

# **REQUEST FOR PROPOSAL #14-0562FL**

## **Supervisory Control and Data Acquisition (SCADA) Reporting Tool**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to provide Supervisory Control and Data Acquisition (SCADA) Reporting Tool.

**DEADLINE FOR CLARIFICATION REQUESTS:** **February 14, 2014 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division. This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

**TIME AND DATE DUE:** Proposals will be received until **February 24, 2014 at 2:00 P.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

### **TABLE OF CONTENTS:**

Section A: Information to Proposers	Pages 2 - 8
Section B: Scope of Services	Pages 9 - 11
Section C: Form of Proposal	Page 12-15
Section D: Selection	Page 16 -17
Section E: Negotiation of the Agreement	Page 18
Proposal Signature Form	Attachment A
Environmental Crimes Certification	Attachment B
Sample Reports	Attachment C

**Important Note:**    **A prohibition of Lobbying is in place. Please review paragraph A.17 carefully to avoid violation and possible sanctions.**

### **FOR INFORMATION CONTACT:**

Frank G. Lambertson, Purchasing Division Contracts Negotiator  
(941) 749-3042, Fax (941) 749-3034 Email: [frank.lambertson@mymanatee.org](mailto:frank.lambertson@mymanatee.org)  
Manatee County Financial Management Department Purchasing Division

AUTHORIZED FOR RELEASE:

Handwritten signature and initials, possibly "JL" and "DWW", in black ink.

## **SECTION A: INFORMATION TO PROPOSERS**

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

### **A.01 OPENING LOCATION**

These proposals will be publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, 8<sup>th</sup> Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

### **A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS**

Request For Proposals on <http://www.mymanatee.org>

Request For Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com>. This step is in addition to the posting on Manatee County Government web page.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "MyDemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING DIVISION (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

### **A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS**

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for

its timely delivery to the Purchasing Division. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section C hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section C** identifying the response to each specific item thereby facilitating expedient review of all responses.

#### **A.04 CLARIFICATION & ADDENDA**

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>.

It shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Division at (941)748-4501, ext. 3014 to determine if addenda were issued and to acknowledge receipt of same on the Proposal Signature page (Attachment A).

**DEADLINE FOR CLARIFICATION REQUESTS:** **February 14, 2014 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

#### **A.05 SEALED & MARKED**

**One signed Original (marked Original), Four (4) Copies (marked Copy) and One (1) CD** of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #14-0562FL, SCADA REPORTING TOOL**" and addressed to:

Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205

#### **A.06 LEGAL NAME**

Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

#### **A.07 PROPOSAL EXPENSES**

All expenses for making proposals to the County are to be borne by the Proposer.

#### **A.08 EXAMINATION OF OFFER**

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

#### **A.09 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Proposals become subject to disclosure thirty (30) days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement of review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provides notice of its intended decision or, thirty (30) days after the opening of the new offers.

Pursuant to Florida Statutes 119.0701, to the extent successful Proposer is performing services on behalf of the County, successful Proposer must:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;
- b. Provide the public with access to public records on the same terms and conditions that the County would provide and at a cost that does not exceed the cost provided in F.S. Chapter 119, or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and;
- d. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of successful Proposer upon termination of the awarded Agreement and/or PO and destroy any duplicate

public records that are exempt or confidential from public records disclosure requirements. All records stored electronically must be provided to the County in a format this is compatible with the County's information technology systems.

#### **A.10 ERRORS OR OMISSIONS**

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

#### **A.11 DISQUALIFICATION DUE TO NON-RESPONSIVENESS**

Manatee County reserves the right to find that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the RFP process.

#### **A.12 RESERVED RIGHTS**

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

#### **A.13 APPLICABLE LAWS**

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26. Procedures and deadlines concerning protests related to this Request for Proposal shall be those which are set forth in § 2-26-61 of the County Code.

#### **A.14 CODE OF ETHICS**

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

By submitting a proposal, the Proposer represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

#### **A.15 COLLUSION**

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and

- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

#### **A.16 PUBLIC ENTITY CRIMES**

In accordance with Section 287.133, Florida Statutes, 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or 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.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment “B” and submit with your proposal.**

#### **A.17 LOBBYING**

After the issuance of any Request for Proposal, prospective Proposers, or any agent, representative or person acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of a Request for Proposal, and ends upon execution of the final Contract or when the Proposal has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code of Law Chapter 2-26.

