



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.

July 13, 2021

Interested Firms

Re: Quote Request 37017, Courier Service for District Laboratory

The St. Johns River Water Management District (District) is requesting quotations from firms licensed to do business in the State of Florida to provide Courier Service for District Laboratory. Please review **the Minimum Qualifications (Attachment 1), Statement of Work (Attachment 2) and the Quote Cost Schedule (Attachment 3) for further information.** The District's Insurance Requirements are found in Attachment 6.

A. Respondents quoting these Services must provide the following documentation with response:

1. Documentation showing respondent owns or leases its delivery vehicles: Cargo vans or similar fully enclosed vehicles (pick-up with enclosed topper or fully enclosed pull behind trailer)
2. State of Florida vehicle registration
3. Name and State of Florida driver's license number for proposed/assigned driver(s)
4. A completed "Quote Cost Schedule" (Attachment 3 – 2 pages) with signature and all requested information typed or legibly written.
5. A completed "Qualifications Form" (Attachment 4) typed or legibly written.
6. A completed "Client References Form" (Attachment 5) listing two references for services of a similar nature (one reference must be for nighttime services) within the past three years where the Respondent successfully provided similar services.
7. Vehicle maintenance records shall be available for review upon request.

B. Assigned drivers(s) shall meet the following requirements:

1. Appropriate and valid state of Florida driver's license
2. Company issued/provided identification, (uniform or identification card) that can be recognized as the courier service
3. Courier's drivers shall conduct themselves in a positive and professional manner at all times while conducting business on behalf of the District.

Award shall be based on the respondent that submits the lowest total cost and that meets all requirements of this Quote Request. The quoted cost must include all labor, parts, materials, equipment, transportation, delivery, and any other requirements to provide the services. District staff may contact firms for further clarification if needed.

The District anticipates entering into a one-year agreement with the option of two 12-month renewals. The anticipated start date is October 1, 2021.

If you need assistance or have any questions about submitting your quote, please email or call **Sherrie Ashby at sashby@sjrwmd.com or 386-643-1950**, respectively. Between the release of this quote request and the posting of the notice of intended decision, Respondents to this quote request or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this provision is grounds for rejecting a response.

A copy of the package is also available in Microsoft Word® form to assist you with your submittal.

This letter is forwarded to you as an offer to provide a quotation based on the information and requirements provided herein.

If you are interested in submitting a quote, please submit the required forms listed above. All pages must be submitted in PDF format, **by August 17, 2021, 4:00 p.m.** Please submit these documents as an attachment to Sherrie Ashby at **sashby@sjrwmd.com** using **Quote 37017** in the subject line. All requested information must be completed. The estimated number of runs identified in the Quote Cost Schedule are for quotation purposes only. The District makes no guarantee of the amount of work. **The prices provided will be firm through the entire time of the agreement including renewals.** A price escalation **may** be considered based on cost of fuel as reported by the "Monthly Florida Regular Conventional Retail Gasoline Price" (as determined by the U.S. Governments Official Energy Statistics published on the Energy Information Administration website).

The District is a political subdivision of the state of Florida, whose boundaries cover all or portions of 18 counties, and is tax exempt (Tax ID No. 85-8012643710C-3; expires March 31, 2023). Respondent shall provide an estimate of all applicable taxes and fees in its quote, including a list of taxes and fees that fall under the District's exemption.

1. Opening of Quotes

- A. The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed quotes from inspection and copying until such time as the District provides notice of an intended decision pursuant to §120.57(3)(a), Fla. Stat., or until 30 days after opening of quotes, whichever is earlier. This exemption is not waived by the public opening of quotes.
- B. Unless otherwise exempt, Respondent's quote is a public record that is subject to disclosure upon expiration of the above exemption. If any information submitted with the Quote is a trade secret as defined in §812.081, Fla. Stat., and exempt from disclosure pursuant to §815.04, Fla. Stat., Respondent must clearly identify any such material as "CONFIDENTIAL TRADE SECRET" in its submittal and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a submittal for excessive or unwarranted assertion of trade secret confidentiality and return the submittal to Respondent.
- C. Respondents shall bear all costs associated with preparing and submitting responses to this Quote Request. The District will, in no way, be responsible for these costs, regardless of the conduct or outcome.

