



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

26 March 2024

RE: Addendum #1 to RFP 2024-09 Water & Wastewater Treatment Plant Operations, Maintenance, Service, and Repair

To whom it may concern,

Please note the following question and answer regarding the above-mentioned solicitation.

- Would it be possible to schedule a site visit in the latter part of March (26-29) or the first week of April (1-4) before questions are due? We are interested in seeing the facilities and areas that are covered in the scope of services.

ANSWER: With this question in mind, a non-mandatory pre-RFP meeting has been scheduled for Monday, April 1st, 2024. The supervisor of Suwannee County Facilities Maintenance, Marcus Durham, will escort attendees of the pre-RFP meeting to all three sites. Please see the following information about the non-mandatory pre-RFP meeting.

Date/Time/Location of Non-Mandatory Pre-RFP Meeting:

Monday, April 1st, 2024, at 9:00 am.

Suwannee County Administration

13150 80th Ter

Live Oak, FL 32060

There was also incorrect information in the Scope of Services (SOS) section of the solicitation package regarding the specific information for the CR136 Wastewater Treatment Plant. Please see the following corrected information. Corrected SOS pages—pages three through seven of the solicitation package—have been attached with this addendum and are to be used in place of the original.

CR 136 WWTP:

- a. Maximum Capacity = 50,000 gpd
- b. Category III, Class C WWTP
- c. Operator – Class C or higher
- d. ½ hour/day for five (5) days per week and one (1) visit per weekend.
- e. An operator meeting the lead/chief operator class for the plant shall be available during all periods of plant operation. "Available" means able to be contacted as needed to initiate the appropriate action in a timely manner.



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Furthermore, please note the following questions that have been asked up to the time of this addendum.

- Can you clarify the statement regarding sites visits to the County utility sites "(Five visits per week and 1 visit per weekend) and the 0.6 hour/week".

ANSWER: Scheduled visits are 5 days a week and one day on weekends. For all three plants with a minimum of half an hour each stop.

- Does the distribution pipe from storage tank to community is covered as part of the project scope in terms of maintenance and repair?

ANSWER: It would be the operator's responsibility to coordinate tank inspections and if anything happens within the disruption system they would be on sight.

- What is the length of the contract?

ANSWER: Three (3) years, with the option for extension.

- Who will be responsible for the utility chemical and reagents?

ANSWER: The reagents will be the company's responsibility.

- Who is responsible for the waste Disposition?

ANSWER: The operator will be responsible for the waste.

Sincerely,

Holland Freeman
Suwannee County Administrative Associate

RFP No. 2024-09

WATER AND WASTEWATER TREATMENT PLANT OPERATIONS, MAINTENANCE, SERVICE, AND REPAIR

Scope of Services

General Description:

Suwannee County is seeking to contract with an individual or company that can facilitate the operation of two (2) water treatment plants and one (1) wastewater treatment plant, equipment, and facilities. After instruction and orientation, the contracted party will be expected to carry out routine duties as performed by a Licensed Water and Wastewater Treatment Plant Operator.

Company or individuals will operate, maintain, service and repair a variety of plant equipment. Work involves proper operation and regulation of plant equipment so that end products meet the quality standards of the federal, state and county regulatory agencies and of the Public Works Department. Work includes operation of pumps, chlorine equipment, and other related equipment, collecting water samples for laboratory analysis, taking and recording of meter readings at regular intervals, and controlling the addition of water treatment chemicals to the raw water. The contracted respondent will work in accordance with established plant operating procedures but can receive specific instructions for temporary departures from standard operating procedure, as necessary. Work is evaluated through direct visual observation and/or review of laboratory, and operating reports. The County is anticipating a fixed cost for the operations portion of the proposal for Water and Wastewater facilities. Repair costs may be submitted as hourly charges plus other expenses.

Essential functions:

- Monitoring, maintenance, and the proper surveillance of all wastewater treatment plant processes, equipment, and controls to ensure efficient operation of the plant and compliance with applicable federal, state and local laws, and ordinances and regulations.
- Monitoring, maintenance, and the proper surveillance of all potable water plant processes, equipment, and controls to ensure efficient operation of the plant and compliance with applicable federal, state and local laws, and ordinances and regulations.
- Performs skilled work in assisting in the operation of the water and wastewater treatment facilities both inside and outside.
- Ability to understand oral and written instructions.
- Preparation and maintenance of accurate logs, reports, and records.
- Adjust equipment to regulate flow rates or modify treatment process in accordance with needs determined by observation and tests.
- Make plant equipment repairs and calibrations and perform preventative maintenance.
- Able to input data accurately into prescribed formats for submittals to regulatory agencies.
- Checks all plant equipment for proper operation and performs related routine maintenance tasks.

