

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

INVITATION TO BID NO. 15B-012

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AUTONOMOUS WATER QUALITY SONDE SYSTEMS PURCHASE 2015A**

The Northwest Florida Water Management District, 81 Water Management Drive, Havana, FL 32333, is soliciting bids for 7 programmable, field deployable, multi-parameter sondes to collect continuous water quality data.

The deadline for submission of bids is 3:00 P.M. ET, June 5, 2015. The opening of bids is open to the public and will be at District headquarters (U.S. Highway 90, 10 miles west of Tallahassee, FL). Provisions will be made to accommodate the handicapped (if requested) provided the District is given at least 72 hours advance notice. All bids must conform to the instructions in the Invitation to Bid (ITB) and comply with applicable Florida Statutes. Interested parties may obtain a copy of the complete ITB package at the above address or by calling (850) 539-5999 or visit the District's website at www.nwfwater.com or on the state Vendor Bid system through the BUSINESS link at MyFlorida.com.

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PART I

GENERAL INFORMATION

1-1 DEFINITIONS

For the purpose of this bid the following words shall, unless the context clearly indicates otherwise, mean:

- A. “Bluetooth” means a short range, low power-consumption, wireless interface technology using short-wave radio frequencies to interconnect wireless electronic devices.
- B. “CDOM” means Colored Dissolved Organic Matter, the optically measurable component of dissolved organic matter in water.
- C. “fDOM” means Fluorescent Dissolved Organic Matter, a characteristic of a limited fraction of organic compounds that can serve as tracers of soil organic matter in water.
- D. “Fouling” means any build-up of material that result in degraded performance of a sensor.
- E. “IP Rating” means Ingress Protection Rating as defined by international standard EN 60529 to indicate the level of sealing effectiveness of electrical enclosures against intrusion from foreign bodies (tools, dirt, etc.) and moisture.
- F. “ORP” means Oxidation-Reduction Potential, a measure of the water’s capacity to break down contaminates.
- G. “Parameter” means a specific characteristic of the water such as temperature, conductivity, turbidity, pressure, etc.
- H. “Respondent” or “Bidder” means purchaser, contractor, vendor, consultant, organization, firm or other person(s) submitting a response to this bid.
- I. “Responsive Bid” means a bid package that meets all requirements for submission, evaluation and selection.
- J. “RS-232” means the recommended standard published by the Telecommunications Industry Association, TIA-232-F *Interface Between Data Terminal Equipment and Data Circuit-Terminating Equipment Employing Serial Binary Data Interchange*, issued in 1997.
- K. “SDI-12” means Serial Digital Interface at 1200 baud and is a communication protocol typically used in remote locations for communication between a data logger and an intelligent sensor or sensors.
- L. “Sensor” means a device that responds to a physical stimulus (as heat, light, sound, pressure, magnetism, electric charge, etc.) and transmits a resulting impulse to a measuring or control instrument.
- M. “SOA” means Signal Output Adapter and can apply to any hardware that converts one communication protocol to a different communication protocol.

- N. "Sonde" means an instrument probe that automatically transmits information about its surroundings.
- O. "USB" means Universal Serial Bus, an industry standard communication protocol using cables and connectors to transfer data and power between computers and electronic devices.
- P. "Vented" means a sensor is open to atmospheric pressure, typically via a tube integrated into a data cable.

1-2 PURPOSE

This invitation to bid (ITB) provides guidelines for the submission of bids for the project entitled:

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AUTONOMOUS WATER QUALITY SONDE SYSTEMS PURCHASE 2015A

1-3 ISSUING OFFICE, DATE AND LOCATION OF OPENING

Division of Resource Management
Northwest Florida Water Management District, Headquarters
81 Water Management Drive
Havana, Florida 32333

Hereinafter referred to as the "District"

Bid opening is a public meeting to be held in the District Headquarters Governing Board Room at 3:00 P.M. Eastern time on June 5, 2015.

**THE DISTRICT MUST RECEIVE ALL BIDS BY 3:00 P.M.
ET ON JUNE 5, 2015**

1-4 INVITATION TO BID

The District solicits bids for programmable, field deployable, multi-parameter data sonde systems to include all sensors, cables, adapters, calibration, maintenance, and interface equipment, including software, necessary to collect and record continuous water quality data that meet the District's needs as defined in this ITB.

