

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

NOTICE OF SOLICITATION of BID

ITB #18-001-AQU

RIVER CENTER ANNUAL AQUARIUM MAINTENANCE

RIVER CENTER – 805 N. US HIGHWAY 1, JUPITER, FL 33477

BID OPENING DATE: Friday, June 08, 2018 AT 2:00 P.M.

It is the responsibility of the bidder to ensure that all pages are included. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to Loxahatchee River Environmental Control District (District) Purchasing Department (561) 747-5700 ext. 131.

It is requested that all bids be submitted in triplicate, one original and two copies.

BIDDERS SHALL SUBMIT, IN A SEALED PACKAGE OR CONTAINER, AT LEAST ONE ORIGINAL, SIGNED IN INK BY AN AGENT OF THE COMPANY HAVING AUTHORITY TO BIND THE COMPANY OR FIRM. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR BID.

Protests can be accepted only during the five (5) business day posting period.

C A U T I O N

As they are issued, all amendments to solicitations will be posted under the applicable solicitation on our website at <http://www.loxahatcheeriver.org>. It is the vendor's sole responsibility to routinely check this website for any amendments that may have been issued prior to the deadline for receipt of bids.

The Loxahatchee River Environmental Control District shall not be responsible for the completeness of any Invitation for Bid that was not downloaded from the above website or obtained directly from the Purchasing Department.

2500 Jupiter Park Drive, Jupiter, Florida 33458

Phone: (561) 747-5700 | Fax: (561) 743-3027

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
A SPECIAL DISTRICT of the State of Florida
INVITATION FOR BID

BID NO: ITB #18-001-AQU

BID TITLE: RIVER CENTER ANNUAL AQUARIUM MAINTENANCE

PURCHASING DEPARTMENT CONTACT: Hazel Firgueroa, Purchasing Agent

TELEPHONE NO.: 561-747-5700 ext. 131

FAX NO.: 561-743-3027

EMAIL ADDRESS: hazel.firgueroa@lrecd.org

All bid responses must be received on or before **Friday, June 08, 2018, prior to 2:00 p.m.**, Palm Beach County local time, at which time all bids shall be publicly opened and read.

SUBMIT BID TO:

Loxahatchee River Environmental Control District Purchasing Department, 2500 Jupiter Park Drive, Jupiter, Florida 33458-8964.

This Invitation for Bid, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Attachments, Amendments (if issued), and/or any other referenced document form a part of this bid solicitation and response thereto, and by reference are made a part thereof. The selected awardee shall be bound by all terms, conditions and requirements in these documents.

PURPOSE AND EFFECT: It is the purpose and intent of this invitation to secure bids for item(s) and/or services as listed herein. The selected awardee is hereby placed on notice that acceptance of its bid by the Loxahatchee River Environmental Control District shall constitute a binding contract.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

GENERAL CONDITIONS

1. GENERAL INFORMATION

Bidders are advised that this package constitutes the complete set of specifications, terms, and conditions which forms the binding contract between the Loxahatchee River Environmental Control District and the successful bidder. Changes to this invitation for bid may be made only by written amendment issued by the District Purchasing Department. Bidders are further advised to closely examine every section of this document, to ensure that all sequentially numbered pages are present, and to ensure that it is fully understood. Questions or requests for explanations or interpretations of this document must be submitted to the Purchasing Department contact in writing in sufficient time to permit a written response and, if required, will be provided to all prospective bidders, prior to bid opening. Oral explanations or instructions given by any District agent are not binding and should not be interpreted as altering any provision of this document. Bidder certifies that this bid is made without reliance on any oral representations made by the District.

The obligations of the Loxahatchee River Environmental Control District under this award are subject to the availability of funds lawfully appropriated for its purpose.

2. LEGAL REQUIREMENTS

- a. **COMPLIANCE WITH LAWS AND CODES:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility. The successful bidder shall strictly comply with Federal, State and local building and safety codes. Equipment shall meet all State and Federal Safety regulations. Bidder certifies that all products (materials, equipment, processes, or other items supplied in response to this bid) contained in its bid meets all ANSI, NFPA and all other Federal and State requirements. Bidder further certifies that, if it is the successful bidder, and the product delivered is subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product into compliance shall be borne by the bidder.

In compliance with Chapter 442, Florida Statutes, any toxic substance resulting from this bid shall be accompanied by a properly completed Material Safety Data Sheet (MSDS).

