

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**INVITATION TO BID**  
**NO. 18/19-030 WLR**  
**PORTABLE SANITATION SERVICES**

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Suwannee River Water Management District  
9225 CR 49  
Live Oak, FL 32060  
386.362.1001  
386.362.1056 (Fax)  
800.226.1066 (Florida only)  
[www.mysuwanneeriver.com](http://www.mysuwanneeriver.com)

## **SECTION 1: INTRODUCTION**

The Suwannee River Water Management District (District) owns and manages approximately 160,000 acres of forestland in North Central Florida for protection of floodplains and their associated habitats. These properties are managed under a multiple-use policy that emphasizes water resources protection, maintenance and restoration of the natural state and condition, utilization of timber harvest to achieve habitat manipulation goals and provisions for public access and recreation.

The District is requesting bids from firms that can provide portable sanitation services in designated service regions (see attached map). Firms should complete all forms in the various regions they are interested in providing.

Contractors shall be individuals or firms that provide portable sanitation services for tracts of land in North Central Florida.

## **SECTION 2: PROPOSED SCHEDULE**

June 18, 2019	Release of Invitation to Bid (ITB).
July 11, 2019	Bids due prior to 3:30 PM at District headquarters in Live Oak. Opening of bids will occur at this time*
October 1, 2016	Tentative execution of contracts

\* Denotes a public meeting. All times denote Eastern Daylight Time (EDT).

## **SECTION 3: INSTRUCTIONS TO BIDDERS**

### **DELIVERY OF BIDS**

Bidders are required to complete and submit one (1) original and one (1) copy of the Bid Response Forms included in Section 6. Bid forms shall be sent in one envelope to:

Pennie Flickinger, Business Resource Specialist III  
Suwannee River Water Management District  
9225 County Road 49  
Live Oak, Florida 32060 Phone: 386.362.1001

**Bids are due at the above address prior to 3:30 PM on July 11, 2019.** Bids received after this time, for any reason, will be rejected. The bids shall be hand-delivered or mailed, preferably by registered mail. No common carrier guarantees next day delivery to District headquarters. Omission of any required information will deem the bid package as non-responsive.

Bids must be hard copy. Email or fax transmittals will not be accepted.

All bids shall be submitted in sealed envelopes with the **bid number (ITB No. 18/19-030 WLR) and bid opening time and date (3:30 pm, July 11, 2019) clearly marked in large, bold, and/or colored lettering.** Bids delivered in an envelope not properly marked with the bid number and bid opening date and time that are inadvertently opened by District personnel will not be considered.

Additional Information: Additional bid packages may be obtained by logging on to [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com).

Bid Document: At a minimum, Bidders should submit the attached forms provided in Section 6. Additional pages of documentation may be submitted to further clarify the information in Section 6,

but no bid will be considered that does not include Sections 6. All blank spaces on the bid form shall be typed or legibly printed in ink.

#### **SECTION 4: KEY POINTS**

**Challenge of Solicitation Process:** If a potential Bidder protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the invitation to bid on the District's website. **"Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes."**

**Challenge of District's Intent to Award Contract:** If a Bidder intends to protest District's intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the Bidder shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any Bidder who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2013).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, 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 Chapter 120, Florida Statutes. More specifically, **"Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes."**

**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 Gwen Lord, Senior Procurement Specialist, at 386.362.1001 or 800.226.1066 (Florida only). The District's fax number is 386.362.1056.

**Minority Business Enterprises:** The District recognizes fair and open competition as a basic tenet of public procurement. Bidders doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

**Veteran's Preference:** In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

**Drug Free Workplace Act:** The selected Bidder shall certify that it has established a drug free workplace.

**Public Entity Crime:** Section 287.133(2)(a), Florida Statutes, states "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 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

Insurance Requirements: If awarded, Bidder shall represent and guarantee that all employees, agents, servants or representatives of the Bidder, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into contract with the District, Bidder agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that Bidder has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

- 1) Workers' compensation insurance as required above;
- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by Bidder to provide the services requested by District;
- 3) General liability insurance for all services rendered by Bidder for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.