#### **A.18 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective Proposers that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of contract.

#### **A.19 AMERICANS WITH DISABILITIES ACT**

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

#### **END SECTION A**



## **SECTION B: SCOPE OF SERVICES**

### **Supervisory Control and Data Acquisition (SCADA) Reporting Tool**

#### **B.01 BACKGROUND INFORMATION**

The Manatee County Utilities Wastewater Division has a need to acquire a reporting software package for the collection and reporting of data from disparate sources. The Perkin Elmer Labworks LIMS database, the Citect Supervisory Control and Data Acquisition (SCADA) historian, and manual entries on logs are all required to be combined into regulatory reports for the Florida Department of Environmental Protection, the Florida Department of Health, and other agencies at regular intervals or on an ad hoc basis. The objective of the SCADA reporting tool is to replace an existing system built by an engineering firm which is no longer affiliated with Manatee County Utilities Department, and which does not intend to continue providing support for their product.

The Manatee County Utilities Department Central Laboratory provides analytical services and data reports to the Southwest Regional Water Reclamation Facility, the Southeast Regional Water Reclamation Facility, the Southeast Bio Solids Facility, the North Regional Water Reclamation Facility, and in support of the Manatee Agricultural Reuse System. The SCADA system collects data from sites throughout the Manatee County Utilities Wastewater System infrastructure and various treatment process points.

#### **B.02 GENERAL REQUIREMENTS**

The Proposer will furnish a system meeting the technical specifications defined herein. To insure successful system implementation, system services such as professional training, comprehensive documentation, system security, and maintenance must be key features of the overall proposal. This scope outlines the services needed to bring the system on-line successfully and to support it over time.

The specifications listed here are intended to address the hardware and software requirements of the reporting tool.

#### **B.03 TECHNICAL REQUIREMENTS**

A SCADA Reporting Tool shall be furnished to the Manatee County Utilities Central Laboratory in accordance with the following technical specifications.

- 1.1 The reporting tool shall have an interface that allows for the automated export of data from the County's laboratory information management system (Perkin Elmer LabWorks LIMS on Oracle).
- 1.2 The reporting tool shall have an interface that allows for automated export of data from the County's Citect Supervisory Control and Data Acquisition (SCADA) historian (on Oracle). The historian currently collects data at three (3) Wastewater plants and one (1) Bio Solids Facility.

- 1.3 The reporting tool shall have a simple procedure for accessing historical information, stored on an Oracle database, as needed, or the Proposer should supply a conversion service to transfer at least three (3) years of historical data at the time of installation.
- 1.4 System software must have the ability to designate user-specific login.
- 1.5 Software must be able to define user privileges (i.e. must provide for different levels of user access).
- 1.6 The system shall be supplied with a three year support agreement covering technical support and maintenance of the software product. Annual coverage contracts will be available following expiration of three year agreement.
- 1.7 Notice of software updates shall be provided as they become available; however, installation of updates will be at the discretion of the Manatee County Information Technology Department and the Wastewater Division leadership.
- 1.8 The reporting tool shall have variables/tags provided by the new system which maintain an exact match for each sampling point in the SCADA system and each analysis in the LIMS. The tags should be constructed in a way that clearly defines the sampling point or analysis, leaves no doubt as to the exact match in the SCADA system, and is not duplicated.
- 1.9 The Proposer shall supply one custom, internal report at the time of installation for the Wastewater plants to use as a template. This report must exactly replicate the information in the current file 2013. See Attachment C to this RFP Sample Reports.
- 1.10 The Proposer must supply one custom, internal report for the Bio Solids facility. This report must replicate the information in the file *July 2013\_BioSDryer.xlsm*. Please reference example report attached to email.
- 1.11 Software must have the ability to export data to MS Excel or CSV format, in addition to the custom reports.
- 1.12 The Proposer should supply all Florida Department of Environmental Protection (FDEP) and Florida Department of Health (FDOH) regulatory reports available at the time of installation, including the eDMR.
- 1.13 The Proposer shall supply at least one form for manual entry of data at the time of installation.
- 1.14 The Proposer shall set up at least one administrator level dashboard and one operational level dashboard at the time of installation and provide training to copy these settings to new users.