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the successful bidder and

Loxahatchee River Environmental Control District for any terms and conditions not specifically stated in the Invitation for Bid.

- b. **DISCRIMINATION PROHIBITED:** The District is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. The successful bidder is prohibited from discriminating against any employee, applicant, or client because of race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, or gender identity and expression.
- c. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The successful bidder is, and shall be, in the performance of all work, services, and activities under this Contract, an Independent Contractor and not an employee, agent, or servant of the DISTRICT. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the successful bidder's sole direction, supervision, and control. The successful bidder shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the successful bidder's relationship, and the relationship of its employees, to the DISTRICT shall be that of an Independent Contractor and not as employees or agents of the DISTRICT.
- d. **PUBLIC ENTITY CRIMES:** F.S. 287.133 requires DISTRICT to notify all bidders of the following: "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 bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of 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 F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."
- e. **NON-COLLUSION:** Bidder certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in unfair advantage for one or more bidders over other bidders. Conviction for the Commission of any fraud or act of collusion in connection with any sale, bid, quotation, proposal or other act incident to doing business with DISTRICT may result in permanent debarment.

No premiums, rebates or gratuities are permitted; either with, prior to or after any delivery of material or provision of services. Any such violation may result in

award cancellation, return of materials, discontinuation of services, and removal from the vendor bid list(s), and/or debarment or suspension from doing business with Loxahatchee River Environmental Control District.

- f. **LOBBYING:** Bidders are advised that the "Loxahatchee River Environmental Control District Procurement Policy" prohibits a bidder or anyone representing the bidder from communicating with any District Governing Board Member, or any employee authorized to act on behalf of the Governing Board to award a particular contract regarding its bid, i.e., a "Cone of Silence".

The "Cone of Silence" is in effect from the date/time of the deadline for submission of the bid, and terminates at the time that the District Governing Board, or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process.

Bidders may, however, contact any District Governing Board Member, or any employee authorized to act on behalf of the Governing Board to award a particular contract, via written communication i.e., facsimile, e-mail or U.S. mail.

Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

- g. **CONFLICT OF INTEREST:** All bidders shall disclose with their bid the name of any officer, director, or agent who is also an employee or a relative of an employee of DISTRICT. Further, all bidders shall disclose the name of any DISTRICT employee or relative of a DISTRICT employee who owns, directly or indirectly, an interest of ten percent or more in the bidder's firm or any of its branches.
- h. **SUCCESSORS AND ASSIGNS:** The DISTRICT and the successful bidder each binds itself and its successors and assigns to the other party in respect to all provisions of this Contract. Neither the DISTRICT nor the successful bidder shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.
- i. **INDEMNIFICATION:** Regardless of the coverage provided by any insurance, the successful bidder shall indemnify, save harmless and defend the DISTRICT, its agents, servants, or employees from and against any and all claims, liability, losses and/or causes of action which may arise from any negligent act or omission of the successful bidder, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and/or resultant contract.
- j. **PUBLIC RECORDS:** Any material submitted in response to this invitation for bid is considered a public document in accordance with Section 119.07, F.S. This includes material which the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.
- k. **INCORPORATION, PRECEDENCE, JURISDICTION:** This Invitation for Bid shall be included and incorporated in the final award. The order of contractual precedence shall be the bid document (original terms and conditions), bid response, and purchase order or term contract order. Any and all legal action necessary to enforce the award or the resultant contract shall be held in Palm Beach County and the contractual obligations shall be interpreted according to the laws of Florida.
- l. **LEGAL EXPENSES:** The DISTRICT shall not be liable to a bidder for any legal fees, court costs, or other legal expenses arising from the interpretation or enforcement of this contract, or from any other matter generated by or relating to this contract.

3. BID SUBMISSION

- a. **SUBMISSION OF RESPONSES:** All bid responses must be submitted on the provided Invitation for Bid "Response" Form.

Bid responses on vendor letterhead/quotation forms shall not be accepted. Responses must be typewritten or written in ink, and must be signed in ink by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** Bid responses are to be submitted to the DISTRICT Purchasing Department no later than the time indicated on the solicitation preamble, and must be submitted in a sealed envelope or container bearing the bid number for proper handling.

