



LOXAHATCHEE RIVER DISTRICT

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D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

Request for Quotes (RFQ) for AI Services

Issued by: Loxahatchee River District (District)
Title: AI Services for Improved Workplace Efficiency
RFQ Number: 2025-03-06
Date Issued: March 6, 2025
Response Deadline: March 21, 2025

1. Introduction:

The Loxahatchee River District (District), a regional wastewater utility in Southeast Florida, is seeking quotes from qualified vendors to provide Artificial Intelligence (AI) services to conceptualize, design, develop, implement, and maintain AI systems (specifically including AI agents) to improve workplace efficiency, employee productivity, data accuracy, decision making, and customer experience. The awarded contractor(s) will collaborate with District staff to identify, define, and prioritize potential projects, and the awarded contractor will then design, develop, deploy, and maintain AI-driven solutions tailored to the operational needs of the District.

2. Scope of Work:

The contractor will work collaboratively with the District to define and prioritize AI projects over the course of the contract. Initial project concepts may include, but are not limited to:

- A. Automate data extraction from spreadsheets or PDF documents and populate the extracted values into the District's asset management and work order database (HxGN EAM – formerly Infor EAM), which includes API functionality (e.g., see <https://docs.hexagonppm.com/r/en-US/HxGN-EAM-Rest-Web-Services/1275277>).
- B. Improve efficiency of data entry into EAM through SMS, voice, or email data collection (via an agent).
- C. Automate daily monitoring of certificates of occupancy for Martin County, Palm Beach County, Town of Jupiter, and Village of Tequesta building permits.

Once projects have been defined and prioritized, the contractor will execute the projects and deliver fully functional solutions to be used by the District.

- A. Implementation and deployment of AI solutions into existing systems.
- B. Ongoing support, troubleshooting, and refinement of deployed AI solutions.

Given the evolving nature of the District's needs, the contractor must remain flexible in adapting to new tasks and project requirements as they emerge.

Gordon M. Boggie
CHAIRMAN

Kevin L. Baker
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

3. Contract Value and Term:

- A. The total contract value must not exceed \$60,000.
- B. The contract period will commence upon award and continue for 12 months with the possibility of extensions based on satisfactory performance and funding availability.
- C. Task orders will be issued as needs arise, outlining specific deliverables and expectations.

4. Vendor Qualifications:

Responding vendors should demonstrate:

- A. Expertise in developing and implementing AI services.
- B. Experience in developing, deploying, and maintaining AI systems.
- C. Strong competency in automation of document processing and data entry.
- D. Ability to work collaboratively and iteratively with government or utility entities.
- E. Proven track record of successful AI solution deployment.

5. Submission Requirements:

To be considered, vendors must provide:

- A. A brief summary explaining your AI expertise.
- B. A brief summary of your experience developing and deploying AI systems (include examples of your completed AI projects).
- C. A brief description of your approach to developing AI systems, and how you will work collaboratively to fulfil the flexible and evolving nature of this contract.
- D. A narrative description of the anticipated costs to successfully deliver functional AI systems, and a thorough, itemized description of the pricing structure (i.e., unit costs) for all goods and services required to successfully design, develop, deploy, and maintain AI systems. The pricing structure will be used when developing the budget for new tasks.

6. Evaluation Criteria:

Submissions will be evaluated based on:

- A. Vendor's relevant expertise (20%).
- B. Vendor's relevant experience (20%).
- C. Proposed approach to AI service delivery (30%).
- D. Cost-effectiveness and pricing structure (30%).

7. Submission Instructions:

Quotes must be submitted electronically to purchasing@LRECD.org by Friday, March 21, 2025. Late submissions will not be considered. Questions regarding this RFQ may be directed to purchasing@LRECD.org no later than noon on Monday, March 17, 2025.

8. Additional Terms and Conditions:

- A. The Loxahatchee River District reserves the right to reject any or all responses and to waive informalities.
- B. This RFQ does not guarantee contract award or funding commitment beyond the stated contract value.
- C. All work performed under this contract must comply with the District's general Terms and Conditions of Purchase (see next page).
- D. All work performed under this contract must comply with applicable local, state, and federal regulations.

Terms and Conditions of Purchase

The following Terms and Conditions are applicable to any order entered into between the Loxahatchee River Environmental Control District, (the "District") and Vendor ("Seller").