Sealed bids will be received until 3:00 p.m. Eastern Time on June 5, 2015 at the District Headquarters. **The opening of the bids is open to the public.** All bids must comply with applicable Florida Statutes.

1-5 AWARDING OF BID

The District anticipates purchasing, through a Purchase Order, seven (7) multi-parameter data sondes and associated sensors, software and other pertinent hardware from the respondent who submits the bid judged by the District to be the most advantageous. The District anticipates a single purchase which is in its best interests.

The respondent understands that this bid does not constitute an agreement or a contract with the District. An official contract or agreement is not binding until the bids are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the District, and the contract or agreement is executed by both parties.

The District reserves the right to reject any and all bids, to negotiate with apparent best qualified respondents, to waive any informalities of a minor nature, and to solicit and re-advertise for other bids. Mistakes clearly evident on the face of the bid documents, such as computation errors, may be corrected by the District.

All bids are subject to the approval of the Northwest Florida Water Management District Governing Board at a duly noticed Board meeting.

Notice of a bid award shall be posted in the office of the Agency Clerk. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of the proceedings under Chapter 120, Florida Statutes.

1-6 DEVELOPMENT COSTS

The District shall not be responsible or liable for any expenses incurred in connection with the preparation of a response to this bid. Respondents should prepare the bid simply and economically, to provide a straightforward and concise description of the respondent's ability to meet the requirements of the bid.

1-7 INQUIRIES

The District encourages interested parties to contact the District to discuss this ITB. Edward Chelette, Program Manager – Hydrologic Data Services, will receive questions concerning this bid at (850) 539-5999 x221, from 9:00 A.M. to 5:00 P.M. ET weekdays, from the date of this release to 3:00 P.M. ET on June 5, 2015. The District may provide written answers to substantive questions in the form of written addenda.

If addenda are issued, the District will post addenda on the District web site and State Vendor Bid System web site at least seven calendar days before the bid opening date. All respondents should contact the District at least seven days before the bid opening date to ascertain whether any addenda have been issued.

1-8 TIMETABLE

The District and respondents shall adhere to the following schedule in all actions concerning this bid.

- A. On May 22, 2015 the District issues the invitation to bid.
- B. From May 22, 2015, to 3:00 P.M. ET on June 5, 2015, the District will receive and answer inquiries (received by telephone and/or by mail).
- C. The District must receive the bids by the 3:00 P.M. ET opening time on June 5, 2015.
- D. From opening time, the District will review and evaluate the bids on a timely basis.
- E. The District may enter into a purchase agreement after conducting negotiations and obtaining approval from the District Governing Board.

1-9 DELAYS

The District may delay scheduled due dates if it is to the advantage of the District to do so. The District will notify respondents of all changes in scheduled due dates by posting the information of the District web site and State Vendor Bid system web site.

1-10 SUBMISSION AND WITHDRAWAL

Respondents shall submit **four** (4) copies of the bid in a sealed, opaque envelope or box. The respondent may submit the bid in person or by mail to this address:

Northwest Florida Water Management District
Attn: Agency Clerk
81 Water Management Drive
Havana, FL 32333

Please be advised that mail delivery to the District is not always by 3:00 PM ET.

Respondents who utilize courier service packing and shipping materials should place the bids in a **sealed and labeled** envelope or box inside the courier-supplied shipping materials.

For deliveries via courier service, please use the address below:

Northwest Florida Water Management District
81 Water Management Drive
Havana, FL 32333
(Located off U.S. Highway 90, 10 miles west of Tallahassee, just north of Midway, FL)

The face of the envelope or box shall state in capital letters:

SEALED BID ITB # 15B-012, NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AUTONOMOUS WATER QUALITY SONDE SYSTEMS PURCHASE 2015A TO BE OPENED JUNE 5, 2015, 3:00 PM ET AT THE HEADQUARTERS OF THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT.

The sealed envelope or box shall also include the respondent's name and business address. **Bids received by the bid submission deadline but not properly sealed and marked may not be considered.** Receipt of a bid by any District office or personnel other than the District receptionist or the Division of Administration, at the headquarters office located at 81 Water Management Drive, does not constitute "delivery" as required by this ITB.

THE DISTRICT MUST RECEIVE ALL BIDS BY 3:00 PM ET ON JUNE 5, 2015.

