



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.

April 30, 2021

Interested Firms

Re: Quote Request 36783, Burrell Lock and Dam Generator Replacement

The St. Johns River Water Management District (District) desires to Procure a contractor to replace the generator at the Burrell Lock and Dam.

Contractor shall provide all labor, equipment and materials to remove and dispose of 25+-year old generator and install new 35 KW 120/240v 3 phase LP or NG generator with enclosure, automatic transfer switch (ATS) and all new wiring. The generator shall have a 5-year manufacturer's warranty and the contractor shall warranty their work for one-year upon completion.

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** May 27, 2021. 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.

There will be a Non-Mandatory site visit on Monday, May 24, 2021

Address: 10401 Lock Road, Leesburg, FL 34788

Directions from I95:

Take I95 to FL 46W - exit 223 toward Sanford

Follow 46W to S French Ave in Sanford

Take US17/US 92W 1st St to FL 46W

Follow F46W and County Road 46A to 44W in Lake County

Take County Road 44W to Lock Road

There will be someone on site from 7:00 a.m. to 7:00 p.m.

Contact for site visit:

John Donohue

352-303-2989

Please be aware of the current CDC guidelines for COVID-19, including but not limited to the following:

- *Do not attend this meeting if you are feeling ill or experiencing COVID-19 symptoms*
- *Practice social distancing while in attendance*
- *Consider wearing a mask if not social distancing*

Note: It is recommended that you bring your own pen for the District's sign-in sheet for attendees.

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.

MINIMUM QUALIFICATIONS

Respondent must use the “Qualification” forms (General, Similar Projects, and Client References) provided in these documents to document the minimum qualifications listed below. Failure to include these forms with the quote may be considered non-responsive.

- Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least **two** projects of a similar nature (**generator/electrical services**) within the **three** years immediately preceding the date for receipt of Quotes. Each project must have had a project value of at least **\$10,000**.
- Respondent must have no less than **three** years of experience on projects of the nature specified above.
- Respondent must be knowledgeable in the operations and maintenance of generators and automatic transfer switches. One the above projects listed shall document this understanding.
- Respondent must provide **two** client references. Up to two of the client references may be from the similar projects listed in response to subparagraph (a), above. No more than one of the references may be from completed District projects. If a District project is cited, do not request a letter from District staff.
- Copy of current Florida Electrical Contractor License (to be provided with quote documents.)

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 . 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. 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 bids, proposals, or qualifications, must file a Notice of Protest within 72 hours after receipt of the decision or intended decision. 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. 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 (1%) of the estimated contract amount.
- c. 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.

RESPONSES

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

- Exhibit 1 - Statement of Work/Specifications
- Exhibit 2 - Quote Cost Schedule
- Exhibit 3 - Qualification Forms
- Exhibit 4 – Insurance Requirements

EXHIBIT 1
STATEMENT OF WORK
BURRELL LOCK GENERATOR REPLACEMENT

I. INTRODUCTION

The Burrell lock and dam are located on Haines Creek, 900 feet upstream of SR44 between Lake Eustis and Lake Griffin. Burrell lock and dam were built by Lake County in 1956 and turned over to SWFWMD in 1964. The SJRWMD has operated and/or owned the structure since 1977. Burrell Dam is an earth filled dam approximately 500 feet long and 12 feet high. The spillway was modified in 1976 and contains four 14- by 4-foot overflow gates that are adjustable between elevation 58.95 to 62.95 (NAVD88). In addition, there are 5- by 14-foot vertical lift gates located on each end of the spillway. The invert for these two gates is at 54.95. The spillway is designed to pass 2,350 cfs. The spillway is operated to maintain a desirable stage between 60.95 and 62.45 in Lake Eustis. The lock is 94 feet by 30 feet with an invert of 54.95 feet.

II. OBJECTIVES

Replace 25+-year-old problematic emergency/back-up 12 KW 3 phase Kohler liquid propane generator to provide reliable and consistent power at critical times of need at structure. See attached site map for location. The new generator shall provide emergency power to the entire structure not just the gates.

III. SCOPE OF WORK

Contractor shall provide all labor, equipment and materials to remove and dispose of 25+-year old generator and install new 35 KW 120/240v 3 phase LP or NG generator with enclosure, automatic transfer switch (ATS) and all new wiring. The generator shall have a 5-year manufacturer's warranty and the contractor shall warranty their work for one-year upon completion.

