



St. Johns River

Water Management District

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

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • 386-329-4500
On the internet at www.sjrwmd.com.

Date: July 18, 2018
TO: Prospective Respondents
FROM: Debra Stratton, Real Estate Services Coordinator
SUBJECT: Addendum #1 to Invitation to Submit Offer #LRS1457
Lake Monroe Conservation Area, Volusia County, Florida

Dear Mandatory Site Visit Attendees:

As a result of questions/inquiries at the Mandatory Site Visit held July 10, 2018, the following clarification/additional information are provided. Please make all appropriate changes to your ITO documents and respond accordingly.

1. Question: How many animal units maximum will be authorized for this property lease? The number seems to high.

Clarification: **The maximum authorized animal units is being revised to 80 animal units for this potential cattle grazing lease.**

2. Question: With a smaller number of animal units being authorized for this lease, will the minimum qualifications be revised?

Clarification: Yes, **the minimum qualifications are being revised to: a minimum of three years of experience managing a cattle grazing operation(s) totaling 300 acres or greater and 80 animal units or greater, by either Respondent, or Respondent's proposed Operational Manager.**

3. Question: Will cow pens remain on the property.

Clarification: **The cow pens will be removed from the property by the current Lessee. New Lessee will need to install new or temporary cow pens. Graham Williams, District's Land Manager, will identify the location where the new cow pens are to be placed. The Land Manager would like for the cow pens to be installed on higher ground.**

4. Question: Part III Forms – The current bidding form language reflects the prior # of maximum animal units allowed. These forms have been revised based upon the change in maximum animal units (80) outlined above.

Clarification: **Attached is a new set of Part III – FORMS (Page 12 – 17 of the ITO).**
Please use these updated forms to prepare/complete your Response.

(Should a Respondent use the prior set of forms to complete his/her Response, the Response will be accepted if received by the District timely based upon the per animal unit lease fee offered and the math (x80 AU) will be completed by District staff and initialed as corrected on the Response form at the public opening at 2:00 pm., July 25, 2018, at District Headquarters.)

5. Question: Does the District have a topo map of the area?

Clarification: **Attached is a topo map of the area for your information.**

Note: The response due date for this solicitation remains as 2:00 p.m., Wednesday, July 25, 2018. Please insure your response is received timely. Any late responses will not be accepted. Responses may be mailed or hand-delivered. The 2:00 p.m. meeting is open to the public and you are welcome to attend.

Please acknowledge receipt of this Addendum on the OFFER RESPONSE FORM provided.

Thank you for your interest.

The Invitation to Submit Offer, and this Addendum, may also be located on the District's website at: www.sjrwmd.com/lands/cattlelease/

PART III – FORMS
OFFER RESPONSE FORM
(This form to be included in ITO submittal)

RESPONDENT:

The undersigned, as Respondent, hereby declares and certifies that the only person(s) or entities interested in this ITO as principal(s), or as persons or entities who are not principal(s) of the Respondent but are substantially involved in performance of the Work, is or are named herein, and that no person other than herein mentioned has an interest in this ITO or in the Lease to be entered into; that this ITO is made without connection with any other person, company, or parties making an offer; and that this bid is in all respects fair and in good faith without collusion or fraud.

Respondent represents to the District that, except as may be disclosed in an addendum hereto, no officer, employee or agent of the District has any interest, either directly or indirectly, in the business of Respondent to be conducted under the Lease, and that no such person shall have any such interest at any time during the term of the Lease, should it be awarded to Respondent. Respondent further declares that it has examined the Lease Agreement and informed itself fully in regards to all conditions pertaining to this solicitation; it has examined or had the opportunity to examine and waives any objection to the Property; it has read all of the addenda furnished before the ITO opening, as acknowledged below; and has otherwise satisfied itself that it is fully informed relative to the Lease and the Property.

Respondent agrees that if its Offer is accepted, Respondent shall contract with the District in the form of the attached Lease Agreement, and shall furnish everything necessary to comply with the conditions specified in the ITO and Lease Agreement, and shall furnish the required evidence of the specified insurance.