1. **TERMS:** This Order constitutes the District's offer to purchase the materials, articles and/or services described elsewhere herein solely in accordance with the provisions set forth on the face of this Order, any special provisions attached hereto, and any provisions incorporated herein by reference. Purchase Order number must appear on all correspondence, invoices, packages, and shipping papers.
2. **ACCEPTANCE:** Acceptance by Seller of the District order under the terms and conditions stated hereon shall be indicated by either written acceptance or commencement of performance pursuant to this order. Your acceptance of this order is your warranty to us that you are complying with the U.S. Fair Labor Standards Act of 1936, as amended, and we reserve the right to refuse merchandise not in strict accordance with this order.
3. **MODIFICATION:** No modification of this order shall be binding upon the District unless approved in writing by an authorized representative of the District's Purchasing Department.
4. **FREIGHT ON BOARD:** All materials must be shipped Freight on Board (FOB) Destination. The District will not pay freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of FOB shipping, Seller is to prepay shipping charges and add to the invoice. Delivery must actually be affected within the time stated on the Purchase order failing which the District reserves the right to cancel this order and purchase elsewhere. In case of default by the Seller, the District may procure the articles, goods or service covered by this order from other sources and hold the Seller responsible for any excess expense occasioned thereby.
5. **INVOICES AND SHIPPING INSTRUCTIONS:** Delivery shall be made to the points designated in the purchase order. All shipments should include an accompanying packing list indicating contents. Invoices should be mailed or emailed to the District at the address indicated on the Purchase Order. Packing lists and invoices should both include the District Purchase Order Number.
6. **INSPECTION:** All goods delivered on this order are subject to inspection upon receipt by representative of the District. All rejected commodities shall remain the property of the Seller and will be returned at the Seller's expense.
7. **DELIVERIES:** Deliveries are to be made during the hours of 7:00 A.M. and 3:00 P.M., Monday through Friday excluding holidays, unless otherwise stipulated. Failure to notify the District concerning the type of delivery will result in the billing to Seller of any add-on re-delivery, storage, or handling charges. Notify us immediately if you are unable to ship complete order by date specified.
8. **TAX:** The District is exempt from Federal and State Sales, Use, and like taxes. Sellers doing business with the District shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor shall any Seller be authorized to use the District Tax Exemption Number in securing such materials.
9. **PAYMENT TERMS:** The terms of payment shall be as stated. Purchase Order numbers must be noted on all invoices. Payment will not be processed until items and invoices are received and accepted. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statutes 218.70. The District offers a credit card payment process and encourages vendors to participate in this program.
10. **CONFIDENTIALITY:** Any information, data or materials provided by the District to Seller and designated as proprietary, confidential or trade secrets shall be treated as a trade secret and as confidential disclosure to Seller and shall not be communicated or revealed to third parties without the District's prior written consent. Seller shall not disclose or utilize information furnished by the District for purposes of supplying materials or services to others.
11. **CASH DISCOUNT:** The cash discount period shall commence as of the date of receipt of goods and invoice.
12. **PRICES:** Seller's prices for the goods or services ordered shall not be higher than those stated hereon. In the event that this order does not state price, the District will not be bound to any price to which it has not expressly agreed to in writing.
13. **TITLE TO GOODS:** Title of all goods purchased herein shall pass directly to the District from the Seller at the point of delivery specified hereon.
14. **WARRANTY:** Unless otherwise expressly agreed to in writing, Seller warrants the goods to be free from defects in material and workmanship, under normal use and service to conform to the specifications, drawings or samples specified or furnished by the District, and to be fit for the purposes intended. This warranty shall apply to the District, its subsidiaries and affiliates, their respective customers and any other use of the goods.
15. **ASSIGNMENT AND SUBCONTRACTS:** Seller shall not, without the written approval of the District, make any contract with any other party for furnishing any of the completed or substantially completed articles, or services ordered hereunder.
16. **DEFAULT:** In the event of default by the Seller the District may procure the articles or services covered by this order from other sources and hold the Seller responsible for any excess costs incurred. The following shall be considered a default:
 - a. Failure to make complete deliveries within the promised time.
 - b. Unauthorized substitution or delivery of goods deemed by the District to be inferior.
 - c. Inability of the Seller to fulfill the terms and conditions of this order.
17. **TERMINATION:** The District reserves the right to terminate this order in whole or in part for default (a) if Seller fails to perform in accordance with any of the requirements of this order or (b) if Seller becomes insolvent or suspends any of its operations or if any petition is filed of proceeding commenced by or against Seller under any State or Federal law relating to bankruptcy: arrangement, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to the District except for completed items delivered and accepted by the District. Seller will be liable for excess costs of re-procurement. The District may terminate this Purchase Order without cause at any time upon fifteen (15) calendar days prior written notice to the Seller. In the event of termination, the District shall compensate the Seller for all authorized work satisfactorily and responsibly completed through the termination date.
18. **ANTI-DISCRIMINATION:** Sellers doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex, disability or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
19. **INDEMNIFICATION:** Seller agrees to indemnify, save and hold harmless the District, its employees and agents against any and all claims, damages, liability and court awards including costs, expenses and attorney fees incurred as a result of any act or omission by the Seller, or its employees, agents, subcontractors or assignees arising out of the goods or services provided under this Purchase Order.
20. **MSDS AND SAFETY:** A current Material Safety Data Sheet (MSDS) shall be included with shipments of any material requiring this document and comply with the Consumer Products Safety Act, and all other applicable state and Federal law and agency regulations.
21. **INSURANCE:** If this Purchase Order requires the Seller to perform services on the District's premises or at any place where the District conducts operations, or requires the Seller to perform professional consulting services, the Seller shall request insurance coverage requirements from the District's Purchasing Agent. In circumstances where insurance is required by the District, Seller shall provide proof of insurance or insurance certificates with the District listed as an additional insured prior to performing under this Purchase Order. Noncompliance with this Paragraph shall place the Seller in default and subject this Purchase Order to immediate cancellation.
22. **PUBLIC DISCLOSURE:** This Purchase Order and all contents and attachments shall be deemed a public record as defined in Florida Statutes, 119.
23. **SCRUTINIZED COMPANIES:** This Purchase Order/Contract is subject to the conditions found under Florida Statutes §287.135 in regards to certain scrutinized companies.
24. **E-VERIFY SYSTEM:** Florida Statute Section §448.095 states a contractor or subcontractor may not enter into a contract with a public employer or provide goods and/or services to a public employer's project unless all parties register with, and use, the E-Verify System. All vendors doing business with the District are required to E-Verify employment eligibility for all employees hired during the term of the contract.