

UNIVERSITY PLACE

COMMUNITY DEVELOPMENT DISTRICT

INVITATION TO BID

FOR

IRRIGATION PUMP STATIONS - MAINTENANCE AND REPAIR SERVICES

Date of Issue: March 17, 2019

Due Date / Time: April 8, 2019 at 3:00 pm

Location: Southern Manatee County, just north of University Parkway and UTC Mall
Honore Avenue and Cooper Creek Boulevard, University Park, FL 34201

SUBMIT RESPONSE TO:	University Place Community Development District c/o Bob Nanni, District Manager 2654 Cypress Ridge Boulevard, Suite 101, Wesley Chapel, FL 33544	INVITATION TO BID IRRIGATION PUMP STATIONS - MAINTENANCE AND REPAIR SERVICES
ITB Date: March 17, 2019		Bid Opening Date: April 8, 2019
ITB Title: Irrigation Pump Stations - Maintenance and Repair Services		Bid Opening Time: 3:00 pm EST
Bonds Required: N/A		Insurance Required: Yes
Bid Submittal: One (1) original plus five (5) hard copies, and one (1) digital		

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE BID OPENING DATE AND TIME SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE BIDS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE/INTERESTED BIDDERS:

You are hereby invited to submit your bid for this project to provide Irrigation Pump Stations - Maintenance and Repair Services to the University Place Community Development District (hereinafter, the "District").

Submittals Required: Bidders desiring to submit bids must submit one (1) original response, five (5) hard copies, and one digital copy of the response (1) on CD, DVD, or electronic memory stick in a .pdf format to the address specified herein. The original Bid must be clearly marked as "Original." Bids shall be submitted in a sealed package, shall bear the name of the bidder on the outside of the package and shall clearly identify the project as "RESPONSE TO INVITATION TO BID - University Place Community Development District - Irrigation Pump Stations - Maintenance and Repair Services." Bids may be either mailed or hand-delivered.

Any bid not completed as specified or missing the required bid documents may be disqualified.

The District reserves the right to accept or reject any or all bids in its sole and absolute discretion, whether or not reasonable, either with or without cause, to waive technical errors and informality, to postpone the award of the contract, to elect not to proceed with the subject award process, make modifications to the work and to accept bids or portions thereof, which in its judgment best serves the District.

Any and all questions relative to this Invitation to Bid (ITB) between the date of issue and date of award shall be directed in writing only to the contact listed below:	
District Manager: Bob Nanni	
E-Mail: bob.nanni@inframark.com	Phone No.: 813-991-1116 ext. 105
Unauthorized contact with other District staff or the District's Board Supervisors is strictly prohibited.	

Note: All solicitation documents related to this bid will be posted and available on the District's website (www.universityplacecdd.org) or by e-mail request to the District Manager at bob.nanni@inframark.com.

FACSMILE AND/OR E-MAIL TRANSMITTED BID SUBMITTALS WILL NOT BE ACCEPTED.

PROJECT INFORMATION

University Place Community Development District (the “District”) is soliciting sealed bids from individuals or entities to provide services related to the maintenance and repair of five (5) irrigation pump stations owned and operated by the District. The irrigation pump stations are located on the property of the District, located in University Park, Florida, near the Lakewood Ranch area. The subject services are more particularly described in the Scope of Work/Specifications attached hereto as Exhibit “A.”

CALENDAR OF EVENTS / ITB TIMELINE		
Listed below are the important dates and times anticipated for this procurement. All dates are subject to change. If the District find it necessary to change any of these dates or times prior to the submission due date, the change will be accomplished by addendum.		
EVENT	DATE:	LOCAL TIME:
ITB release date	March 17, 2019	
Last Day for Questions	March 29, 2019	3:00 pm
Bid Submittal Due	April 8, 2019	3:00 pm
District Board Approval	April 24, 2019	

