

IMMOKALEE WATER & SEWER DISTRICT

REQUEST FOR PROPOSAL

Sealed Proposal packages will be received at the Administration Office located at 1020 Sanitation Rd., Immokalee, Florida until Tuesday, September 8, 2015 at 2:00 PM. Immediately thereafter, in the District's Board Room located at the above address, those qualification packages received will be opened and publicly read concerning:

Underwater Inspection and Cleaning Services for three large above-ground water tanks belonging to Immokalee Water & Sewer District, in accordance with the Florida Administrative Code Rule 62-555.350(2).

Additional information may be obtained upon application to Andrea Sanchez, (Purchasing – A/P), at 1020 Sanitation Rd., Immokalee, FL 34142.

The Immokalee Water & Sewer District reserves the right to accept or reject any or all qualification statements, to waive any submittal informalities and to re-advertise when deemed in the best interest of the Immokalee Water & Sewer District.

Immokalee Water & Sewer District

Eva J. Deyo
Executive Director

REQUEST FOR PROPOSAL
FOR
**UNDERWATER INSPECTION AND CLEANING
OF ABOVE-GROUND WATER TANKS**

A. PURPOSE

Immokalee Water & Sewer District, hereinafter referred to as the District, located in the state of Florida, is actively seeking bids from qualified bidders, hereinafter referred to as the Contractor, **to inspect and clean three large water tanks** in full accordance with the specifications, terms, and conditions contained in this Request for Proposals (RFP).

B. SCOPE OF SERVICES

1. Water Tank Inspections:

There are a total of three above-ground water tanks each to be inspected and cleaned once every three years, at one tank per year starting in 2015. Interior and exterior assessments will review structural, sanitary, safety, security and any installed coating conditions. Minimum tank items to be examined will include ladders, shell, roof, vent, man ways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

At all times, including during underwater operations of contractor, water levels in tanks are to remain full and tanks are to remain in full operation. All exterior assessments will be performed from the ground, installed ladders, and exterior roof while utilizing installed personal fall protection equipment, without additional scaffolding or rigging.

Florida Administrative Code Rule 62-555.350(2) states that water tanks shall be inspected for structural and coating integrity at least once every five (5) years by personnel under the responsible charge of a Professional Engineer licensed in Florida. The PE will be provided by the Contractor as a requirement of the proposal.

Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA, TCEQ and NFPA requirements. Final written reports must be stamped by a Florida licensed professional engineer.

2. Tank Specifications:

- a. **JVW Water Plant tank** – a 1,500,000 gallon tank built in 1996, with dimensions of 20' x 113'. This was last inspected in 2012.

- b. **Airport Water Plant tank** – a 750,000 gallon tank built in 1987, with dimensions of 20' x 80'. This was last inspected in 2013.
- c. **Carson Road Water Plant tank** – a 1,500,000 gallon tank built in 2008, with dimensions of 25' x 101'. This was last inspected in 2011.

***Note:** All tanks have exterior and interior ladders, and top hatchways located where the exterior ladders meet the top of the tanks. There is direct access to all tanks by a standard truck/trailer combo and the use of four wheel drive is not necessary. All tanks have baffle walls located within the tank.

3. Schedule of Work:

- a. **JVW Water Plant tank** is to be cleaned in 2016.
 - b. **Airport Water Plant tank** is to be cleaned in 2017.
 - c. **Carson Road Water Plant tank** is to be cleaned in 2015.
4. If available, the District would like underwater interior video documentation of inspection, to be recorded on DVD format, to be included with final written reports.
5. The Contractor shall provide all equipment, materials, labor, and obtain all permits and pay all fees and charges necessary to properly dispose of all residuals generated by the contract.

The Contractor shall coordinate all of the on-site activities with the representative. The Contractor's operations shall not in any way interfere or negatively impact the day-to-day or construction operations of the District's facilities.

C. BID PROPOSAL

The Contractor shall provide a written proposal to perform the work of this project. The proposal shall include the following elements:

- 1. Name and address of bidder
- 2. Telephone number of bidder
- 3. A brief record of experience in performing contract services including the name and telephone number of references.
- 4. Name, address and telephone number of the principal owners of the company submitting a bid.

5. A detailed description of the proposed services.
6. A detailed financial proposal (BID) for the contracted work. The bid should clearly indicate the following:
 - a. Cost per year, per facility for inspection and cleaning;
 - b. Cubic yards of sediment removal included in price per facility;
 - c. Additional cost per inch of sediment removal, if exceeds amount included.

