

**REQUEST FOR QUOTE FOR WATER TREATMENT
SERVICES OKALOOSA COUNTY BOARD OF
COMMISSIONERS, FLORIDA**



RFP # 61-14

**PROPOSAL CLOSES: September 12, 2014 @ 4:00
P.M.**

**Water Treatment Services
For Okaloosa County Facilities**

RFQ: 61-14

RFQ Item: Water Treatment Services

This quote request is for the Water Treatment Services at the Okaloosa County Facilities listed below:

Crestview Courthouse, 101 E. James Blvd., Crestview, FL 32536

1. Two (2) pipe system C/W and H/W same close loop, one (1) low pressure steam piping system, one (1) steam boiler heating system, one (1) hot water boiler system, one (1) chiller, one (1) Cooling Tower.

Okaloosa County Jail, 1200 E. James Lee Blvd., Crestview, FL 32539

1. One (1) hot water close loop, one (1) chill water close loop, one (1) hot water boiler heater, two (2) chillers.

Okaloosa County Air Terminal

1. One (1) chill water close loop, one (1) hot water close loop, two (2) hot water boilers heating, two (2) chillers.

Okaloosa County Water & Sewer Admin, Bldg., 1808 Lewis Turner Blvd., Ft. Walton Beach, FL 32547

1. One (1) chill water close loop, two (2) chillers.

Okaloosa Courthouse Annex, 1940 Lewis Turner Blvd., Fort Walton Beach, FL 32547

1. One (1) hot water close loop, one (1) chill water close loop, one (1) hot water boiler heating, (1) chiller.

It is the County's intent to enter into a contract with a contractor to provide the services described within these specifications.

Proposals must be submitted to the Okaloosa County Purchasing Department, 602C North Pearl Street, Crestview, FL 32536; phone number (850) 689-5960.

Proposals are due September 12, 2014, no later than 4:00 pm

All questions concerning this Request for Quote must be submitted in writing, to the Purchasing Department.

Scope of Work

- A.** The contractor shall provide labor and materials for complete waterside protection through the treatment of water used for chilled water and heating closed loops and evaporate cooling tower/condenser systems and equipment as indicated in the attached list and located at various facilities. The complete water treatment program shall provide for the prevention of those conditions enumerated in the section identified as “Performance Specifications.”
- B.** The cost of the contract shall be based on the price and quantities of chemicals, price of other materials, and the cost of labor to be provided to the affect the “Performance Specifications” herein.
- C.** The contractor shall provide labor and materials to maintain the water softeners installed to the Owner’s systems; list attached.
- D.** The cost of chemicals to maintain proper treatment leaves for each system is based on normal system integrity allowing for sampling, bleed, gland leakage, etc. Relief from the quoted costs must be requested in writing with documentation of the integrity if any system is broached or compromised. The contractor is urged to submit any such relief results promptly.
- E.** Operational requirements may dictate a change to the chemical treatment program to achieve the desired program goals. The contractor shall provide for the supply of such additional materials even though they are not part of the original treatment program. Such additional treatment requirements shall be incorporated into the contract by a formal change order to the contract.
- F.** All work performed under this contract shall comply with the regulations and accepted practices of the State of Florida and the United States, for chemical use and handling.
- G.** All chemicals for boiler treatment shall be manufactured and applied in compliance with the Food & Drug Administration Guidelines, Section 21.
- H.** The contractor shall be responsible and liable for any water side physical damage resulting from negligence by its employees or representatives.

- I.** The contractor shall conduct sufficient training of County personnel to allow them to assure proper operations control by observation and testing.
- J.** The contractor shall be available for emergencies on a 24 hour basis for telephone consultation and shall maintain an up to date list of contact phone numbers with the county Maintenance & Operations Department. The contractor shall have a representative available for on-site consultation within 48 hours if so requested by the Owner.
- K.** The contractor shall inspect and test each boiler or cooling tower system no less than once per month. County reserves the right to request field services of the contractor on a more frequent basis during startup of systems or during periods of anomalous operation as it deems necessary at no additional cost. The contractor shall inspect and test closed loop systems no less than once per month.
- L.** The contractor shall determine the proper chemical feed or injection rates, cycles of connection, blow down rate, bleed rate, and/or make up rate to ensure proper operation of each system to achieve the "Performance Specifications." Contractor's personnel shall ensure that the proper equipment is in place, that it is all properly operating, that there are sufficient stores of chemicals in each location and that the proper amount is being fed or injected at the proper times. Contractor's personnel shall also ensure that the proper cycles of concentration, blow-down or bleed rates and the proper make-up rates are being maintained to ensure proper operation of the program in accordance with the "Performance Specifications."
- M.** The contractor shall provide, at the beginning of each year of treatment, an executive summary of existing conditions in all systems covered under this contract. The summary shall include at minimum for each system the following information:
 - 1. Existing Water Chemistry
 - 2. Estimated Evaporation
 - 3. Blow-down, bleed, make-up or condensate return rates
 - 4. Proposed treatment chemicals
 - 5. Planned dosage levels, control limits, and required analyses
- N.** The contractor shall provide analyses of make-up water on a timely basis, but no less than one per month, to ensure proper adjustment of treatment levels based on make-up water chemistry.