- 1.15** Installation, consulting, and on-site start up assistance will be provided by Proposer. Additional advanced on-site training will be provided at time of installation for Manatee County Utilities Business Support Analysts. Proposer shall remain on site until the system is fully functioning.
- 1.16** Warranty and extended service agreement coverage shall provide a forty eight (48) hour response time to onsite service requests made by authorized County personnel.
- 1.17** Proposer shall provide a call back to telephone service inquiries within two hours after a call is received. Service hours must cover business hours (08:00 a.m. – 05:00 p.m. EST Monday-Friday, excluding holidays).

**END SECTION B**

## **SECTION C: FORM OF PROPOSAL**

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections C.01, through C.03**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section D. Selection.

### **C.01 MINIMUM QUALIFICATIONS (Licensing) TO BE CONSIDERED**

To qualify for any consideration, the Proposer(s) must present proof of any licensing or certification which will be required by law to perform the services set out in the scope of services required in this RFP.

Proposals may be presented by a single business entity, a joint venture, or partnership.

Prior to any consideration of the responses to the criteria in this Request for Proposal, Proposers are to document in their Proposals they have the following experience:

#### **MINIMUM EXPERIENCE TO BE CONSIDERED**

Proposers shall have substantial, current and verifiable experience in performing or overseeing the performance of the services described within the scope of services set forth herein. In the event more than one entity is joining in making this proposal, each entity shall set forth its respective experience and qualifications for those areas the entity intends to perform.

If subcontractors are to be used in your proposal given to meet the minimum qualifications detail the business entities, description of the service provided, and responses in the same level of detail and tabbed order as instructed in this Request for Proposal for the Proposer.

### **MINIMUM EXPERIENCE TO BE CONSIDERED (Continued)**

To validate experience, expertise and capabilities, Proposers shall provide the following details for each of the Proposer(s)' relevant past performance of similar projects:

- a. Name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. The specific details of the project including the components and subcontractors utilized.

Specify the name, title and telephone number for the Clients contract manager for the project;

- b. Names of your firm's staff and their direct involvement in the project;
- c. Names and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked; and
- d. Governmental agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.

After Manatee County staff validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered by the evaluation committee.

### **C.02 ADMINISTRATIVE SUBMITTAL**

- a. Proposal Signature Form (Attachment A).
- b. Public Contracting and Environmental Crimes Certification (Attachment B).

### **C.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)**

Note: Tabs are required to identify each item defined in this Section.

- C.03.1 Provide a description of each Proposers' **background and size**. Provide a general statement of qualifications to include Proposers' professional credentials, legal status, and experience in providing the service enumerated in this Request for Proposal.
- C.03.2 Proposer shall clearly demonstrate experience and ability. Provide a minimum of five (5) references of systems currently operating in National Environmental Laboratory Accreditation (NELAC) certified water/wastewater laboratories in the United States following prescribed methods, at least two (2) of which are in Florida.

- C.03.3 Provide an **explanation of the Proposers' legal capacity** to perform all parts of the scope of services. Include a description of corporate or other structure and governance, and detail the legal, financial, and technical capabilities of Proposer(s) relevant to performing the scope of services. If more than one Proposer is teaming up to file a proposal, any prior work any two or more joint proposers have done before should be detailed.
- C.03.4 Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise.

For each identified person, provide the following:

- Full Name
  - Title
  - Professional credentials
  - Area of expertise, individual's roles and duties in providing services
  - Office address
  - Email address
  - Telephone number
  - Personalized resumes which identify the qualifications, training and experience of each key personnel
- C.03.5 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure shall be included, whether such ownership occurs by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- C.03.6 Submit a **manning level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time, and temporary employees. Also include a **subcontractor plan** detailing how subcontractors will be used.
- C.03.7 **Provide authorization for a Manatee County auditor and/or financial analysts to have access to your financial records at the primary location of the business entity** explained in response to item C.03.5, or such other location as may be agreed, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations to the County as proposed in this proposal to Manatee County. The County's audit and /or financial analyst agents will report their findings in a summary report to the Manatee County

Purchasing Official, which will be placed in the proposal files for subsequent use and review.

