

Loxahatchee River Center Aquarium Maintenance Solicitation

Scope of Work & Requirements

The Loxahatchee River District's River Center (River Center) seeks proposals and price quotations from experienced aquarium maintenance providers. The following is a summary of the tasks to be included in the weekly maintenance of all aquariums and associated filtration equipment at the River Center. The contractor shall perform all regular aquarium maintenance on Mondays between 8am and 5pm (exception: holidays may require adjustment to this schedule). Proposals are due before 3:00 p.m. Thursday, May 3, 2012 (See Submittal Instructions below).

Regular Service:

1. Exterior and interior cleaning of the aquariums. Interior cleaning shall include all surfaces (e.g., acrylic, fabricated corals, trees, grasses, etc.) and bottom substrate (e.g., sand). Because of the large size of some tanks, the cleaning may require a swimmer to enter the large tanks to scrub the surfaces. All surfaces shall be cleaned with appropriate tools to prevent damage to the acrylic and all structures.
2. Check and perform weekly:
 - a. Inspect all plumbing and filtration systems.
 - b. Top-off all aquariums.
 - c. Test water quality in all aquariums. Parameters tested shall include: salinity, pH, alkalinity, calcium, copper (if applicable), ammonia, nitrates, nitrites, phosphates, and temperature.
 - d. Monitor additional parameters to maintain healthy fish and living conditions in each aquarium as needed.
 - e. Visual assessment of all animals. Any abnormalities are to be noted to River Center staff.
 - f. Removal of any deceased animals. Contractor will coordinate with River Center staff for disposal and must note (species, aquarium, date) in the log.
3. Weekly Report: Contractor will provide a written summary report of observations (e.g., tank conditions, animal health, mortality) and special instructions for Client for each aquarium according to sample provided in Attachment A.
4. Filtration maintenance as needed and in accordance with manufacturer recommendations:
 - a. Replacement of ion-exchange resins and activated carbon
 - b. Lubrication or sealing of parts, o-rings, etc.
 - c. Cleaning and/or replacement of filter canisters and filtration socks
 - d. Cleaning of protein skimmers
 - e. Replacement of filter material in self-contained units (mangrove, touch tank, seagrass, estuary, critter cabinets)
 - f. Any additional cleaning of filtration equipment, including UV and RO filters.
 - g. Client shall be notified immediately upon changes or malfunctions in filtration equipment.
5. Water Changes
 - a. Water changes shall occur on a monthly basis for all aquariums (staggered to maximize water production efficiency) or more often as necessary.

- b. All water shall be made on site using water from the River Center's reverse osmosis system.
6. Staff assistance – contractor shall be available by phone (at no charge) during regular business hours (Mon-Fri 8a - 5pm) for consultation with River Center staff to resolve any problems that occur between weekly maintenance visits.
7. Rescheduling Weekly Service – if for any reason, weekly service is not completed on Monday, the contractor will reschedule the remainder of the service for that week in coordination with River Center staff. This will not be considered an “emergency service”.
8. Aquarium Summary is attached. Digital files of the aquarium schematics (drawings) may be supplied upon request.

Emergency Service:

1. Minor issues and repairs – reasonable emergency service shall be provided and billed at an hourly rate agreed to in the contract. This would include (but not be limited to) any issues arising from leaky valves, pumps, or filters. Typically, any type of repair that is not critical to the function of the system and would require a minimum of time. Response time shall be within 24 hours of call from River Center staff.
2. Major issues and repairs – contractor to provide a written quote for any major repairs or replacements. Client reserves the right to obtain quotes from other contractors and to use an outside contractor for the repair or replacement at their discretion.

Supplies:

The River Center will purchase all aquarium supplies (including salt, water conditioners, medications and fish food) separately from this contract. The selected maintenance contractor shall work with River Center staff to identify supplies needed and quantities to be purchased. The selected maintenance contractor shall supply a price quotation for the aquarium supplies. However, the Client reserves the right to purchase the supplies elsewhere if it is more cost-effective. A summary of aquariums is provided in Attachment B.

