

BACKGROUND

1. The City of Ocala is seeking bids for experienced Gopher Tortoise Agents authorized in the State of Florida to remove multiple tortoises located at the Ocala International Airport, 1700 SW 60th Avenue. This project is for the provision of services for the permitting and relocation of gopher tortoises (*Gopherus polyphemus*) located on 17.86 acres of land on the north end of the Airport, specifically for the North Development Road Project (see attached site plan).

The gopher tortoise is listed as a threatened species by the Florida Fish and Wildlife Conservation Commission (FWC), and tortoises and their burrows are protected from destruction, harm, disturbance or harassment (collectively "take"). This scope is for the application and attainment of the appropriate gopher tortoise relocation permit from the FWC, and for the subsequent capture and relocation of tortoises from the project site in accordance with FWC permitting guidelines.

Vendor shall provide all materials, labor and equipment necessary to complete the above-mentioned services.

There is an estimated amount of 10-15 potentially gopher tortoise within the target area.

All work shall be coordinated with City Project Manager, Michael Baker, 1770 SW 60th AVE, STE 600, Ocala FL, 34474, E-Mail: mabaker@ocalafl.gov.

2. **NON-MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

CONTRACTOR RESPONSIBILITIES AND PROJECT SPECIFICATIONS

1. **Project Summary:** Vendor will be required, but are not limited to provide the services below:
 - Survey, record coordinates and mark all burrows.
 - Prepare and submit required documentation for FWC relocation permit.
 - Register landowner on FWC permitting site as required for permit issuance.
 - Capture and transfer/release tortoises from proposed areas to permitted off-site recipient site in accordance with FWC permitting guidelines.
 - Capture gopher tortoises utilizing the excavation method.
 - Complete After-Action reporting services
2. **Project Specifications:** This project will require the Vendor to have the following specifications and documents, which are incorporated by reference:
 1. **Chapter 68A-27, Florida Administrative Code, Rules Relating to Endangered or Threatened Species**, available at: <https://www.flrules.org/gateway/ruleNo.asp?id=68A-27.003>.
 2. **Florida Fish and Wildlife Conservation Commission's Gopher Tortoise Management Plan** (most recent), available at: <https://myfwc.com/media/1819/gt-management-plan.pdf>

In the event of a conflict between the individual Project Specifications regarding the scope of work to be performed, then the specification with the more restrictive provision shall take precedence over the others.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be a licensed Gopher Tortoise Agent as in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess three (3) years' experience in providing these services.

PERMIT REQUIREMENTS

1. Vendor shall be required to obtain all permits required for the completion of the project at no additional cost to the City.

INSURANCE REQUIREMENTS

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

CONTRACT TERM

1. **Term:** Once the permit is obtained (anticipate two (2) weeks) the actual relocation should take no longer than three (3) days, so long as suitable weather forecasts are available.

SAFETY

1. The Vendor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Vendor's responsibility.

INVOICING

1. All original invoices will be sent to: Michael Baker, Project Manager, Ocala International Airport, 1770 SW 60th AVE, STE 600, OCALA FL, 34474 email: mabaker@ocalafl.gov.
2. Vendor will invoice at least once a month.
3. Vendor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items.
3. The quantities in Price Proposal are estimated and should not be construed as guaranteed minimums.

4. Bids will be received on a unit price basis.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.