



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.

June 18, 2018

Interested Firms

Re: Quote Request 33199, Agricultural Mobile Irrigation Lab Services

The St. Johns River Water Management District (District) is requesting quotes for the above referenced project from qualified firms who have experience in providing these services. This letter is forwarded to you as an invitation to provide a quote based on the Statement of Work (SOW) attached as Exhibit 1. The quote shall include all labor, materials, insurance, and other related costs for the services described in the SOW.

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 July 10, 2018.** 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 Tina Spurlock at tspurlock@sjrwmd.com. Receipt will be acknowledged by 4:00 p.m. **The emails must include Quote 33199 in the subject line.**

If you need assistance or have any questions about submitting your quote, please email Tina Spurlock at tspurlock@sjrwmd.com. 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 will be a one-year contract that may be renewed for two additional 12-month terms. The not-to-exceed budget for all services related to this work in fiscal year 2018-2019, October 1, 2018 through September 30, 2019, is \$94,000. Respondents are cautioned not to make any assumptions from the budget estimate as to the total funds available for the Work. The Successful Respondent will be required to hold costs firm through the initial period and both renewals. No cost escalation will be permitted during this time.

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, 2018). 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 tspurlock@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 Alan Weaver, 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.

10. Pricing for Proposed Solution

- a. Once quotes are received, staff will review each and may contact the various respondents for further clarification if needed. Staff anticipates entering in to a contract by October 1, 2018.
- b. If you have any further questions, I may be reached at 386-329-4313. Thank you for your consideration. I look forward to receiving your quotation.

11. Responses

The District invites interested parties that meet the minimum qualifications contained herein to submit quotes regarding their products and related service offerings.

12. Minimum Qualifications

- a. Respondents must meet the minimum qualifications below and all supporting documentation must be submitted with the response to this quotation request (failure to provide responses may result in the quote being considered non-responsive).
- b. Proof of firm’s ability to do business in the state of Florida. (documentation must be provided with quote response)
- c. Field auditors shall be certified in accordance with the Florida Irrigation Society standards and examinations and shall also a Natural Resources Conservation Service’s Irrigation Water Management Certification.
- d. 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 form provided and must be included with quote response)
- e. Respondent must have at least one year of experience on projects of the nature specified above. (documentation must be provided on form provided and must be included with quote response)
(District-provided form, Similar Projects Form)

B. Cost Schedule:

The Successful Respondent will bill on a monthly basis for services provided according to the cost schedule provided below. The unit cost quoted must include all compensation, including travel, per diem, and other related expenses. The unit cost will form the basis of the Agreement between the parties.

COST SCHEDULE

This form to be included in quote response

Task	Unit Cost
1. Full Irrigation Audit	
2. Flow meter accuracy testing/flow rate determination (EN-51 Flow-Rate Check)	

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

Date Respondent (firm name)

Address

Email address Telephone number

Signature Typed name and title

NOTE: Please check the box provided if you are unable to provide a quotation for this service at this time and return to my attention at tspurlock@sjrwmd.com.

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

Respondent's Signature

Respondent's Company Name

EXHIBIT 1 — STATEMENT OF WORK
AGRICULTURAL MOBILE IRRIGATION LAB SERVICES

I. INTRODUCTION/BACKGROUND

The St. Johns River Water Management District (District) has made a commitment to reduce water use through water conservation efforts by promoting water conservation in the area of agriculture. Agricultural water use represents a substantial portion of water demand in the District. Four major irrigated crops (citrus, row crops, sod, and nursery) represent the largest proportions of agricultural acreage in the District. Agricultural irrigation efficiency is of concern to the District because the efficient use of irrigation water can maximize the use of available supplies, enhance affordability to the grower and the consumer, and reduce nutrient loading to water resources.

Mobile irrigation laboratories (MILs) can assist in the promotion of water conservation for agricultural producers in the District by providing irrigation system evaluations to help improve system efficiency. MILs may also assist agricultural producers in nutrient reductions required to meet the Total Maximum Daily Loads (TMDLs) as mandated by the Clean Water Act and the Florida Department of Environmental Protection's 303 D list of impaired waters associated with the freshwater lacustrine zone of the Lower St. Johns River (LSJR). Additionally, as part of the services provided, an MIL may also only check irrigation system flow rates for EN-51 compliance purposes.

The District has budgeted funds in the 2018-2019 budget for a Contractor to provide MIL services to assist growers (in all 18 counties in the District) to improve their water use efficiency and meet their EN-51 regulatory requirement. This Agreement will expire September 30, 2019 and may be renewed for two additional 12-month terms.

II. OBJECTIVES

The objective of this agreement is for the District to obtain the services of a Contractor to provide MIL services to evaluate and recommend improvements that address the efficiency and management of irrigation systems associated with agricultural operations in all of the District's 18 counties.

