



Request for Proposals (RFP) FY2026-01

OPERATIONS, MAINTENANCE AND MANAGEMENT OF WASTEWATER TREATMENT SYSTEM

Addendum 4: 01/09/2026

Questions & Responses

*The Town of Havana has posted copies of any available requested records and information.

Questions & Responses

Q: Provide a copy of current O & M agreement & any attachments

R: Posted

Q: Last 12 months of Jacobs Monthly Operations Report

R: Posted

Q: Last 3 years of Annual Biosolids Reports

R: Posted

Q: Last 3 years of Maintenance & Repair, Chemicals, and Solids Disposal costs

R: Posted

Q: Who is responsible for fuel costs for the generators?

R: Town of Havana

Q: Who is responsible for the generator maintenance costs?

R: Town of Havana

Q: What Computerized Maintenance Management System (CMMS) program is currently approved and utilized?

R: Unknown

Q: Who is responsible for the costs associated with solids disposals?

R: Current contractor pays cost from a rebateable account, funded at \$5,000 annually by Town of Havana. Current legacy arrangement will not be used in the future.

Q: Last 3 years of biosolids hauled per year

R: Posted if available

Q: What landfill are the biosolids hauled to?

R: Waste Management (north of Marianna) or Decatur County Landfill (depending on moisture content)

Q: P. 18 states submit five(8) copies no later than November _____ 2025 by 2:00 p.m. local time. How many copies are needed and what is the submittal due date?

R: 8 Copies; January 29, 2026 10:00 a.m. local time: amended RFP is posted at www.townofhavana.com correcting this item.

Q: How many copies of the Price Proposal is the proposer to submit?

R: 8 Copies

Q: What equipment and rolling stock that is owned by the City is available for Contractor's use.

R: List attached.

Q: What Supervisory Control & Data Acquisition (SCADA) systems are currently being utilized?

R: None on the sewer system

Q: What city assets are currently monitored with SCADA

R: None on the sewer system

Q: Who is responsible for the cost associated with the SCADA monitoring system?

R: No one at this time – see above

Q: What are the fees associated with the SCADA systems?

R: None at this time – see above

Q: On page 27, it references contract start date of January 1, 2026, however proposals are not due until Jan. 29. Please advise.

R: Contract start date will be no earlier than March 1, 2026.

Q: Also on page 27, it references the existing service provider. What is the name of that company?

R: OMI / Jacobs

Q: Please provide a copy of the current contract.

R: Attached. Please note that this is a legacy contract and will not be used in any future negotiations

Q: Please provide two years of invoices paid to them.

R: Attached.

Q: The pricing form on Attachment A appears to be a draft that is not applicable to this scope of work. Does the City have a final form or would it be acceptable to create our own annual cost table.

R: Proposers may use the provided table OR submit their own, as long as all expenses are clearly delineated so that a true comparison may be easily made.

Q: On p.18 #5, would you like 8 or 5 copies of proposal?

R: 8 copies; amended RFP is posted at www.townofhavana.com correcting this item.

Q: Also is states due November _____ 2025 – assume that is a typo?

R: RFP is due January 29, 2026 by 10:00 am local time; amended RFP is posted at www.townofhavana.com correcting this item.

Q: On page 13 – we'd appreciate clarification on the biosolids section. Do we need to include costs for transporting biosolids to your current location?

R: You can include costs of biosolids disposal or not. Please list this item as a separate line item in your cost proposal if biosolids disposal is included.

Q: Where is the current location.

R: Waste Management (north of Marianna) or Decatur County Landfill

Q: What about tipping fees.

R: You can include costs of tipping fees or not. Please list this item as a separate line item in your cost proposal if biosolids disposal is included.

Q: What equipment, if any, will be available for the contractor to use?

R: List attached.

Q: Do you anticipate that there will be any employees that the Town would like for the contractor to hire?

R: No

Q: Does the Town have a FOG policy?

R: Unknown

Q: Does the Town have a portable generator to use if needed that could power one of the lift stations?

R: The Town requests generators through mutual aid if needed for emergencies. The Town owns a bypass pump that is currently in use at Dogwood Lift Station.

Q: If a portable generator is needed for emergencies, who is responsible for the cost of renting the portable generator.

R: Town of Havana

Q: Is the Town under any consent orders?

R: No

Q: Are there any issues that FDEP has made the Town aware of that need to be corrected?

R: Yes – Digester and EQ Basin at WWTP require repair

Q: Do any of the lift stations have SCADA?

R: No

Q: Does the WWTP have SCADA?

R: No

Q: Are there plans to rehab any of the lift stations? If so which ones?

R: Yes – Dogwood Lift Station and 5th Avenue Lift Station

Q: Are there plans to rehab the WWTP? If so, what are they?

R: Yes – Phase 2 of Construction (removing old infrastructure)

Q: How much of the grounds maintenance at the lift stations, WWTP, spray field and holding pond will be the responsibility of the contractor?

R: All maintenance.