- b. **CERTIFICATIONS, LICENSES AND PERMITS:** Unless otherwise directed in sub-paragraph d. (Local Preference) or the Special Conditions of this bid, bidder should include with its bid a copy of all applicable Certificates of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board in the name of the bidder shown on the bid response page. It shall also be the responsibility of the successful bidder to submit, prior to commencement of work, a current Local Business Tax Receipt (Occupational License) for Palm Beach County and all permits required to complete this contractual service at no additional cost to Loxahatchee River Environmental Control District. A Palm Beach County Local Business Tax Receipt (Occupational License) is required unless specifically exempted by law. In lieu of a Palm Beach County Local Business Tax Receipt (Occupational License), the bidder should include the current Local Business Tax Receipt (Occupational License) issued to the bidder in the response. It is the responsibility of the successful bidder to ensure that all required certifications, licenses and permits are maintained in force and current throughout the term of the contract. Failure to meet this requirement shall be considered default of contract.
- c. **DRUG FREE WORKPLACE CERTIFICATION:** In compliance with Florida Statute (Section 287.087) attached form "Drug-Free Workplace Certification" should be fully executed and submitted with bid response in order to be considered for a preference whenever two (2) or more bids which are equal with respect to price, quality, and service are received by DISTRICT.
- d. **CONDITIONED OFFERS:** Bidders are cautioned that any condition, qualification, provision, or comment in their bid, or in other correspondence transmitted with their bid, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their bid as non-responsive.
- e. **PRICING:**
- 1) Prices offered must be the price for new merchandise and free from defect. Unless specifically requested in the bid specifications, any bids containing modifying or escalation clauses shall be rejected.
 - 2) The price offered must be in accordance with the unit of measure provided on the bid response page(s). One (1) space or line requires only one (1) single, fixed unit price. Anything other than a single, fixed unit price shall result in the rejection of your bid.
 - 3) All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.
 - 4) Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of bid opening to allow for evaluation and award.
 - 5) Bidder warrants by virtue of bidding that prices shall remain firm for the initial and any subsequent term unless modified by a special condition.
 - 6) In the event of mathematical error(s), the unit price shall prevail and the bidder's total offer shall be corrected accordingly. **BIDS HAVING ERASURES OR CORRECTIONS MUST BE INITIALED IN INK BY THE BIDDER PRIOR TO BID OPENING. IF THE CORRECTION IS NOT PROPERLY INITIALED, OR IF THE INTENT OR LEGIBILITY OF THE CORRECTION IS NOT CLEAR, THE BID SHALL BE REJECTED.**
 - 7) Bidders may offer a cash discount for prompt payment. However, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes unless otherwise specified in the special conditions. Bidders should reflect any discounts to be considered in the unit prices bid.
- f. **SUBMITTING NO BID OR NO CHARGE:** Bidders not wishing to bid on some items sought by this solicitation should mark those items as "no bid." If some items are to be offered at no charge, bidders should mark those items as "no charge." Items left blank shall be considered a "no bid" for that item, and the bid shall be evaluated accordingly. Bidders who do not wish to submit bids on any item in this solicitation, should return a "Statement of No Bid" in an envelope plainly marked with the bid number and marked "NO BID."
- g. **ACCEPTANCE/REJECTION OF BIDS:** Loxahatchee River Environmental Control District reserves the right to accept or to reject any or all bids. Loxahatchee River Environmental Control District also reserves the right to (1) waive any non-substantive irregularities and technicalities; (2) reject the bid of any bidder who has previously failed in the proper performance of a contract of

similar nature, who has been suspended or debarred by another governmental entity, or who is not in a position to perform properly under this award; and (3) inspect all facilities of bidders in order to make a determination as to its ability to perform.

Loxahatchee River Environmental Control District reserves the right to reject any offer or bid if the prices for any line items or subline items are materially unbalanced. An offer is materially unbalanced if it is mathematically unbalanced, and if there is reason to believe that the offer would not result in the lowest overall cost to the District, even though it is the lowest evaluated offer. An offer is mathematically unbalanced if it is based on prices which are significantly less than fair market price for some bid line item and significantly greater than fair market price for other bid line items. Fair market price shall be determined based on industry standards, comparable bids or offers, existing contracts, or other means of establishing a range of current prices for which the line items may be obtained in the market place. The determination of whether a particular offer or bid is materially unbalanced shall be made in writing by the Purchasing Director, citing the basis for the determination.

