included as part of this Agreement:

| Specify Type | Letter/ Number | Description (including number of pages) |
|-----------------|-------------------|--|
| Attachment A | | Scope of Work (5 pages) |
| Exhibit 1 | | General Location Maps (2 Pages) |
| Exhibit 2 | | Weekly Recreation Site Cleanup Log (3 Pages) |
| | | |
| | | |

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

LABOR AND SERVICES AFFIDAVIT

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
City, State Zip Code _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, _____, as authorized representative attest that _____ does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

(Date)

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, _____, by _____.

Signature of Notary Public

(SEAL)

Print, Type, or Stamp Name of Notary

Personally Known: ☐

OR Produced Identification: ☐

Type of Identification Produced: _____