BID CHECKLIST			
This checklist has been provided to assist the Bidder with the submission of their Bid package. Bidder will remain responsible for reading the entire ITB to ensure that they are in compliance. Bidder may be subject to rejection if all required forms and documents, fully executed where required, are not submitted with bid package. The District may reject as non-responsive, any Bid where Bidder fails to acknowledge receipt of addenda as prescribed.			
Please submit your bid in the following order:			
Item	DESCRIPTION	Indicate if items are included with bid:	
		YES	NO
	ITB Attachments:		
	Attachment 1 Bid Qualification Statement		
	Attachment 2 Non-Collusion Affidavit		
	Attachment 3 Acknowledgement Addenda Form		
	Attachment 4 References		
	Original Bid with Copies (1 Original, 5 copies) and one copy on CD, DVD, or electronic memory stick with the Bid in a .pdf format.		
	ITB Exhibits:		
	Exhibit “A” Scope of Work/Specifications		
	Exhibit “B” Bid Form		
	Additional Documents:		
	Current Insurance Certificate (Include sample in your submittal)		
	Copy of Required/Applicable Licenses or Certifications		
	Bid submittal checklist		

Section 1: Introduction

University Place CDD:

The University Place Community Development District is a unit of special purpose local government created under Chapter 190 of the Florida Statutes. CDDs are widely used throughout Florida to provide for certain service delivery and infrastructure such as water management and control (drainage), fire control, road and bridge construction and maintenance, park and recreational facilities, water and sewer systems, sidewalks, streetlights, and similar infrastructure that is required to provide urban services to areas that may not have access to such services through a general purpose government such as a municipality.

Section 2: Instructions to Bidders

2.1 BID DOCUMENT. The Invitation to Bid (ITB) will be available beginning, **March 17, 2019**, on the District's website at www.universityplacecdd.org, or via e-mail request to the District Manager at bob.nanni@inframark.com.

2.2 SUBMISSION OF BID. All interested bidders must submit a complete response to this ITB to include bid forms and all required attachments. Responses must be submitted no later than **April 8, 2019, at 3:00 pm**, at the place indicated herein, and shall be enclosed in an opaque sealed envelope, marked on the outside with the ITB title, and the name and address of the Bidder. Bids may be either mailed or hand-delivered. E-mailed and faxed submittals will not be considered.

Bids received after the time and date stipulated above will not be considered. Any Bid not completed as specified or missing the required Bid documents may be disqualified at the District's discretion. It is the responsibility of the Bidder to ensure all submittals are identical (originals, copies, and digital). Bidders submitting inconsistent Bids are subject to disqualification. All Bidders are submitting their Bids on a voluntary basis. All costs to prepare and submit a response to this ITB shall be borne by the Bidder.

2.3 EVALUATION OF BIDS. The Bids shall be evaluated and awarded to the lowest responsive and responsible bidder. Only responsive bids from responsible Bidders will be considered for award. A responsive Bid is one that conforms in all material aspects to the specifications and bid documents. A responsible Bidder is one who has the capability in all respects to perform fully the contract requirements including, but not limited to, the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and financial resources to assure performance.

Bids may be held by the District for a period not to exceed ninety (90) days from the date of bid opening for the purposes of reviewing the bids and investigating the qualifications of the bidders, prior to executing a contract. During this time, all provisions of the submitted bid must be in effect, including pricing.

The contract will be subject to approval by the District's Board of Supervisors.

2.4 QUALIFICATIONS OF BIDDER. The contract, if awarded, will only be awarded to a responsible Bidder who is qualified and has the ability to provide the services specified herein, at the sole and absolute discretion of the District. The Bidder should submit with its bid satisfactory evidence of a history of fulfillment of similar contracts and show that it is fully prepared with the necessary organization, personnel, capital, and equipment to provide the specified services.

2.5 INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the ITB are to be directed in writing only to: Bob Nanni, District Manager, via e-mail at bob.nanni@inframark.com. Interpretations or clarifications considered necessary in response to such questions will be issued by addenda, via e-mail to all parties recorded as having received the ITB. Questions will be answered only by formal written addenda, which will be binding. No interpretations will be given verbally.

It is the Bidder's responsibility to be aware of any addenda that might have bearing on their bid before the bid is due. It is strongly recommended that all bidders confirm, in writing via e-mail to the District Manager, their interest in this ITB in order to make certain they receive copies of any issued addenda. The Bidder is required to acknowledge receipt of any and all addenda on the Acknowledgement Form provided herein. All addenda will become a part of the Bid Documents and Bidder will be bound by such, whether or not received by Bidder.

