



University of
West Florida

Procurement & Contracts
11000 University Parkway
Building 20W, Room 159
Pensacola, FL 32514

**Request for Proposal
16RFPT-05RP
Water Treatment Services**

November 8, 2016

TO: Potential Participants

The University of West Florida (hereinafter referred to as UWF) is soliciting responses to a Request for Proposal (RFP) for chemical water treatment for hot water boiler systems, chilled water systems and condenser water systems services at the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and return proposal binders and the sealed price package all in a sealed box/envelope directly to Procurement & Contracts before 2:00 p.m. Central Time on Tuesday, December 20, 2016.** For more information refer to "RFP Information and Instructions" below. **Late or incomplete responses will not be accepted.**

Respondents are required to attend a mandatory pre-submittal meeting and site visit which will be held at 9:00 a.m. Central Time on Tuesday, November 29, 2016 in Building 92, Room 110 on the UWF main campus in Pensacola, FL. Please plan to allow three (3) hours for this mandatory pre-submittal meeting/site visit. **Submittals will be rejected from any firm not directly represented at the mandatory pre-submittal meeting/site visit.**

Parking permits are required on campus, therefore be sure to stop by the Visitors Center (Building 81) to obtain a visitor's parking permit and information about where to park. The Visitors Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Central Time. For more information about visiting UWF, please refer to the following website: <http://uwf.edu/about/location/maps/>.

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our website: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>.

In accordance with 119.071, Florida Statutes, submittals will only be acknowledged in the public solicitation closing, no submittals will be opened and no pricing will be announced. Submittals are exempt from public records laws until such time as the agency provides notice of an intended decision or thirty (30) days after the closing. In compliance with the statutes, the University will not open submittals publicly but will retain a recording of the opening and will post the decision as soon as available.

Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, all respondents shall understand that portions (potentially all) of their submittals as well as final contract and related documents will become public record upon contract award. After the posting of award, respondents may view solicitation files by contacting the Procurement & Contracts Facilitator.

Bob Pacenta, CPPB
Assistant Director
Phone: 850.474.2627
E-mail: awaymack@uwf.edu

**UNIVERSITY OF WEST FLORIDA
PROCUREMENT AND CONTRACTS**

REQUEST FOR PROPOSAL # 16RFPT-05BP

Water Treatment Services

RFP DUE DATE: Tuesday, December 20, 2016 at 2:00 p.m. Central Time

Section I

OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University is a regional, comprehensive university with its main campus located in Pensacola, Florida, with a branch located in Fort Walton Beach as well as a center at Eglin Air Force Base, and offices at Naval Air Station Pensacola, Whiting Field in Milton and Hurlburt Air Force Base in Mary Esther.

The University currently enrolls more than 13,000 students in its College of Arts, Social Sciences and Humanities, College of Health, College of Business, College of Education and Professional Studies, and Hal Marcus College of Science and Engineering. It is the University's goal to become the number one regional comprehensive university in America. We believe that education is a path to success and a vital contributor to the quality of life. We strive to provide an environment that nurtures integrity, quality, innovation, teamwork, stewardship, courage and caring.

The University's website, <http://uwf.edu/>, provides additional information which may be useful to the Respondents.

The University intends to enter into a multi-year contract with a water treatment firm which specializes in chemical water treatment for systems described below.

Water Treatment Equipment and Systems

The cooling and heating for the UWF campus is primarily provided by four water cooled chillers and three heating hot water boilers located in Building 40, Central Utility Plant (CUP). Cooling water for the water cooled chillers is provided by four counter flow cooling towers. The chilled and heating hot water is delivered to the campus through an underground piping distribution system. Individual heating hot water boilers provide heating to Building 85, Building 86, and Building 90. Individual air cooled chillers provide cooling to Building 88 and Building 90. There are individual geothermal heat pump systems with closed loops in Building 70 and Building 99.

Overview of systems

1. Campus chilled water system that includes but is not limited to four 1200 ton water cooled chillers; campus closed loop campus chilled water distribution system and associated equipment.
2. Cooling tower water system that includes but is not limited to four 1200 ton water cooled chillers; four cell cooling tower, cooling tower basin, two side stream sand filters, cooling tower distribution system and associated equipment.
3. Campus heating hot water system that includes, but is not limited to, one 8.0 million Btu per hour (Input) boiler, seven 5 million Btu per hour (Input) boilers, campus closed loop heating hot water distribution system and associated equipment.