Acknowledgment is hereby made of the following addenda (identified by number) received:

Addendum	No.	Date	Addendum	No.	Date
_____		_____	_____		_____
_____		_____	_____		_____

Respondent Name: (if business entity, provide full legal name)

Mailing Address

Telephone Number Fax Number Email Address

Respondent Authorized Signature Date Print Name and Title

Operational Manager for this Site, if different from Respondent Print Name

RESPONDENT QUALIFICATIONS AND REFERENCES FORM
(This form to be included in ITO submittal)

MINIMUM QUALIFICATIONS: A minimum of three years of experience managing a cattle grazing operation(s) totaling 300 acres or greater and 80 animal units or greater, by either Respondent, or Respondent's proposed Operational Manager for this Property. The Respondent must provide documentation showing their company's or Operational Manager's managing experience. Examples of qualifying management experience include: planning, directing, and coordinating the management or operation of the ranch; engaging in decisions of marketing and financial activities such as budget and purchasing, infrastructure and machinery needs and repair, production, safety, daily land and livestock management; hiring, training, evaluating the performance of, and supervising ranch hands, cowboys or other farm workers, or contracts for services to carry out the day-to-day activities of the managed operation.

Qualifying respondent should have **livestock operations** management experience including: purchasing supplies, equipment and services, feeding and watering, calf tagging-vaccination and management, husbandry, ensuring livestock is raised to market standards, implementing Government Regulations, marketing mature livestock, making financial decisions and developing a budget.

Qualifying respondent should also have **pasture management** experience including: mowing, roller chopping, invasive species control, prescribed burns, haying of pasture, Best Management Practices for FL Cow/Calf Operations, repair and maintenance of fences, equipment, irrigation, and buildings, implementing of Government Regulations; and communicating and negotiating with landlords, cattle owners, employees, contractors, vendors, neighbors, and the public, including hunters and recreational users of the land.

Respondent must have a minimum of three-years of actual management experience/responsibilities confirmed by District from the References regardless of their years of other experience. Management experience must include a minimum of 80 animal units and 300 acres managed, for the length of time needed to meet the minimum 3-year requirement. To meet the minimum 3-year requirement, Respondent, or Respondent's proposed Operational Manager may combine qualifying management experience on grazing operations smaller than 80 animal units and 300 managed acres as long as they are managed during the same time period.

REFERENCES BELOW ARE FOR **RESPONDENT/OPERATIONAL MANAGER (CIRCLE CORRECT INDIVIDUAL BEING REFERENCED)**: Qualifying individual must provide a minimum of three references who can verify qualifications and past performance record for each lease/cattle operation referenced. **Specific lease information including starting and end dates, and number of animal units and acres managed must be provided by the References.** References must be individuals that can be readily contacted and have first-hand knowledge of the qualifying individual's performance.

If lease is awarded based upon qualifications of an Operational Manager and the Operational Manager leaves employment of the Lessee prior to 3-years into the lease, the Lessee will be required to provide an acceptable Operational Manager to the District within 60 days or will be in default. If Lessee has been actively assisting with daily management, District may take into consideration that experience and prior management experience, and at District's sole discretion, based upon the District's interpretation of the Lessee's performance, substitute this management assistance for some, or all, of the required management experience.

1. Reference Name/Business Name:

Contact Person: _____

Address: _____

Phone Number: _____

E-mail Address (mandatory): _____

Cattle Grazing Operation – Owned or Leased

 Begin date of Employment/Lease: _____

 End date of Employment/Lease: _____

 # of Cattle personally responsible for management of _____

 # of Acres personally responsible for management of _____

Other:

2. Reference Name/Business Name:

Contact Person: _____

Address: _____

Phone Number: _____

E-mail Address (mandatory): _____

Cattle Grazing Operation – Owned or Leased

 Begin date of Employment/Lease: _____

 End date of Employment/Lease: _____

 # of Cattle personally responsible for management of _____

 # of Acres personally responsible for management of _____

Other:

