



St. Johns River Water Management District

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

525 Community College Parkway S.E. • Palm Bay, FL 32909 • 321-984-4940
On the internet at www.sjrwmd.com.

October 1, 2020

Interested Firms

Re: Quote Request 36199, Fabricate Steel Access Walkways

The St. Johns River Water Management District (District) desires to Procure a vendor to fabricate several steel walkways for use at the Marsh Flow-way.

The Vendor will fabricate/manufacture and deliver one (1) 12-foot long, two (2) 19-foot long and six (6) 15-foot long standard span access walkways constructed in accordance with the attached drawings and specifications. In addition, (10) 30-foot and (8) 40-foot H-piles (as specified on the drawings) shall be delivered with the walkways. The completed walkways and H-piles shall be delivered to our Apopka Field Office located at: 25633 County Road 448A, Mount Dora, FL 32757

Respondent's quotation must provide the District with:

1. Proof of firm's ability to do business in the state of Florida. (documentation must be provided with quote response)
2. Respondent must have completed at least one project of a similar nature (manufacture of metal parts Statement of Work) in the past three years by the individual, firm, or foreman assigned to the project. (Documentation must be provided on attached form and must be included with quote response.)

Award of the work shall be based on the lowest total cost that meets all requirements of this Quote Request. The District will issue a purchase order to said Contractor, but reserving the right, at its discretion, to reject all quotes.

If you are interested in this project, email your quote in PDF format, **after 8:00 a.m. and before 3:00 p.m. on** October 29, 2020. Do not email the quote prior to or after this timeframe. It is preferred that all quotes be submitted as an attachment to an email addressed to Amy Lucey at ALucey@sjrwmd.com. Receipt will be acknowledged by 4:00 p.m.

If you need assistance or have any questions about submitting your quote, please email or call Amy Lucey at ALucey@sjrwmd.com or 321-409-2156, 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.

NOTE: Please check the box provided below if you are unable to provide a quotation for this item at this time and return this page by fax (386-329-4848) to my attention or e-mail it to ppaulk@sjrwmd.com.

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

Respondent's Signature

Respondent's Company Name

ATTACHMENTS:

- Attachment 1 - Statement of Work
- Attachment 2 - Quote Cost Schedule
- Attachment 3 - Qualifications Forms
- Attachment 4 - Purchase Order Terms and Conditions

**ATTACHEMENT 1 — STATEMENT OF WORK
Fabricate and Deliver Steel Access Walkways**

I. INTRODUCTION/BACKGROUND

The District has hundreds of walkway platforms throughout the 18-county jurisdictional area. These walkways are utilized by staff to access water quality sampling and monitoring stations and/or operate gated structures on various water bodies. Currently, these walkways are constructed using a wide variety of materials and dimensions. To provide a safer and more uniform appearance, the District has established a standard access walkway drawing and specifications.

II. OBJECTIVE

The objective of this project is to manufacture/fabricate and deliver several walkways that will be used at the Marsh Flow-way on the North Shore of Lake Apopka.

III. SCOPE OF WORK

The Vendor will fabricate/manufacture and deliver one (1) 12-foot long, two (2) 19-foot long and six (6) 15-foot long standard span access walkways constructed in accordance with the attached drawings and specifications. In addition, (10) 30-foot and (8) 40-foot H-piles (as specified on the drawings) shall be delivered with the walkways. The completed walkways and H-piles shall be delivered to our Apopka Field Office located at: 25633 County Road 448A, Mount Dora, FL 32757

IV. TASK IDENTIFICATION

Contractor Responsibilities include:

1. Fabricate and manufacture access walkways in accordance with the attached drawings and specifications in the quantities noted in the Scope of Work.
2. Pilings, handrails swing gates and ancillary support beam shall be included, but not attached. The walkway footer and/or concrete work is not included with this work
3. In lieu of painting any portion of the platform, portions may be hot-dipped galvanized.
4. Deliver walkways and ancillary materials to the above address.
- 5.

District Responsibilities include:

1. Oversee and approve fabrication and delivery of walkways.
2. Verify receipt of all materials purchased for the project.
3. Unload walkways and H-piles at Apopka Field Station. 48 hours advance notice is required prior to delivery.

V. TIME FRAMES AND DELIVERABLES

All fabrication activities outlined above shall be completed by February 28, 2021.

VI. BUDGET/COST SCHEDULE

Contractor's compensation will be based on the quote to complete the Work for a total amount not to exceed \$98,000.00.

PAYMENT OF INVOICES

Contractor shall submit up to two itemized invoices. The first invoice shall include payment for all materials purchased for the project and the second invoice shall be for final completion and delivery of all walkways. The invoices shall be submitted by one of the following two methods: (1) by mail to the St. Johns River Water Management District, Director, Division of Financial Management, 4049 Reid Street, Palatka, Florida 32177, or (2) by e-mail to acctpay@sjrwmd.com. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, the District may require and Contractor shall provide additional supporting information to document invoices.