2. Inquiries and Addenda

- A. District staff are not authorized to orally interpret the meaning of the Quote Request package, or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Quote Request documents, but the Respondent is ultimately responsible for submitting the quote in the appropriate form and in accordance with written procedures.
- B. Every request for a written interpretation or correction must be received at least nine days prior to opening of quotes in order to be considered. Requests must be submitted by email to sashby@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be

communicated by written addenda to this solicitation posted by Onvia DemandStar to all prospective Respondents (at the respective addresses furnished for such purposes) not later than five days prior to the date fixed for the Quote Request opening.

- C. Submission of a quote constitutes acknowledgment of receipt of all addenda. Quotes will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondent from any and all obligations under the quote, as submitted. All addenda become part of the Agreement.

3. Award Procedures

- A. Section 286.0113, Fla. Stat., exempts from being open to the public, any portion of a meeting at which: (1) a negotiation with a Respondent is conducted pursuant to a competitive solicitation; (2) a Respondent makes an oral presentation as part of a competitive solicitation; (3) a Respondent answers questions as part of a competitive solicitation; or (4) negotiation strategies are discussed. Also, recordings of, and any records presented at, the exempt meeting are exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision or until 30 days after opening the Quotes or final replies, whichever occurs earlier. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record.
- B. Pursuant to §286.0113 Fla. Stat., if the District rejects all quotes and concurrently provides notice of its intent to reissue the competitive solicitation, the recording and any records presented at any exempt meeting shall remain exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation or until the District withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial District notice rejecting all quotes.
- C. The District will examine the quotes to determine completeness. Obvious mismatches with regard to technical or commercial requirements will be rejected at this time.
- D. If two or more quotes are equal in all respects, the Agreement will be awarded as follows: (1) to the Respondent that certifies compliance with §287.087, Fla. Stat., via the Drug-Free Workplace Form; or (2) by lot.
- E. In the event the Successful Respondent(s) fail to enter into the Agreement or the Agreement with said Respondent is terminated within 90 days of the effective date, the District reserves the right to negotiate with the other respondents in ranked order, if available, and award an Agreement.
- F. All Respondents will be notified of the District's intent to award or decision to award the Agreement. For the purpose of filing a protest under §120.57(3), Fla. Stat., the time period will commence as provided in "Notices and Services Thereof."

4. Disqualification of Respondents

Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the Quote:

- A. Contacting a District employee or officer other than Sherrie Ashby, the procurement specialist assigned to this solicitation action, about any aspect of this Quote Request before the notice of intended decision is posted.
- B. Submission of more than one quote response for the same subject matter by an individual, firm, partnership, or corporation under the same or different names.
- C. Evidence of collusion among Respondents.
- D. Submission of materially false information with the Quote.
- E. Information gained through checking of references or other sources which indicates that Respondent may not successfully perform the Work.
- F. Respondent is failing to adequately perform on any existing contract with the District.
- G. Respondent has defaulted on a previous contract with the District.

- H. The evidence submitted by Respondent, or the District's investigation of Respondent, fails to satisfy the District that Respondent is properly qualified to carry out the obligations of the Agreement in a manner acceptable to the District and within the time specified.
- I. Any other cause that is sufficient to raise doubt regarding the ability of a Respondent to perform the Work in a manner that meets the District's objectives for the Work.