4. Building 88, WUWF Public Radio Station, chilled water system that includes one 50 ton air cooled chiller, closed chilled water distribution system and associated equipment.
5. Building 90, Facilities Services, chilled water system that includes one 50 ton air cooled chiller, closed chilled water distribution system and associated equipment.
6. Building 90, Facilities Services, heating hot water system that includes one 650 thousand Btu per hour (Input) boiler, closed heating hot water distribution system and associated equipment.
7. Building 85/86, Professional Studies Offices, heating hot water system that includes one 2.34 Million Btu per hour (Input) boiler, closed heating hot water distribution system and associated equipment.
8. Building 99 has a geothermal heat pump system that is a closed loop.
9. Building 70 has a geothermal heat pump system that is a closed loop.

B. Timetable

The anticipated schedule and deadlines for this RFP and contract approval are projected as follows:

Activity	Time (Central)	Date
Issue RFP		November 8, 2016
Veteran’s Day - University Closed	All Day	November 11, 2016
Thanksgiving Holiday – University Closed		November 24 - 25, 2016
Mandatory pre-submittal meeting and site visit	9:00 am CT	November 29, 2016
Written request for explanation deadline date	2:00 pm CT	December 6, 2016
Estimated issuance of explanation response		December 12, 2016
RFP Due Date	2:00 pm CT	December 20, 2016
Winter Break – University Closed		December 26, 2016 – January 2, 2017
Estimated Notice of Intent to Award		January 6, 2017
Estimated contract start date		January 17, 2017

C. Contact Person

The Procurement & Contracts Facilitator and sole contact for this RFP is:

Bob Pacenta, Assistant Director
 Email: rpacenta@uwf.edu
 Phone: 850.474.2627
 Web address: <http://uwf.edu/offices/procurement/>

Respondents are advised that from the date of release of this RFP until award of the contract, **no contact with University personnel related to this RFP is permitted. All communications are to be directed to the Procurement & Contracts Facilitator listed above. Any such unauthorized contact may result in the disqualification of the Respondent’s submittal.**

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this RFP must be requested from the above contact person in writing via e-mail prior to the deadline date as stated in the above Timetable. The explanation response will be issued in the form of an official addendum and posted to our

web site. **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addendum issued shall prevail.

D. Response Submission

The University of West Florida (UWF) is subject to Section 119.07, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to section 119.07 exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Section 119.07, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in the "confidential information" tab noted below in Section IV.

The required copies of the Response with the signed Affidavit Form must be received by the University of West Florida Procurement & Contracts Office by the due date and time as stated in the above Timetable.

Each response is to be submitted in a three-ring binder using index tabs with the appropriate tab identification as requested within this RFP. See Section IV, "RFP Information and Instructions" for more information.

Submit:

- One (1) original, clearly marked as the original, which shall contain the original manual signature of the authorized person signing the proposal
- Three (3) hard copies of the original
- One (1) electronic copy of the original

Additionally, one (1) original Cost Proposal is to be submitted in a separate, sealed envelope, clearly marked as "Cost Proposal". **Do not include the Cost Proposal in the three-ring binders.** Failure to include the signed original and all copies shall be grounds for rejection of your response without further evaluation.

- The outer carton of the response shall include the RFP number, RFP name, and due date.
- Your response shall include the information and required submittals described in Section IV, "RFP Information and Instructions", and be tabbed and numbered with all information appearing in the Tab in which it was requested.
- All information and required submittals requested shall be in hard copy form and included in your written response. Responses shall not refer the University to electronic media such as websites, cd's, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by the University may be considered to be supplemental, and not subject to evaluation by the team members.
- If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, you must provide information following the numbered tab, telling the evaluator where the information can be found in your response.
- All required signed and completed copies of the response with the signed Affidavit Form (Attachment A) must be either mailed or delivered to:

UNIVERSITY OF WEST FLORIDA
Procurement & Contracts
Building 20W Room 159
11000 University Parkway
Pensacola, FL 32514

- **CAUTION: The executed Affidavit Form must be signed and submitted as part of your response. Failure to do so will disqualify your response.**
- **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

Section II

SCOPE OF SERVICES

UWF desires the most thoroughly developed and highest quality professional services available. The following specifications outline the **minimum** firm requirements for the proposed service. They are provided to assist participants in understanding the objectives of UWF and submitting a thorough response. Responses must reflect in detail their inclusion and the degree to which provided.