2.6 BID FORMS. All blanks on the bid forms must be completed in ink or typewritten. In making its bid, each Bidder represents that it has read and understands the ITB and that the bid is made in accordance therewith, including verification of the contents of the ITB. Failure to supply any requested information and submit fully completed forms may result in disqualification. The District reserves the right to request additional information if clarification is necessary.

2.7 SIGNATURE ON BID. In addition to executing all forms, affidavits, and acknowledgments for which signature and notary blocks are provided, the Bidder must correctly sign all attachments thereto. If the Bid is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the company or partnership shall be shown. If made by a corporation, the person signing the Bid shall show the name of the state under the laws of which the corporation was chartered. In addition, the bidder shall bear the seal of the corporation. Anyone signing the bid as agent shall file with the Bid legal evidence of his/her authority to do so. All Bids must be completed in pen and ink or type written. No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid.

2.8 FAMILIARITY WITH THE PROJECT. Before submitting a bid, the Bidder shall carefully read the ITB, and fully inform itself as to all existing conditions and limitations. Submitting a bid is a certification by the Bidder that the Bidder is familiar with the scope and technical specifications as well as all areas where work is to be performed. No additional compensation or relief from any obligations of the contract will be granted because of lack of knowledge of the site or conditions under which the contemplated work will be performed.

2.9 FAMILIARITY WITH THE LAW. By submitting a Bid, the Bidder is assumed to be familiar with the District's operating rules and procedures, as well as all federal, state, and local laws, ordinances, rules and regulations that may in any manner affect the provision of the requested services. Ignorance on the part of the Bidder will in no way relieve it from responsibility to provide the services and fulfill such other obligations covered under this ITB in compliance with all such laws, ordinances and regulations.

2.10 COLLUSION. Bidders shall be disqualified and their respective Bids rejected if District has reason to believe that collusion may exist among the Bidders, the Bidder has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

2.11 BLACK OUT PERIOD. The black-out period is defined as between the time the ITB is issued by the District and the time the District’s Board of Supervisors awards the contract. During this black-out period, any attempt by a Bidder or a representative of a Bidder to influence the thinking of District staff or officials related to this ITB, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of that Bidder’s Bid. This does not apply to pre-solicitation conferences, official correspondence from the District Manager regarding bid clarifications, contract negotiations, or communications with staff not concerning this solicitation.

Section 3: General Conditions

3.1 MODIFICATIONS AND WITHDRAWAL. Bids may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Bids are to be submitted at any time prior to the time and date the Bids are due. No Bids may be withdrawn after opening.

3.2 RIGHT TO REJECT. The District reserves the right to reject any and all Bids in its sole and absolute discretion, whether or not reasonable, make modifications to the work, and waive any informalities or irregularities in bids as it is deemed in the best interest of the District.

3.3 CONTRACT AWARD AND SERVICE AGREEMENT TERM. If the selected bidder fails to execute a contract with the District, the contract award may be annulled at the District’s option. If the award is annulled, the District may, at its sole discretion, award the contract to the next highest ranked Bidder or re-advertise the ITB. The intention is that the District and the selected contractor (“Contractor”) will execute a contract for a three (3)-year term with up to three (3) additional one (1)-year renewals. This ITB does not guarantee that a contract will be awarded. The District reserves the exclusive right to reject any and all Bids.

3.4 CHANGES/MODIFICATIONS. The District reserves the right to order changes in the scope of work and resulting contract. The successful Bidder has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the Contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

3.5 INSURANCE. Each Bidder shall include as part of their Bid a current Certificate of Insurance demonstrating the Bidder’s insurance coverage. In the event the Bidder is notified of award, it shall provide proof of Insurance Coverage requested, identifying the District, its officers, employees and agents as additional insureds, as more specifically to be stated in the contract to be executed. Failure to provide proof of insurance coverage shall constitute a default and the District may proceed as referenced above.

3.6 PROTESTS. In order to initiate a protest, a Notice of Protest regarding the Bid Packet, a Bid rejection, or an award under the ITB, including specifications or other requirements contained in the ITB, must be filed in writing, within seventy-two (72) hours after the receipt of the Bid Packet or receipt of the notice of the District’s decision as applicable, and must be filed with the District Manager at the address provided herein. The formal protest, setting forth with particularity the facts and law upon which the protest is based, shall be filed within seven (7) calendar days after the initial Notice of Protest was filed. Failure to timely file a Notice of Protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest.