5. Rejection of Quote

- A. Quotes must be emailed to the specified location and received during the time specified on page 1 To be considered timely. Untimely quotes will not be considered. Quotes will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate quotes, or other material irregularities. The District may consider incomplete any quote not prepared and submitted in accordance with the provisions specified herein and reserves the right to waive any minor deviations or irregularities in an otherwise valid Quote.
- B. The District also reserves the right to reject any and all quotes when it determines, in its sole judgment and discretion that, it is not in its best interest to award the agreement.

6. Diversity

The District is committed to the opportunity for diversity in the award and performance of all procurement activities. The District encourages its primary respondents to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as second and lower tier participants. The District will assist Respondents by sharing information on W/MBEs to encourage their participation.

7. Public Entity Crimes/Discriminatory Vendors

In accordance with §287.133 and §287.134, Fla. Stat., a person or affiliate who has been placed on the convicted or discriminatory vendor lists following a conviction for a public entity crime or placement 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 Contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017 for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted or discriminatory vendor lists.

8. Notices and Services Thereof

- A. The District will publish notice of specifications and criteria, including addenda, intended agency decisions, or other matters pertinent to this solicitation on Onvia DemandStar at *DemandStar.com*. Onvia DemandStar may also be accessed through the District's website at *sjrwm.com*. In addition, the District will post notices of intended agency decisions at the District's headquarters, 4049 Reid Street, Palatka, Florida, Administration Building, Procurement Bulletin Board, on the date the publication is posted on Onvia DemandStar.
- B. Notices that are posted on Onvia DemandStar are deemed received at 8:00 a.m. on the next business day following the date posted. Notices that are posted at the District's Procurement Bulletin Board are deemed received at 8:00 a.m. on the next business day following the date of posting. Notices will be posted for a minimum of 72 hours following the time at which they are deemed received. The time for filing a Notice of Protest pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, commences at the time notices are deemed received.
- C. As a courtesy to Respondents, the District may send copies of the notices of intended agency decisions via email or facsimile to the address or phone number provided by Respondent. These courtesy communications neither constitute official notice nor vary the times of receipt set forth above.

9. Protest Procedures

- A. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by the procurement methodology described herein, or the specifications or criteria, including addenda, must file a Notice of Protest within 72 hours after receipt of the solicitation documents or addenda.
- B. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by a District decision or intended decision to award a contract, or to reject all responses must file a Notice of Protest within 72 hours after receipt of the decision or intended decision. Pursuant to §287.042(2)(c), Fla. Stat., any person who files an action protesting the decision or intended decision must post with the District Clerk at the time of filing the formal written protest a bond, cashier’s check, or money order made payable to the St. Johns River Water Management District in an amount equal to one percent of the District’s estimated contract amount.
- C. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.004, Fla. Admin. Code, the protester must also file with the District Clerk a Formal Written Protest within ten days after the date the Notice of Protest is filed with the District. The Formal Written Protest must state with particularity the facts and law upon which the protest is based.
- D. No additional time will be added for mailing. All filings must comply with Rule 28-106.104, Fla. Admin. Code, and must be addressed to and received by the District Clerk at the District Headquarters in Palatka, Florida within the prescribed time periods. The District will not accept as filed any electronically transmitted facsimile pleadings, petitions, Notice of Protest, or other documents. Failure to file a protest within the time prescribed in §120.57(3), Fla. Stat., or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under chapter 120, Fla. Stat. Mediation under §120.573, Fla. Stat., is not available.

Please contact me if you have any questions regarding this quotation request. Thank you.

- Attachment 1 – Minimum Qualifications
- Attachment 2 – Statement of Work
- Attachment 3 – Quote Cost Schedule
- Attachment 4 – Qualifications Form - General
- Attachment 5 – Client References Form
- Attachment 6 – Insurance Requirements

NOTE: Please check the box provided if you are unable to provide a quotation for this service at this time and return this page to my attention, scan/e-mail to Sherrie Ashby at sashby@sjrwmd.com.