- C.03.8 Proposer must provide a detailed explanation as to how the system will meet each specification detailed in Section B.
- C.03.9 The Proposer shall provide a narrative overview of the capabilities of the SCADA Reporting Tool as it relates to **data consolidation features**.
- C.03.10 The Proposer shall provide a narrative overview of the capabilities of the SCADA Reporting Tool as it relates to **data calculation management features**.
- C.03.11 The Proposer shall provide a narrative overview of the capabilities of the SCADA Reporting Tool as it relates to **ability to monitor and improve operations**.
- C.03.12 The Proposer shall provide a narrative overview of the capabilities of the SCADA Reporting Tool as it relates to **report creation and customization**.
- C.03.13 The Proposer shall provide a narrative overview of the capabilities of the SCADA Reporting Tool as it relates to **audit features**.
- C.03.14 Provide your **proposed cost** for the required hardware, software, installation (travel and per diem), training, maintenance and system upgrades in accordance with the requirements stated in the Scope of Service. Include any additional items that you foresee being needed during the performance of this project.
- C.03.15 Include a statement of qualifications that includes Proposer's credentials and experience in providing, operating and maintaining facilities and programs as outlined in the scope of services.
- C.03.16 Submit a staffing plan which details all staffing needs Proposer(s) believe will be required to perform the programs and services proposed in the submitted proposal.
- C.03.17 Detail Florida regulatory report formats available and provide sample reports.

### **END SECTION C**

## **SECTION D: SELECTION**

### **D.01 EVALUATION FACTORS**

Evaluation of proposals will be conducted by an evaluation committee. The committee's goal will be to identify the proposal which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. General factors to be applied will be: suitability of product and services, demonstrated experience, compliance with regulatory requirements, compatibility with departmental operation, past performance, implementation timeframe, and price.

These evaluation factors shall determine the successful proposal.

### **D.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS**

Unless noted, no weight will be assigned to the Evaluation Factors stated above.

### **D.03 PRELIMINARY RANKING**

An evaluation committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

### **D.04 REVIEW OF PROPOSERS AND PROPOSALS**

In-person reviews may be conducted with responsible Proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County, and may be closed to the public in the discretion of the Purchasing Official, and to the extent permitted by law.

### **D.05 SELECTION FOR NEGOTIATION**

The evaluation committee will make a recommendation to the County Administrator as to the proposer which the County should enter into negotiations. The County Administrator will act upon that recommendation and, if accepted, the successful Proposer will be invited to enter negotiations led by the Purchasing Division.



**D.06 AWARD**

Award of an agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Purchasing Code and Procurement Procedures).

**END SECTION D**

## **SECTION E: NEGOTIATION OF THE AGREEMENT**

### **E.01 GENERAL**

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

### **E.02 AGREEMENT**

The selected Proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The parties will negotiate the term of the agreement, and the circumstances in which it may be renewed, assigned or terminated.

The parties will negotiate matters of insurance, liability, record-keeping, auditing, and all other relevant contractual matters.

## **END SECTION E**

**ATTACHMENT A**

**PROPOSAL SIGNATURE FORM  
RFP #14-0562FL**

The undersigned represents that by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal, and that all of the facts and responses set forth in the proposal are true and correct. If the proposer is selected by the County to negotiate an agreement, the undersigned certifies that the proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal.

Print or Type Proposer's Information Below:

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Web Address

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date Signed

Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____

## ATTACHMENT B

### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE V,  
MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by \_\_\_\_\_  
[print individual's name and title]

\_\_\_\_\_ For \_\_\_\_\_  
[name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity

under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ by\_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature      My commission expires \_\_\_\_\_

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

**ATTACHMENT “C”**

**SAMPLE REPORTS**

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to : Department of Environmental Protection, Wastewater Compliance Evaluation Section, 13051 North Telecom Parkway, Temple Terrace, FL 33637-0926

PERMITTEE NAME: Manatee County Utilities Department  
 MAILING ADDRESS: 4410 66<sup>th</sup> Street West  
 Bradenton, FL 34210  
Mike\_Gore@mymanatee.org