3.7 PROTEST BOND. Any Bidder who files a Notice of Protest protesting the Bid Document, a Bid rejection, or an award under the ITB shall post with the appropriate District(s) at the time of filing, a

protest bond payable to the subject District. The protest bond for any protest shall be in an amount equal to ten percent (10%) of the value of the solicitation, but in no case less than five thousand dollars (\$5,000.00). Bonds shall be by a U.S. postal service money order, certified, cashier's check or such other form of surety as the District's counsel may approve. All bonds shall be made payable to the respective District. Failure to post such bond within the requested time period shall result in the protest being dismissed by the District, with the Bidder afforded no relief.

If the person or company protesting the award prevails, the bond shall be returned to the protestor; however, if, after completion of a formal protest hearing in which the District prevails, the bond shall be applied to payment of the costs and fees incurred by the District relative to the protest. The entire amount of the bond shall be forfeited if the District determines that a protest was filed for a frivolous or improper purpose, including, but not limited to, the purpose of harassing, causing unnecessary delay, or causing needless cost for the District or other parties.

3.8 PRICING. Bidders shall submit its price information on the supplied forms with all blank spaces completed. Bidders shall also sign the required form. Unit pricing and extended pricing shall be provided for each item and shall cover all charges including all transportation, labor, tools, equipment, materials, incidental expenses, applicable taxes, insurance, overhead and profit, etc., necessary for the delivery and installation of goods. Bidders will not be allowed to make any substitutions in materials, quantities or frequencies during the ITB process. Bidder shall guarantee that its pricing to the District shall not increase throughout the term of the contract executed. In case of a mistake in extension, the unit price will govern.

3.9 REFERENCE TERMS. Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, companies, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular.

3.10 PUBLIC ENTITY CRIMES. In accordance with Section 287.133(2)(a), F.S., "(a) person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, Bid, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, Bid, 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, Bids, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list." By submitting a Bid, Bidder certifies that Bidder is not currently prohibited from transacting business with the District due to the above statute. The Bidder shall comply with the terms of this statute both before and during the term of this contract.

3.11 CODE OF ETHICS: With respect to this ITB, if any bid violates or is a party to a violation of Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Bidder may be disqualified from furnishing the goods or services for which the Bid is submitted and shall be further disqualified from submitting any future bids for goods or services for the District.

3.12 ADDITIONAL TERMS AND CONDITIONS. No additional terms and conditions included with the Bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this Bid.

3.13 PUBLIC RECORDS REQUIREMENT. All Bids submitted are public records subject to production unless specifically exempt by Florida Statutes.

SECTION 4: BID EVALUATION

Bids are to be evaluated to determine the lowest, responsive and responsible bidder who best meets the needs of the District. This evaluation is based upon the lowest bidder meeting the specifications and minimum qualifications as set forth in the ITB.

In order for a bidder to be considered responsive, the bid must be submitted on the required forms, which contain all of the required information, signatures, notarizations, insurance, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening. Informalities may be waived by the District at the sole discretion of the District.

A responsible bidder is defined as a bidder who has the capability in all respects to perform the contract requirements, and the integrity and reliability to assure good faith performance. The District reserves the right to perform any and all due diligence necessary to make the determination that a bidder is responsible.

Bid responses may be held by the District for a period not to exceed ninety (90) days from the date of the bid opening for the purposes of reviewing the bids and investigating the responsiveness and capabilities of the bidder. During this time, all provisions of the bid must be in effect, including pricing.

All bid awards are subject to District Board approval.

4.1 Minimum Qualifications of Bidders:

Bidder must have been in the business of providing maintenance and repair services for irrigation pump stations for a period of at least five (5) consecutive years immediately prior to the day the Bid is submitted, in order to be qualified to bid on this project.

4.2 Bid Responsiveness. Required Documentation:

- Bids will be reviewed to determine if all required documentation was included with the Bid submittal.
- Bids that fail to contain the required documents will be disqualified from further consideration.
- Bids that fail to meet the Minimum Qualifications as described herein will be disqualified from further consideration.

4.3 General Format. Bids shall be prepared on 8.5" x 11" paper with 1" margins on all sides. Typing shall be single spaced and no smaller than font size 11. Each part of the Bid should be clearly labeled and tabbed for easy reference.