I am unable to provide a quotation at this time for the following reason(s):

Respondent’s Signature

Respondent’s Company

ATTACHMENT 1 - MINIMUM QUALIFICATIONS

Respondents shall submit documents that contain sufficient information to establish that the following criteria have been met:

1. **Delivery Vehicles:** The Respondent shall provide cargo vans or similar fully enclosed vehicles (pick-up with enclosed topper is acceptable) that are registered in the State of Florida and meet Federal Highway Standards. Vehicles shall be well maintained, and maintenance records shall be available upon request. The District reserves the right to inspect Respondent's vehicles and may, at the sole discretion of the District reject quotes based upon the unacceptability of the Respondent's vehicles. The Respondent shall provide make, model and license plate number of proposed vehicle(s).
2. **Drivers:** The Respondent's driver(s) shall have the appropriate State of Florida driver's license. The assigned driver(s) shall have a uniform that can be properly identified as the courier service and always conduct themselves in a positive and professional manner while conducting business on behalf of the District. Provide name and driver's license number for proposed driver(s).
3. **References:** Respondent shall provide two references for courier service similar in scope (Attachment 5). References shall be recent (within the past three years) and verifiable. At least one reference should be for nighttime service, and no more than one reference may be from the District. All references should be able to attest to the Respondent's knowledge, quality of work, timeliness, diligence, flexibility, and dependability. Each reference shall include the following: name, location, contact phone # and E-mail, and brief description of services including effective dates.

ATTACHMENT 2 - STATEMENT OF WORK COURIER SERVICE FOR DISTRICT LABORATORY

I. INTRODUCTION/BACKGROUND

The St. Johns River Water Management District (District) performs water sample testing for various projects, including projects at the Indian River Lagoon (IRL), the Upper St. Johns River Basin (USJRB), and Lake Apopka. Due to the importance of quality water sample testing, the District's laboratory (DHQ Lab) and contracted testing facilities must receive samples within a specified time period, samples that are at required temperatures, and samples that have not been tampered with or delivered in damaged containers. To ensure the District receives water samples that are not compromised, the District requires a reliable courier service that will deliver the water samples in a manner that meets the requirements as described above. The water samples will be delivered in coolers provided by the District; the District also requires that the coolers be returned to the appropriate District facilities by the courier service.

II. OBJECTIVES

Provide courier services (Courier) to pick up coolers containing water samples from various locations as directed by the District's Project Manager or assigned District staff; deliver the samples for analysis to the DHQ Lab facility located at 4049 Reid Street in Palatka, Florida, as per the requirements specified in this Statement of Work; pick up coolers delivered the previous day; and return the coolers to the designated locations from where they originated.

III. SCOPE

Courier shall provide scheduled pick-up and delivery of coolers containing water samples from the Palm Bay Service Center and the Apopka Field Station to the District Laboratory located at the District's Headquarters in Palatka, FL. The Courier shall also provide return of the empty coolers to the Palm Bay Service Center and Apopka Field Station from the District Laboratory. The service shall be available Monday through Friday. If scheduled pick up of coolers is not needed, District's Project Manager or assigned District staff will notify Courier of cancellation by telephone, followed by an email for verification. However, the District prefers that scheduling take place via electronic measures with confirmation provided electronically via email.

Courier shall also provide pick-up and delivery of coolers to various locations identified in the Task Identification section of this Statement of Work to the District on an as needed basis. The District's Project Manager or assigned District staff will notify Courier of required pick-up and delivery needs. The anticipated schedule for deliveries is in the Task Identification section of this Statement of Work.

Courier shall also provide daytime courier service between the District Laboratory and the District's contracted laboratories on an as needed basis. The District's current contracted laboratories are currently out for bid. The District's Project Manager will notify the Courier in the event there are changes to the contracted laboratories. The contracted laboratories will be responsible for return of empty coolers to the District Laboratory.

Route Changes: Occasionally a route may be discontinued, and/or a new route required. Rates for new routes may be negotiated and added using the current rates as a guide.