Rejection of Responses: The District reserves the right to reject any and all bids or other responses submitted in response to District invitation. District also reserves the right to waive any minor deviations in an otherwise valid bid.

Renewal of Contract: The initial contract for the selected bidder(s) (hereinafter referred to as “Bidder” or “Bidder”) shall be for the period through September 30, 2020. Assuming the consent and agreement of the Contractor, the District at its sole discretion may consider two subsequent one-year renewals of the contract so long as the terms and conditions are equal or more favorable to the District.

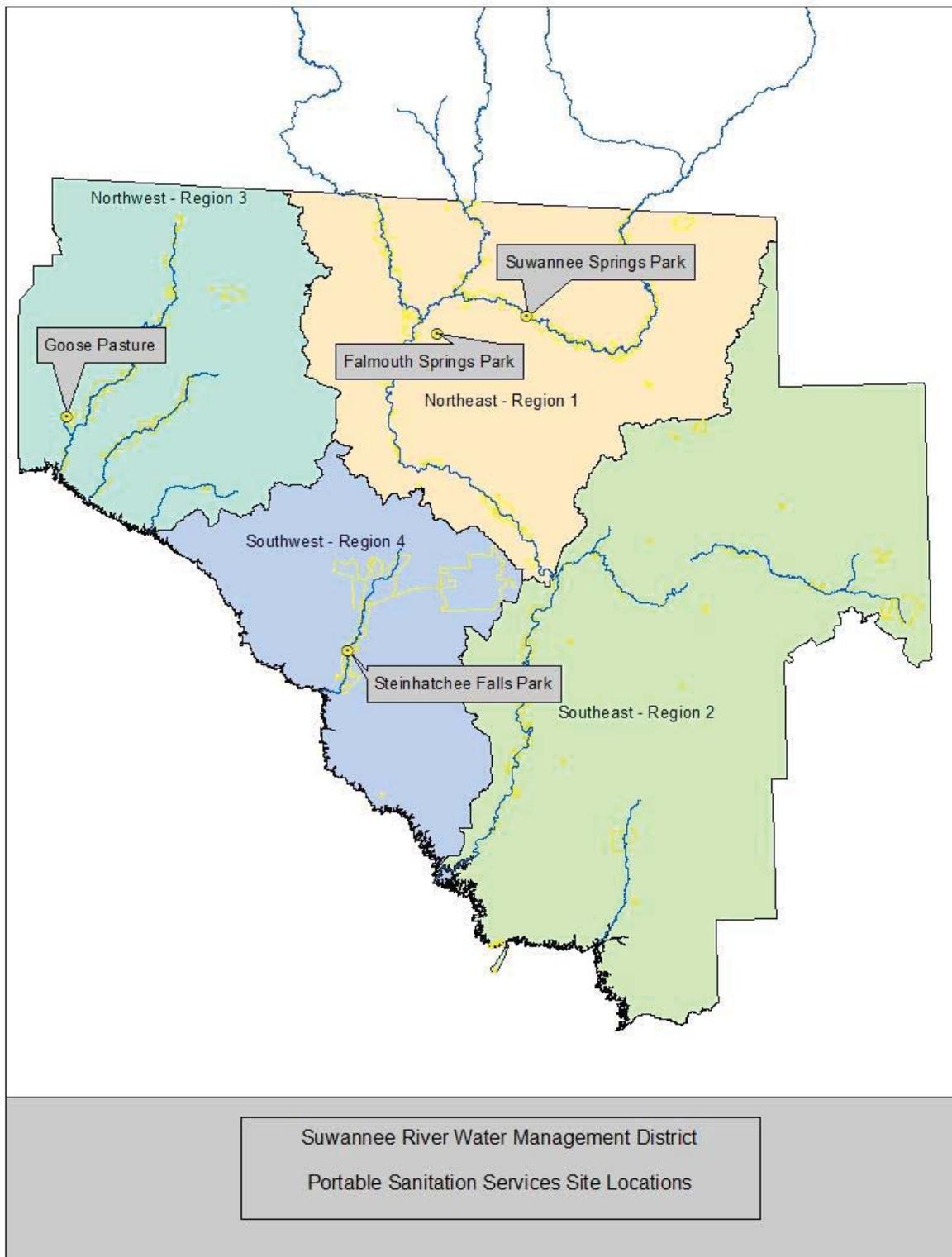
## **SECTION 5: SCOPE OF WORK**

To provide a high-quality recreational experience to visitors on District lands, the District has determined a need to provide portable sanitation facilities at Suwannee and Falmouth Springs Parks in Suwannee County, Steinhatchee Falls Park in Taylor County, and the Goose Pasture Campground in Jefferson County. For purposes of this solicitation, the District is divided into four regions, northeast, northwest, southeast, and southwest.

Some of these sites are flood prone and may require removal and reinstallation of portable toilets upon notice from District.

Contractors shall be individuals or firms that provide rental and maintenance of Americans with Disabilities Act (ADA) approved sanitation units and non-ADA units for featured recreation sites on District lands.

## LOCATION MAP



Detailed location information can be found at [mysuwanneeriver.com](http://mysuwanneeriver.com).

**SECTION 6: BID RESPONSE FORMS ITB 18/19-030 WLR**

**NORTHEAST REGION SANITATION SERVICES**

**SITE – Suwannee Springs Park**

This site consists of approximately 14 acres located between Old US 129 and the Suwannee River in Suwannee County. A portable toilet is concealed behind privacy fencing.

**Standard Services**

The following services are requested:

- One (1) ADA approved sanitation unit at the Suwannee Springs Park
- List prices per unit for each site for the summer and winter seasons.
- Summer Season: April - September shall have maintenance two-times per week.
- Winter Season: October - March shall have maintenance every other week.
- Additional pump outs may be required in addition to regularly scheduled maintenance times. Provide a bid for additional services at each site.
- The District will inspect and approve all portable toilets prior to installation on site.
- Contractor will maintain unit inside and out, which includes an annual cleaning of outside in March.