4.4 MISCELLANEOUS. All Bids shall include the following information in addition to any other requirements of the Bid Document:

- A. Completed price Bid (form attached).

- B. Three (3) references from projects of similar size and scope to which the Bidder has provided, or is currently providing work similar to this ITB. The Bidder must include information relating to the services that was provided for each reference as well as a name, address and phone number of a contact person. Failure to provide such contact information shall result in the non-consideration of the provided reference.
- C. A copy of Bidder's insurance certificate indicating the types of coverage and limits for general, property, umbrella, automobile liability insurance, and worker's compensation insurance.
- D. Completed copies of all other forms included within the Bid Document.

4.5 BASIS OF AWARD. The District intends to award to the lowest responsive, responsible Bidder. Bidders are responsible to bid all items within the unit price list to be considered responsive. The award will be based on the responsive and responsible Bid with the lowest average "Hourly Rate for Services" and estimated hourly rate for "Monthly Preventative Maintenance Service."

The District also reserves the right to seek clarification from Bidders on any issue in a response, invite Bidders for site visits and/or to appear for interviews before the District's Board of Supervisors, or take any action it feels necessary to properly evaluate the submissions that is in the District's best interest.

Failure to submit the requested information or required documentation may result in the disqualification of the Bid response.

Do not attempt to contact any Board member, staff member or any person other than the District Manager for questions relating to this project. Anyone attempting to lobby District representatives will be disqualified.

- 7.1 If yes, provide the following:
- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes () No ()

If no, please explain _____

- Date incorporated _____ Charter No. _____

- 7.2 If no, provide the following:

- The State with whom the Bidder's company is incorporated? _____

- Is the company in good standing with the State? Yes () No ()

If no, please explain _____

- Date incorporated _____ Charter No. _____

- Is the Bidder's company authorized to do business in the State of Florida? Yes () No ()

- 7.3 If Bidder is not incorporated, please identify the type of business entity (i.e., Limited Liability Company, Partnership, etc.) and the number of years Bidder has been in the business of providing this work.

8. Has the Bidder's company provided services for a community development district or similar community previously? Yes () No ()

- 8.1 If yes, provide the name of the community, the length of the contract, and state whether the community is a current client.

9. What are the Bidder's current insurance limits? (minimum requirements shown below)

General Liability (\$1,000,000)	Yes ___ No ___	Expiration Date ____
Automobile Liability (\$1,000,000)	Yes ___ No ___	Expiration Date ____
Umbrella Coverage (\$1,000,000)	Yes ___ No ___	Expiration Date ____
Workers Compensation (\$100,000/\$500,000/\$100,000)	Yes ___ No ___	Expiration Date ____

10. Please state whether or not the Bidder or any of its affiliates are presently barred or suspended from bidding, proposing or contracting on any state, local, or federal contracts in any state(s)? Yes () No () If so, state the name(s) of the company(ies) _____

The state(s) where barred or suspended _____
State the period(s) of debarment or suspension _____

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11. Has the Bidder ever failed to fulfill its obligations under any contract awarded to it?
Yes _____ No _____ If so, where and why? _____

12. Has the Bidder or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? _____ If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

STATEMENT OF EXPERIENCE, EQUIPMENT AND PERSONNEL

1. How many years has your organization been in business under your present business name?

2. List all previous business names of your organization.

3. How many years of experience conducting irrigation pump station maintenance and motor repair services does your company have?
4. List all officers and directors of your organization:
- | NAME | POSITION/TITLE |
|-------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
5. What equipment do you own to accomplish this Work? (A listing may be attached)

6. Attach any certifications or documentation regarding educational experience of key personnel.
7. Key Personnel: Describe any experience of the principal individuals who will be responsible and assigned to this contract if awarded.

Name	Position	
Type of Work	Years of Experience	Years w/ Company

Name	Position	
Type of Work	Years of Experience	Years w/ Company

The undersigned hereby authorize(s) and request(s) any person, company or corporation to furnish any pertinent information requested by University Place CDD or their authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether University Place CDD should consider the Bidder for proposing on this Invitation to Bid, including such matters as the Bidder's ability, standing, integrity, quality of performance, efficiency and general reputation.