Typical Cargo: Cargo will normally be approximately eight coolers, empty or filled with water samples; cooler size is typically 48 quarts with an average weight of 60 pounds when full of ice and samples. Occasionally other miscellaneous items, approved by the District's Project Manager or assigned District staff, may also be shipped in the coolers or boxes. Return service may consist of coolers and/or boxes. However, there will be no more than five boxes in addition to the coolers unless prior notification is sent to the Courier. Return coolers in most cases will be 48-quart empty coolers weighing approximately 10 pounds with typical dimensions of 24"x14"x15" tall. The District will provide all containers.

Delivery Vehicles: Courier shall provide cargo vans or similar fully enclosed vehicles that are registered in the State of Florida, are insured, and meet all Federal Highway Standards. Vehicles shall be well maintained, and maintenance records shall be available upon request.

Drivers: Courier's driver(s) shall have current and appropriate State of Florida driver's license. The assigned driver(s) shall always conduct themselves in a positive and professional manner while conducting business on behalf of the District. Any recurring problems and/or complaints which cannot be resolved may result in termination of the contract.

Backup Service: It shall be the responsibility of the Courier to provide continuous uninterrupted service of agreed upon routes. Therefore, backup resources shall be available and provided by the Courier at no additional cost to the District. These resources may include, but are not limited to, driver(s) and/or vehicles, and shall meet the requirements of this Agreement

Business Security: Courier shall provide security, as deemed adequate by the District, to their business facility to ensure that District materials are maintained within a safe and secure environment, in the event that District materials may require temporary storage during transit while awaiting transfer to other assigned vehicles or awaiting transport to the final District destinations.

IV. TASK IDENTIFICATION

Courier shall be responsible to provide all staff, equipment, and materials necessary to complete the work.

Scheduled Services: Courier shall be notified of the upcoming schedule via email from the District's Project Manager or assigned District staff. If scheduled pick up of coolers is not needed, District's Project Manager or assigned District staff will notify Courier of cancellation by email. However, the District prefers that scheduling take place via electronic measures with confirmation provided electronically via email.

Courier shall perform the following courier services:

1. **Scheduled Services:** Pick-up after 7:00 pm and delivery no later than 6:30 am the following day; approximately 4 runs per week, usually Monday through Thursday each week of the month. Coolers from previous day returned to appropriate service center or field station.

<u>Origin</u>	<u>Destination</u>
Palm Bay Service Center	DHQ Lab
Apopka Field Station	DHQ Lab

2. **Unscheduled Service:** provided on an "as needed, when needed" basis. Typical runs include but are not limited to the following:

Facility Addresses

Service to/from the DHQ Lab and to non-District Destinations:

- DHQ Lab, 4049 Reid Street, Palatka, FL 32177
- Palm Bay Service Center, 525 Community College Parkway SE, Palm Bay, FL 32909
- Apopka Field Station, 25633 CR 448-A, Mt Dora, FL 32757
- Jacksonville Service Center, 7775 Baymeadows Way, Suite 102, Jacksonville, FL 32258
- Maitland Service Center, 601 S. Lake Destiny Rd, Suite 200, Maitland, FL 32714
- Lake Apopka Service Center, 2501 S. Binion Road, Apopka, FL 32073

Non-District Destinations:

- NASA, Mail Code IAH-300, Kennedy Space Center, FL 32899
- Volusia County, 1110 N. Ridgewood Avenue, DeLand, FL 32724
- Indian River County, 1900 27th St, Vero Beach, FL 32960

- Suwannee River Water Management District, 9225 County Road 49, Live Oak, FL 32060
- Contract laboratory location, to be determined by a separate solicitation.

Return Cooler Service: Coolers delivered on scheduled services to District shall be returned to appropriate service center or field station on subsequent trips via courier within 3 business days. A charge of \$50 each for lost coolers.