PERMIT NUMBER: FLA012619

LIMIT: Final REPORT: Annually  
 CLASS SIZE: N/A GROUP: Domestic

FACILITY: MC Southwest WRF  
 LOCATION: 5101 65<sup>th</sup> Street West  
 Bradenton, FL 34210

MONITORING GROUP NUMBER: RWS-01  
 MONITORING GROUP DESC: Annual Reclaimed Water and Effluent Analysis

COUNTY: Manatee  
 NO DISCHARGE TO R-001: ☐  
 MONITORING PERIOD From: January 1, 2013 To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Antimony, Total Recoverable	Sample Measurement		< 3.9		0		
PARM Code 01268 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Arsenic, Total Recoverable	Sample Measurement		<3.8		0		
PARM Code 00978 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Barium, Total Recoverable	Sample Measurement		10.0				
PARM Code 01009 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Beryllium, Total Recoverable	Sample Measurement		2.4		0		
PARM Code 00998 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Cadmium, Total Recoverable	Sample Measurement		1.0		0		
PARM Code 01113 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Chromium, Total Recoverable	Sample Measurement		2.2		0		
PARM Code 01118 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	24-hr FPC
Cyanide, Total Recoverable	Sample Measurement		3.0		0		
PARM Code 78248 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)	UG/L		Annually	Grab

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

Name/Title of Principle Executive Officer or Authorized Agent (Type or Print)	Signature of Principal Executive Officer or Authorized Agent	Telephone No.	Date (YY/MM/DD)
Thomas W. Birk, Chief Operator COA-12462		(941) 792-8788	

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Fluoride, Total (as F)	Sample Measurement		0.9		0		
PARM Code 00951 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Lead, Total Recoverable	Sample Measurement		< 1.7		0		
PARM Code 01114 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Mercury, Total Recoverable	Sample Measurement		<0.034		0		
PARM Code 71901 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Nickel, Total Recoverable	Sample Measurement		4.4		0		
PARM Code 01074 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Nitrogen, Nitrate, Total (as N)	Sample Measurement		0.5		0		
PARM Code 00620 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Nitrogen, Nitrite, Total (as N)	Sample Measurement		0.6		0		
PARM Code 00615 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Nitrite plus Nitrate, Total 1 det. (as N)	Sample Measurement		1.1		0		
PARM Code 00630 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Selenium, Total Recoverable	Sample Measurement		5.0		0		
PARM Code 00981 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Sodium, Total Recoverable	Sample Measurement		181.0		0		
PARM Code 00923 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Thallium, Total Recoverable	Sample Measurement		<0.6		0		
PARM Code 00982 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	24-hr. FPC
Chlorine	Sample Measurement		5.0		0		
PARM Code 50060 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)			Annually	Grab



# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Trihalomethanes, Total					0		
PARM Code 82080 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		10.4 Report (Max.)	UG/L		Annually	Grab
Haloacetic Acids Five (HAA5)					0		
PARM Code 02456 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		36.3 Report (Max.)	UG/L		Annually	Grab
1,1-dichloroethylene					0		
PARM Code 34501 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.71 Report (Max.)	UG/L		Annually	Grab
1, 1, 1-trichloroethane					0		
PARM Code 34506 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab
1,1,2-trichloroethane					0		
PARM Code 34511 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab
1,2-dichloroethane					0		
PARM Code 32103 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab
1,2-dichloropropane					0		
PARM Code 34541 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab
1,2,4-trichlorobenzene					0		
PARM Code 34551 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.78 Report (Max.)	UG/L		Annually	Grab
Benzene					0		
PARM Code 34030 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab
Carbon tetrachloride					0		
PARM Code 32102 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<0.5 Report (Max.)	UG/L		Annually	Grab