GENERAL

Qualified vendor will furnish, support, and service water treatment programs for the condenser, chill loop, and heating hot loop systems. Vendor will be responsible for 1) water treatment chemical supply and transfer-to-tank of all products using their own delivery personnel and vehicles; 2) technical service visits and consulting; 3) test reagents, corrosion coupons, and dip slides; 4) Internet database reporting and archiving, and 5) installation of new water treatment feed and control equipment. A successful program will control mineral scale, corrosion, biological fouling, and waterborne pathogens such as *Legionella*.

SERVICE & DELIVERY LOCATIONS

Service frequency will be a minimum of six (6) hours per month. The service time cannot include any time spent on deliveries or equipment repairs. The locations are as follows:

1. Bldg 40 Condenser	Twice per Month
2. Bldg 40 Hot Loop	Once per Month
3. Bldg 40 Chilled Loop	Once per Month
4. Bldg 90 Hot Loop	Quarterly
5. Bldg 90 Chilled Loop	Quarterly
6. Bldg 88 Chilled Loop	Quarterly
7. Bldg 85 Hot Loop	Quarterly
8. Bldg 86 Hot Loop	Quarterly
9. Bldg 99 Geothermal	Quarterly
10. Bldg 70 Geothermal	Quarterly

INTERNET DATABASE REPORTING REQUIREMENTS

Vendor must provide, configure, and support an Internet-accessible database account for the retrieving, recording, and archiving of water treatment related information. Such a system must have the following features:

- a) Secure, password-protected access for each manager and their chosen operators.
- b) Access to the system from anywhere via the Internet.
- c) Zero software requirements (Internet browser required for user).
- d) Ability for facility operators to record routine test log data online.
- e) Ability for facility director and operators to upload pertinent digital images and PDF files.

- f) Retrieve service reports, operator logs, laboratory analysis, corrosion coupon reports, inventory, digital images, MSDSs, product data sheets, technical papers, procedures, surveys, and training information.
- g) Graphing and trending capabilities for any recorded service report and/or facility operator test data entries.
- h) Ability of database system to routinely accept data (i.e., conductivity, ORP, pH, tank level sensor readings) electronically from the facility's water treatment controller(s).
- i) Graphing and trending capabilities that compare entries of wet test data with controller sensor data.
- j) Ability to set alarm limits and assign recipients for email alarm notifications for chosen test variables of service report and/or operator log entries.
- k) Multiple security levels for various users.
- l) Vendor training and in-services on use and navigation of the database system.

TECHNICAL SERVICE REQUIREMENTS

Routine service visit frequency shall be a minimum of one (1) day per week at each plant site listed above. The technical service representative will perform the following duties during routine site visits unless frequency is otherwise stated:

- a) Pull and test all relevant water samples. Closed loop samples shall be tested quarterly or as needed. Record results and recommendations on written reports and enter results and recommendations on UWF's Internet database account.
- b) Make recommendations regarding needed adjustments, repairs, and/or improvements to water-related systems and water treatment equipment, and enter such recommendations on the Internet database account within 48 hours of visit.
- c) Discuss and review in person all findings and recommendations with the system owners and operators during routine and non-routine service visits. Be available for such discussions via telephone and email as well.
- d) Perform weekly chiller efficiency monitoring using Internet database account. Online chiller condenser approach temperatures/leaving condenser water temperatures must be recorded and trended for regularity. UWF personnel must be contacted if approach temperature exceeds 5.00 degrees F.
- e) Inspect water-using equipment during routine (annuals) and non-routine openings. Digital videoscopes and/or borescopes must be utilized in each plant site during chiller annuals, as well as digital camera and visual inspection techniques. Subsequent reports and images must be available on the Internet database account.
- f) Analyze mild steel and copper corrosion coupons every ninety (90) days and enter reports on the Internet database account.
- g) Perform microbiological testing (aerobic dip slides) on condenser water one (1) time per month, and closed loops as necessary.
- h) Make routine inventory checks of treatment chemicals and test reagents so ordering can occur and chemicals can be furnished as needed and quickly.
- i) Make adjustments, calibrations, preventative maintenance to the controllers, timers, and chemical pumps as needed.
- j) Provide in-services and technical training to system owners and operators on an as needed basis. Such training may involve test procedures and interpretation, Internet database account use and navigation, water treatment equipment use and programming, treatment chemical knowledge, and/or chemical handling.
- k) Review operator logs on the Internet database account and/or hardcopy during site visits.