Food – contractor shall supply all food for the aquariums (including but not limited to: mysis shrimp, dried algae, silversides, prawns, and a variety of frozen food cubes for the reef tank). River Center staff will administer food to tanks according to a mutually agreed feeding schedule. Food shall be billed separately, according to the attached billing schedule.

Replacement & Repairs:

Replacement Items: Replacement of livestock, coral, gravel, pumps, light bulbs, or other equipment shall be purchased separately by the River Center. Like the supplies, the Contractor shall provide a written proposal (email or digital format is acceptable) that must be approved in writing by the Client for all replacement items. Client reserves the right to purchase items elsewhere, and to inspect and/or refuse delivery of such items based on quality or health.

Contract Term: If awarded, the contract term will be one (1) year and may include options for annual renewals for up to two (2) additional years. Both parties reserve the right to cancel the contract with 15 days advance written notice.

Minimum Qualifications:

Minimum of 3 years of professional experience maintaining large aquarium systems (i.e., capacity 500 gallons or more). Demonstrated experience shall include the ability to:

1. Maintain healthy water chemistry and livestock;
2. Diagnose and manage water quality problems and livestock illness/disease;
3. Diagnose problems and perform repairs to aquarium equipment (e.g., pumps, filters, valves, plumbing, fluidized beds, protein skimmers, reverse osmosis system);
4. Have, or have access to, a minimum of 500 gallons of aquaria for quarantine/temporary housing of river center fish and invertebrates during unusual circumstances (i.e. fumigation, extended power outage, extensive aquarium repair, etc.)

A minimum of five professional references must be provided that can verify professional experience.

Possess an active Florida business license, liability and worker's compensation insurance.

Contractor selected shall be able to commence operations on June 1, 2012

Submittal Instructions and Requirements:

Submittal deadline and delivery location – Sealed Bids, must be delivered to Loxahatchee River Center, Attention: Jocelyn O'Neill, 805 N. US Highway 1, Jupiter, FL 33477 no later than THURSDAY, MAY 3, 2012 at 3:00 P.M. local time. Bid packages must be plainly marked on the outside: BID FOR AQUARIUM MAINTENANCE SERVICES. Faxed or electronic bids will not be accepted.

Questions Concerning Bid – Contact Jocelyn O'Neill, Loxahatchee River Center, (561) 743-7123, Jocelyn.oneill@loxahatcheeriver.org.

The Loxahatchee River District reserves the right to reject any or all BIDs with or without cause, to waive technical errors and informalities, or to accept the BID which in its judgment best serves the public interest.

The contractor shall submit the completed Bid Schedule (below) with an original signature by an authorized agent of the company.

Insurance: Contractor shall provide proof of license in the state of Florida and general liability and worker's compensation insurance.

- State of Florida Business License
- General Liability Insurance (\$1,000,000)
- Worker's Compensation Insurance

Qualifications Summary: Contractor shall provide a written summary detailing their experience and meeting the minimum qualification described above. This summary shall include:

- Summary of work performed and contact information for a minimum of 3 clients that own large aquariums (i.e., ≥ 500 gallons).
- Letters of recommendation and contact information for a minimum 3 references from clients having large aquariums (i.e., ≥ 500 gallons).
- Discussion of the contractors experience with assessment and diagnosing water quality, disease, and species interaction issues.
- Discussion of the contractors experience assessing and diagnosing mechanical and plumbing problems.
- Explanation of quarantine/temporary housing facilities or arrangements.

Selection Process: The Loxahatchee River District intends to award the aquarium maintenance contract to the lowest cost qualified and responsive bidder in accordance with this Scope of Work. The total bid shall be the sum of the total annual cost for maintenance AND assume 15 hours of emergency service (billed as needed). Loxahatchee River District staff will review all submittals, and may recommend a vendor to the Governing Board of the Loxahatchee River District for selection at the Loxahatchee River District Governing Board meeting on May 17, 2012. The Loxahatchee River District and the River Center reserves the right to reject all proposals and re-advertise. The River Center will notify all contractors of the any selection following the May 17, 2012 Governing Board Meeting.