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013 To: December 31, 2013

PERMIT NUMBER: FLA012619

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Cis-1, 2-Dichloroethylene					0		
Sample Measurement							
PERM Code 81686 A							
Mon.Site No. EFA-01						Annually	Grab
Dichloromethane (methylene chloride)					0		
Sample Measurement							
PERM Code 03821 A							
Mon.Site No. EFA-01						Annually	Grab
Ethylbenzene					0		
Sample Measurement							
PERM Code 34371 A							
Mon.Site No. EFA-01						Annually	Grab
Monochlorobenzene					0		
Sample Measurement							
PERM Code 34031 A							
Mon.Site No. EFA-01						Annually	Grab
O-dichlorobenzene					0		
Sample Measurement							
PERM Code 34536 A							
Mon.Site No. EFA-01						Annually	Grab
Para-dichlorobenzene					0		
Sample Measurement							
PERM Code 34571 A							
Mon.Site No. EFA-01						Annually	Grab
Styrene, Total					0		
Sample Measurement							
PERM Code 77128 A							
Mon.Site No. EFA-01						Annually	Grab
Tetrachloroethylene					0		
Sample Measurement							
PERM Code 34475 A							
Mon.Site No. EFA-01						Annually	Grab
Toluene					0		
Sample Measurement							
PERM Code 34010 A							
Mon.Site No. EFA-01						Annually	Grab
trans-1, 2-dichloroethylene					0		
Sample Measurement							
PERM Code 34546 A							
Mon.Site No. EFA-01						Annually	Grab
Trichloroethylene					0		
Sample Measurement							
PERM Code 39180 A							
Mon.Site No. EFA-01						Annually	Grab

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Vinyl chloride	Sample Measurement		<0.53		0		
PARM Code 39175 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	Grab
Xylene	Sample Measurement		<1.0		0		
PARM Code 81551 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	Grab
Dioxin	Sample Measurement		ND		0		
PARM Code 34675 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
2,4-dichlorophenoxyacetic acid	Sample Measurement		<1.0		0		
PARM Code 39730 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Silvex	Sample Measurement		<0.17		0		
PARM Code 39760 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Alachlor	Sample Measurement		<0.033		0		
PARM Code 39161 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Atrazine	Sample Measurement		<0.020		0		
PARM Code 39033 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Benzo(a)pyrene	Sample Measurement		<0.54		0		
PARM Code 34247 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Carbofuran	Sample Measurement		<0.32		0		
PARM Code 81405 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Chlordane	Sample Measurement		<0.076		0		
PARM Code 39350 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Dalapon	Sample Measurement		<0.74		0		
PARM Code 38432 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Di (2-ethylhexyl)adipate	Sample Measurement		<0.37		0		
PARM Code 77903 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Di (2-ethylhexyl) phthalate	Sample Measurement		<0.75		0		
PARM Code 39100 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Dibromochloropropane (DBCP)	Sample Measurement		<0.0049		0		
PARM Code 82625 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	Grab
Dinoseb	Sample Measurement		<0.18		0		
PARM Code 30191 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Diquat	Sample Measurement		<0.15		0		
PARM Code 04443 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		MG/L	Annually	24-hr. FPC
Endothall	Sample Measurement		<2.7		0		
PARM Code 38926 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Endrin	Sample Measurement		<0.0057		0		
PARM Code 39390 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Ethylene dibromide (1,2-dibromoethane)	Sample Measurement		<0.0061		0		
PARM Code 77651 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Glyphosate	Sample Measurement		<2.7		0		
PARM Code 79743 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Heptachlor	Sample Measurement		<0.0057		0		
PARM Code 39410 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC
Heptachlor epoxide	Sample Measurement		<0.0057		0		
PARM Code 39420 A Mon.Site No. EFA-01	Permit Requirement		Report (Max.)		UG/L	Annually	24-hr. FPC



# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY: MC Southwest WRF  
COUNTY: Manatee  
MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013 To: December 31, 2013  
PERMIT NUMBER: FLA012619