- h. **NON-EXCLUSIVE:** The District reserves the right to acquire some or all of these goods and services through a State of Florida contract under the provisions of Section 287.042, Florida Statutes, provided the State of Florida contract offers a lower price for the same goods and services. This reservation applies both to the initial award of this solicitation and to acquisition after a term contract may be awarded. Additionally, Loxahatchee River Environmental Control District reserves the right to award other contracts for goods and services falling within the scope of this solicitation and resultant contract when the specifications differ from this solicitation or resultant contract, or for goods and services specified in this solicitation when the scope substantially differs from this solicitation or resultant contract.
 - i. **OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** Loxahatchee River Environmental Control District encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.
 - j. **PERFORMANCE DURING EMERGENCY:** By submitting a bid, bidder agrees and promises that, during and after a public emergency, disaster, hurricane, flood, or acts of God, Loxahatchee River Environmental Control District shall be given "first priority" for all goods and services under this contract. Bidder agrees to provide all goods and services to Loxahatchee River Environmental Control District during and after the emergency at the terms, conditions, and prices as provided in this solicitation on a "first priority" basis. Bidder shall furnish a 24-hour phone number to the District in the event of such an emergency. Failure to provide the stated priority during and after an emergency shall constitute breach of contract and make the bidder subject to sanctions from doing further business with the District.
 - k. **SALES PROMOTIONS / PRICE REDUCTIONS:** Should sales promotions occur during the term of the contract that lower the price of the procured item, the successful bidder shall extend to the District the lower price offered by the manufacturer on any such promotional item. Further, any price decreases effectuated during the contract period by reason of market change or otherwise, shall be passed on to Loxahatchee River Environmental Control District.
4. **BID OPENING/AWARD OF BID**
- a. **OBSERVING THE PUBLISHED BID OPENING TIME:** The published bid opening time shall be scrupulously observed. It is the sole responsibility of the bidder to ensure that their bid arrives in the Purchasing Department prior to the published bid opening time. Any bid delivered after the precise time of bid opening shall not be considered, and shall be returned to the bidder unopened if bidder identification is possible without opening. Bid responses by telephone, electronics, or facsimile shall not be accepted. Bidders shall not be allowed to modify their bids after the published bid opening time.
 - b. **POSTING OF AWARD RECOMMENDATION:** Recommended awards shall be publicly posted for review, at the Purchasing Department and on the Purchasing Department website at www.loxahatcheeriver.org prior to final approval, and shall remain posted for a period of five (5) business days. Bidders desiring a copy of the bid posting summary may request same by enclosing a self-addressed, stamped envelope with their bid. (NOTE: As a service to bidders, the District provides an unofficial list of award postings on our web site.) The official posting in the Purchasing Department shall prevail if a discrepancy exists between the referenced listings.

- c. **PROTEST PROCEDURE:** Protest procedures are provided in the Loxahatchee River Environmental Control District Purchasing Code. Protests must be submitted in writing, addressed to the Purchasing Agent, via hand delivery, mail or fax to (561) 743-3027. Protest must identify the solicitation, specify the basis for the protest, and be received by the Purchasing Department within five (5) business days of the posting date of the recommended award. The protest is considered filed when it is received by the Purchasing Department. Failure to file protest as outlined in the Loxahatchee River Environmental Control District Purchasing Code shall constitute a waiver of proceedings under the referenced County Code.

5. **CONTRACT ADMINISTRATION**

- a. **DELIVERY AND ACCEPTANCE:** Deliveries of all items shall be made as soon as possible. Deliveries resulting from this bid are to be made during the normal working hours of the District. Time is of the essence and delivery dates must be met. Should the successful bidder fail to deliver on or before the stated dates, the District reserves the right to CANCEL the order or contract and make the purchase elsewhere. The successful bidder shall be responsible for making any and all claims against carriers for missing or damaged items.

Delivered items shall not be considered "accepted" until an authorized agent for Loxahatchee River Environmental Control District has, by inspection or test of such items, determined that they appear to fully comply with specifications. The District may return, at the expense of the successful bidder and for full credit, any item(s) received which fail to meet the District's specifications or performance standards.