CHEMICAL PRODUCT SPECIFICATIONS

CONDENSER / OPEN COOLING TOWER LOOP SYSTEMS:

Vendor must select, manufacture, deliver, and transfer to storage tank chemicals capable of inhibiting and controlling mineral scale, corrosion, microorganisms, and biological fouling (i.e., biofilm) on all water-side surfaces (i.e., cooling tower fill, basin, piping, condenser and evaporator tubes, closed loop components) of the condenser and closed loop water systems.

NOTE: The microbiocide program must be consistent with CTI (Cooling Technology Institute) and/or AWT (Association of Water Technologies) guidelines relative to the control of condenser water pathogens such as *Legionella*.

The vendor must provide the following products:

- a) Scale and corrosion inhibitor chemical. This product must be in liquid form and impart the following active ingredients at the following dosages when fed in condenser water: 1) phosphonate = 2-5 ppm, 2) co-polymer = 100-150 FAU, 3) azole = 1-2 ppm.
- b) Oxidizing microbiocide chemical. This product must be in the form of liquid sodium hypochlorite, chlorine dioxide, or liquid bromination. The use of oxidizer “tablets” is prohibited. This product must convey the following water test results during and shortly after feeding: 1) free oxidant = 0.2-0.5 ppm, 2) total oxidant = 0.4-1.0 ppm. This product must be fed in a manner to hold these residuals continuously using the ORP sensor feature of the controller.
- c) Antifoulant/dispersant chemical. This product must be in liquid form and be fed at a rate consistent with the recommendations in its product literature a minimum of one (1) time per week during low load periods.

CLOSED HYDRONIC LOOP SYSTEMS:

Vendor must select, manufacture, and deliver in easy-to-handle pails a chemical capable of inhibiting and controlling corrosion and deposits on all water-side surfaces of the chill and hot loop water systems. Chemical supply will be in the amount to dose the closed loops one (1) time to the recommended dosages as confirmed by test results after completion of the cleaning and passivating process.

- a) Corrosion inhibitor chemical – chill loop. This product must be in liquid form and impart the following active ingredients at the following dosages when fed in CHILL LOOP water: 1) nitrite (as NO₂) = 400-800 ppm, 2) borate = 200-400 ppm, 3) azole = 20-60 ppm. The resulting bulk water pH range should be 9.0-10.5.
- b) Corrosion inhibitor chemical – heating hot loop. This product must impart the following active ingredients at the following dosages when fed in HOT LOOP water: 1) nitrite (as NO₂) = 800-1200 ppm, 2) borate = 400-600 ppm, 3) azole = 40-80 ppm. The resulting bulk water pH range should be 9.0-10.5.

FEED AND CONTROL EQUIPMENT SPECIFICATIONS

UWF intends to purchase new feed and control equipment from vendor. The price of this equipment shall be amortized monthly over the contract’s three (3) year term. UWF also wishes to have the equipment maintained (i.e., parts repaired, replaced) and under warranty at no charge for the duration of any subsequent contract with vendor. Proprietary software is prohibited.

Vendor must have the ability to deliver and transfer chemical products to chemical storage tanks at each facility while minimizing the use of drums and pails. Vendor delivery technicians must be Hazmat trained and licensed truck drivers.

Vendor must provide, install, and support all relevant chemical feed and storage equipment necessary to treat the condenser water systems. The following water treatment equipment items must be installed and supported by the vendor:

- a) Chemical storage tanks (i.e., Peabody, Snyder, GTP) with 110% containment. Tanks may come in a variety of sizes and have injection pump standpipe and vent line, as well as chemical fill point attachments.
- b) Injection pump containment boxes (i.e., Stahlin) which are splash proof. Boxes shall be wall mounted above and near their related storage tank. Boxes must have sensor capable of interlocking injection pumps with leak detection.
- c) Stainless steel square-tube framed rack with ½-inch Polyboard panel. Shall be floor anchored and secured for supporting all chemical feed equipment. One (1) per each chemical tank, injection pump, and pump-box system.

