



# St. Johns River Water Management District

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

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4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500  
On the Internet at [www.sjrwmd.com](http://www.sjrwmd.com).

November 12, 2020

Interested Firms

Re: Quote Request 36341, Water Level Pressure Transducers

The St. Johns River Water Management District (District) desires to purchase water level pressure transducers for its water level data collection. Please review **Exhibit 1 – Specifications** and **Exhibit 2 – Quote Request 36341**, which includes all the items the District desires to purchase.

If you are interested in submitting a quote, please submit the completed Exhibit 2 – Quote Request 36341. Also, please confirm your understanding of this Quote Request and your firms' capability to provide the items described by completing and signing Page 2 of Exhibit 2 and returning this page. Both pages must be submitted in PDF format, by **December 4, 2020, 4:00 p.m.** Please submit these documents as an attachment to Carol Taylor Miller at [cmiller@sjrwmd.com](mailto:cmiller@sjrwmd.com) using **Quote 36341** in the subject line. The quotation shall include the Unit Price for all equipment listed, the Total cost of the units, and the estimated shipping. The quantities identified are for quotation purposes only. **The unit prices provided will be firm through September 30, 2021.**

The District anticipates issuing a Blanket Purchase Order(s) to the supplier who provides the lowest **Total Cost of Equipment and Shipping** of the items listed in Exhibit 2 – Quote Request 36341. The District may issue a Purchase Order for a minimal amount of Water Level Pressure Transducers in order to allow the evaluation of the purchased units. The District will order the equipment on an as needed basis and makes no guarantee of the amount to be purchased.

If you need assistance or have any questions about submitting your quote, please email or call Carol Taylor Miller at [cmiller@sjrwmd.com](mailto:cmiller@sjrwmd.com) or 386-329-4170, 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<sup>®</sup> 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.

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 [cmiller@sjrwm.com](mailto:cmiller@sjrwm.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 Carol Taylor Miller, 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 period 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 in order 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 period 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.

## **EXHIBIT 1 - SPECIFICATIONS WATER LEVEL PRESSURE TRANSDUCERS**

### **I. INTRODUCTION/BACKGROUND**

The St. Johns River Water Management District's (District) Bureau of Water Resource Information is dedicated to collecting the most accurate water level data available. It is crucial to data collection consistency that the District use equipment that is interchangeable with current data collection platforms and that provides the same data transfer capabilities. The District currently uses water level pressure transducers connected to Campbell Scientific datalogger (i.e., CR 300, CR800, CR1000, etc.) via an SDI-12 connection with the minimum specifications listed in Section III of Exhibit 1). The District requires that the Water Level Pressure Transducers report in units of feet not PSI.

### **II. OBJECTIVE**

The objective is to award the purchase of Water Level Pressure Transducers meeting the District minimum specifications to the lowest responsive and responsible respondent for purchases through September 30, 2021. The District does not guarantee that a minimum amount will be purchased.

The District is responsible for producing accurate and reliable water level data. The District's original purchase may be for a minimal amount of Water Level Pressure Transducers in order to allow the evaluation of the purchased units. In the event the District purchases units and the units are deemed not to meet the District's requirements when actually placed in service or corrode or malfunction due to design, material, or manufacturing defects, the District reserves the right to cancel the Cost Agreement and enter into a Cost Agreement with the firm offering the next lowest quotation and that can provide the required equipment.

### **III. MINIMUM SPECIFICATIONS**

The Quotation form attached (Exhibit 2) describes the minimum specifications for Water Level Pressure Transducers that the District requires in **units of feet not PSI**. This Quotation is for the purpose of acquiring unit prices for specific equipment purchases. In the event that additional Water Level Pressure Transducer equipment is required, District will obtain quotes from the awarded firm.

Required minimum specifications:

- Submersible vented pressure transducer
- SDI-12 Compatible
- 0-10 m or 0-15psi range
- Minimum accuracy of  $\pm 0.02$  ft
- Minimum one-year warranty against failure due to corrosion or manufacturing defects with 100% replacement if unit cannot be repaired
- Desiccant system

### **IV. TASK IDENTIFICATION**

#### **District Responsibilities**

- District will issue Purchase Orders for each purchase request.
- The District Project Manager or designated representative will install and inspect the Level Transducers shaft encoders for acceptance. District Project Manager will document any unacceptable or non-compliant units during the warranty period and request warranty claims.

#### **Contractor Responsibilities**

- Supply and deliver Quoted Water Level Pressure Transducers in accordance with Quotation requirements and specific guidance provided in District Purchase Order. All deliveries will be made to District headquarters at 4049 Reid Street, Palatka, FL 32177.

- Provide contact, review, and administer warranty claims within 30 days of receipt.

**V. TIME FRAMES AND DELIVERABLES**

Purchase Orders will be issued as the equipment is required. It is anticipated that the awarded vendor will receive the Purchase Order for the number of Quoted Water Level Pressure Transducers as shown in the Quotation form and deliver these items to the District no later than September 30, 2021.

**EXHIBIT 2 - QUOTE REQUEST 36341  
WATER LEVEL PRESSURE TRANSDUCERS  
SUBMIT BY DECEMBER 4, 2020, 4:00 PM**

Please provide the Unit Price for each item and multiply the unit price by the quantity provided for the Total price per item. Add the Total cost of Items 1 through 10 for a grand total. Provide the cost of freight/shipping where indicated and provide the total price for the items plus the freight/shipping where indicated. The quantities listed and the freight/shipping amount are for quotation purposes only. The District reserves the right to purchase any quantity on an as needed basis.

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 10'	25		
2	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 15'	25		
3	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 20'	25		
4	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 30'	25		
5	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 50'	25		
6	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 75'	10		
7	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 100'	5		
8	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 130'	5		
9	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 150'	5		
10	Water Level Pressure Transducer Model: _____ Range: 0-30ft H <sub>2</sub> O Cable attached: 180'	5		
<b>TOTAL COST OF ITEMS 1-10</b>				
<b>COST OF FREIGHT/SHIPPING FOR ALL ITEMS 1-10</b>				
<b>TOTAL COST EQUIPMENT AND FREIGHT/SHIPPING</b>				

(This form to be included with quote submittal)

**EXHIBIT 2 - QUOTE REQUEST 36341  
WATER LEVEL PRESSURE TRANSDUCERS  
Continued**

**TOTAL COST OF EQUIPMENT AND FREIGHT/SHIPPING IN WORDS:**

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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.

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Date

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Respondent (firm name)

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Address

---

E-mail address

---

Signature

---

Telephone number

---

Typed name and title

**(This form to be included with quote submittal)**