PROJECT MANAGER

Woody Boynton
Bureau of Operations and Maintenance
386-546-1833 (cell)
386-312-2300 (office)
wboynton@sjrwmd.com (email)

Attachments:

Apopka MFW WRI Walkway Drawings – Separate Cover

**ATTACHMENT 2- QUOTE COST SCHEDULE
REQUEST FOR QUOTES #36199
QUOTES DUE DATE AND TIME: 3:00 PM ON OCTOBER 29, 2020**

| BID SCHEDULE - FABRICATE STEEL ACCESS WALKWAYS | | | | |
|--|---------------|--------------------|------|------------|
| ITEM NO | DESCRIPTION | ESTIMATED QUANTITY | UNIT | UNIT PRICE |
| 1 | 12-FT WALKWAY | 1 | EA | |
| 2 | 15-FT WALKWAY | 6 | EA | |
| 3 | 19-FT WALKWAY | 2 | EA | |
| 4 | 30 FT H-PILES | 10 | EA | |
| 5 | 40 FT H-PILES | 8 | EA | |
| TOTAL PROJECT COST | | | | |

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

| Addendum No. | Date | Addendum No. | Date |
|--------------|-------|--------------|-------|
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |

I HEREBY ACKNOWLEDGE, as Authorized Representative for the Respondent, that I have fully read and understand all terms and conditions as set forth in this quotation, and upon award of such quotation, shall fully comply with such terms and conditions.

RESPONDENT (FIRM NAME)

ADDRESS

SIGNATURE

TYPED NAME & TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

EXHIBIT 3 – QUALIFICATION FORMS
(This form to be included with quote submittal)

As part of the quote request, 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:

Total number of years Respondent has experience in similar work described in quote request of the Instructions to Respondents: _____

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 bid 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.

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

QUALIFICATIONS – SIMILAR PROJECT
(This form to be included with quote submittal)

Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or project manager assigned to the project. (Documentation must be provided on this form and must be included with quote response.)

Completed Project 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project:

Description:

Start date: _____ Completion date: _____

(month/year)

(month/year)

Names of personnel assigned to project:

Project manager: _____

Others: _____

EXHIBIT 4 – PURCHASE ORDER TERMS AND CONDITIONS**COMMODITY PURCHASES: TERMS AND CONDITIONS**

1. This Order, including attachments, constitutes a binding contract under the terms and conditions contained on this and the reverse side when accepted by Seller, either by acknowledgment or by commencement of shipment. No changes may be made in this Order without the authorization of purchaser, St. Johns River Water Management District (SJRWMD). Neither Seller nor SJRWMD may assign any portion of this Order without the prior consent of the other.
2. All rights and obligations of the parties are governed by the provisions of the Uniform Commercial Code Article 2, Sales; Chapter 672, Florida Statutes ("F.S.").
3. Materials will be properly packaged and marked with the purchase order number. Quantities specified herein are not to be exceeded unless otherwise authorized by SJRWMD. SJRWMD reserves the right to cancel this Order, or any part thereof, without obligation if delivery is not made on the times(s)/date(s) specified.
4. Goods purchased under these terms must be delivered and received by the SJRWMD receiving section. Inspection of items will be made at the destination, unless otherwise specified, and before payment is due. SJRWMD may reject any goods that are defective or not in conformance with specifications as to quality or performance. Title to property passes only after inspection and acceptance by SJRWMD. Rejected goods will be returned to Seller at Seller's risk and expense. SJRWMD has no further obligations with regard to rejected goods.
5. Separate invoices are required for each Order. In the absence of a separate agreement between the parties, full payment will be made within 45 days of inspection and acceptance of goods. Invoices must be received within 15 days of delivery.
6. All prices must be F.O.B. the place of destination unless otherwise agreed. Where a specific purchase is negotiated F.O.B. the place of shipment, Seller will prepay shipping charges and include them on the invoice. C.O.D. shipments will not be accepted and will be returned to Seller at Seller's risk and expense.
7. The sale price will be the lowest prevailing market price and under no circumstances higher than specified herein without the express authorization of SJRWMD.
8. In the event of a default or breach by the Seller, which results in a cost increase to SJRWMD, SJRWMD may procure articles or services from other sources and charge Seller as liquidated damages any excess costs.
9. All materials, drawings or other items provided by SJRWMD to Seller remain the property of SJRWMD and will be returned to SJRWMD upon demand. Unless otherwise agreed, all containers, reels or pallets shipped with goods by Seller remain the property of SJRWMD.
10. The items covered by this Order will comply with all federal, state or local laws relative thereto. Seller shall defend all actions or claims brought against SJRWMD, and hold and save SJRWMD harmless from all losses, costs or damages, related to actual or alleged infringement of letters of patent or copyrights, or claims arising from fatalities, injuries and/or property damage resulting from manufacturing or design deficiencies of delivered goods
11. SJRWMD is exempt from any sales, excise, or federal transportation taxes, and from the provisions of the Robinson Patman Act.
12. In accordance with Chapter 442, F.S., Seller will advise SJRWMD if a product is a toxic substance and, in such case, will provide a Material Safety Data Sheet at the time of delivery.
13. This Order shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Order. This Order shall be governed under the laws of the State of Florida. In the event of any legal dispute arising from or related to this Order, each party shall bear its own costs and attorney's fees, including appeals. The parties hereby waive their right to jury trial and consent to trial by a court of competent jurisdiction.
14. Pursuant to chapter 760, F.S., Seller shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, age, handicap, or marital status.
15. 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, 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 \$35,000 for a period of 36 months following the date of being placed on the convicted vendor list.
16. Seller certifies that no District officer, agent, or employee has any direct or indirect material interest, as defined in chapter 112, F.S., in Seller's business under this Order, or shall have any such interest during the term hereof. Pursuant to section 216.347, F.S., any state grant monies received from the District to fund this Order shall not be used to lobby the Florida Legislature, the judicial branch, or any state agency.