Origin
DHQ Lab
DHQ Lab

Destination
Palm Bay Service Center
Apopka Field Station

V. TIME FRAMES AND DELIVERABLES

The expiration date of the first term of this agreement will be September 30, 2022. This agreement may be renewed for two additional 12-month terms.

Route Notifications: Courier will be given as much advance notice as practicable for scheduled services as well as cancellation of any scheduled pick up. In addition, District designated staff will contact Courier by 10:00 am the morning of a scheduled nighttime service and provide an estimate of the total number of coolers requiring shipping. Electronic measures through vendor websites may also be utilized for notification purposes.

Late Deliveries/Weather Delay: Courier shall call the DHQ Lab at 386-329-4301 followed by an email to the Project Manager or assigned District lab staff if events preclude timely delivery from occurring. (Important) Courier shall provide a contact number for notification of schedule changes due to weather or other unforeseen conditions.

The District reserves the right to deduct charges for late or missed pickups and/or drop-offs in accordance with the schedule below unless otherwise agreed in an email at the time of route assignment. Courier is expected to make deliveries by 6:30 a.m. to DHQ Lab. If Courier does not deliver by 6:30 a.m., unless prior arrangements have been made, the following percentages will be deducted from the rate.

Hours	Percent Deducted from Rate
After 6:30 a.m. to 7:30 a.m.	10%
After 7:30 a.m. to 11:30 a.m.	25%
After 11:30 a.m.	50%

Note: These deductions **will not apply** to reasonable delays caused by vehicle breakdowns, emergency situations, or any other cause beyond the control of the Courier/Driver, provided such delay was immediately reported to the District's Project Manager or assigned District staff. If the delay is reported by telephone, a follow-up email explaining the reason for the delay is required as back-up documentation.

If a scheduled service is planned, however, and District staff do not notify Courier that pick up of coolers is not necessary, resulting in Courier driving to pick up location with no required delivery, Courier may charge 25% of Run cost. A charge of \$50 for lost coolers.

Due to the importance of quality water sample testing, the District's laboratory (DHQ Lab) and contracted testing facilities must receive samples within a specified time, samples at required temperatures, and samples that have not been tampered with or delivered in damaged containers. To ensure the District receives water samples that are not compromised, the District requires a reliable courier service that will deliver the water samples in a manner that meets the requirements as described above. Based on the required needs of the District for water quality integrity, the District reserves the right to assess compromised samples at a rate of \$200 per sample.

ATTACHMENT 3 - QUOTE COST SCHEDULE

Quotes are due by 4:00 p.m., Tuesday, August 17, 2021

Re: Quotation Request #37017 for Courier Service for District Laboratory

The addresses of the various facilities are provided in the Statement of Work, Attachment 2. Approximate mileage was gathered from *Mapquest.com* and is provided for preparing your quote. The number of runs is estimated and being used for quotation purposes only. There is no guarantee of the number of runs.

In the table below under “**SCHEDULED AND UNSCHEDULED SERVICES**” multiply the Est. Total Mileage by your Rate Per Mile and provide the Total Cost. Under “**COOLER RETURN SERVICES**” multiply Estimated Runs by your Unit Cost Per Run for both Palm Bay and Apopka and provide the Total Costs. Add these Total Costs and provide the **TOTAL COST FOR ALL SERVICES**.