IV. TASK IDENTIFICATION

Contractor's Responsibilities:

1. Mobilize to site and provide all labor, tools, equipment/materials to complete the work.
2. Obtain all permits, if required from Lake County
3. Disconnect electrical power service (lockout-tag-out), propane fuel line and propane alarm from existing generator. Plug fuel line to prevent contamination.
4. Dispose of the old generator and ancillary equipment.
5. Construct new concrete pad per the manufacturer's recommendation if existing concrete pad is not adequate for new generator.
6. Install new generator and ATS.
7. Install/reconnect new electrical wiring from generator to ATS and from ATS to panel. Hook up to panel is to include entire property (currently two separate panels). All electrical wiring shall be completed by a licensed electrician.
8. Install/reconnect propane fuel lines and propane alarm.
9. Contractor is responsible for any modification to reconnect new generators to existing electrical panel, propane alarm, and gas line.

10. Anchor generator to concrete pad per the manufacturer's recommendation.
11. Start up new generator to perform joint inspection of fluid leaks, safety water/oil shutdowns and verify amp output under load bank test. Ensure the ATS is functioning properly.
12. Provide the District's Project Manager at least 8 hours' notice to inspect each task.
13. Obtain final inspection from Lake County, if required
14. Demobilize from site including removal of all work-related debris including old generator.
15. Provide District with three (3) copies of the operations and maintenance manual of the generator.

District's Responsibilities:

1. Provide access.
2. Provide onsite supervision during generator removal/installation and start-up.
3. Ensure that the project site is cleared of any contractor debris including removal of the existing generator.

NOTE: No hunting or firearms allowed while on the job site. Any problem with nuisance animals at Water Control Structures is the responsibility of the contractor and local Florida Fish & Wildlife Conservation Commission, or other authorized persons or agencies.

V. TIMEFRAMES AND DELIVERABLES

Contractor shall complete all work within 60 days from issuance of contract. Provide District with three (3) copies of the operations and maintenance manual of the generator.

VI. BUDGET/COST SCHEDULE

The District shall compensate the Contractor a not to exceed amount of \$_____. Invoices shall be submitted upon completion of services rendered to the St. Johns River Water Management District, Division of Financial Management, 4049 Reid Street, Palatka FL 32177 or may be e-mailed to acctpay@sjrwmd.com.

PROJECT MANAGER

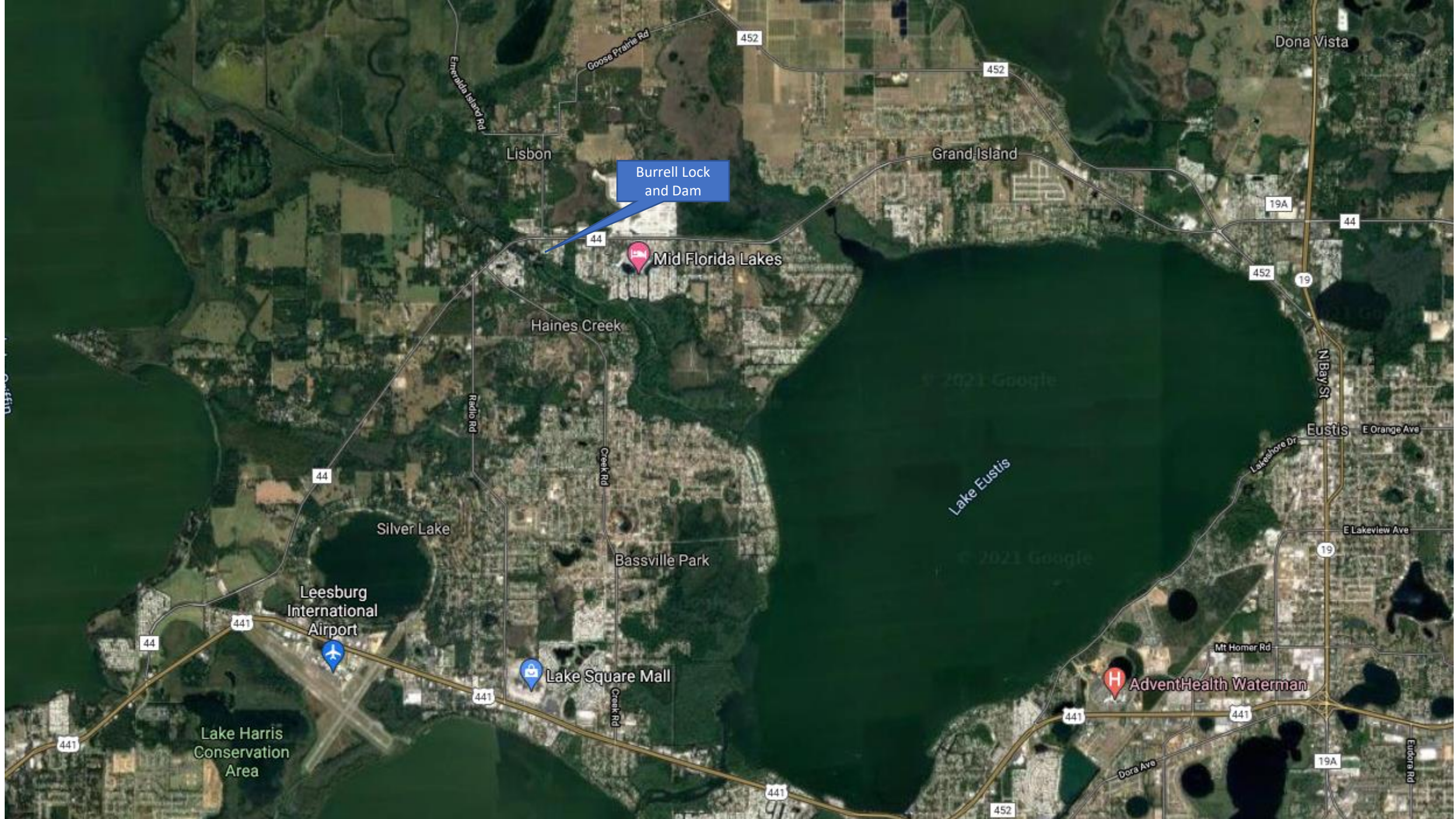
Rayford "Flint" McCain
Public Works Program Manager
321-212-9329 (cell)
407-215-1468 (office)
rmccain@sjrwmd.com (email)