- b. **FEDERAL AND STATE TAX:** Loxahatchee River Environmental Control District is exempt from Federal and State taxes. The authorized agent for Purchasing shall provide an exemption certificate to the successful bidder, upon request. Successful bidders are not exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor are successful bidders authorized to use the District's Tax Exemption Number in securing such materials.
- c. **PAYMENT:** Payment shall be made by the District after commodities/services have been received, accepted and properly invoiced as indicated in the contract and/or order. Invoices must bear the order number. The Florida Prompt Payment Act is applicable to this solicitation.
- d. **CHANGES:** The Purchasing Agent, Loxahatchee River Environmental Control District, by written notification to the successful bidder may make minor changes to the contract terms. Minor changes are defined as modifications which do not significantly alter the scope, nature, or price of the specified goods or services. Typical minor changes include, but are not limited to, place of delivery, method of shipment, minor revisions to customized work specifications, and administration of the contract. The successful bidder shall not amend any provision of the contract without written notification to the Purchasing Agent, and written acceptance from the Purchasing Agent.
- e. **DEFAULT:** The District may, by written notice of default to the successful bidder, terminate the contract in whole or in part if the successful bidder fails to satisfactorily perform any provisions of this solicitation or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this solicitation or resultant contract, or provides repeated non-performance, or does not remedy such failure within a period of 10 days (or such period as the Purchasing Agent may authorize in writing) after receipt of notice from the Purchasing Agent specifying such failure. In the event the District terminates this contract in whole or in part because of default of the successful bidder, the District may procure goods and/or services similar to those terminated, and the successful bidder shall be liable for any excess costs incurred due to this action.

If it is determined that the successful bidder was not in default or that the default was excusable (e.g., failure due to causes beyond the control of, or without the fault or negligence of, the successful bidder), the rights and obligations of the parties shall be those provided in Section 5f, "Termination for Convenience."
- f. **TERMINATION FOR CONVENIENCE:** The Purchasing Agent may, whenever the interests of the District so require, terminate the contract, in whole or in part, for the convenience of the District. The Purchasing Agent shall give five (5) days prior written notice of termination to the successful bidder, specifying the portions of the contract to be terminated and when the termination is to become effective.

If only portions of the contract are terminated, the successful bidder has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the notice of termination, the successful bidder shall incur no further obligations in connection with the terminated work, and shall stop work to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the successful bidder shall terminate outstanding orders and/or subcontracts related to the terminated work.

- g. **ACCESS AND AUDITS:** The bidder shall maintain adequate records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The DISTRICT shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the bidder's place of business.

THIS IS THE END OF "GENERAL CONDITIONS."

**SPECIAL CONDITIONS
BID No.:ITB #18-001-AQU**

RIVER CENTER ANNUAL AQUARIUM MAINTENANCE

6. GENERAL/SPECIAL CONDITION PRECEDENCE

In the event of conflict between General Conditions and Special Conditions, the provisions of the Special Conditions shall have precedence.

7. POST AWARD MEETING

Within five (5) days after receipt of notification of award of bid, successful bidder shall meet with River Center representative(s) to discuss job procedures and scheduling.

The successful bidder shall contact Jocelyn O'Neill at (561) 743-7123 to arrange meeting.

8. QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsive and responsible bidder, qualified to provide the goods and/or service specified. The bidder shall, upon request, promptly furnish the District sufficient evidence in order to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The bidder should submit the following information with their bid response; however, if not included, it shall be the responsibility of the bidder to submit all evidence, as solicited, within a time frame specified by the District (normally within two working days of request). Failure of a bidder to provide the required information within the specified time frame is considered sufficient cause for rejection of their bid. **Information submitted with a previous bid shall not satisfy this provision.**

- A. 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);
- B. 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.)
- C. List a minimum of three (3) references in which similar goods and/or services (large aquariums over 500 gallons) have been provided within the past three (3) years including scope of work, contact names, addresses, telephone numbers and dates of service. A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the District may be calling them. **DO NOT** list persons who are unable to answer specific questions regarding the requirement.
- D. Summary of work performed and contact information for a minimum of 3 clients that own large aquariums (i.e., ≥ 500 gallons). (Maximum 2 pages)
- E. Discussion of the contractor's experience with assessment and diagnosing water quality, disease, and species interaction issues. (Maximum 2 pages)
- F. Discussion of the contractor's experience assessing and diagnosing mechanical and plumbing problems. (Maximum 2 pages)
- G. Explanation of quarantine/temporary housing facilities or arrangements. (Maximum 1 page)

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

9. AWARD

Loxahatchee River Environmental Control District shall award this bid to the lowest, responsive, responsible bidder on the basis of the estimated total bid amount using the 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 June 21, 2018. 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 June 21, 2018 Governing Board Meeting. 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.