The District cautions the respondents to assure actual delivery of mailed or hand delivered bids to the District's Division of Administration prior to the deadline set for opening. Telephone confirmation of timely receipt of the bid may be made by calling (850) 539-5999 and asking for the Agency Clerk before the bid opening time. Bids received after the established deadline will not be considered.

A respondent may withdraw a bid by notifying the District in writing at any time prior to the opening. Respondents may withdraw bids in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide a signed receipt for the bid. Bids, once opened, become the property of the District and will not be returned to the respondents.

All bids must be made on the required bid sheet (Attachment B of this ITB). All blank spaces for bid prices must be filled in, in ink or typewritten, and the bid sheet must be fully completed and

executed when submitted. The District may waive any informalities or minor defects or reject any and all bids.

Respondents must satisfy themselves of the accuracy of their response in the bid form by examination of the criteria and specifications including addenda. After bids have been submitted, respondents shall not assert that there was a misunderstanding concerning the number or type of parameters nor the accuracy required of each parameter.

Upon opening, bids become “public record” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the ITB by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

Bids will be made available for inspection at the time the District posts notice of its decision or intended decision concerning award of the Purchase Order, or ten (10) working days after the bid opening, whichever is earlier.

The Purchase Order will enumerate and identify the items to be purchased. Information obtained from an officer, agent, or employee of the District or any person shall not affect the risks or obligations assumed by the bidder or relieve the respondent from delivering the equipment, software or services included on the bid at or below the prices presented on the bid.

The successful bidder shall supply the names and addresses of major material suppliers and sub vendors when requested to do so by the District.

1-11 ADDENDA

If addenda become necessary, the District will provide written addenda to all prospective respondents who requested the bid. The written addenda will also be posted on the District’s internet website and on the State of Florida’s Vendor Bid System website. All addenda issued by the District will include a receipt form that must be signed and included with any bids that are submitted to the District. In the event multiple addenda are issued, a separate receipt for each addendum must be included with the bid at the time it is submitted to the District. Prospective bidders are responsible for determining whether addenda have been issued and are advised to check the websites or with the District’s project manager prior to submitting their bid.

1-12 EQUAL OPPORTUNITY

The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age or sex.

It is the policy of the District to ensure that qualified respondents wishing to participate in the procurement process have the maximum opportunity to compete and perform on District contracts and purchases.

The District encourages participation by minority business enterprises (MBE) and requests MBE’s to submit evidence of such designation with their bid. For further information on designation as a minority business enterprise, prospective respondents may contact the District’s Bureau of Finance and Accounting at (850) 539-5999. A vendor registration form is included in this ITB package.

1-13 ORAL PRESENTATIONS

At its discretion, the District may require a respondent to make an oral presentation of the bid. These presentations provide an opportunity for the respondent to clarify the bid for the District. The District will schedule any such presentations.

1-14 NEWS RELEASES

The respondent shall obtain prior approval of the District for all news releases or other publicity pertaining to this bid or the service or any project to which it relates.

1-15 PUBLIC ENTITY CRIMES

"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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

1-16 DISCRIMINATORY VENDOR LIST

"An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity."

PART II

SONDE AND SONDE SYSTEM SPECIFICATIONS

2-1 GENERAL SPECIFICATIONS

- A. Sonde must be deployable and retain full function inside a four (4) inch diameter stilling well with water levels as low as 18 inches.
- B. Sonde system must have an automated attachment or connected tool that mechanically cleans sensors to minimize fouling during extended field deployments. This anti-fouling device cannot increase the effective diameter of the Sonde beyond the four (4) inch maximum diameter when deployed.
- C. Sonde must have an anti-fouling sensor guard to physically protect the sensors from damage. Anti-fouling for the sensor guard may be passive or active but must not increase the effective diameter of the Sonde beyond the four (4) inch maximum diameter when deployed.
- D. The number and type of sensors deployed on the sonde must be customizable by the user with a minimum of seven (7) sensor ports. For deployments, when the District determines that the automated anti-fouling device is necessary, it is acceptable for the anti-fouling device to occupy one sensor port.
- E. Sonde system must provide a method to calibrate sensors and perform calibration verification for sensors.
- F. Sonde system must have an option for deploying a vented water level sensor using a vented data cable.
- G. Sonde must be operational at depths from 0 to 750 feet.
- H. Software must be pre-loaded in each sonde and hand-held interface device.
- I. User manuals will be provided for all sondes, sensors, and hand-held interface devices.
- J. Sonde must have a replaceable, internal power source capable of providing sufficient power to allow the system to make measurements from installed sensors, run the automated anti-fouling mechanism at the recommended rate, record and store data for a minimum of 61 consecutive days.