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Hexachlorobenzene	Sample Measurement				0		
PARM Code 39700 A Mon.Site No. EFA-01	Permit Requirement		<0.75 Report (Max.)		UG/L	Annually	24-hr. FPC
Hexachlorocyclopentadiene	Sample Measurement				0		
PARM Code 34386 A Mon.Site No. EFA-01	Permit Requirement		<1.2 Report (Max.)		UG/L	Annually	24-hr. FPC
Lindane	Sample Measurement				0		
PARM Code 39782 A Mon.Site No. EFA-01	Permit Requirement		<0.0038 Report (Max.)		UG/L	Annually	24-hr. FPC
Methoxychlor	Sample Measurement				0		
PARM Code 39480 A Mon.Site No. EFA-01	Permit Requirement		<0.0066 Report (Max.)		UG/L	Annually	24-hr. FPC
Oxamyl (vystate)	Sample Measurement				0		
PARM Code 38865 A Mon.Site No. EFA-01	Permit Requirement		<0.41 Report (Max.)		UG/L	Annually	24-hr. FPC
Pentachlorophenol	Sample Measurement				0		
PARM Code 39032 A Mon.Site No. EFA-01	Permit Requirement		<0.12 Report (Max.)		UG/L	Annually	24-hr. FPC
Picloram	Sample Measurement				0		
PARM Code 39720 A Mon.Site No. EFA-01	Permit Requirement		<0.34 Report (Max.)		UG/L	Annually	24-hr. FPC
Polychlorinated Biphenyls (PCBs)	Sample Measurement				0		
PARM Code 39516 A Mon.Site No. EFA-01	Permit Requirement		<0.26 Report (Max.)		UG/L	Annually	24-hr. FPC
Simazine	Sample Measurement				0		
PARM Code 39055 A Mon.Site No. EFA-01	Permit Requirement		<0.042 Report (Max.)		UG/L	Annually	24-hr. FPC
Toxaphene	Sample Measurement				0		
PARM Code 39400 A Mon.Site No. EFA-01	Permit Requirement		<0.35 Report (Max.)		UG/L	Annually	24-hr. FPC
Radium 226 + Radium 228, Total	Sample Measurement				0		
PARM Code 11503 A Mon.Site No. EFA-01	Permit Requirement		<0.751 Report (Max.)		PCI/L	Annually	24-hr. FPC

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY:  
COUNTY:

MC Southwest WRF  
Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Alpha, Gross Particle Activity							
PARM Code 80045 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		<2.74+/-1.44 Report (Max.)		0	Annually	24-hr. FPC
Aluminum, Total Recoverable	Sample Measurement Permit Requirement		<0.039 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 01104 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		271.0 Report (Max.)		0	Annually	24-hr. FPC
Chloride (as Cl)	Sample Measurement Permit Requirement						
PARM Code 00940 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		17.0 Report (Max.)		0	Annually	24-hr. FPC
Copper, Total Recoverable	Sample Measurement Permit Requirement		0.1 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 00980 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		35.0 Report (Max.)		0	Annually	24-hr. FPC
Manganese, Total Recoverable	Sample Measurement Permit Requirement		1.0 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 01079 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		135.0 Report (Max.)		0	Annually	24-hr. FPC
Sulfate, Total	Sample Measurement Permit Requirement		12.0 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 01094 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		8.0 Report (Max.)		0	Annually	24-hr. FPC
Odor (threshold no. at room temperature)	Sample Measurement Permit Requirement		7.1 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 00085 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement						
pH	Sample Measurement Permit Requirement						
PARM Code 00400 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement						

# DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

FACILITY:  
COUNTY:

MC Southwest WRF  
Manatee

MONITORING GROUP NUMBER: R-001 & R-003  
MONITORING PERIOD From: January 1, 2013

PERMIT NUMBER: FLA012619  
To: December 31, 2013

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Solids, Total Dissolved (TDS)							
PARM Code 70295 A Mon.Site No. EFA-01 Foaming Agents	Sample Measurement Permit Requirement		881.0 Report (Max.)		0	Annually	24-hr. FPC
PARM Code 01288 A Mon.Site No. EFA-01	Sample Measurement Permit Requirement		0.2 Report (Max.)		0	Annually	24-hr. FPC
	Sample Measurement Permit Requirement				0		
	Sample Measurement Permit Requirement				0		
	Sample Measurement Permit Requirement				0		
	Sample Measurement Permit Requirement				0		
	Sample Measurement Permit Requirement				0		
	Sample Measurement Permit Requirement				0		