ROUTE	ESTIMATED RUNS	APPROX. MILEAGE	TOTAL MILEAGE
<i>Scheduled Services</i>			
Origin - Palm Bay Service Center Destination - DHQ Lab (nighttime)	150 x	150	22,500
Origin - Apopka Field Station Destination - DHQ Lab (nighttime)	120 x	80	9,600
<i>Unscheduled Services (to/from DHQ Lab)</i>			
Palm Bay Service Center	2 x	150	300
Apopka Field Station	2 x	80	160
Jacksonville Service Center	2 x	60	120
Maitland Service Center	2 x	105	210
Lake Apopka Service Center	2 x	84	168
NASA	1 x	120	120
Volusia County	12 x	65	780
Indian River County	12 x	180	2,160
Contract Laboratory to be added after solicitation	36 x	TBD	TBD
Suwannee River Water Management District	10 x	98	980
<i>Estimated Total Mileage Yearly</i>			37,098
QUOTE ITEMS SCHEDULED AND UNSCHEDULED SERVICES	EST. TOTAL MILEAGE	RATE PER MILE	TOTAL COST
Rate Per Mile: 20 coolers (±), maximum 1,200 lbs. 5 boxes (±), up to an additional 150 lbs.	40,722 x	\$ =	\$
QUOTE ITEMS COOLER RETURN SERVICES	ESTIMATED RUNS	UNIT COST PER RUN	TOTAL COST
<i>Return Cooler/Box Services</i>			
Origin - DHQ Lab 12 items (±) per run Destination - Palm Bay Service Center	110 x	\$ =	\$
Origin - DHQ Lab 12 items (±) per run Destination - Apopka Field Office	80 x	\$ =	\$
TOTAL COST FOR ALL SERVICES			\$
Provide the Percentage of the “Total Cost” attributable to Fuel			%

(This form to be included with quote submittal)

ATTACHMENT 3 - QUOTE COST SCHEDULE
Continued

A price escalation may be considered based on cost of fuel as reported by the "Monthly Florida Regular Conventional Retail Gasoline Price" (as determined by the U.S. Government's Official Energy Statistics published on the Energy Information Administration website at http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sfl_m.htm).

The District reserves the right to adjust the number of runs to meet its needs and does not guarantee the amount of work. Respondent guarantees the quoted price to continue to be valid through September 30, 2021 (original agreement and two 12-month renewals).

The District reserves the right to inspect Respondent's vehicles and may, at the sole discretion of the District, reject quotes based upon the unacceptability of the Respondent's vehicles.

TOTAL COST FOR ALL SERVICES IN WORDS:

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

Date

Respondent (firm name)

Address

E-mail address

Signature

Telephone number

Typed name and title

(This form to be included with quote submittal)

**ATTACHMENT 4 – QUALIFICATIONS – GENERAL
FOR
COURIER SERVICE FOR DISTRICT LABORATORY**

(This form to be included with quote submittal)

As part of the quote, Respondent shall complete the following so that the District can determine Respondent's ability, experience, and facilities for performing the Work.

Name of Respondent: _____

Respondent's tax identification No.: _____

Year company was organized/formed: _____

Number of years Respondent has been engaged in business under the present firm or trade name:

Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this quote or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

**ATTACHMENT 5 – CLIENT REFERENCES
FOR
COURIER SERVICE FOR DISTRICT LABORATORY**

(This form to be included with quote submittal)

Respondent must provide two references for work within the past three years. The references must be from the similar project described in the Statement of Work, Attachment 2. Only one reference may be from the District.

Client Reference No. 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ E-mail: _____

Name/Description of service: _____

Nighttime Service: YES _____ NO _____

Effective Date(s): _____

Client Reference No. 2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ E-mail: _____

Name/Description of service: _____

Nighttime Service: YES _____ NO _____

Effective Date(s): _____

ATTACHMENT 6 — INSURANCE REQUIREMENTS

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Contractor's General Liability policy shall include Endorsement CG 20101185, or equivalent, naming the St. Johns River Water Management District ("District") as Additional Insured. All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than thirty (30) days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Contractor must provide a completed District "Affidavit (Non-Construction)" for non-construction contracts. Contractor is solely responsible for compliance with any Federal workers' compensation laws such as Jones Act and USL&H Act, including any benefits available to any workers performing work on this project.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$1,000,000/\$2,000,000, for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** Minimum limits of \$100,000/\$300,000/\$50,000
- (d) **Cargo Liability.** \$100,000 limit per occurrence.