



North Florida Water Utilities Authority  
PO Box 1266  
Lake City, FL 32055

**NORTH FLORIDA WATER UTILITIES AUTHORITY**  
**REQUEST FOR PROPOSALS**

**Request for Proposals: 2026-02**

**Proposals Title: Emergency Repair Services**

**INTRODUCTION:** NFWUA intends to award a contract for emergency repair services. NFWUA reserves the right to award all services under a **single contract**, or multiple contracts. This approach is intended to allow the NFWUA flexibility in selecting the most qualified and cost-effective combination of contractors for the service area (Suwannee and Columbia Counties).

NFWUA is an independent special district and interlocal government agency established to oversee and manage the water and wastewater services to the residents and businesses of Columbia and Suwannee Counties. NFWUA is responsible for planning, constructing, operating and maintaining water and wastewater infrastructure to serve the needs of its service area.

The Authority's intended schedule for this RFP is as follows:

SCHEDULE TABLE			
Event	Date	Time	Location
Release of RFP	12/18/25		<ul style="list-style-type: none"><li>• Suwannee County Procurement Portal: <a href="https://www.suwanneecountyfl.gov/Bids">Suwanneecountyfl.bonfirehub.com</a></li><li>• Columbia County Procurement Portal <a href="https://www.columbiacountyfla.com/PurchasingBids.asp">https://www.columbiacountyfla.com/PurchasingBids.asp</a></li></ul>
Pre-RFP Meeting:	1/12/26	10:30 am	<ul style="list-style-type: none"><li>• Suwannee County Judicial Annex, 218 Parshley St SW, Live Oak FL 32064</li></ul>
Deadline for Questions	1/16/25	5:00 pm	Through email to: <ul style="list-style-type: none"><li>• <a href="mailto:hollandf@suwcountyfl.gov">hollandf@suwcountyfl.gov</a></li><li>• <a href="mailto:wendyp@nfwua.org">wendyp@nfwua.org</a></li></ul>
Deadline for Submissions	1/26/25	10:00 am	Suwannee County, Clerk of Court Cashier's Window, 200 S Ohio Ave, Live Oak, FL 32064
RFP Unsealing	1/26/25	10:05 am	Suwannee County Administration Conference Room, 224 Pine Ave SW, Live Oak, FL 32064

**DOCUMENTS AVAILABLE ON:** Electronic copies (in pdf format) of the RFP documents, specifications, and addenda are available from the Suwannee County Board of County Commissioner's Procurement Portal, [suwanneecountyfl.bonfirehub.com](https://www.suwanneecountyfl.gov/Bids), or from Columbia County's [columbiacountyfla.com/PurchasingBids.asp](https://www.columbiacountyfla.com/PurchasingBids.asp). All addenda issued in regard to this solicitation will be available on both Suwannee County and Columbia County's procurement portals. Vendors using partial sets of documents are fully responsible for any errors or omissions made due to not reviewing all documentation. **Due to the possibility of technical glitches, it will be the sole responsibility of the Contractor to check for all documents and addenda prior to submitting their subsequent RFP package.**

**MANDATORY PRE-BID MEETING NOTICE:** There is a mandatory pre-bid meeting Monday, January 12<sup>th</sup>, 2026, at 10:30 am at the following: Suwannee County Judicial Annex, 218 Parshley St SW, Live Oak, FL 32064.

**PROJECT OVERVIEW:** NFWUA operates and maintains a network of water and wastewater infrastructure that includes:

- Water treatment plants and associated distribution systems
- Wastewater treatment plants and collection systems
- Pumping and lift stations
- Related pipelines, control systems, and appurtenances

Successful proposer(s) will be responsible for the delivery of emergency repair services that ensure reliable, compliant, and efficient operation of these facilities, in accordance with all applicable federal, state, and local regulations.

Scope of Work will have greater detail on the network of water and wastewater infrastructure.

**SCOPE OF SERVICES:**

Emergency (On-Call) Services

The Contractor(s) shall provide 24-hour, on-call emergency response services for:

1. **Water and sewer line repairs**, including breaks, leaks, and collapses.
2. **Equipment and system failures**, such as pumps, motors, and control systems.
3. **Electrical or instrumentation issues** impacting facility operations.
4. **Site restoration**, including asphalt patching, sidewalk repair, and related surface restoration following emergency excavations.

Due to the necessity of restoring services, or to minimize environmental hazards, Contractor(s) must be able to mobilize qualified personnel and equipment within 2 hours of notification by the Owner.

The Contractor will be expected to complete emergency projects within a reasonable amount of time. Materials shall be compensated at a cost-plus percentage to be negotiated with the successful proposer(s).

**CONTRACT TERM:** The initial contract term shall be for three (3) years, with the option to extend for up to two (2) additional one-year periods, subject to mutual agreement and satisfactory performance.