- O.** The contractor shall accept, for analysis, any water samples taken by the Owner when conditions are suspect.
- P.** The contractor shall determine the appropriate chemical residual levels and the procedures for the maintenance of those levels to ensure that the water treatment program meets the “Performance Specifications.”
- Q.** The contractor shall conduct biological studies of biocide-treated systems on a monthly basis and report the results to the Owner. These may be reduced to a quarterly schedule if the Owner concurs that the treatment program is meeting the “Performance Specifications.” Owner retains the right to return to a monthly schedule if evidence shows that the treatment program does not meet the “Performance Specifications.” On the basis of these studies, the contractor shall modify the treatment program to the “Performance Specifications.”
- R.** The contractor may sub-contract analytical services required by these specifications, but may not sub-contract the actual treatment and sampling services. Sub-contracting shall not relieve the contractor of responsibility for the meeting of the “Performance Specifications.”
- S.** The contractor shall submit a monthly report for each system presenting the following:
1. Results of analyses
 2. Findings of all inspections
 3. Interpretation of the results and findings
 4. Any deviations from the performance standards
 5. Changes needed to meet the standards
 6. Immediate actions for remediation
 7. As-found, as-left conditions
 8. Inspector’s name
 9. Types of testing
 - A. Types of Testing at Each Location
 1. Cooling Towers
 - a. Inhibitor
 - b. Calcium & total hardness
 - c. Alkalinity
 - d. Conductivity

- e. pH
 - f. Silica
 - 2. Closed Loop
 - a. Nitrite
 - b. pH
 - c. Conductivity
 - 3. Hot Water Boilers
 - a. Nitrite
 - b. pH
 - c. Conductivity
 - 4. Steam Boilers
 - a. Phosphate
 - b. Sulfite
 - c. Alkalinity
 - d. Conductivity
 - e. Feed water hardness
 - f. Steam condensate
 - g. Silica

T. The Contractor shall advise the Owner in writing of the need for actions such as de-scaling, acid cleaning, mechanical cleaning, or any other normal periodic maintenance needed to maintain the ability of the system to meet the “Performance Specifications.”

U. The contractor shall, at the Owner’s request, conduct heat transfer efficiency studies on each system. Studies conducted at the inception of the contractor shall determine baseline capability of each system. Periodic studies will be used to determine the contractor’s performance in maintaining and improving the efficiency of the systems.

V. The contractor shall perform test for Legionella on all cooling towers once per year and submit a report of the results of such testing to the Owner. The contractor shall recommend a program of treatment to control Legionella if testing indicates elevated levels.

W. The contractor shall provide information and assistance for maintaining proper waterslide system protection when seasonal weather changes the operation of the systems. This includes, but it is not limited to: wet or dry lay- up, draining of cooling towers and winterization of related cooling systems.

- X.** The contractor shall submit labor rates and repair materials mark-up for repairs outside the scope of this contract, the Owner shall authorize suggested repairs by the contractor only upon receipt of a written estimate and the issuance of a Purchase Order for such repairs. Emergency repairs may have begun before the receipt by the contractor of a Purchase Order number.

- Y.** The contractor shall submit estimates of the cost for installation and the additional water softeners.

- Z.** Term of Contract – The base term of this agreement shall be for one (1) year from the date of the Notice to Proceed. At its option, County may elect to renew this contract for an additional term at the same terms and conditions specified in the original contract.

- AA.** System Listing – A list of the facilities and operating system subject to the contract attached.

- BB.** References – Each bidder must provide a list of at least three (3) references for whom similar have been provided within the past five (5) years. Each list shall include the name of the company or entity, the point of contact and telephone number. Bidders are also required to submit a list of all terminated contracts within the past five (5) years and the reason for termination.

- CC.** The contractor may use automated controllers, analyzers and feeders, with the concurrence of the Owner.