- Company staff or individuals shall be able to stand for sufficient periods of time to perform chemical analysis.
- Company staff or individuals shall be able to bend over to collect WTP and WWTP samples.
- Cleans and services pumps, motors, and other equipment and lubricates to manufactures specifications. Maintains inspection, activity, and equipment records.
- Ability to respond at any time whenever an emergency would require.
- Company or individual have sufficient staff to handle all Facility responsibilities even during sickness, vacation, and emergency, etc.
- Can respond to emergency situations as needed.
- Report any operational deficiencies to Suwannee County.
- Assist with maintaining inventory of spare parts, chemicals, equipment.

Qualifications:

All Company staff or individuals that serve as operators for the three (3) facilities must meet the following minimum qualifications and requirements:

1. Have High School diploma or GED.
2. Possess a valid State of Florida driver's license.
3. Possess Drinking Water and Wastewater Class "C" or higher Florida Operator Certifications from the State of Florida Department of Environmental Protection.
4. Have the ability to purchase/acquire/own any equipment or tools for maintaining and repairing all three water and wastewater treatment facilities.

Specific for Wastewater Treatment Plant:

1. The Operator shall provide a sufficient number of certified, qualified, capable and experienced personnel to manage, operate and monitor WWTF operations 24/7, 365 days a year. Personnel shall meet relevant Florida licensing requirements and hold certifications required for wastewater treatment operations.
2. The Operator shall provide a sufficient number of certified, qualified, capable and experienced personnel for WWTF operations as necessary to ensure proper, timely and safe operations in accordance with all permit requirements. This work includes but is not limited to:
 - a. Gravity sewer collection system operations and maintenance
 - b. Gravity sewer collection system flushing, cleaning and blockage removal
 - c. Lift station operation and maintenance
 - d. Force main operations and maintenance
 - e. WWTF operation and maintenance
 - f. WWTF process testing and process control
 - g. Sample collection, delivery and analysis as required to comply with permitting and optimize WWTF operation
 - h. Optimizing WWTF performance by adjusting valves, mechanical equipment and SCADA system, if needed.
 - i. Groundwater monitoring well maintenance, monitoring and reporting (seven wells)
 - j. SCADA operations and maintenance, if needed
 - k. Recording plant data in a permanent log daily

- l. Responding to routine service calls/complaints from residents within five days
 - m. Notifying customers prior to service interruptions at least seven calendar days in advance, when feasible
3. The Operator shall develop a Preventative Maintenance Inspection (PMI) plan for County approval that includes all of the necessary inspections, tests, services, lubrication and repairs on the systems, within 30 calendar days of contract award. The plan shall include an inspection and PM schedule based on manufacturers' recommendations and industry best practices. Once approved, the Operator shall follow and continuously document the PMI schedule and provide this information to the Suwannee County Administrator's Office by the 15th of each month.
 4. The Operator shall perform or arrange for all preventative, routine, and scheduled maintenance and repairs, and furnish all related materials. Preventative, routine and scheduled maintenance and repairs are those ordinary and necessary tasks and supplies required to keep the mechanical components operating in accordance with manufacturer's recommendations under normal usage and good standards of care, and to keep the WWTF and collection and transmission systems maintained in a clean and neat manner, including but not limited to:
 - a. Inspection, lubrication and cleaning of equipment
 - b. Cleaning and replacing filters, screens, belts, fuse
 - c. Checking and replacing lights
 - d. Painting and corrosion control
 - e. Calibrating flowmeter and analysis equipment
 - f. Ordering and properly storing chemicals, chlorine, and flocculants
 - g. Maintaining the WWTF site: sweeping, weed control, litter control, trash removal
 - h. WWTF site security
 - i. Odor control
 - j. Telephone service
 - k. Office and cleaning supplies
 - l. Cleaning the onsite restroom weekly, and stocking it with soap, toilet paper and paper towels
 - m. Tools and equipment, laboratory glassware and bench testing equipment
 - n. Scheduling deliveries and receiving
 5. In the event of an equipment malfunction or failure, the Operator shall take the necessary actions to restore the facility to normal operation. All equipment or system failures must be repaired within a 24-hour time frame.
 6. The Operator shall prepare a monthly facilities status report which will include, at a minimum, the following:
 - a. Monthly influent and effluent flow totals for the WWTP
 - b. Maximum influent in gpm at the equalization tank
 - c. Monthly summary of operational parameters, such as BOD, TSS, MLSS, DO and sludge
 - d. Monthly summary of turbidity ranges and chlorine residuals
 - e. Monthly list of equipment failures and or repairs for wastewater system
 - f. Any violations of the permit
 - g. Any sampling results that were out of compliance

