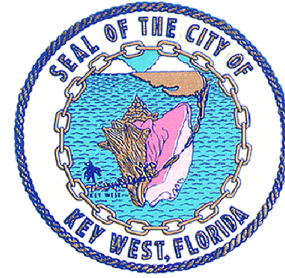


EXECUTIVE SUMMARY



TO: Community Redevelopment Agency

FROM: Mark Tait

CC: Marilyn Wilbarger

DATE: January 6, 2012

SUBJECT: Water Test ITB #12-006

ACTION STATEMENT: The purpose of this item is to award water testing ITB #12-006 to Flowers Chemical who is the lowest responsive bidder for Key West Bight Marina.

BACKGROUND: Key West Bight Marina is required as part of its submerged land lease to perform quarterly water testing for fecal, salinity and oxygen levels and one annual test for water and soil sampling. City Marina has mirrored this testing voluntarily for the past several years. Testing results have always been satisfactory at both marinas.

In May of 2011 ITB 11-013 was issued to secure bids for the water testing pursuant to the scope of work required however the frequency of testing within the 24 hour period was not indicated resulting in a substantial disparity in the responses. Therefore all bids were rejected and a new ITB 12-006 was issued with the clarification necessary to ensure responses were based upon a fully detailed scope of work, as follows:

FACILITIES

Testing will be completed at the following facilities:

- Key West Bight (4 sampling locations)
- Key West Bight Ferry Terminal (2 sampling locations)

Term of the contract shall be for a period of three (3) years with the option to renew up to two (2) years.

FREQUENCY

Testing shall be annually for all parameters and quarterly for dissolved oxygen (D.O.) and coli form bacteria from all stations identified on Attachment A for Key West Bight and Ferry Terminal. Each test shall be performed over a 24 hour period with samples taken at 4 hour intervals.

PROJECT SPECIFICATIONS

Laboratory performing the analyses shall have an approved quality assurance plan on file with the Florida Department of Environmental Protection (DEP). Analyze the water and sediment samples for the following parameters following the Departments Standard Operating Procedures (SOP's) and FAC Rule 62-160.

BASIC ANALYTICAL SERVICES AND REPORTING

Provide test results and documents. (1) Reference the appropriate DEP file number for each facility, (2) chain of custody forms with dates of sampling and analysis, (3) a statement describing the methods used in collection, handling, storage, preservative, and analysis of samples, (4) a map indicating the sample locations, (5) a statement by the individual responsible for implementation of the sampling and testing program concerning the test results authenticity, precision, limits of detection, and accuracy of the data, and (6) documentation that the laboratory performing the sampling and analyses has an approved quality assurance plan on file with DEP, (7) Table comparing sampling data with maximum acceptable levels for each parameter per DEP Water Quality Standards or other acceptable standard if available.

MONITORING REPORTS

Monitoring reports shall also include the following information for each sample that is taken:

- a. time of day samples taken,
- b. water temperature,
- c. salinity (ppt),
- d. depth of water body,
- e. depth of sample,
- f. antecedent weather conditions,
- g. tidal stage and direction of flow,
- h. wind direction and velocity
- i. identification (GPS coordinates) of the sample location which corresponds to the sample location number shown on the sampling location map,
- j. The appropriate Rule 62-302, F.A.C., standard for the parameter being measured,
- k. The detection limit for the parameter being measured.

BID RESPONSES

Two bidders responded to ITB #12-006. For Key West Bight, Bio-Tec bid \$28,822 and Flowers bid \$28,033. Flowers Chemical had the previous contract for water testing that expired and has done a good job for the past several years.

On December 14th 2011 the Key West Bight Board approved awarding the water test bid to the lowest responsive bidder, Flowers Chemical for Key West Bight.

OPTIONS/ ADVANTAGES/ DISADVANTAGES:

- The CRA can award the contract to the lowest responsive bidder Flowers Chemical for the amount of \$28,033 for Key West Bight.
- Flowers Chemical is familiar with the parameters of the water testing required for Key West Bight.

FINANCIAL IMPACT: The bid is \$1,178 dollars less than the \$30,000 budgeted to conduct water testing for FY 11-12 for Key West Bight in 405-7503 575 31 pursuant to the clarified scope.

RECOMMENDATION: Staff recommends that the CRA award the contract for water testing ITB #12-006 at Key West Bight Marina to the lowest responsive bidder, Flowers Chemical.

ATTACHMENTS: Water Test ITB #12-006 Responses
Bid Tabulation Sheet