2-2 SENSOR SPECIFICATIONS

The sensors listed in Table 1, must be user replaceable. Operating ranges and accuracy are minimums and greater range or accuracy is acceptable. All sensors must be deployable with the automated mechanical anti-fouling device/module.

Table 1 Select sensor specifications

Parameter	Operating Range	Accuracy
Temperature	-5 to 35°C	±0.01°C
	35 to 50°C	±0.05°C
Conductivity	0 to 100 mS/cm	Greater of ±0.5% of reading or 0.001 mS/cm
	100 to 200 mS/cm	±1% of reading
Dissolved Oxygen	0 to 20 mg/L	Greater of ±1% of reading or 0.1 mg/L
	20 to 50 mg/L	±5% of reading
fDOM	0 to 300 ppb QSU	Linearity of 0.99R ²
pH	0 to 14 SU	±0.2 SU
Turbidity	0 to 999 FNU	Greater of ±2% of reading or 0.3 FNU
	1000 to 4000 FNU	±5% of reading
ORP	-999 to 999 mV	±20 mV

2-3 DATA AND COMMUNICATION SPECIFICATIONS

Sonde system will be able to interface with computers using all of the following:

- A. Bluetooth
- B. RS-232
- C. USB

Sonde system will have the ability to; either directly or through the use of a signal output adapter (SOA), data capture platform adapter, or combination thereof, output data to an external data logger using the following protocols:

- A. SDI-12
- B. RS-232

Sonde must have a minimum of 512 MB of internal memory and be capable of recording a minimum of 1,000,000 logged readings when deployed without a separate data logger.

2-4 BID ITEMS

Items on this list are not required to be unique. Sensors and data adapters that combine multiple parameters or functions are acceptable as long as all specifications in **2-1**, **2-2** and **2-3** are met. If multiple parts are needed to satisfy the requirements of a specific bid item those parts should be listed as separate line items on the Price List (Attachment B, Bid for Autonomous Water Quality Sonde Systems Purchase 2015A.) If there are multiple options for a particular item that all meet the specifications the bidder may request clarification as to which option is preferred.

- A. Seven (7) multi-parameter sondes – to include all tools necessary to maintain sonde and install/remove sensors, a calibration cup for sensor calibration, a minimum of 4 port plugs to allow use of sonde with a variety of sensor configurations, User Manual and software.
- B. Seven (7) lead cables, 33 meter, non-vented, for communication during deployment with a variety of data loggers using both RS-232 and SDI-12. (May employ adaptors listed as separate line items.)
- C. Seven (7) conductivity sensors.
- D. Seven (7) temperature sensors.
- E. Seven (7) Optical DO Sensors.
- F. Seven (7) pH sensors.
- G. Seven (7) turbidity sensors.
- H. Seven (7) fDOM or CDOM sensors.
- I. Two (2) total algae sensors optimized for freshwater use.
- J. Seven (7) automatic anti-fouling mechanisms/modules.
- K. Seven (7) sonde sensor guards, anti-fouling.

- L. Three (3) handheld display/interface instruments, water/debris resistant (IP Rating of 67 or better), internal memory of two (2) GB or more, capable of recording a minimum of 2,000,000 data sets.
- M. Three (3) cordless power supplies for handheld units, rechargeable, with charging cord/station.
- N. Two (2) SOA to USB to allow connection between the sonde and a personal computer running Microsoft Operating System software.
- O. One (1) ten (10) meter, wet mateable, non-vented, field cable to connect to handheld display or SOA.
- P. One (1) 15 meter, wet mateable, non-vented, field cable to connect to handheld display or SOA.
- Q. One (1) 33 meter, wet mateable, non-vented, field cable to connect to handheld display or SOA.
- R. Three (3) Hard-sided carrying cases to protect sonde, sensors, guards, and other standard parts during transport to and from field deployments.
- S. One (1) shipping (cost to ship to the District at 81 Water Management Dr., Havana, FL, 32333 assuming a purchase of the entire contents of the Price Sheet.) If shipping is not charged enter a line item "Shipping included in purchase price". The line item must be completed.