III. SCOPE OF WORK

Contractor shall perform MIL evaluations for agricultural Permittees with valid Consumptive Use Permits (CUP) as assigned by the District. The work will include either:

- Task 1: a full agricultural irrigation audit, or
- Task 2: a flow meter accuracy/flow rate check (aka EN-51)

Utilizing professional and industry standards, and certified irrigation auditors, the Contractor shall contact property owners referenced in District provided lists, explain the purpose of the visit, and perform the irrigation audit and/or flow rate check. Contractor shall also provide a monthly report, to the District's Project Manager of all site visits, the type of visit (full irrigation audit or EN-51 flow meter/flow rate check), and results of site visits by property owner/permit number. All reports shall be provided in a format mutually agreed upon by the District and Contractor for both written and electronic formats. The MIL work shall take place at the property owner's location.

All work shall be performed in accordance with the Florida Department of Agriculture and Consumer Services' Mobile Irrigation Lab (MIL) Handbook (dated May 2017) and/or the following U.S. Department of Agriculture, National Resources Conservation Services' guides and handbooks:

- Florida Irrigation Guide
- Florida Drainage Guide
- National Engineering Handbook
- Florida Irrigation Lab Handbook
- Florida Technical Guides

Field auditors shall be certified in accordance with the Florida Irrigation Society standards and examinations and shall also a Natural Resources Conservation Service's Irrigation Water Management Certification.

District permitting staff will inform any agricultural Permittees that are due for a permit renewal or a compliance submittal that an evaluation of their irrigation system(s) or a flow meter calibration/flow rate check (EN 51) may be needed. District staff will provide a list of the affected permittees to the Contractor who shall contact each Permittee in need of assistance.

IV. TASK IDENTIFICATION

District Responsibilities

1. Provide property-owner/CUP holder lists to the Contractor

Contractor Responsibilities

1. Contact property owner, utilizing lists provided by the District, to explain the purpose of the site visit and offer audit or EN 51 services.
 - a. Audits shall be performed by certified irrigation auditors and consist of the following:
 - Checking timers
 - Running system
 - Evaluating efficiencies
 - Checking performance
 - Checking uniformity
 - Answering any Permittee questions about the audit
 - b. The EN-51 flow-rate check shall consist of the following:
 - Check accuracy of flow meters to actual flow rates
 - Where meters are not installed, flow rates shall be measured and referenced to an alternative flow measurement means, such as hour meter, in order for the Permittee to determine the actual flow rate of the well
 - Answering Permittee questions about the EN-51 flow-rate check
2. Establish and prioritize the audit and flow-rate schedules to ensure that Permittees with closest expiration date or compliance submittal due dates are scheduled first by using the District's lists.
3. Perform audit or EN 51 flow-rate check visits as scheduled with property owners and Permittees. In the event a scheduled appointment cannot be kept, contact the property owner at least 24 hours in advance to reschedule the appointment.
4. Provide a monthly report to the District's Project Manager that includes a list of all site visits, the type (full audit or EN-51 flow-rate check) and results of the audits by property owner/CUP number. All reports shall be provided in a format mutually agreed upon by the District and Contractor for both written and electronic format.
5. Report all "full" audit findings and recommendations to the statewide MIL database managed by the Florida Department of Agriculture and Consumer Services.

V. TIME FRAMES AND DELIVERABLES

The Agreement will expire September 30, 2019 and may be renewed for two additional 12-month terms. Deliverables are described in the Task Identification Section of this Statement of Work.

VI. BUDGET/COST SCHEDULE

The Contractor shall complete audits and EN-51 flow-rate check services at a cost as follows:

Task	Unit Cost
1. Full Irrigation Audit	
2. Flow meter accuracy testing/flow rate determination (EN-51 Flow-Rate Check)	

EXHIBIT 2 — QUALIFICATIONS

This form to be included in quote response

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: _____

Total number of years Respondent has experience in similar work as described in Item 12 of Minimum Qualifications: _____

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.

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 quote. 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 PROJECTS

This form to be included in quote response

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least one similar project during the 36 months prior to the date set for receipt of quotes. Include only those projects that are comparable to those required by the District (provide description). The projects/engagements/deployments must have been in place and operational for at least six months prior to the date set for receipt of quotes. All things being otherwise equal, those Respondents with experience in Mobile irrigation Laboratory testing and flow meter accuracy /flow rate check.

Completed Project 1:

Client/Project Owner: _____

Current contact person with Client/Project Owner: _____

Telephone: _____ Email: _____

Address of Client/Project Owner:

Project description:

No. of Employees: _____ Start date: _____ Completion date: _____
(min:____) (month/year) (month/year)

No. of Locations: _____
(min:____)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

EXHIBIT 3 — INSURANCE

Consultant shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Consultant shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Consultant's General Liability policy shall name the St. Johns River Water Management District (the "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 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. Consultant 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 \$500,000 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 Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** Minimum requirements per Florida law.