10. TERM CONTRACT

A contract shall be issued for a term of twenty-four (24) months.

11. TIME FOR COMPLETION / DELIVERY

If successful bidder fails, or refuses to perform the service specified and in the specified time frame, the successful bidder does hereby agree to pay Loxahatchee River Environmental Control District the sum required to pay for this service through another vendor, or rental fees for equipment required to complete this service by Loxahatchee River Environmental Control District personnel.

12. QUANTITY

Intentionally left blank.

13. ADDITION / DELETION OF LOCATIONS

Intentionally left blank.

14. RENEWAL OPTION WITH ESCALATOR

This term will include options for annual renewals for up to two (2) additional years. Both parties reserve the right to cancel the contract with 30 days advance written notice. Contractor selected shall be able to commence operations on July 1, 2018.

15. WORK SITE SAFETY/SECURITY

The successful bidder shall at all times guard against damage or loss to the property of Loxahatchee River Environmental Control District, the bidder's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage. When applicable, the successful bidder shall provide fences, signs, barricades, flashing lights, etc. necessary to protect and secure the work site(s) and insure that all County, State of Florida, OSHA, and other applicable safety regulations are met. Additionally, successful bidder shall provide for the prompt removal of all debris from Loxahatchee River Environmental Control District property. Loxahatchee River Environmental Control District may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or its agents.

16. INSURANCE REQUIRED

- General Liability Insurance (\$1,000,000)
- Worker's Compensation Insurance

This coverage shall be endorsed to include Loxahatchee River Environmental Control District as an Additional Insured.

Workers' Compensation and Employer's Liability Insurance. Successful bidder shall maintain Workers' Compensation & Employer's Liability Insurance in accordance with Florida Statute Chapter 440.

A signed Certificate or Certificates of Insurance, evidencing that required insurance coverages have been procured by the successful bidder in the types and amounts required hereunder shall be transmitted to the District via the Insurance Company/Agent within a time frame specified by the District (normally within 2 working days of request). Failure to provide required insurance shall render your bid non responsive.

Except as to Business Auto, Workers' Compensation and Employer's Liability (and Professional liability, when applicable), said Certificate(s) shall clearly confirm that coverage required by the contract has been endorsed to include Loxahatchee River Environmental Control District as an Additional Insured.

Further, said Certificate(s) shall endeavor to provide ten (10) days written notice to District prior to any adverse change, cancellation or non-renewal of coverage there under.

It is the responsibility of the successful bidder to ensure that all required insurance coverages are maintained in force throughout the term of the contract. Failure to maintain the required insurance shall be considered default of contract. Successful bidder shall agree to provide the District with at least ten (10) days prior notice of any cancellation, non-renewal or material change to the insurance coverages. All insurance must be acceptable to and approved by District as to form, types of coverage and acceptability of the insurers providing coverage.

Bidder shall agree that all insurance coverage required herein shall be provided by Bidder to District on a primary basis.

SPECIFICATIONS
BID No.: ITB #18-001-AQU

RIVER CENTER ANNUAL AQUARIUM MAINTENANCE

PURPOSE AND INTENT

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).

GENERAL

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, cleaning may require a swimmer to enter large tanks to scrub surfaces. All surfaces shall be cleaned with appropriate tools to prevent damage to acrylic and 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. Complete Weekly Aquarium Maintenance Report: For each aquarium maintained, Contractor will provide a written summary report documenting work completed, water quality results, observations (e.g., tank conditions, animal health, mortality), and any special instructions for Client (Attachment A provides a weekly report format).
4. Contractor will complete a pre-departure check list at the end of each weekly visit to ensure that all aquariums are returned to full operation (Attachment B).
5. Filtration maintenance on each aquarium 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, valves, connections, pumps.
 - c. Clean and/or replace filter canisters and filtration socks
 - d. Clean protein skimmers
 - e. Replacement of filter material in self-contained units (mangrove, touch tank, seagrass, estuary, critter cabinets)
 - f. Clean biofilters as needed
 - g. Any additional cleaning of filtration equipment, including UV and RO filters.
 - h. Clean or replace carbon filters for small aquaria with "hang on the back" style filtration systems.