The following condition will be a part of the contract as required by Suwannee County:

Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with Suwannee County.

**PROPOSAL REQUIREMENTS:** Each proposal must include the following **sections**:

1. **Cover Letter** – Summary of interest and service groups proposed.
2. **Company Qualifications** – Background, size, years in business, and licenses.
3. **Experience and References** – Similar projects completed within the past five years.

4. **Staffing Plan** – Proposed personnel, certifications, and organizational chart.
5. **Technical Approach** – Methodology for operations, maintenance, and emergency response.
6. **Equipment and Resources** – Description of tools, vehicles, and equipment available.
7. **Safety and Compliance Programs** – Description of safety procedures and record.
8. **Cost Proposal** –
  - Hourly labor and equipment rates for emergency response and repairs
9. **Insurance and Bonding** – Proof of ability to meet Owner’s minimum requirements.
10. **Required Forms** –
  - Sworn Entity
  - Conflict of Interest
  - Drug Free Workplace Certification
  - Information Sheet for Transaction and Conveyances Corporate Identification
  - Certification Regarding Lobbying
  - E-Verify
  - Anti-Collision Statement Signature
  - Debarment
  - Failure to Perform Questionnaire
  - Human Trafficking Affidavit
  - Addendums (if applicable)

**SUBMISSION INSTRUCTIONS:**

Hard (paper) proposals are to be submitted with one (1) original proposal and one (1) copy—two (2) total sets of documentations. Hard proposals are due to the Suwannee County Clerk of the Board, 200 S Ohio Ave, Live Oak, FL 32064, no later than 10:00 am on January 26<sup>th</sup>, 2026, and should be notated on the outside of the sealed envelope as follows: **SEALED NFWUA RFP 2026-02 EMERGENCY REPAIR SERVICES**. *Late responses will not be opened.*

Digital proposals are due on the Suwannee County Board of County Commissioner’s procurement portal prior to 10:00 am on January 26<sup>th</sup>, 2026. The digital responding window will automatically lock at 10:00 am.

Responses submitted in any other manner, besides through the online portal or sealed paper responses to the Suwannee County Clerk to the Board, will not be accepted or considered.

**QUESTIONS:** As stated in the Schedule Table above, the deadline for questions **Friday, January 16<sup>th</sup>, 2026**, prior to **5:00 pm**, and all questions shall be submitted in writing to Ms. Holland Freeman ([hollandf@suwcountyfl.gov](mailto:hollandf@suwcountyfl.gov)) and Mrs. Wendy Parnell ([wendyp@nfwua.org](mailto:wendyp@nfwua.org)). Answers will be provided via written addendum. It is the sole responsibility of the respondent to check both Suwannee County and Columbia County procurement portals for all documentation pertaining to the RFP. Websites listed in the Schedule Table above.

Any, and all, such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted on the both Counties’ procurement portals. All addenda so issued shall become part of the bid documents.

**GENERAL CONDITIONS:**

- By tendering a response, respondent agrees that should the NFWUA fail to reach an agreement with the lowest responsible vendor, NFWUA may negotiate with the next lowest responsible vendor and so on until an agreement is reached with a responsible vendor.

- The North Florida Water Utilities Authority reserves the right to reject any and all submittals, waive formalities, and re-advertise and award the bid in the best interest of the County.
- All costs incurred in preparing a proposal are the sole responsibility of the proposer.
- The contractor shall warranty the work and materials for 1-year from the date of Substantial Completion of each task.
- The contractor shall perform any corrective work to a previous repair or installation at the contractor's expense.

**EVALUATION CRITERIA:** Proposals will be evaluated based on the following weighted factors:

EVALUATION FACTOR	WEIGHT
Technical Experience and Qualifications	25pts
Approach to Operations, Maintenance, and Emergency Response	25pts
Staffing and Resources	20pts
Cost Proposal	25pts
Safety Record and References	5pts

**NON-DISCRIMINATION STATEMENT:** NFWUA does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status. NFWUA may not request documentation of a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

**CONE OF SILENCE NOTICE:** A cone of silence shall be established on all of the Authority's competitive selection processes. The cone of silence pertains to all solicitations (ITB, RFP, RFQ or other competitive solicitations), and prohibits any communication regarding such solicitation between the bidder (or its agents or representatives) or anyone on behalf of the bidder regarding such solicitation, and any Authority Board Member or Authority employee, selection committee member or other persons authorized to act on behalf of the Authority including the Authority's Architect, Engineer or their subconsultants, or anyone designated to provide a recommendation to award a particular contract, other than Procurement Department staff. The cone of silence shall be in effect from the time of advertisement until contract award. Violation of the cone of silence by, or on behalf of, a bidder shall be grounds for disqualification from competing in the competitive solicitation.