- **The Contractor shall be responsible for damage to the units while they are on District property. Contractor must replace damaged units within 5 business days of notice from District.**
- All sanitation units must be anchored to the ground.

**BID COST SCHEDULE**

<b>Service</b>	<b>Cost</b> ( <i>prices per unit for each site</i> )
Summer Season Rates per month for ADA approved sanitation unit and pump outs:	/month
Winter Season Rates per month for ADA approved sanitation unit and pump outs:	/month
Charges per portable toilet for additional pump out (regular service, i.e. winter season additional weekly pumpout):	/pump out
Charges per portable toilet for emergency pump out (non regular service):	/pump out

Company: \_\_\_\_\_

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE – Falmouth Springs Park**

This site consists of approximately 10 acres located south of US 90. A portable toilet is concealed behind privacy fencing.

**Standard Services**

The following services are requested:

- One (1) ADA approved sanitation unit at the Falmouth Springs Park in Suwannee County.
- List prices per unit for each site for the summer and winter seasons.
- Summer Season: April - September shall have weekly maintenance.
- Winter Season: October – March shall have maintenance every other week.
- Additional pump outs may be required in addition to regularly scheduled maintenance times. Provide a bid for additional services at each site.
- The District will inspect and approve all portable toilets prior to installation on site.
- Contractor will maintain unit inside and out, which includes an annual cleaning of outside in April.
- **Contractor shall be responsible for damage to the units while they are on District property. Contractor must replace damaged units within 5 business days of notice from District.**
- All sanitation units must be anchored to the ground.

**BID COST SCHEDULE**

<b>Service</b>	<b>Cost</b> ( <i>prices per unit for each site</i> )
Summer Season Rates for ADA-approved sanitation unit and pump outs:	/month
Winter Season Rates per month for ADA-approved sanitation unit and pump outs:	/month
Charges per portable toilet for <u>additional</u> pump out (regular service, i.e. winter season additional weekly pumpout):	/pump out
Charges per portable toilet for <u>emergency</u> pump out (non regular service):	/pump out

Company: \_\_\_\_\_

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

## NORTHWEST REGION SANITATION SERVICES

### SITE – Goose Pasture Recreation Area

This site consists of approximately 22 acres (half is forested, and half is grassed) located at the end of Goose Pasture Tram on the Wacissa River in Jefferson County. An 800 square-foot picnic pavilion is provided in the reservation area.