- d) Internet-accessible water treatment controllers (see controller specification below).
- e) Industrial grade ORP and conductivity probes/sensors.
- f) Industrial grade inhibitor monitoring probe (i.e., Turner) to ensure proper dosage of scale and corrosion inhibitor chemical (condenser program only).
- g) Industrial grade corrosion monitoring probes (mild steel, copper) to monitor corrosion rates (i.e., CorrTran) (condenser program only).
- h) Chemical injection pumps (i.e., Iwaki, Prominent) with controllable speed and stroke.
- i) Storage tank level sensors (i.e., Flowline) which can be read by the controller.
- j) Rotameter (i.e., King) for bypass loop piping (condenser program only).
- k) Two (2)-pass corrosion coupon rack made of clear PVC.
- l) One (1)-inch schedule 80 PVC for bypass loop construction (condenser program only).
- m) Chemical tubing containment from storage tank to pump box and from pump box to injection point. 1 ¼-inch clear vinyl hose secured with stainless steel hose clamps shall be installed over all plastic chemical tubing for containment purposes.
- n) Stainless steel chemical tubing (i.e., Swagelok) for condenser water acid injection and all steam boiler chemical injection.
- o) Vendor startup, training, and in-services on all provided equipment.

Vendor must provide, install, program, and support Internet-accessible water treatment controllers (i.e., eController, Walchem Webmaster, PLC) for the condenser water treatment control. Such control equipment must have the following features:

- a) Secure, password-protected access for each facility director and their chosen operators.
- b) Access to the controller from anywhere via the Internet.
- c) Secure, password-protected access at controller unit keypad.
- d) Daily status reports emailed to chosen recipients.
- e) ≥ Seven (7) 110 volt NO/NC relays, plus one (1) for alarms.
- f) ≥ Eight (8) 4-20 mA inputs.
- g) ≥ Six (6) digital inputs.
- h) Ability to assign any input to any output online.
- i) Output ≥ (4) 4-20 mA signals.
- j) Accessibility by modem, cellular modem or Ethernet.
- k) Industrial grade ORP, corrosion, inhibitor, and conductivity sensors and housing as required per facility and system type.
- l) Ability to read the make-up and blowdown water meters to determine evaporation credits.
- m) Ability to record chemical tank level sensor data.
- n) Ability to feed oxidizing biocide base on ORP set point(s) and record ORP of condenser water for any given period.
- o) Ability of controller to routinely send data (i.e., conductivity, ORP, inhibitor, tank level sensor readings) electronically to the facility's water treatment Internet database system.
- p) Ability to review controller data trend charts.
- q) Real-time availability of controller data.
- r) Execution of controller changes (i.e., set points, dead bands, etc.) via the Internet.
- s) Detailed email alarm notifications to chosen recipients.
- t) UBS and Ethernet direct connect access.
- u) Stainless steel square-tube framed rack with ½-inch Polyboard panel. Shall be floor anchored and secured for supporting all controller unit components and sensor probe array.
- v) Vendor training and in-services on use and navigation of the controller and its database system.
- w) Equipment shall not contain any proprietary software to operate.

UWF'S RESPONSIBILITIES FOR PROGRAM

UWF will be responsible for certain aspects of the program. UWF will make a concerted effort to perform the following functions to support the water treatment program:

- a) Provide quick and easy access to the water systems and equipment rooms covered under this Scope of Services.
- b) Maintain all water-related systems (i.e., eliminate closed loop leaks, cooling tower water leaks or overflow, heat exchanger leaks, faulty or inadequate power supply to control equipment, faulty

- pretreatment equipment, faulty condensate return equipment, faulty feedwater storage equipment, etc.) in good repair, and to promptly identify and repair such systems as needed to minimize water loss, chemical over-use or under-use, and irregular or sporadic water treatment control.
- c) Provide routine cleaning and maintenance as recommended by the equipment manufacturer for the types of water-related systems (i.e., cooling towers, heat exchangers, etc.) owned by UWF.
 - d) Notify Vendor prior to routine equipment openings so that inspections can be made by Vendor to assist it in proper performance of its duties under this Scope of Services.
 - e) Permit, and thereafter support, chemical product and program adjustments as recommended and instituted by Vendor, which are aimed at providing optimum results for UWF.
 - f) Purchase additional chemical product (i.e., closed loop treatment, cooling tower inhibitor, etc.) when use-rates exceed reasonable levels due to system water leaks, unforeseen system upsets due to equipment, mechanical, or power failure, new microbiological infestation, significant variation in weather conditions, and/or any other conditions beyond Vendor's control. Additional chemical product shall be billed to UWF separately by Vendor, based on Vendor's standard price list.
 - g) Purchase testing equipment from Vendor on an as needed basis, as recommended by Vendor. Perform regular chemical tests as directed by Vendor and record results on UWF's account page on Internet database account.
 - h) Provide Vendor with written notice of information regarding proposed facility expansions within a reasonable time period in advance of such expansion to permit the negotiation of a new contract price based on those expansions, once completed.