- h. Any operational problems
 - i. Any anticipated issues with the facilities in the upcoming months
7. The Operator shall receive emergency calls, 24 hours a day, and respond to emergency alarm calls. Emergency service involves the correction of conditions that constitute an immediate danger to personnel, threaten property and/or action required to restore essential service. The Operator shall take immediate action as conditions warrant. Operators shall be available on-site within a reasonable time frame from the emergency call and shall work continuously to correct the problem.
8. The minimum number of weekly visits to the County utility sites which will be required is as follows:
- a) CR 136 WWTP:**
- i) Maximum Capacity = 50,000 gpd
 - ii) Category III, Class C WWTP
 - iii) Operator – Class C or higher
 - iv) ½ hour/day for five (5) days per week and one (1) visit per weekend.
 - v) An operator meeting the lead/chief operator class for the plant shall be available during all periods of plant operation. "Available" means able to be contacted as needed to initiate the appropriate action in a timely manner.

Specific for Water Treatment Plant:

1. The Operator shall provide a sufficient number of certified, qualified, capable and experienced personnel to manage, operate and monitor Water Supply & Distribution operations who meet relevant Florida Registration requirements and certifications.
2. The Operator shall provide a sufficient number of certified, qualified, capable and experienced personnel for general onsite water utility operations as necessary to ensure proper, timely and safe operations of both water well sites, pumping facilities, treatment facilities, and the distribution system in accordance with all permit requirements. This work includes but is not limited to:
 - a. Plant and distribution system operations and maintenance, including personnel to climb to the top of tanks for monthly inspection
 - b. On-site process testing
 - c. Sample collection, delivery and analysis as required by the SRWMD and FDEP
 - d. SCADA system operations and maintenance, if needed
 - e. Data recording in a permanent log
 - f. Response to routine service calls/complaints from residents within five days
 - g. Customer notifications required for service interruptions
 - h. Monitoring of all system functions, generating reports and maintaining a historical profile of system performance
3. The Operator shall perform or arrange for all preventative, routine and scheduled maintenance and repairs. Preventative, routine and scheduled maintenance and repairs are those ordinary and necessary tasks and supplies required to keep the mechanical components operating in accordance with manufacturer's recommendations and good standards of care, and to keep the two well sites maintained in a clean and neat manner, including but not limited to:

- a. Inspection, lubrication and cleaning of equipment
 - b. Valves servicing
 - c. Backflow prevention device testing
 - d. Dead end Distribution line flushing, as needed
 - e. Distribution and station valve exercising
 - f. Tank flushing, annually
 - g. Cleaning and replacing filters, screens, fuses
 - h. Checking and replacing lights
 - i. Cleaning interior of MCC units and fans
 - j. Painting and cleaning corrosion
 - k. Annual cathodic protection maintenance
 - l. Calibrating flowmeters, transducers and analysis equipment
 - m. Ordering chemicals, sodium hypochlorite and dechlorinating agents
 - n. Maintaining the well site: sweeping, weed control, litter control, trash removal, gutter cleaning
 - o. Well site security
 - p. Telephone service
 - q. Office and cleaning supplies
 - r. Tools and equipment, laboratory glassware and bench testing equipment
 - s. Scheduling deliveries and receiving
4. The Operator shall coordinate all repair work necessary due to equipment failure.
 5. In the event of an equipment malfunction, failure or other required repair such as a pipeline repair, the Operator shall take the necessary actions to restore the system or facility to normal operation.
 6. The Operator shall take emergency calls 24 hours a day and respond to emergency alarm calls. Emergency service involves the correction of conditions that constitute an immediate danger to personnel, threaten property and/or action required to restore essential service. The Operator will take immediate action as conditions warrant. Operators shall be available on-site within a reasonable time frame from the emergency call and shall work continuously to correct the problem.
 7. The minimum number of weekly visits to the County utility sites which will be required is as follows:
 - a) **Catalyst Site WTP:**
 - i) Maximum Capacity = 720,000 gpd
 - ii) Category V, Class C WTP
 - iii) Operator – Class C or higher
 - iv) Five (5) visits per week and one (1) visit per weekend.
 - v) 0.6 hour/week
 - b) **CR 136 WTP:**
 - i) Maximum Capacity = 504,000 gpd
 - ii) Category V, Class C WTP
 - iii) Operator – Class C or higher
 - iv) Five (5) visits per week and one (1) visit per weekend.
 - v) 0.6 hour/week



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ADDENDUM ACKNOWLEDGEMENT

This is to certify that I have received a copy of Addendum #1 for RFP 2024-09 Water & Wastewater Treatment Plant Operations, Maintenance, Service, and Repair, Suwannee County, FL.

Print Name

Signature

Date

(THIS DOCUMENT IS TO BE INCLUDED IN PROPOSAL PACKAGE)