PERFORMANCE SPECIFICATIONS

General

1. Water treatment programs designed for Okaloosa County Facilities waterside systems shall provide for:
 - a. The prevention of biological fouling, deposition of scale, corrosion beyond specified limits, the appearance of slime, mold, rot, fungus, bacteria, algae and their products.
 - b. The prevention of pitting or other loss of metal beyond specified limits.
 - c. The prevention of the appearance of sludge or “gunk.”
 - d. The reduction of corrosive properties of the fluids handled.
 - e. The passivation of waterside surfaces.
 - f. Maintenance of suspended solids and semi-solid colloidal materials in suspension.
 - g. Prevention of any other deleterious or inefficient conditions affection waterside surfaces of treated systems, including reducing existing conditions of this nature.
2. All treatment chemicals supplied shall cause no foaming or produce any disagreeable odors when properly used in the specified amounts or disposed in accordance with EPA regulations.
3. Chemicals proposed for treatment of systems shall not adversely affect the non-metallic materials, such as wood, PVC, ceramic tile, etc., of the systems equipment and surrounding areas and structures.
4. Water treatment programs for the boilers and feed water systems shall:
 - a. Prevent oxygen attack of waterside metals as evidenced by the absence of active tuberculation or pitting of the waterside metal.
 - b. Prevent deposition of feed water impurities on equipment watersides and feed system piping.
 - c. Remove existing deposits gradually, safely, and without clogging piping and water passages.
 - d. Eliminate build-up of sludge of watersides.

Closed Heating & Cooling Systems

1. Ensure pH levels to prevent corrosion of mild steel.
2. Ensure nitrate levels to maintain corrosion rates of 3.0 mils per year or less on mild steel.

Cooling Towers

1. Treatment – The following treatment levels are acceptable for treatment of the above systems. These treatments are readily acceptable in the water treatment industry and have provided the best results for the type of water found in this area: Organic Inhibitor with Zinc, Two Polymers, and Tolytriazole.

- a. Except with the Owner's expressed written permission, pH control shall not be dependent upon the addition of acids and alkalis.
- b. The contractor shall provide a primary and secondary biocide. The primary biocide shall be normally effective against algae, bacteria, molds, fungi, rot, and slime. It shall be used on a regular basis unless and until biological growths thereby controlled evidence immunity to the primary biocide. At such time, the secondary biocide shall be employed. Should the regular application of the secondary biocide fail to control the biological growths, an alternate biocide program using both the primary and secondary biocides shall be implemented.
- c. The contractor shall provide a tertiary biocide for those cases resistance to efforts detailed above.
- d. The contractor shall provide a de-foamer for use in those situations where biocide is overfed, either accidentally or purposefully.
- e. Towers are to be drained and cleaned two (2) times a year. This will need to be done early in the mornings so as to not cause system to be down during peak load conditions.

CLOSED HEATING & COOLING SYSTEMS – The treatment program shall maintain the following levels of concentration: bacteria levels below 100,000 bacteria/ml; concentration cycles between 3 and 4; base biocide of 60 PPM.

1. Chilled loop

- a. Nitrate
- b. Borate
- c. Silicate
- d. Tolytriazole

2. Hot water boilers

- a. Nitrite
- b. Borate
- c. Silicate
- d. Tolytriazole

3. Steam boilers

- a. Phosphate & organic sequesterant
- b. Sulfite
- c. Alkalinity
- d. Steam line treatment
- e. Double polymer

INSURANCE REQUIREMENTS

Contractor's Insurance

1. The CONTRACTOR shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Management Director.

2. All insurance policies shall be with insurers licensed to do business in the State of Florida, and any insuring company is required to have a minimum rating of A, Class X in the Best Key Rating Guide published A. M. Best & Co., Inc.

3. All insurance shall include the interest of all entities names in and its respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.

4. The County of Okaloosa shall be listed as Additional Insured by policy endorsement on all insurance contracts applicable to this Agreement except Workers' Compensation and Professional Liability.

5. The County of Okaloosa shall be furnished proof of coverage by certificates of insurance (COI) and endorsements for every applicable insurance contract required by this Agreement. The COI's and policy endorsements must be delivered to the County Representative not less than ten (10) days prior to the commencement of any and all contractual agreements between the County of Okaloosa and the CONTRACTOR.

6. The County shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the CONTRACTOR.

7. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the CONTRACTOR, which are involved, and which is a part of the contract.
8. The County reserves the right at any time to require the CONTRACTOR to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.
9. The designation of CONTRACTOR shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
10. All policies shall be written so that the County will be notified of cancellation or restrictive amendments at least thirty (30) days prior to the effective date of such cancellation or amendment. Such notice shall be given directly to the County Representative.

Workers' Compensation Insurance

1. The CONTRACTOR shall secure and maintain during the life of this agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County of Okaloosa, the CONTRACTOR shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished the County of Okaloosa not less than ten (10) days prior to the commencement of any and all sub-contractual agreements which have been approved by the County of Okaloosa.
2. Such insurance shall comply with the Florida Workers' Compensation Law.
3. No class of employee, including the CONTRACTOR himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers'

Compensation insurance shall also include Employer's Liability coverage.