Vendor's response received must reflect in detail their inclusion and the degree to which provided.

1. The proposed water treatment program shall be specific for UWF and shall include but not be limited technical services, professional services, training services, chemical products, equipment connections, piping, electrical power components, sampling equipment, water quality analysis, chemical feed controls, chemical feed equipment and performance indicator documentation to certify the quality of the program.
2. As a minimum, the water treatment program should:
 - a. Minimize heat transfer surface scaling, corrosion, fouling and microbiological growth required to optimize fossil fuel, drinking water, sanitary sewer and electrical usage for heating hot water boilers, chillers, cooling towers, open cooling tower water systems, closed loop heating hot water systems and closed loop chilled water system
 - b. Automate the chemical delivery to all systems.
 - c. Eliminate handling of chemicals by UWF staff.
 - d. Provide monthly and annual documentation reviewed and approved by a Certified Water Technologist (CWT) demonstrating how the water treatment program is minimizing maintenance and operational cost.
 - e. Provide initial and annual training for UWF personnel in the operation and maintenance of all water treatment systems and equipment.
 - f. Maintain an electronic Portable Document Format (PDF) and tabbed hard copy of operation and maintenance manual that includes but is not limited to:
 - (1) Table of Contents.
 - (2) Piping and instrumentation system schematics, equipment locations, controls schematics and written sequence of control for each water treatment system.
 - (3) Chemical product data and material safety data sheets (MSDS).
 - (4) Equipment manufacturer operation and maintenance documentation.
 - (5) Signed and dated service reports.

- (6) Safety and operational training documentation.
 - (7) Graphical trended data (water and air temperatures, pressures, water quality control parameters, make-up water) for each applicable chemical feed system, chiller evaporators, chiller condensers, boilers and cooling towers.
 - (8) Historical chemical usage and purchase information for each system.
 - (9) Signed and dated service visit log.
 - (10) Historical water quality data for each system.
- g. Schedule service visits during scheduled routine maintenance for chiller condensers, chiller evaporators, boilers and cooling tower cells.

Section III

SPECIAL TERMS AND CONDITIONS

A. Term of Contract

The proposal is to cover an initial period of three (3) years with an option to renew services for three (3) additional one (1) year periods. UWF and the provider will agree upon renewals in writing.

B. Insurance

The respondent shall include written evidence of the appropriate insurance coverage with the proposal. During the term of the contract, the successful Respondent must provide, pay for and maintain insurance in accordance with Attachment D – Minimum Insurance Requirements.

Upon notification of intent of award to the successful Respondent, an original ACORD certificate of insurance for the coverage described above must be received by UWF Procurement and Contracts with the appropriate identification for the “holder and additional insured” as specified in the Minimum Insurance Requirements.

C. Public Records

This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent it may meet the definition of a “contractor” within the meaning of Section 119.0701, Florida Statutes, it will:

1. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
2. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records

stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.

5. The failure of Contractor to comply with the provisions set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

D. Background Checks

A Level II background check is required to be performed by Contractor for each employee engaged in performing the services described in this RFP. The Contractor must represent that each employee it assigns to perform the services described in this RFP will have successfully passed a Level II background check.

Section IV

RFP INFORMATION AND INSTRUCTIONS

A. RFP Information

- Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates proposed herein.
- Respondents shall be of known reputation and shall have sufficient experienced and qualified personnel to adequately perform the prescribed service.
- By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.
- All provisions of this Request for Proposal and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement:
 - UWF RFP document, including all attachments
 - All addenda issued pursuant thereto
 - Contractor's proposal
 - UWF Contractor Agreement to include all clarifications & negotiated modifications to Contractor's proposal

B. Submittal Instructions

Respondents shall format their responses utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each copy is to be submitted in a three-ring binder using index tabs with the appropriate tab identification.

Tab A Essential Documents

- Signed Affidavit Form (Attachment A)
- Signed Addenda (if any)
- Signed Certification Regarding E-Verify System (Attachment F)
- Provide proof respondent has been in continuous operation for a minimum of ten (10) years
- Provide ISO 9000 certification(s)
- Copy of required licenses:
 - a) Business License for the State of Florida

Tab B Executive Overview

- Disclose general information about your company including a brief history and information regarding amount and type of experience of the company.
- Provide a description of the standard services offered by the company and its ability to provide water treatment services as outlined in this solicitation.
- Provide a description of the approach the respondent will take in providing the services outlined in this solicitation specific to UWF's proposed chemical treatment systems.
- Provide a listing of professional organizations of which the firm is a member.
- Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees' name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
- Attach detailed information regarding any litigation or claims of more than \$5,000.