QUALIFICATIONS AND REFERENCES FORM, CONTINUED
(This form to be included in ITO submittal)

3. Reference Name/Business Name:

Contact Person: _____

Address: _____

Phone Number: _____

E-mail Address (mandatory): _____

Cattle Grazing Operation – Owned or Leased

Begin date of Employment/Lease: _____

End date of Employment/Lease: _____

of Cattle personally responsible for management of _____

of Acres personally responsible for management of _____

Other:

The undersigned Respondent/Operational Manager certifies that all references and information provided on this Qualifications and References Form are true and correct to the best of his/her knowledge.

QUALIFIED INDIVIDUAL'S NAME and SIGNATURE

Mailing Address

Telephone Number

Fax Number

Email Address

RESPONDENT COMPANY'S NAME (as identified at <http://www.sunbiz.org/>)

Respondent Authorized Signature

Date

Print Name and Title

CERTIFICATE AS TO ENTITY
(This form to be included in ITO submittal)

The below entity is organized under the law of the State of _____; is authorized by law to respond to this Invitation To Submit Offer To Lease Property for use as a cattle grazing site and to perform all duties and responsibilities set forth in the Lease Agreement, and is authorized to do business in the State of Florida.

Entity Name: _____
Type of Entity (Corp, LLC, Partnership): _____
Principal Address: _____
Registration No. _____
Registered Agent & Address: _____
Name of Entity: _____

By: _____
Title: _____

(Affix Seal)

Attestation of Corporate Secretary (or witnesses if not a Corporation):

The full names and business or residence addresses of persons or firms interested in the foregoing ITO as principals, officers, managers, or partners of Respondent are as follows (specifically include the President, Secretary and Treasurer and offices held for a corporation/include the manager(s) or managing members for a limited liability company/include the partners for a partnership).

Identify any parent, subsidiary or sister entities involving the same or substantially the same officers, directors, managers or partners that will or may be involved in performance of the activities under the ITO, and provide the same information requested above on a photocopy of this form.

If applicable, attach a copy of a certificate to do business in the State of Florida, or a copy of the application that has been accepted by the State of Florida to do business in the State of Florida, for the Respondent and/or all out-of-state entities that are listed pursuant to this form.

REVENUE OFFER SCHEDULE
(This form to be included in ITO submittal)

Invitation to Submit Offer to be opened at 2:00 p.m., on Wednesday, July 25, 2018.

TO: ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

In accordance with the advertisement requesting offers from qualified Respondents for the management of the Lake Monroe Conservation Area property identified in ITO #LRS1457 for a cattle grazing operation, subject to the terms and conditions of the Lease Agreement, the undersigned proposes to enter into the Lease Agreement and pay the District the following lease fees:

The Respondent (potential Lessee) agrees to pay the LESSOR (DISTRICT) an annual lease Fee based upon the Animal Unit (AU) Fee set forth below multiplied by 80 AUs. Any offer received based on less than 80AUs shall be disqualified from an award. Any current or past Lessee of the District in default for violation of the entity's/individual's current or prior District lease, may be deemed disqualified and District may reject such submittal for not meeting minimum qualifications.

To Derive Total Offer:

Offer of Fee to be paid per Animal Unit: \$_____

Animal Units/Stocking Rate: 80 Animal Units

Total Offer for annual lease Fee (AU Fee x 80 AUs) = \$_____

Total Offer for annual lease fee in words:

_____ Dollars

I HEREBY ACKNOWLEDGE, as Respondent or as Respondent's authorized representative, that I have fully read and understand all terms and conditions as set forth in this ITO and upon award of such ITO, shall comply with such terms and conditions.

RESPONDENT NAME: (Individual or Business Entity Name)

Mailing Address

Telephone Number

Fax Number

Email Address

Authorized Signature

Date

Print Name and Title

TOPO MAP