River Center Aquarium Maintenance Solicitation

Bid Schedule

Service	Unit Charge	Anticipated Annual Qty	Anticipated Annual Charge
Monthly Charge for <u>Maintenance</u> as described in the attached Scope of Work		12	
Hourly Charge for <u>Emergency Service</u> as described in the attached Scope of Work		15	
		TOTAL	

Authorized Signature

Title

Date

Attachment A – Sample Weekly Aquarium Maintenance Report

Wild & Scenic Aquarium

Report Date _____

Interior Cleaned _____

Exterior Cleaned _____

Water Quality

Salinity _____ PSU

Ammonia _____ mg/L

pH _____

Nitrates _____ mg/L

Alkalinity _____ mg/L

Nitrites _____ mg/L

calcium _____ mg/L

Phosphates _____ mg/L

Copper _____ mg/L

Temperature _____ °F

Other Water Quality Issues Noted: _____

Water Level Topped-off _____

Water Change _____ gallons or _____ % volume

Animal Health Notes: _____

Medication and dose supplied to tank _____

Filtration *(indicate cleaned, replaced, or other)*

Ion-exchange resin _____

Protein skimmer _____

Activated carbon _____

UV System _____

Canister Filters _____

RO System _____

Filtration Socks _____

Filter material _____

Issues Noted: _____

Mechanical

Pumps _____

Skimmer _____

Filters _____

Intake _____

Valves _____

RO System _____

Issues Noted: _____

Attachment B - Loxahatchee River Center Aquarium Summary

Supplements - As Needed

Aquarium Name	Est. Gallons	Water Type	Filtration	Present Food Type	Temperature Control	Calcium	Copper	Other
Wild & Scenic	1800	Fresh	BioBall/Sump/Cannister Filter/Protein Skimmer/Fluidized Bed	Silversides / Turtle Food / Prawns	Chiller			
Reef	1685	Salt	BioBall/Sump/Cannister Filter/Protein Skimmer/Fluidized Bed	Mysis / Prawn / Cubes	Chiller		X	
Dock Piling	735	Salt	BioBall/Sump/Cannister Filter/Protein Skimmer	Silversides / Large Shrimp	Chiller		X	
Touch Tank	300	Salt	BioBall/Sump/Cannister Filter/Protein Skimmer	Frozen Cubes	Chiller	X		X
Oyster Reef	300	Salt	Cannister Filter/Sump/Protein Skimmer	Mysis / Prawn	None			
Mangrove - Pred	220	Salt	BioBall/Sump/Cannister Filter/Protein Skimmer	Silversides / Prawn	Chiller			
Mangrove - Prey	220	Salt	BioBall/Sump/Cannister Filter/Protein Skimmer	Mysis / Prawn / Cubes	Chiller			
Floodplains	150	Fresh	No Filtration		None			
Seagrass	125	Salt	BioBall/Sump/Filter Media/Protein Skimmer	Mysis / Prawn	None			
Fish Hospital	100	Salt	Hang on Back	Silversides	Immersed Heater		X	
Program	75	Salt	BioBall Sump	Frozen Cubes	None	X		
Invert Hospital	55	Salt	Hang on Back	Frozen Cubes	None	X		
Lobster Tank	55	Salt	Hang on Back	Silversides / Prawns	None	X		
Critter 1	30	Fresh	Eclipse Hood	Mysis	None			
Critter 2	30	Fresh	Eclipse Hood	Mysis / Prawn	None			
Critter 3	30	Fresh	Eclipse Hood	Prawn	None			
Critter 4	30	Salt	Eclipse Hood	Mysis / Prawn	None			
Critter 5	30	Salt	Eclipse Hood	Mysis	None			
Critter 6	30	Salt	Eclipse Hood	Silversides / Prawn	None			
Kitchen (Temporary)	10	As Needed	Hang on Back		None			
Total Est. Gallons	6010							