- i. Client shall be notified immediately upon changes or malfunctions in filtration equipment.
6. Water Changes
 - a. Water changes shall occur monthly 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.
7. 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.
8. 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".
9. Aquarium Summary is attached (Attachment C). Digital files of the aquarium schematics (drawings) may be supplied upon request.

Emergency Service:

1. Minor issues and repairs – reasonable emergency service (including nights and weekends) 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. Response time shall be within 24 hours of call from River Center staff.
2. Major issues and repairs – contractor will 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 water conditioners, salt and medications) separately from this contract. Contractor is responsible for ordering and replacement of light bulbs and filtration materials. The selected maintenance contractor shall work with River Center staff to identify supplies needed and quantities to be purchased. The selected maintenance contractor may supply a price quotation for aquarium supplies. However, the Client reserves the right to purchase supplies elsewhere if it is in the Client's best interest. A summary of aquariums is provided in Attachment C.

Food – contractor shall supply all food for the aquariums (including but not limited to: mysis shrimp, frozen algae, silversides, prawns, and a variety of frozen food cubes). River Center staff will administer food to tanks according to a mutually agreed feeding schedule. Food shall be billed separately under a separate purchase order issued by the Client.

Replacement & Repairs:

Replacement Items: Replacement of livestock, coral, gravel, pumps, or other equipment shall be purchased separately by the River Center. Like the supplies, the Contractor may provide a written proposal (email or digital format is acceptable) for consideration by the Client. Proposal 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.

Successful Bidders Responsibilities:

Successful bidder shall, upon notification of intended award, contact River Center to schedule a walk-through and set schedule for work. Successful bidder shall receive a key and alarm code for the River Center. Successful bidder shall be ready to start the maintenance scope of work by July 1, 2018.

BID RESPONSE

BID No.: ITB #18-001-AQU

RIVER CENTER ANNUAL AQUARIUM MAINTENANCE

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	OTHER	TOTAL OFFER
1.	Monthly Charge for MAINTENANCE	Months	12 months		
2.	Hourly Charge for EMERGENCY SERVICE	Hours	15 hours		
3.					
4.					
TOTAL OFFER \$					

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Is Qualification of Bidders information included, per Term and Condition #8?

☐ YES _____ INITIAL

Does bidder clearly understand the Insurance requirement, per Term and Condition #17?

☐ YES _____ INITIAL

*** PLEASE AFFIX SIGNATURE WHERE INDICATED
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the County's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the Loxahatchee River District in official amendments prior to this date of submittal.

FIRM NAME: _____

	PRINT NAME:
* SIGNATURE:	PRINT TITLE:
ADDRESS:	
CITY / STATE:	ZIP CODE:
TELEPHONE # ()	E-MAIL:
TOLL FREE # ()	FAX #: ()
APPLICABLE LICENSE(S)	
NUMBER #	TYPE:
FEDERAL ID #	

STATEMENT OF NO BID
BID No.: TB #18-001-AQU

If you are not bidding on this service/commodity, please complete and return this form to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT Purchasing Agent, 2500 Jupiter Park Drive, Jupiter, FL 33458.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

WE, the undersigned have declined to bid due to the following reason(s):

_____ Specifications too "tight", i.e., geared toward brand or manufacturer
only (explain below)

_____ Insufficient time to respond to the Invitation for Bid

_____ We do not offer this product or an equivalent

_____ Our product schedule would not permit us to perform

_____ Unable to meet specifications

_____ Unable to meet bond requirements

_____ Specifications unclear (explain below)

_____ Other (specify below)

REMARKS:

DRUG-FREE WORKPLACE CERTIFICATION
BID No.: #09-081R/CB

IDENTICAL TIE BIDS/PROPOSALS - In accordance with Section 287.087, F.S., a preference shall be given to vendors submitting with their bids/proposals the following certification that they have implemented a drug-free workplace program which meets the requirements of Section 287.087; provided, however, that any preference given pursuant to Section 287.087, shall be made in conformity with the requirements pursuant to the Palm Beach County Code, Chapter 2, Article III, Sections 2-80.21 thru 2-80.34. In the event tie bids are received from vendors who have not submitted with their bids/proposals a completed Drug-Free Workplace Certification form, the award will be made in accordance with Palm Beach County's purchasing procedures pertaining to tie bids.

This Drug-Free Workplace Certification form must be executed and returned with the attached bid/proposal, and received on or before time of bid opening to be considered. The failure to execute and/or return this certification shall not cause any bid/proposal to be deemed non-responsive.