Name of Bidder

By: _____

[Type Name and Title of Person Signing]

This _____ day of _____, 2019.

(Corporate Seal)

Sworn to before me this _____ day of _____, 2019.

(Seal) Notary Public/Expiration Date

This form must be completed and returned with your Submittal

**ATTACHMENT “2”
NON-COLLUSION AFFIDAVIT**

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

Bidder certifies that this document is not a sham or collusive Bid, or made in the interest of or on behalf of any collusive Bid, or made in the interest of or on behalf of any person not herein named; and he/she further states that said Bidder has not directly or indirectly induced or solicited any other Bidder for this work to put in a sham Bid, or any other person or corporation to refrain from proposing; and that said Bidder has not in any matter sought by collusion to secure to self-advantage over any other Bidder or Bidders.

Bidder certifies that its Bid is made without previous understanding, agreement, or connections with any person, firm, or corporation making a Bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

As the person authorized to sign this statement, I certify that this company complies fully with the above requirements.

Company Name

Authorized Individual’s Name (Print)

Authorized Signature

Date

Title

State of _____ County of _____

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____.

Name of Person Acknowledging

{NOTARY SEAL}

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

Personally known _____ OR Produced Identification _____

Type of Identification Produced

This form must be completed and returned with your Submittal

**ATTACHMENT "3"
 ACKNOWLEDGEMENT OF ADDENDA**

TITLE: Irrigation Pump Stations - Maintenance and Repair Services - University Place CDD				
COMPANY NAME:		PHONE NUMBER:		
COMPANY MAILING ADDRESS:		FAX NUMBER:		
CITY/STATE/ZIP:		E-MAIL ADDRESS:		
Acknowledge Addendums below:				
_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #
Dated: _____	Dated: _____	Dated: _____	Dated: _____	Dated: _____
<p>“I, the undersigned, certify that I have reviewed the addenda listed above (list all addenda received to date). I further certify that the services will meet or exceed the ITB requirements and that I agree to provide the scope of work called for by the ITB documents in the manner prescribed therein and to the standards of quality and performance established by the District. I, the undersigned, declare that I have carefully examined the ITB, specifications, terms and conditions as applicable for this Invitation to Bid, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further acknowledge and agree to abide by all terms, conditions, and specifications contained in the ITB documents.”</p> <p>“I certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITB and certify that I am authorized to sign this response and that the submission is in compliance with all requirements of the ITB, including but not limited to certification requirements.”</p>				
_____		_____		
Authorized Agent Name, (Print)		Authorized Signature		
_____		_____		
Date		Title		

This form must be completed and returned with your Submittal

ATTACHMENT "4" REFERENCES

The following information below is required in order that your Bid may be reviewed and properly evaluated. References may be contacted via e-mail, phone or fax to retrieve answers to questions asked before a decision is made. The Bidder must provide three (3) references with the information requested below to whom they have provided similar contract services, equipment or material for a period of not less than one (1) year, these are to preferably be local commercial and/or governmental references. Additional references may be required.

REFERENCE NO. 1			
Company Name:			
Address:			
Contact Person:			
Phone No.	Fax No.:	E-Mail:	
Number of Years in Business:		Current Number of Employees:	
Project:		Location:	
Date:		Contract Amount:	

REFERENCE NO. 2			
Company Name:			
Address:			
Contact Person:			
Phone No.	Fax No.:	E-Mail:	
Number of Years in Business:		Current Number of Staff:	
Project:		Location:	
Date:		Contract Amount:	

REFERENCE NO. 3			
Company Name:			
Address:			
Contact Person:			
Phone No.	Fax No.:	E-Mail:	
Number of Years in Business:		Current Number of Staff:	
Project:		Location:	
Date:		Contract Amount:	

Bidders are required to submit a minimum of three (3) references.

This form must be completed and returned with your Submittal

EXHIBIT "A"
SCOPE OF WORK AND SERVICES

IRRIGATION PUMP STATIONS - MAINTENANCE AND REPAIR SERVICES

UNIVERSITY PLACE

COMMUNITY DEVELOPMENT DISTRICT

The District is seeking bids from qualified individuals and companies to provide maintenance and repair services for the District's five (5) irrigation pump stations as more particularly described in **Exhibit "C."** Exhibit C defines pump locations and pump descriptions, a map accompanies this bid document. Two of the stations are manufactured by Hoover and three are manufactured by Flowtronex. Each station is rated at 20 HP.