FIELD SUPERVISOR

John Donohue
Electrical and Mechanical Specialist
352-303-2989 (cell)
jdonohue@sjrwmd.com (email)

Attachment:

Site Map Burrell Lock and Dam



Burrell Lock and Dam

Mid Florida Lakes

Haines Creek

Silver Lake

Leesburg International Airport

Lake Square Mall

Bassville Park

AdventHealth Waterman

Lake Eustis

Dona Vista

Grand Island

Lisbon

Eustis

Lake Harris Conservation Area

Mt Homer Rd

Dora Ave

Eudora Rd

Emerald Island Rd

Goose Prairie Rd

Lakeshore Dr

N Bay St

Radio Rd

Creek Rd

Creek Rd

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EXHIBIT 2 - QUOTE COST SCHEDULE
(Note: This page must be submitted with response.)

DUE NO LATER THAN 3:00 PM, Thursday, May 27, 2021- RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED ON THE FIRST PAGE OF THIS REQUEST.

The bid will be awarded to the lowest responsive and responsible Respondent for the Total Quote Cost.

Total Bid Cost: \$ _____

Total Bid Cost in words: _____

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

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 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 two during last three years prior to the date set for receipt of quotes. Include only those projects that are comparable to those required by the District (generator/electrical services).

Completed Project 1: (add additional pages for more projects if needed)

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: _____

Account manager: _____

Solution engineer: _____

Technical engineer: _____

Rollout engineer: _____

Technical coordinator: _____

Provisioning coordinator: _____

Completed Project 2: (add additional pages for more projects if needed)

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: _____

Account manager: _____

Solution engineer: _____

Technical engineer: _____

Rollout engineer: _____

Technical coordinator: _____

Provisioning coordinator: _____

QUALIFICATIONS — CLIENT REFERENCES

Include this form in the response

Respondent shall provide three client references, which may include the similar projects listed above. No more than one reference shall be from the District. (For similar projects listed above, simply state "Similar Project No. ____.")

Client Reference 1:

Agency/company:

Current contact person at agency/company:

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project:

Description:

Project value: _____ Project manager: _____

Client Reference 2:

Agency/company:

Current contact person at agency/company:

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description:

EXHIBIT 4 — 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 include Endorsement CG 20 10 04 13, or equivalent, naming 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 (Endorsement 24 04 05 09, or equivalent) 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 for each occurrence of not less than \$1,000,000 for personal injury, bodily injury, and property damage, with an aggregate of \$2,000,000. 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 limits of \$100,000/\$300,000/\$100,000.