Whenever two (2) or more bids/proposals which are equal with respect to price, quality, and service are received by Palm Beach County for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by _____ the
(Individual's Name)

_____ of _____
(Title/Position with Company/Vendor) (Name of Company/Vendor)

who does hereby certify that said Company/Vendor has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Signature _____

Date _____

Weekly Aquarium Maintenance Report

Date _____

Wild & Scenic Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Critter Cabinet Aquarium 4 –

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Critter Cabinet Aquarium 5 – Lobster

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Critter Cabinet Aquarium 6 – Spadefish

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Oyster Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Mangrove Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Touch Tank

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Seagrass Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Dock Piling Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Coral Reef Aquarium

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

PROGRAM TANK (Classroom)

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Fish Hospital (Classroom)

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: _____

SIGNED: _____

Weekly Aquarium Maintenance Report

Date _____

Program Touch Tank (Inverts - Classroom)

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: _____

SIGNED: _____

The River Center Pre-Departure Checklist

LSS Room:	Done
Make sure all valves are in the closed position for the RO Tower.	
Return all applicable valves to their operating position (open or closed).	
Ensure there are no leaks from bulkheads, pipes, RO tower, etc.	
Breaker for RO tower pump should be off (#34, 36).	
Check all sumps to insure they are not low. If they are, top them off.	
Check all chiller thermostats to make sure they are functioning properly.	
Check freezer to see if frozen food needs to be ordered.	
Show Room:	
Check all sumps to insure they are not low. If they are, top them off.	
After water changes make sure hang on the back filters have been plugged in.	
Clean up. Make sure all equipment has been put away.	
All hoses wrapped up and hung on the hose hangers.	
All towels picked up and returned to the dirty hamper in laundry room.	
Check salt boxes in closet. If there are less than 3, inform Jocelyn.	
All lights out upon exiting. Including bathrooms.	
Check all doors to ensure they are closed and locked. Including back doors.	
Engage alarm system.	
Classroom:	
After water changes make sure hang on the back filters have been plugged in.	
Any items used from closet need to be put back and the door closed and locked.	
All overhead lights turned off upon exit.	
Make sure side classroom doors are closed tightly and locked.	
Roll gate down and locked when needed.	

Aquarium	Est. Gallons	Filtration Summary	Temperature Control	Water Type	Minerals - As Needed			Current Food Type
					Calcium	Copper	Suppl.	
Classroom East Side	100	Hang on Back	None	Salt		X		Silversides / Prawns
Classroom Touch Tank	55	Hang on Back	None	Salt	X			Cubes
Classroom Hospital	55	Hang on Back	None	Salt	X			Silversides / Prawns
Touch Tank	300	BioBall/Sump/Cannister Filter/Protein Skimmer	Chiller	Salt	X		X	Cubes
Wild & Scenic	1800	BioBall/Sump/Cannister Filter/Protein Skimmer/Fluidized Bed	Chiller	Fresh				Silversides / Turtle Food / Prawns
Critter 1			Heat Lamp	Reptile				
Critter 2			Heat Lamp	Reptile				
Critter 3			Heat Lamp	Reptile				
Critter 4	30	Hang on Back	None	Salt				Mysis / Prawn
Critter 5	30	Hang on Back	None	Salt				Mysis / Prawn
Critter 6	30	Hang on Back	None	Salt				Silversides / Prawn
Floodplains	150	No Filtration	None	Fresh				
Oyster	300	Cannister Filter/Sump/Protein Skimmer	None	Salt				Mysis / Prawn
Mangrove East	220	BioBall/Sump/Cannister Filter/Protein Skimmer	Chiller	Salt				Silversides / Prawn
Mangrove West	220	BioBall/Sump/Cannister Filter/Protein Skimmer	Chiller	Salt				Mysis / Prawn / Cubes
Dock Piling	735	BioBall/Sump/Cannister Filter/Protein Skimmer	Chiller	Salt		X		Silversides / Large Shrimp
Seagrass	125	BioBall/Sump/Filter Media/Protein Skimmer	None	Salt	X			Mysis / Prawn
Reef	1685	BioBall/Sump/Cannister Filter/Protein Skimmer/Fluidized Bed	Chiller	Salt		X		Mysis / Silversides / Prawn / Cubes
Total Est. Gallons		5835						