Business Automobile and Commercial General Liability Insurance

1. The CONTRACTOR shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
2. The CONTRACTOR shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures. The coverage shall include both On-and Off-Premises Operations, Contractual Liability, Board Form Property Damage, and Professional Liability.
3. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claim-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the **CONTRACTOR** shall notify the County representative in writing. The **CONTRACTOR** shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
4. Commercial General Liability coverage shall be endorsed to include the following:
 - 1.) Premises – Operation Liability
 - 2.) Occurrence Bodily Injury and Property Damage Liability
 - 3.) Independent Contractor's Liability
 - 4.) Completed Operations and Products Liability
5. CONTRACTOR shall agree to keep in continuous force Commercial General Liability coverage including Completed Operations and Products Liability for two (2) years beyond acceptance of project.

Limits of Liability

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$1,000,000 each accident
2. Business Automobile & Commercial General Liability Insurance	\$1,000,000 each occurrence (A combined single limit)
3. Personal and Advertising Injury	\$250,000
4. Professional Liability	\$1,000,000 each occurrence (A combined single limit)

Property Insurance

CONTRACTOR shall purchase and maintain property insurance upon the Work at the site in the amount of the full replacement cost. Any deductible amount is the responsibility of the CONTRACTOR. This insurance shall (1) include as an insured the OWNER, CONTRACTOR, ENGINEER, and any others who have an insurable interest, (2) be written on a Builder's Risk special cause of loss policy form; (3) include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers and architects); (4) cover materials and equipment stored on the site or at another location that was agreed in writing by the OWNER prior to being incorporated in the Work; (5) allow for partial utilization of the work by the OWNER; (6) include testing and start up and, (7) be maintained in effect until final payment is made unless otherwise agreed to in writing by the OWNER , CONTRACTOR, and

ENGINEER with thirty (30) days written notice to each other entity to whom a certificate of insurance is issued.

Notice of Claims or Litigation

The CONTRACTOR agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the CONTRACTOR's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the CONTRACTOR becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

Indemnification & Hold Harmless

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this contract.

Certificate of Insurance

1. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows:

Okaloosa County
602-C North Pearl Street
Crestview, Florida 32536

2. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.

3. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject all deductible/SIR above \$10,000.
4. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs). County requests that all deductibles or SIRs be no greater than \$10,000. However, CONTRACTORS having insurance with higher deductibles may submit a bid without penalty reflecting the pricing for their deductible provided that CONTRACTOR also submits a brief company financial statement.
5. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the CONTRACTOR's full responsibility. In particular, the CONTRACTOR shall afford full coverage as specified herein to entities listed as Additional Insured.
6. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the CONTRACTOR has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.
7. In the event of failure of the CONTRACTOR to furnish and maintain said insurance and to furnish satisfactory evidence thereof, Okaloosa County shall have the right (but not the obligation) to take out and maintain insurance on the project. All costs for the coverage will be paid by CONTRACTOR upon presentation of a bill.

General Terms

Any type of insurance or increase of limits of liability not described above which, the CONTRACTOR required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the CONTRACTOR of any responsibility under this contract.

Should the CONTRACTOR engage a subcontractor or sub-subcontractor, the same conditions will apply under this agreement to each subcontractor and sub-subcontractor.

The CONTRACTOR hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the CONTRACTOR under all the foregoing policies of insurance.

Umbrella Insurance

The CONTRACTOR shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this agreement.

RESPONSIBILITY OF CONTRACTOR

1. Insurance – All contractors will be covered by Workers’ Compensation, Liability Insurance, and Automobile Insurance. The contractor must provide the County of a Certificate of Insurance listing Okaloosa County as Additional Insured. The contractor must also sign the County’s Hold Harmless form (see attached).
2. MSDS & Spill Control – All MSDS shall be maintained at each site. Also a spill management plan which includes the steps to be taken in case of a spill, emergency and contractor phone numbers shall be maintained and properly labeled at each site. Contractor must show the ability to respond to a spill within four (4) hours at any time. Contractor is responsible for cleaning up any spill which may occur to the contractor’s products. A log book of each visit to the sites will be maintained which indicates the results of the testing, dates, adjustments to equipment and treatments, and recommendations of the County personnel.

PRICING

The following schedule will be paid for the facilities. Each price is a quarterly price for all services required in this Request for Qualifications.

Crestview Courthouse	\$ _____	(Quarterly)
Crestview Jail	\$ _____	(Quarterly)
Okaloosa County Airport	\$ _____	(Quarterly)
Water & Waste	\$ _____	(Quarterly)
Okaloosa Courthouse Annex	\$ _____	(Quarterly)

Company Name

Date

Address

Phone Number

Email Address

Fax Number

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Bidder's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cell Number

After-Hours Number(s)

DATE

E-MAIL Address