PART III

BID REQUIREMENTS

At a minimum, bids submitted for consideration by the District should include the following information.

1. Name(s) and business address of vendors other than the Bidder (if any) who may be utilized to provide products to the District under an awarded Purchase Order.
2. Other materials or information necessary to verify that the equipment, software and accessories included in the bid meet the specifications and requirements set forth in this ITB and would assist the District in evaluating the bid.
3. A summary of any pertinent litigation filed against the firm during the last three years.
4. Submit a signed **Bidder Acknowledgment** (Attachment A) and include it in your package.
5. Submit a schematic of the sonde showing dimensions, locations of sensors/sensor ports and communication connections.
6. Submit a completed Price List and signed **Bid for Autonomous Water Quality Sonde Systems Purchase 2015A** (Attachment B)
7. Submit completed Vendor Registration Form (Attachment C) and W-9 (Attachment D) and include both in your package. These may be omitted if the Respondent has previously registered as a Vendor with the District and is in active status, including submission of W-9.
8. If applicable, a statement of the Respondent's status as a designated or certified minority.
9. A properly marked envelope/package. See PART I, Section 1-10 of this ITB for further details.

PART IV

PURCHASE AWARDS

The District reserves the right to accept, at its sole discretion, those bids which it considers to be most favorable to the District's interests, to negotiate, or to re-advertise. Those firms considered to be best able to provide the required products will be notified of the time and place for discussions.

PART V

PURCHASE ORDER

A Purchase Order shall be issued within thirty (30) days of the Bid Opening. Should there be reasons why the Purchase Order cannot be issued within such period, the time may be extended by mutual agreement between the District and Respondent. If the Purchase Order has not been issued within the thirty (30) day period or within the period mutually agreed upon, the Respondent may terminate the agreement without further liability on the part of either party

PART VI

COMPENSATION

The winning bidder will be issued a District Purchase Order for part or all of the items included on the bid's Price Sheet. Payment by the District shall be made within thirty (30) days of receipt of a correct and valid invoice, unless prevented by circumstances beyond the control of the District. Invoices shall be submitted upon delivery of the equipment, software or services described on the Purchase Order and shall provide sufficient detail for proper pre-audit and post-audit purposes.

PART VII
VENDOR CHECKLIST

Please review the checklist for this bid (ITB No. 15B-012) to ensure that you have properly followed the instructions. Many bids and proposals are rejected because the respondent simply failed to comply with required preparation and submission requirements.

- ☐ Have you verified all amounts to ensure that they are complete and accurate?
- ☐ Have you signed the **Bidder Acknowledgment** and included it in your package?
- ☐ If applicable, for each addendum have you completed and included the **Addenda Receipt Form** that was included with each addendum?
- ☐ Have you completed and signed the **Bid for Autonomous Water Quality Sonde Systems Purchase 2015A** and included it in your package?
- ☐ Have you completed the **Vendor Registration Form** and **W-9 Form** and included them in your package? These documents may be omitted if your company is already a registered Vendor with the District and the District has your W-9 Form on file.
- ☐ Have you provided evidence of your Minority Business designation, if applicable? Please attach any pertinent documents to the Invitation to Bid package.
- ☐ IS YOUR ENVELOPE PROPERLY MARKED? See PART I, Section 1-10 of this ITB for further details. Most rejected bids are caused by the respondent failing to properly mark their package. All incoming correspondence is opened when received unless properly marked for a specified opening date and time. If your bid is opened prior to the designated date and time, it cannot be considered.
- ☐ Have you selected the method of shipping that will ensure that your response will arrive before the deadline? Responses received after the date and time specified will not be considered.

The following additional documents must be included and attached to your final bid:

- ☐ Completed Price Sheet including shipping.
- ☐ Schematic of sonde system showing dimensions, locations of sensors/sensor ports and communication connections.
- ☐ User Manuals and/or other documentation to allow evaluation of sonde system to meet the required specifications.

ATTACHMENT A
BIDDER ACKNOWLEDGMENT

ATTACHMENT B
BID FOR AUTONOMOUS WATER QUALITY
SONDE SYSTEMS PURCHASE 2015A

ATTACHMENT C
VENDOR REGISTRATION FORM, Form 14

ATTACHMENT D
TAX FORM W-9

Request for Taxpayer Identification Number and Certification, Rev. Dec. 2014