The successful bidder should be in business for a minimum of five (5) years in this field and be able to demonstrate familiarity with each brand of pump station, Variable Frequency Drive Control, PLC programming, motor repair and rewinding, pump repairs of centrifugal and submersible pumps, machine shop and fabrication abilities as it relates to these pump stations. Familiarity with a Tucor 2-wire Irrigation Control System is preferred. The bidder must have 24-hour service capability and have a repair technician be located within a 50-mile radius of the University Place community. The bidder should also have a mobile crane of appropriate size to facilitate the removal and reinstallation of the District's equipment or demonstrate the ability to have ready access to a crane of this size.

This bid is for an initial three (3)-year period and may be extended for up to three additional (3) one-year terms for a total of six (6) years.

The bidder shall provide documentation of their experience, references of other similar projects/customers, and be willing to meet with District officials for a bid conference interview, should it be requested by the Board or the District Manager. The bidder shall also indicate the shop capabilities of the bidder such as motor repairs, machine shop with pump capabilities, employees trained in the pump repair and system business.

The bid will be based on the average hourly rate for services, as well as the estimated hourly rate for monthly preventative services to include the following: a monthly preventive maintenance check of each of the District's five (5) irrigation pump stations to inspect, testing of the operational parameters to insure integrity of the system, checking the sand filters, cleaning the filters, recording the operational properties of each of the stations and providing a written report back to the District on the findings and providing a quote on any needed repairs.

Bidder shall indicate the emergency reaction time and costs, if they are different from Overtime Services, to facilitate work on the pumps when needed.

In the event purchases of any new pumps are required, the District reserves the right to choose to get separate bids/proposals outside of this ITB and the resulting contract.

**EXHIBIT "B"
BID FORM
FOR**

IRRIGATION PUMP STATIONS - MAINTENANCE AND REPAIR SERVICES

UNIVERSITY PLACE

COMMUNITY DEVELOPMENT DISTRICT

Price for monthly Preventative Maintenance Service: _____
Hours estimated to provide monthly Preventative
Maintenance Service: _____
Hourly Rate for Services: _____
Hourly rate for Overtime Services: _____
Mark Up on Materials: _____ %

Scope of Primary Services: The District foresees utilizing the successful service company for the following general services:

- Repair, as necessary, pumps, motors and related equipment.
- Advise the District Board of replacement of equipment which has been determined to be more economical if replaced.
- Emergency and Non-Emergency response as indicated by the District
- Creation of initial and preventative maintenance programs
- **The average of the hourly rate for services and the hourly rate to provide the monthly preventative maintenance services (based on monthly price and estimated hours) is the primary criteria for determining which of the responsive and responsible bids is the lowest and appropriate for award.**

The District expects to pay a fair and reasonable price for their needed services. The Vaughan's Motor and Pump Price Guide (current edition) shall be the reference but may not be final determination of prices.

**NOTE: COMPLETE AND SUBMIT ONE ITEMIZED BID
FORM WITH YOUR BID**

EXHIBIT "C"

University Place Irrigation Pump Stations – Maintenance and Repair Services Bid

Pump Locations and Descriptions

There are five (5) active pump stations and one (1) abandoned pump station (used for parts and no longer complete). Locations of the pump stations are shown on the enclosed map.

Pump Station #1 – Hoover with one 20 HP Centrifugal pump and one 3 HP Jockey pump. The larger main pump is controlled by a Variable Frequency Drive and a Programmable Logic Controller with an output display screen.