D. PERFORMANCE

It is the intention of the District to obtain the services as specified herein from a source of supply that will give prompt and convenient service. The awarded Contractor must be able to perform as required under the Scope of Services above. Any failure of a successful bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the District. The District reserves the right to obtain these services from other sources, when necessary, should a successful bidder be unable to perform on a timely basis and such delay may cause harm to the using department or customers.

E. AWARD OF BID

There is no expressed or implied obligation for the Immokalee Water & Sewer District to reimburse responding firms for any expenses incurred in preparing bid packages in response to this request. The submitted bid packages will be evaluated by a review committee. The evaluations will be based on the material contained in the submitted proposals. The Committee will rank the preferred firms in order and recommend that the Board of Commissioners approve the rank ordering. Following such approval, the Committee will enter into contract negotiations with the highest ranked firm. If, as a result of the negotiations, an agreement as to price and terms is reached the Committee will recommend approval of that firm to the Board of Commissioners. If the negotiations do not produce agreement, the Committee will commence negotiations with the second ranked firm, if that firm is deemed acceptable.

The District prohibits communications initiated by a Respondent to any District Official or employee evaluating or considering the qualifications packages (including the Board of Commissioners), prior to the time the Board of Commissioners meet to consider the ranking of the firms. Such communication initiated by a responding firm shall be grounds for disqualifying the offending responding firm from consideration for ranking and for award of a contract.

The District reserves the right to reject all qualification packages and terminate the process or re-advertise and solicit new or additional qualification packages. The District reserves the right to retain all qualification packages submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a bid package indicates acceptance by the firm of the conditions contained in this request for bids, unless clearly and

specifically noted in the proposal submitted and confirmed in the contract between the Immokalee Water & Sewer District and the firm selected. The District will reject any bid package that is not submitted in the specified format.

It is anticipated the selection of a firm will be completed by September 11, 2015. Following the notification of the selected firm, it is expected a contract will be executed between both parties by September 20, 2015.

The District will award the bid to the lowest responsive and responsible bidder whose bid and proposal is, in the opinion of the District, in the best interest of the District and its customers. The District retains the right to not award this contract.

F. CONTRACT

1. The Contractor will be required to enter into a contract for a period of three years to complete the work of this contract.
2. Before commencing work, the Contractor shall furnish the District proof of insurance that complies with the Worker's Compensation Act. The proof shall be in the form of a current insurance certificate signed by a licensed insurance agent or by a duly authorized agent of a certified self-insurance fund.
3. The Contractor will also furnish the District proof of liability insurance in the amount of \$1,000,000 per occurrence. The proof shall be in the form of a current insurance certificate signed by a licensed insurance agent and shall name the District as an *additional insured* for the scope of the work required in this contract.
4. The Contractor hereby agrees to hold the District harmless from all negligent acts of the Contractor and any injury sustained by any employee of the Contractor, including all costs and reasonable attorney fees. This contract shall be interpreted in accordance with Florida law. No suit shall be brought against the District except in a court of competent jurisdiction in Collier County, Florida. In the event a dispute arises regarding this contract and litigation ensues, the Contractor shall pay the District's reasonable attorney's fees in the event the District prevails.
5. A statutory payment, performance and guarantee bond is not required.

G. RENEWAL

The District reserves the option to renew the period of this contract, or any portion thereof for up to one (1) additional period of three years. Renewal of the contract period shall be by mutual agreement in writing between both the District and the Contractor. During the Initial Term and any Renewal Period, the Contractor may increase the amount not to exceed the Annual contract fee multiplied by a factor having as its numerator 100% of the most recently published United States Department of Labor Consumer Price Index - All Items ("CPI") and as its denominator the CPI for the month and year of contract. Increases shall take effect on the anniversary date of this Contract.

H. INFORMATION AND SITE VISIT

For information concerning procedures for responding to this RFP, contact Accounts Payable Clerk Andrea Sanchez at (239) 658-3630 or andreasanchez@iw-sd.com. For information concerning the technical specifications or scope of services, contact the Water Plant Supervisor Bert Underwood at (239) 658-3630 or bertunderwood@iw-sd.com.

While there is no pre-bid conference, it is recommended that proposers inspect the locations to be serviced prior to submission of a proposal. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, the location of the facility and the equipment, materials, and labor required to do the work. Proposers wishing to inspect facilities where services are to be rendered should contact Bert Underwood at (239) 658-3630 or (239) 564-9011.