### Standard Services

The following services are requested:

- Summer Season: February – October
  - One (1) ADA approved and two (2) non-ADA approved sanitation units shall have 2 times per week maintenance. One (1) ADA approved and one (1) non-ADA unit in public camping area and one (1) non-ADA unit in the group camping area.
  - Dump station pump out (2 - 250-gallon tanks) frequency two (2) times per month
- Winter Season: November – January
  - One (1) ADA approved and two (2) non-ADA approved sanitation units shall have weekly maintenance. One (1) ADA approved and one (1) non-ADA unit in public camping area and one (1) non-ADA unit in the group camping area.
  - Dump station pump out (2 - 250-gallon tanks) frequency will be one pump out monthly November through January.
- Additional pump outs may be required in addition to the regularly scheduled maintenance times. Provide a bid for additional services at each site.
- The District will inspect and approve all portable toilets prior to installation on site.
- Contractor will maintain unit inside and out, which includes an annual cleaning of outside in March.
- **The Contractor shall be responsible for damage to the units while they are on District property. Contractor must replace damaged units within 5 business days of notice from District.**
- All sanitation units must be anchored to the ground.

### BID COST SCHEDULE

Service	Cost (prices per unit for each site)
Summer Season Rates for ADA-approved sanitation unit and pump outs:	/month
Summer Season A Rates for non-ADA-approved sanitation unit and pump outs:	/month
Winter Season Rates for ADA-approved sanitation unit and pump outs:	/month
Winter Season Rates for non-ADA-approved sanitation unit and pump outs:	/month
Dump Station pump out	/pump out
Charges per portable toilet for additional pump out (regular service, i.e. winter season additional weekly pump out):	/pump out
Charges per portable toilet for emergency pump out (non regular service):	/pump out

Company: \_\_\_\_\_

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

## SOUTHWEST REGION SANITATION SERVICES

### SITE – Steinhatchee Falls Park

Steinhatchee Falls - This site consists of approximately 2 acres located south of US 19/98 off SR 51 on the Steinhatchee River in Taylor County.

### Standard Services

The following services are requested:

- ADA approved sanitation unit at the Steinhatchee Falls Park.
- Summer Season: April - September shall have weekly maintenance.
- Winter Season: October - March shall have maintenance every other week.
- Additional pump outs may be required in addition to regularly scheduled maintenance times. Provide a bid for additional services at each site.
- The District will inspect and approve all portable toilets.
- Contractor will maintain unit inside and out, which includes an annual cleaning of outside in April.
- **The Contractor will be responsible for damage to the units while they are on District property. Contractor must replace damaged units within 5 business days of notice from District.**
  - All sanitation units must be anchored to the ground.
  - List prices per unit for each site for the summer and winter seasons.

### BID COST SCHEDULE

Service	Cost (prices per unit for each site)
Summer Season Rates for ADA-approved sanitation unit and pump outs:	/month
Winter Season Rates for ADA-approved sanitation unit and pump outs:	/month
Charges per portable toilet for <u>additional pumpout</u> (regular service, i.e. winter season additional weekly pumpout):	/pump out
Charges per portable toilet for <u>emergency pump out</u> : (non regular service)	/pump out

Company: \_\_\_\_\_

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

FOR THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT

Submitted: \_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Firm Name)

Bidder:

The undersigned, as Bidder, hereby declares that the only person or persons interested in this bid as principal or principals is or are named herein and that no person other than herein mentioned has any interest in this bid or in the agreement to be entered into; that this bid is made without connection with any other person, company or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud. Bidder represents to District that, except as may be disclosed in addendum hereto, no officer, employee or agent of District has any interest, either directly or indirectly, in the business of the Bidder to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of the Agreement, should they be awarded the bid.