**SWORN ENTITY STATEMENT:** The North Florida Water Utilities Authority requires a Sworn Statement under section 287.133(3)(a), F.S., on Public Entity Crimes.

**INSURANCE:** The following table shows the insurance coverages required by the contractor:

<b>INSURANCE</b>	<b>MINIMUM COVERAGE</b>
<i>Workers' Compensation</i>	Statutory
<i>Employer's Liability</i>	
Bodily Injury, Each Accident	\$2,000,000.00
Bodily Injury by Disease, Each Employee	\$2,000,000.00
Bodily Injury/Disease, Aggregate	\$2,000,000.00
<i>General Liability</i>	
Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000.00
General Aggregate	\$1,000,000.00
<i>Excess or Umbrella Liability</i>	
Each Occurrence	\$2,000,000.00
General Aggregate	\$2,000,000.00
<i>Automobile Liability</i>	
Combined Single Limit (Bodily Injury and Property Damage)	\$1,000,000.00
Other <i>[specify]</i>	\$ _____

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Rocky Ford, Chairman  
 North Florida Water Utilities Authority

## FACILITIES DESCRIPTIONS AND LOCATIONS

Suwannee County CIP WTP					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.6	5	1	3.6	14.4	187.2
Facility:		Category 5 Class "C"			
Operator License:		A Class C or higher operator			
Distribution Pipe		Plastic (C900) & HDPE 6" & 12"			
Address		17391 Railroad St, Live Oak, FL 32060			
PWS ID		PWS ID #2614264			
Permit		Permit #0323276-OOI-WC			

Suwannee County CR-137 WTP					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.6	5	1	3.6	14.4	187.2
Facility:		Category 5 Class "C"			
Operator License:		A Class C or higher operator			
Distribution Pipe		Plastic & HDPE 6" & 12"			
Address		7653 CR 137, White Springs, FL 32096			
Permit #		PWS ID #2614270			
Permit		Permit #0385317-001-WC			

<b>Columbia County Ellisville WTP</b>					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.2	5	1	1.2	4.8	249.6
Facility:		Community Category 4 Class "C"			
Operator License:		Class C or higher operator			
Distribution Pipe		Plastic (C900) & HDPE 6" to 12"			
Address		2379 SE Giles Martin Rd			
PWS ID		PWS ID # 2124413			
Permit		0286758-007-WC			

<b>Mason City WTP</b>					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.1	1	0	0.1	0.4	20.8
Facility:		Limited Use System			
Operator License:		Class C or Higher Operator			
Distribution Pipe		Schedule 40 2"			
Address		SW Armand Pl			
PWS ID		Limited Use System			
Permit		WELL ID's: 12-57-1611980/12-57-1611977			

<b>Town of Fort White WTP</b>					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.3	5	1	1.8	7.2	93.6
Facility:		Community Category 3 Class "C"			
Operator License:		Class C or Higher Operator			
Distribution Pipe		Plastic (C900), HDPE, Schedule 40, 2" to 12"			
Address		172 SW Holstein Rd			
PWS ID		2124399			
Permit		0133825-020-WC			

<b>Suwannee County CR-136 WWTP</b>					
Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
0.5	5	1	3	12	156
Facility:		Category III, Class "C"			
Operator License:		A Class C or higher operator			
Collections Pipe		Plastic 4" and larger			
Address		7765 25th Road White Springs, FL 32096			
ID#		ID #FLAB07070			
File #		FLAB07070-002-DWF/MM			

**Columbia County Ellisville WWTP**

Hours Per Day	Days Per Week	Weekend Visit	Total Hrs Per Week	Monthly Total	Annual Total
3	5	1	18	72	936
Facility:	Category 3 Class "C" (With AO 204 NE)				
Operator License:	Class C or Higher				
Collections Pipe	DR18 and DR21, Force and Gravity 4" to 8"				
Address	2375 SE Giles Martin Rd				
ID#	FLA632759				
File #	FLA632759-008-DW3P				

### COST PROPOSAL FORM

Emergency Repair and Restoration Services		
Type	Unit	Dollar Figure
Mobilization	Flat Fee	\$
Certified Electrician	Per Hour	\$
Crane Truck	Per Hour	\$
Dump Truck	Per Hour	\$
Pickup Truck	Per Hour	\$
Vaccon	Per Hour	\$
Excavator	Per Hour	\$
Backhoe	Per Hour	\$
Laborer	Per Hour	\$
Supervisor	Per Hour	\$
Smoke Testing	Per Linear Foot	\$
Televising Sewer Line	Per Linear Foot	\$

\*Materials shall be compensated at a cost-plus percentage to be negotiated with the successful proposer(s), as mentioned in "Scope of Services" on page 2.