Pump Station #2 – Flowtronex with one 20 HP Submersible Turbine pump, in a false well, controlled by a Variable Frequency Drive and a programmable logic Controller with an output display screen

Pump Station #3 – Same as Pump Station #2

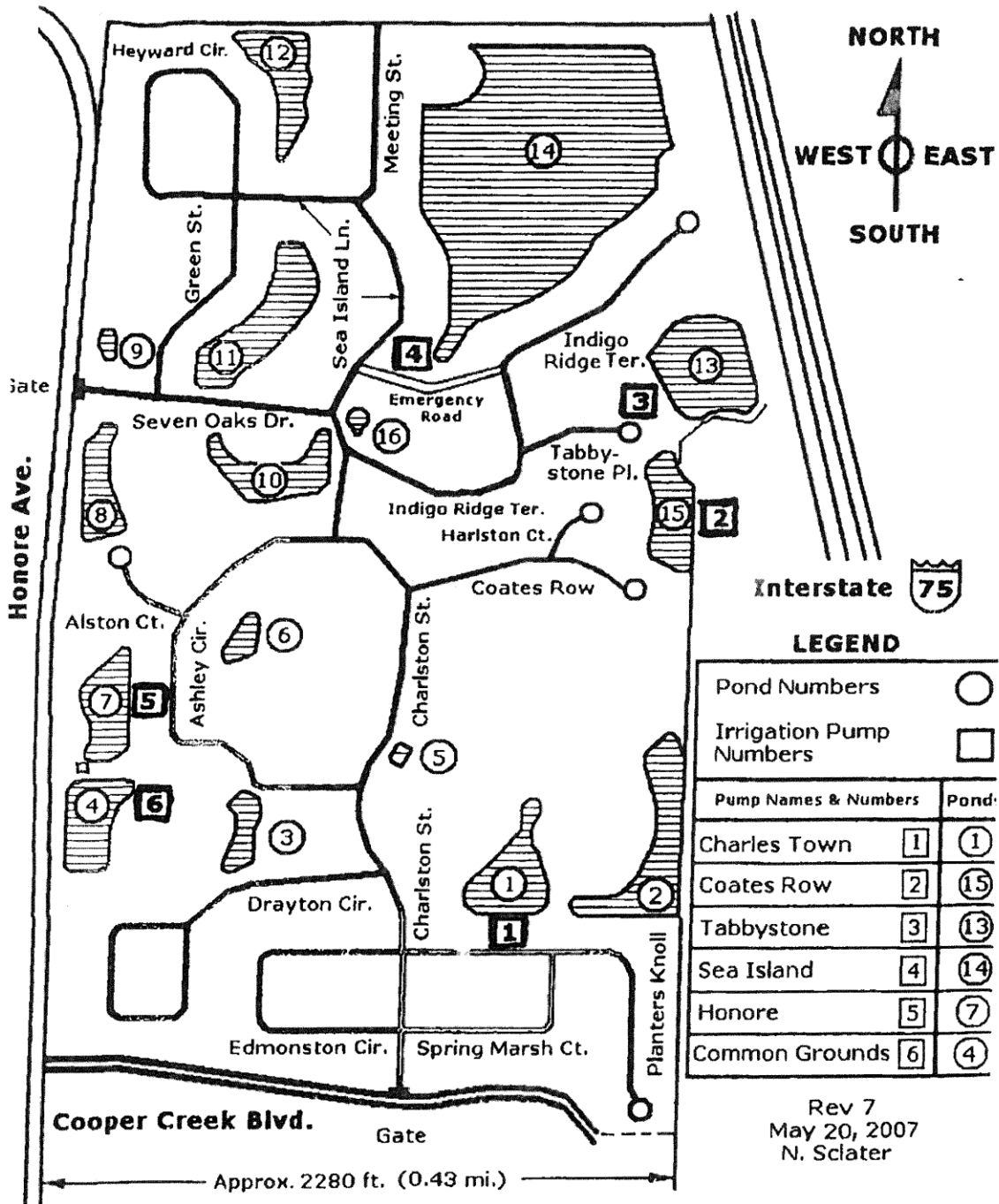
Pump Station #4 – Same as Pump Station #2

Pump Station #6 – Same as Pump Station #1

Pump Station #5 – Same as Pump Station #1 (abandoned and scavenged for parts)

All pump stations also include an Amiad Sand Filter system with backwash, some also have Transient Voltage Surge Protection (TVSS). All pump stations operate in a constant pressure mode to maintain a steady pressure in the irrigation lines with a Tucor Master Valve to trigger open during appropriate irrigation times.

Also, Pump Stations #1, #3, #4, and #6 have active aquifer well pumps, all 3-5 HP Submersible 4" well pumps at approximately 80 - 120 feet deep settings. Each pump is controlled by its own controllers and lake level controls for on/off.



University Place Irrigation Pump Locations