Tab C Qualification Requirements

Vendor Qualifications

- Qualified vendor will have been in continuous operation for minimum five (5) years and be certified ISO 9000 quality standard.
- Manufacture and deliver their own products with their own delivery fleet and be capable of transferring chemicals to stationary tanks.
- Provide technical specialist as needed in addition to the routine service representative.
- Perform borescope inspections and support an Internet database for water treatment reports and information.
- Have personnel and expertise to install water treatment equipment and have the ability to perform offsite analytical laboratory work and reporting.

Service Representative Qualifications

- Qualified technical service representative will have a minimum of ten (10) years water treatment industry experience, live within 25 miles of the service site(s) and be available on a 24/7 basis for emergencies.
- Technical service representative will be a Certified Water Technologist (CWT). Provide a copy of the CWT certification for all service representatives.
- Secondary and tertiary technical service representatives will also live within 25 miles of the service site(s) and preferably have a minimum of five (5) years of water treatment industry experience.

Chemical Deliveries

- Chemical deliveries must occur within two (2) and seven (7) business days.
- Vendor will control chemical ordering and inventory.
- Deliveries of all chemicals including non-chemical commodities must be made by vendor's company-owned delivery trucks.
- Delivery technicians must transfer all chemicals to stationary storage tanks and remove all empty containers. Chemical storage shall be "drum-less."

Tab D References

Provide at least five (5) references for whom you have provided the same or similar service within the last 5 years. Each reference should include the Dates of Service, Company Name, Contact Name, Current Phone Number, **E-mail address** and the description of chemical treatment program provided.

Tab E Chemical Water Treatment Services

- a. As a minimum, provide the following documentation specific to UWF for each system indicated below.

- Proposed written chemical water treatment program and projected chemical
 - Piping and instrumentation diagrams and written sequence of operation for proposed chemical water treatment program
 - (Floor/site plan indicating existing and proposed equipment, piping, chemical storage locations
 - Recommended performance parameters and indicators utilized to track and confirm quality of chemical water treatment services.
 - State written plan on how issues will be handled when performance parameters and indicators are out of range.
- b. Describe specifically how your firm will handle chemical storage, monitor chemical inventory and deliver chemicals to UWF
- c. Provide examples of proposed:
- (1) Table of Contents
 - (2) Piping and instrumentation system schematics, equipment locations, controls schematics and written sequence of control for each water treatment system
 - (3) Chemical product data and material safety data sheets (MSDS)
 - (4) Equipment manufacturer operation and maintenance documentation. Any equipment that is utilized must not contain any proprietary software.
 - (5) Signed and dated service reports.
 - (6) Safety and operational training documentation
 - (7) Graphical trended data (water and air temperatures, pressures, water quality control parameters, make-up water) for each applicable chemical feed system, chiller evaporators, chiller condensers, boilers and cooling towers.
 - (8) Historical chemical usage and purchase information for each system
 - (9) Signed and dated service visit log
 - (10) Historical water quality data for each system

Tab F Technical and Safety Information

- Describe the specific chemical water treatment technical and safety training program to be provided for UWF staff.

Tab G Warranty

- Provide detailed warranty documentation.

Tab H Confidential Information

Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law must be placed in this tab (Tab H), Confidential Information.

Tab I Consultant/Contractor Contract

Review Attachment C for the University's standard contract to be issued to the awarded Respondent. If applicable, list any objections to specific contract terms and provide requested

replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful firm will be required to execute the University's agreement.

Cost Proposal

The template to be used to submit your pricing for this RFP is included as Attachment E, Cost Proposal. **DO NOT MAKE ANY CHANGES TO THE FORMATTING OF THE COST PROPOSAL. Failure to submit pricing as requested may disqualify your response.**

Respondent is to submit the following information in one, separate, sealed envelope identified as "Cost Proposal" and with the firm's name and **16RFPT-05BP, Water Treatment Services. Do not include the Cost Proposal in the three-ring binders.**

Provide control method, control parameters, dosage or control set point and schedule of cost for each chemical and chemical water treatment system used. Use separate schedule for each chemical for each of the following:

- a. Campus chilled water system that includes but is not limited to four 1200 ton water cooled chillers (Evaporator Side); campus closed loop campus chilled water distribution system and associated equipment.
 - Annual Make-up Water: 130,000 gallons per year
 - Chilled Water System Volume: 190,000 gallons
- b. Cooling tower water system that includes but is not limited to four 1200 ton water cooled chillers (Condenser Side); four cell cooling tower, cooling tower basin, two side stream sand filters, cooling tower distribution system and associated equipment.
 - Annual Make-up Water: 27,250,000 gallons per year
 - Cooling Tower Water System Volume: 30,000 gallons
- c. Campus heating hot water system that includes but is not limited to one (1) 8.0 million Btu per hour (Input) boiler, seven (7) 5.0 million Btu per hour (Input) boilers, campus closed loop heating hot water distribution system and associated equipment.
 - Annual Make-up Water: 420,000 gallons per year
 - Heating Hot Water System Volume: 100,000 gallons
- d. Building 88, WUWF Public Radio Station, chilled water system that includes one 50 ton air cooled chiller (Evaporator Side), closed chilled water distribution system and associated equipment.
- e. Building 90, Facilities Services, chilled water system that includes one 50 ton air cooled chiller (Evaporator Side), closed chilled water distribution system and associated equipment.
- f. Building 90, Facilities Services, heating hot water system that includes one 650 thousand Btu per hour (Input) boiler, closed heating hot water distribution system and associated equipment.
- g. Building 85/86, Professional Studies Offices, heating hot water system that includes one 2.34 Million Btu per hour (Input) boiler, closed heating hot water distribution system and associated equipment.
- h. Building 70, Instructional Workforce and Applied Technology, geothermal heat pump system that is a closed loop.
- i. Building 99, Center for Child Development, geothermal heat pump system that is a closed loop.

Section V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

A. Evaluation Process

Each response will be reviewed by Procurement & Contracts to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive RFP is one which has followed the requirements of the RFP, includes all documentation (including, but not limited to, the signed Affidavit Form), is submitted in the format outlined in the RFP, was submitted prior to the due date and time, and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”.

Proposals fulfilling the basic submittal requirements shall be referred to an Evaluation Team for review and evaluation. Responses will be independently evaluated by Evaluation Team members on the basis of the written responses and additional written information as requested. The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent.

The Evaluation Team will rank each submittal utilizing the following criteria:

B. Evaluation Criteria and Weights

Total Possible Score Each Evaluator (400 Points Max)

	Criteria	Weight	Maximum Points
1	Executive Overview (Capabilities, Experience & Approach) (Tab B)	15	60
2	Qualification Requirements (Tab C)	15	60
3	Service Description (Tab D)	10	40
4	Chemical Water Treatment Services (Tab F)	20	80
5	Technical and Safety Training (Tab G)	10	40
6	Warranty (Tab H)	10	40
7	Cost Proposal (Separate Envelope)		80

The Procurement & Contracts Facilitator will facilitate and record the scores and/or rank assigned by each evaluator and then an overall Team ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Team may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Team.

C. Negotiations and Contract Award

After the Evaluation Team has developed an overall ranking for each Respondent, the Team and appropriate senior level management shall determine which Respondent(s) potentially offer the Best Value for UWF.

UWF may immediately award or commence negotiations with the Respondent or Respondents selected in the process above. If a satisfactory contract agreement cannot be reached, the University reserves the right to make the determination to: award without negotiation, terminate the negotiations without attempting to negotiate with all responding companies, or may hold negotiations with multiple companies simultaneously until the Best and Final offers (BAFO) have been received and compared with the award recommendation going to the most advantageous BAFO. This process may continue until such time as UWF has determined the negotiations to be successful or a determination is made to stop and cancel the solicitation.

The University reserves the right to reject any and all proposals or portions thereof. The University reserves the right to withdraw this RFP or a portion of this RFP without making an award. The award recommendation will be made on a Best Value basis to the most advantageous "Best and Final Offer" presented.

The University will not be required to select the lowest cost Respondent. UWF may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Respondent's best terms from a cost, price and technical standpoint. The University reserves the right to award without negotiation if deemed in the best interest of the University.

Representatives of the respondent(s) selected to participate in negotiation(s) shall first be **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the Respondent's best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the RFP process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

If the University determines that a company awarded a contract based on this RFP does not honor all agreements reached during the negotiations, and as contained in the subsequent "Best and Final Offer", the University reserves the right to immediately cancel the award, and to place the company on the University's suspended vendor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.