



**PROCUREMENT OFFICE, BUILDING #4
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
2379 BROAD STREET (U.S. HIGHWAY 41 SOUTH)
BROOKSVILLE, FLORIDA 34604-6899
TELEPHONE: (352) 796-7211 Ext. 4133; FAX: (352) 754-3497
Email: procurement@swfwmd.state.fl.us
POSTED: March 16, 2018**

**INFORMATION FOR PROSPECTIVE BUYERS
INVITATION TO SUBMIT (ITS) AN OFFER
SALE OF CLEAN AGENT CHEMICAL AND
SURPLUS FIRE SUPPRESSION TANKS
ITS 1814**

INTRODUCTION

The Southwest Florida Water Management District (District) requests offers from a responsive bidder(s) to purchase clean agent chemical and surplus fire suppression tanks. The equipment is more specifically described in this ITS. The successful bidder, hereinafter the Buyer, will secure and remove all tanks from a central location at 2379 Broad Street, Brooksville, Hernando County, Florida. The bidder(s) are required to carefully examine the specifications and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the purchased equipment under this ITS. No additional allowances will be made due to lack of knowledge of the terms, conditions, specifications and any subsequent addenda related to this ITS. It is further understood and agreed that each bidder is solely responsible for all assumptions, deductions, or conclusions which they make or obtain from their examination of information made available by the District.

VOLUNTARY SITE VISIT

**March 28, 2018
at 10:00 a.m. Eastern Daylight Time
2379 Broad Street
Brooksville, FL 34604
(352) 796-7211, Ext. 4133**

Site visits are considered beneficial to understanding the specifications and answering questions, although it is not required in order to submit an offer. The purpose of a site visit is to allow potential bidder(s) an opportunity to present questions to staff and to view the items for sale. **All visitors must report to the lobby of Building 4 to sign in and be issued a visitor's badge.**