The Bidder further declares that they have examined the documents and informed themselves fully in regard to all conditions pertaining to the work to be done; that they have examined the specifications for the work and other contract documents relative thereto and have read all of the addenda furnished prior to the opening of the bids, as acknowledged below; and that they have satisfied themselves relative to the work to be performed.

The Bidder agrees, if their bid is accepted, to contract with District; to furnish everything necessary to complete the work covered by this bid and other contract documents for District through September 30, 2020; and to 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
_____	_____	_____	_____
_____	_____	_____	_____

**BIDDER INFORMATION**

Date: \_\_\_\_\_

Bid to be opened at 3:30 pm, July 11, 2019.

To: Suwannee River Water Management District

In accordance with the advertisement requesting bids to provide various land management services, subject to the terms and conditions of the contract documents, the undersigned proposes to perform the specified work for the price contained in the Project Cost Schedules (fill in all blanks).

BIDDERS ARE INVITED, BUT NOT REQUIRED, TO SUBMIT QUOTES ON ANY OR ALL TASKS IN ANY OR ALL REGIONS. One contract will be awarded for each task or combination of tasks. Should the successful Bidder be unable at any time to accomplish the work he has been contracted for, the successful Bidder in the adjacent region for the same task may be contacted to provide the required work. Costs shall include, but not be limited to, equipment, labor, supervision and incidentals necessary to complete all activities specified. Unit costs are required for each line item within a task.

DISTRICT reserves the right to adjust the quantities given on the Project Cost Schedules to suit actual field conditions. These quantities reflect the quantities anticipated from October 1, 2019 – September 30, 2020 but are not guaranteed.

Bidders are reminded to refer to SECTION 3 - INSTRUCTIONS TO BIDDERS, for information to be included with their bid package. Failure on the part of the Bidder to include this information with this bid shall render the bid non-responsive.

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

\_\_\_\_\_  
Bidder (Firm Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

**CERTIFICATE AS TO CORPORATION**

The below Corporation is organized under the laws of the State of Florida, authorized by law to make this bid and perform all work and furnish materials and equipment required under the contract documents, and is authorized to do business in the State of Florida.

By: \_\_\_\_\_  
(Official Title)

(Affix Corporate Seal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

Attest: \_\_\_\_\_  
(Secretary)

Federal Tax Identification No. \_\_\_\_\_

Registered Agent \_\_\_\_\_

The full names and residences of persons or firms interested in the foregoing bid as Principals or Officers (specifically include the President, Vice President, Secretary, and Treasurer, as applicable, and state the corporate office held of all other individuals listed) are as follows:

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

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.

**SIMILAR PROJECTS**

Date: \_\_\_\_\_  
Firm: \_\_\_\_\_

Please complete the forms below that show completed projects over the past five years that are related to the scopes of services described herein. Include information on the equipment and labor used, the names of personnel assigned to each, name of the agencies/companies for whom the work was performed, and a contact person and telephone number:

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)

COST OF PROJECT \$ \_\_\_\_\_

NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)

COST OF PROJECT \$ \_\_\_\_\_

NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_

Make copies and attach additional sheets for additional work examples.

**REFERENCES**

Date: \_\_\_\_\_  
Firm: \_\_\_\_\_

Please provide names/address/telephone number of three clients who can attest to your experience as it relates to the tasks provided in the Scope of Services attached. (These references should not include the District.)

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**NO RESPONSE FORM**

Your reasons for not responding to this invitation are valuable to the Suwannee River Water Management District's procurement process. Please complete this form and return it no later than the date set for receipt of Bids.

Please check (as applicable):

- \_\_\_\_\_ Specifications too general (explain below)
- \_\_\_\_\_ Insufficient time to respond to the Invitation
- \_\_\_\_\_ We do not provide this type of work for this project
- \_\_\_\_\_ Our schedule would not permit us to perform
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Specifications unclear (explain below)
- \_\_\_\_\_ Other (specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_