



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

MEMORANDUM

DATE: March 13, 2024
FROM: Greg Scott, County Administrator

SUBJECT: Water and Wastewater Treatment Plant Operation, Maintenance, Service, and Repairs

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. The Board of County Commissioners requires proof of insurance in the amount of one million dollars at a minimum. The County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County, in its sole discretion, believes



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such waiver is in the County's best interest. The County Administrator will be the final authority on acceptable alternatives.

If interested, Respondent shall submit one (1) original and three (3) copies of its proposal in the following order:

The deadline for receipt of proposals is Friday, April 12, 2024, at 4:00 p.m. Envelopes should be sealed and marked: **RFP NO. 2024-09 WATER AND WASTEWATER TREATMENT PLANT OPERATION, MAINTENANCE, SERVICE, AND REPAIRS**

**ATTENTION: CLERK TO THE BOARD
 200 SOUTH OHIO AVENUE
 LIVE OAK, FL 32064**

The deadline for questions regarding this matter is Friday, April 5th, 2024 @ 5:00 pm, and should be addressed to Holland Freeman, Administrative Associate, at 386-364-3400, hollandf@suwcountyfl.gov.

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) **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

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

RFP SUMMARY
(MUST PRECEDE ALL RFP DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

RFP NUMBER: 2024-09

DESCRIPTION OF PROJECT: Water and Wastewater Treatment Plant Operations,
Maintenance, Service and Repairs

DATE & TIME OF RFP OPENING: April 16, 2024, at 10:00 a.m. or soon thereafter

LOCATION FOR RFP OPENING: Suwannee County Airport
Conference Room
13302 80th Ter
Live Oak, FL 32060

RESPONDER COMPANY NAME (PRINT OR TYPE)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

DATE COMPLETED

IMPORTANT:

THIS RFP SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

**E-Verify for
RFP No. 2024-09
WATER AND WASTEWATER TREATMENT PLANT
OPERATIONS, MAINTENANCE, SERVICE, AND REPAIR
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

REFERENCES

List three (3) local government entities the company has done business with during the past five (5) years.

1. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____

2. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____

3. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____



Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Ter
Live Oak, FL 32060
Email: paulap@suwcountyfl.gov
Phone: (386) 364-3400

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Greg Scott, County Administrator
Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

RFP 2024-09

**WATER AND WASTEWATER TREATMENT PLANT
OPERATIONS, MAINTENANCE, SERVICE, AND REPAIR
SUWANNEE COUNTY, FL**

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (**Company Name**) is familiar with the
Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to
complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you RFP documents



**RFP No. 2024-09
WATER AND WASTEWATER TREATMENT PLANT
OPERATIONS, MAINTENANCE, SERVICE AND REPAIRS
Suwannee County, FL**

FAILURE TO PERFORM QUESTIONNAIRE

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes _____ No _____

If yes, explain:

2. Has a bond company or other insurance been utilized to complete a project for the company within the last (5) five years?

Yes _____ No _____

If yes, explain:

**Checklist for
RFP No. 2024-09
WATER AND WASTEWATER TREATMENT PLANT
OPERATIONS, MAINTENANCE, SERVICE, AND REPAIR
Suwannee County, Florida**

- RFP Summary Page
- Sworn Entity Statement
- Copies of Applicable Business & Professional Licenses
- Proof of Insurance
- E-Verify Form
- References
- Nondiscrimination Policy Acknowledgement
- Failure to Perform Questionnaire
- Any other documents in accordance with specifications
- Submission of one original and three (3) copies of RFP