1. **INTERNET AVAILABILITY:** Any changes, delays, addenda, and questions and answers are available for review and download at <http://www.watermatters.org/procurement> and www.demandstar.com. Bidder(s) receiving this ITS from the District's Internet website are responsible to recheck the website for any changes or addenda.
2. **AMERICANS WITH DISABILITIES ACT (ADA):** The District does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs and activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District's Human Resources Bureau Chief, 2379 Broad Street, Brooksville, Florida 34604-6899; telephone (352) 796-7211, ext. 4703 or 1-800-423-1476 (FL only), ext. 4703; TDD (FL only) 1-800-231-6103; or email to ADACoordinator@WaterMatters.org.
3. **CORRESPONDENCE:** Unless otherwise notified in writing, correspondence relating to this ITS will be sent to the District at the address set forth in the heading of this ITS, and to the Buyer at the address stated on the Offer Response Form.
4. **QUESTIONS:** All questions should be presented in writing to procurement@watermatters.org, the address as referenced in Paragraph 3, Correspondence, or faxed, followed by a written confirmation, to Procurement at 352-754-3497 for receipt no later than five (5) working days prior to the offer opening. Inquiries must reference the date of offer opening, and invitation title and number. Bidder(s) are responsible to check the websites listed in Paragraph 1 for the District's responses to the questions presented.
5. **LUMP SUM OFFER:** The lump sum offer must be written on the Offer Response Form and is considered an "All or None" offer. The offer must be stated in both words and figures, as indicated in the appropriate place in the Offer Response Form. In the event there is a discrepancy between the price written in words and the price written in figures, the former will govern.
6. **DELAYS, CHANGES AND ADDENDA:** The District reserves the right to delay scheduled ITS due dates if determined to be in the best interest of the District. Any changes, delays, addenda or questions and answers related to this ITS issued by the District will be posted to the websites identified in Paragraph 1, Internet Availability.
7. **CANCELLATION/REJECTION OF OFFERS:** The District reserves the right to cancel the ITS prior to offer opening and will give notice of cancellation by posting a notice on the District's website. Additionally, the District reserves the right to reject any and all offers, waive any minor irregularity or technicality in offers received, cancel the ITS, or cancel its intent to enter into a contract with a Buyer. Offers that are incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply in every aspect with the ITS, may be rejected at the option of the District. Obvious errors in the offer may be grounds for rejection of the offer. Notice of cancellation or rejection will be posted on the District's website and sent to all bidder(s). No contract shall be formed as a result of this ITS until the District and Buyer execute a contract. Bidder(s) are responsible for all costs associated with the preparation of their offers.
8. **OFFER WITHDRAWAL:** Offers may only be withdrawn prior to the date and time set forth in Paragraph 10 below if the District receives a signed written request to withdraw an offer from an authorized representative of the bidder(s).
9. **OFFER SIGNATURE AND FORM:** An authorized representative of the bidder(s) must manually sign the attached Offer Response Form where indicated. All offers must be typed or printed and signed in non-erasable ink in the spaces provided on the Offer Response Form. All corrections made to the offer by the bidder(s) must be initialed.
10. **OFFER RECEIPT AND OPENING:** All offers must be submitted on the attached Offer Response Form and all blanks filled in. The Offer Response Form **must** be submitted in a sealed envelope with "ITS 1814 Sale of Clean Agent Chemical and Surplus Fire Suppression Tanks" on the face of the envelope. If offers are sent via Express Mail, all documents **must** be placed in a separate sealed envelope, properly identified with the above referenced information, within the Express Mail envelope, and the specific information stated above **must** be on the outer envelope. To be considered a valid offer, **one (1) signed ORIGINAL** (marked original) **and one (1) exact electronic copy (CD or USB flash drive)** must be received by the District's Procurement Office (PRO), Building No. 4, at the Southwest Florida Water Management District, 2379 Broad Street (U.S. Hwy. 41 South), Brooksville, Florida 34604-6899, on or before **Tuesday, April 10, 2018 at 2:00 p.m.** Offers that are not received in a timely manner by this specific office will not be accepted. **All visitors must report to the lobby of Building 4 to sign in and be issued a visitor's badge.** Offers will be opened immediately after this date and time.
11. **AWARD:** The District will award the sale to the responsive bidder with the highest Lump Sum Offer.
12. **EXECUTION OF CONTRACT:** By submitting an offer, Buyer agrees to all the terms and conditions of this ITS. Any changes offered by bidder(s) in an offer will not be considered by the District. The submittal of an offer will constitute acknowledgement of all terms and conditions of this ITS and the District will construe the offer as though no changes were presented. The District's execution of the Offer Response Form of the Buyer shall result in a binding agreement without further action by either party. The Buyer must schedule pick-up of the fire suppression tanks within thirty (30) business days from the notice of award. If a bidder desires to propose a change to a term or condition of the Agreement Documents, bidder must submit its request under the procedure set forth in Paragraph 4, Questions.

13. **PAYMENT:** The Buyer shall, upon the date of scheduled pick-up of fire suppression tanks, make payment to the District in the amount of the offered price listed on the Offer Response Form, at the following address:

Cashier/Accounting
Southwest Florida Water Management District
2379 Broad Street
Brooksville, FL 34604-6899

14. **RESPONSIVE:** At the time of submitting an offer, the District requires that the Buyer be properly licensed and registered to do business in the State of Florida in accordance with applicable Florida Statutes (F.S.). Offers that do not meet all requirements of this solicitation or fail to provide all required information, documents, or materials, may be rejected as non-responsive. The bidder is assumed to be familiar with all federal, state, or local laws, ordinances, rules and regulations that in any manner affect the work and abide thereby if awarded the sale. Ignorance of legal requirements on the part of the bidder will in no way relieve responsibility.
15. **ESTIMATED CHARGE WEIGHT:** Unless otherwise specified, the weights stipulated in this ITS are estimated.
16. **LAW COMPLIANCE:** The Buyer will abide by and assist the District in satisfying all applicable federal, state and local laws, rules, regulations and guidelines, including but not limited to the National Fire Protection Agency (NFPA) Standard 10 and 12A, related to performance under this ITS.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT 1