# Florida Department of Environmental Protection

Twin Towers Office Bldg., 2600 Blair Stone Road, Tallahassee, Florida 32399-2400

## Monthly Residuals Distribution and Marketing Report

**Instructions:** This form shall be completed for all Class AA residuals marketed or distributed in the State of Florida in accordance with Rule 62-640.850, Florida Administrative Code (F.A.C.). This form shall be submitted monthly by any wastewater treatment facility which produces Class AA residuals in Florida and by any person who delivers Class AA residuals to Florida. Facilities or persons that regularly distribute and market residuals in Florida must submit this report or notification for those months during which residuals were not distributed or marketed. The report is due by the 28th day of the month following the report month. A copy of the analytical laboratory report (from a laboratory certified by Florida) on the residuals samples for the report month shall be submitted with the report. All information is to be typed or printed in ink. Mail to: Florida Department of Environmental Protection, Domestic Wastewater Section, Mail Station 3540, 2600 Blair Stone Road, Tallahassee, Florida, 32399-2400.

### Part I - General Information

Report Month/Year 07/14

Distributor Name Manatee County Government

Distributor Address 3331 Lena Road

City Bradenton State FL Zip 34202

Contact Person Christian F. Collins Title Biosolids Supervisor

Telephone 941-792-8811 ext. 8025 Fax 941-798-6767

Treatment Facility Name Manatee County Southeast Water Reclamation Facility

Treatment Facility ID Number (if a state permit number is entered, please indicate which state) FLA012618

Treatment Facility Address 3331 Lena Road

City Bradenton State FL Zip 34202

Residuals Product Brand Name and Type (e.g., pellets, compost, etc.) Manatee County, Florida Pellets

Florida Department of Agriculture and Consumer Services fertilizer licensee number (if applicable) Keen Farms - F1725

**Part II - Residuals Analysis - Non-Florida facilities:** Enter the information below and attach a copy of the analytical laboratory report for all monitoring performed pursuant to Rule 62-640.650(1), F.A.C. **Florida facilities:** Report analytical results with the discharge monitoring report or residuals monitoring report as required in the facility permit.

Enter the information for all laboratories if more than one was used for the reported information.

Laboratory name Manatee County Central Wastewater Laboratory FL Lab certificate no. 08-E54560

Laboratory name \_\_\_\_\_ FL Lab certificate no. \_\_\_\_\_

Laboratory name \_\_\_\_\_ FL Lab certificate no. \_\_\_\_\_

Parameter	Units*	Class AA Limits	Concentration	Parameter (continued)	Units*	Class AA Limits	Concentration
Total Nitrogen	%	N/A	6.84	Mercury	mg/kg	17	0.748
Total Phosphorus	%	N/A	2.93	Molybdenum	mg/kg	N/A	18.6
Total Potassium	%	N/A	0.341	Nickel	mg/kg	420	18.6
Total Solids	%	N/A	92.8	Selenium	mg/kg	100	8.27
pH	std. units	N/A	6.4	Zinc	mg/kg	2800	1400
Arsenic	mg/kg	41	25.2				
Cadmium	mg/kg	39	1.27	Pathogen results. Enter at least one.			
Copper	mg/kg	1500	386	Fecal Coliform	MPN/g total solids* (limit 1000)		<0.18
Lead	mg/kg	300	12.5	Salmonella sp.	MPN/4g total solids* (limit 3)		

\*All units are in a dry weight basis except for total solids and pH.

N/A = not applicable



**Part III - Distribution and Marketing** (attach additional pages if necessary)

- A. Class AA Residuals Delivered or Applied in Florida - Enter the quantity of Class AA residuals delivered or applied per county in the table below. Enter all quantities in short tons (1 ton = 2000 lb).

County	Quantity (Dry Tons)	County	Quantity (Dry Tons)
MANATEE COUNTY	400.66		
Keen Farm and Grove Services			
FDACS License Number: F1725			
<b>Total Quantity (Dry Tons) of Class AA Residuals Delivered or Applied in Florida: 400.66</b>			

- B. Class AA Residuals Distributed or Marketed Outside Florida (for Florida treatment facilities only)

State or Country \_\_\_\_\_

Quantity (dry tons) \_\_\_\_\_

**Part IV - Certification**

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT (Type or Print)	TELEPHONE NO.
Christian F. Collins, Biosolids Supervisor A-9637	941-792-8811 x8025
SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	DATE (YY/MM/DD)
	13/08/20