**OFFER RESPONSE FORM
FOR
SALE OF CLEAN AGENT CHEMICAL AND SURPLUS FIRE SUPPRESSION TANKS
INVITATION NUMBER ITS 1814**

The undersigned Buyer agrees to purchase, clean agent chemical and surplus fire suppression tanks as outlined and in accordance with the terms and conditions of this Invitation to Submit Offer to Purchase for the amount of:

<u>Tank #</u>	<u>Estimated Charge Weight</u>	<u>Chemical</u>	<u>Status</u>
1	125#	Halon	Overcharged
2	188#	Halon	Charged
3	58#	Halon	Overcharged
4	65#	FM-200	Charged
5	Empty	Halon	Discharged
6	108#	Halon	Charged
7	75#	Halon	Charged
8	100#	Halon	Charged
9	Empty	Discharged Sapphire	Discharged

LUMP SUM OFFER (All or None) \$_____

LUMP SUM OFFER IN WORDS (Type or Clearly Print):

OFFER RESPONSE FORM
SALE OF CLEAN AGENT CHEMICAL AND SURPLUS FIRE SUPPRESSION TANKS
INVITATION NUMBER ITS 1814

Page 5 of 14

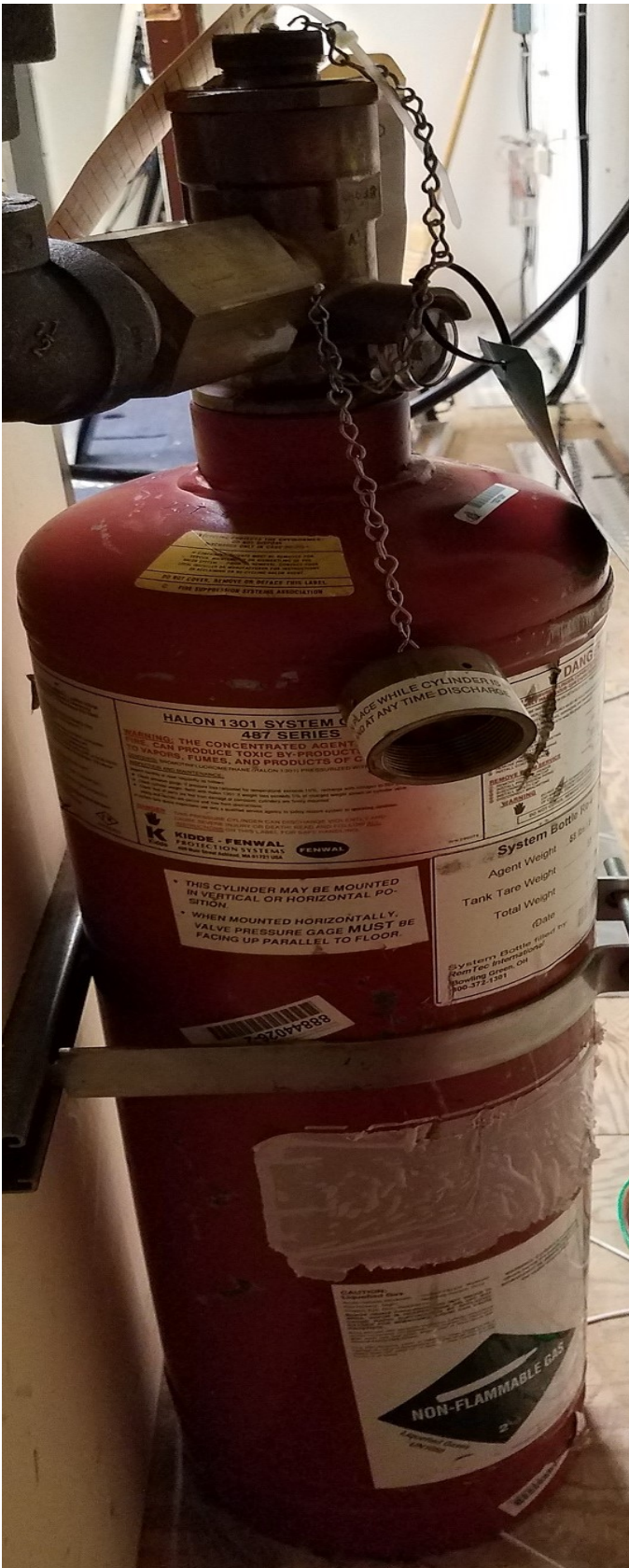
Tank 1



Tank 2



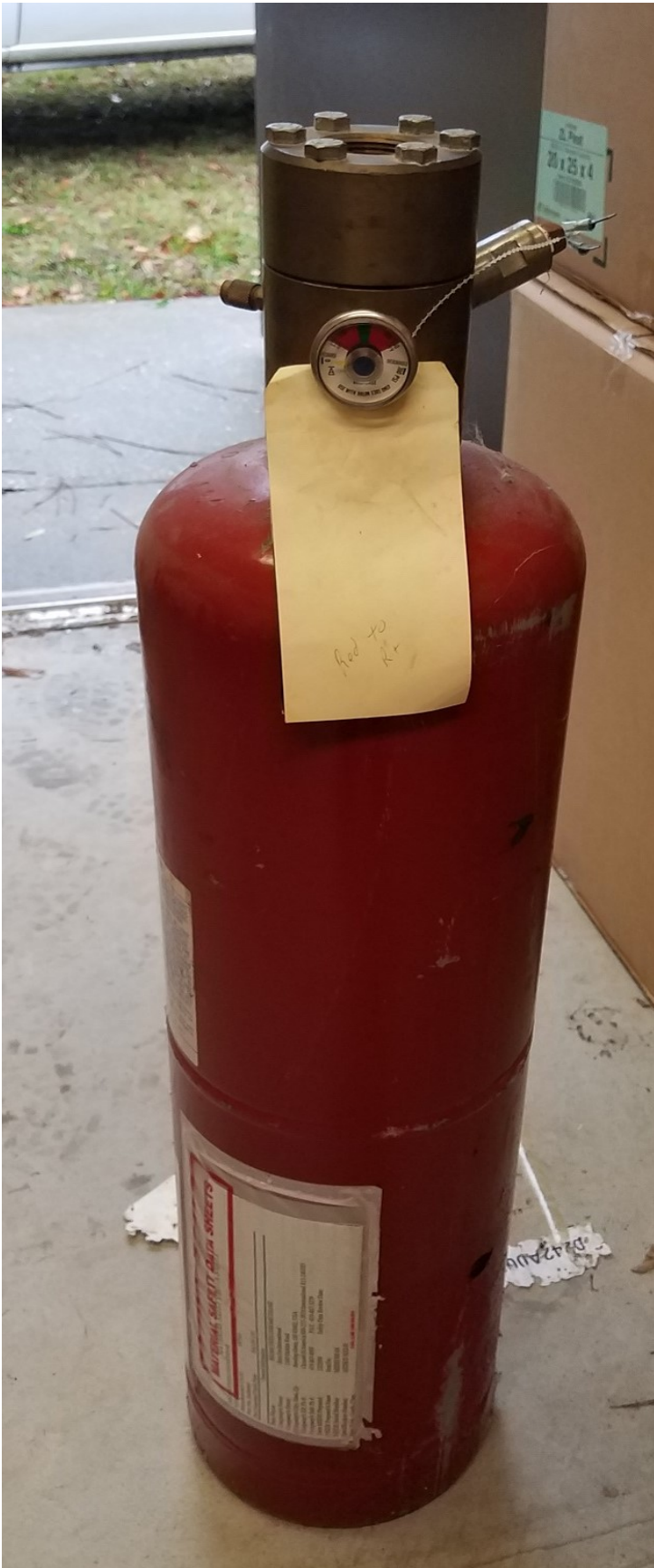
Tank 3



Tank 4



Tank 5



Tank 6



Tank 7



Tank 8



Tank 9

