

## **Solicitation 12432-515**

### **Motorized Watercraft Concession**

#### **Bid Designation: Public**



**City of Fort Lauderdale**

## Bid 12432-515

### Motorized Watercraft Concession

Bid Number	<b>12432-515</b>
Bid Title	<b>Motorized Watercraft Concession</b>
Bid Start Date	<b>Jul 21, 2020 3:16:32 PM EDT</b>
Bid End Date	<b>Aug 18, 2020 2:00:00 PM EDT</b>
Question & Answer End Date	<b>Aug 4, 2020 5:00:00 PM EDT</b>
Bid Contact	<b>AnnDebra Diaz, CPPB</b> <b>Procurement Administrator</b> <b>Procurement</b> <b>954-828-5949</b> <b>adiaz@fortlauderdale.gov</b>
Contract Duration	<b>5 years</b>
Contract Renewal	<b>Not Applicable</b>
Prices Good for	<b>120 days</b>
Bid Comments	<p><b>The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Motorized Watercraft Rental Concession for the City, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).</b></p> <p><b>For further information, go to <a href="http://www.bidsync.com">www.bidsync.com</a></b></p>

#### MEETING INFORMATION FOR BID OPENING: DO NOT JOIN UNTIL SCHEDULED BID OPENING DATE/TIME

<https://fortlauderdale.zoomgov.com/j/1606843751?pwd=ZmFFQlphQjRxZ2pZVjlQScZFIZTJnQT09>

Meeting ID: 160 684 3751

Password: 081820

Mobile Phone One-tap Dial:

+16692545252,,1606843751#,,1#,081820# US (San Jose)

+16468287666,,1606843751#,,1#,081820# US (New York)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 646 828 7666 US (New York)

Meeting ID: 160 684 3751

Password: 081820

Find your local number: <https://fortlauderdale.zoomgov.com/u/ambtQ3VUh>

#### Item Response Form

Item	<b>12432-515--01-01 - Motorized Watercraft Concession Fee - First Year</b>
Quantity	<b>12 month</b>
Unit Price	<input type="text"/>

Delivery Location **City of Fort Lauderdale**  
See RFP Specifications  
 See RFP Specifications  
 Fort Lauderdale FL 33301  
**Qty 12**

**Description**

Proposer shall provide proposed monthly concession fee for 1st year, per complete specifications contained in this RFP. Refer to Section VI - Price Proposal Page.

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Item **12432-515--01-02 - Motorized Watercraft Concession Fee - Second Year**  
 Quantity **12 month**  
 Unit Price   
 Delivery Location **City of Fort Lauderdale**  
See RFP Specifications  
 See RFP Specifications  
 Fort Lauderdale FL 33301  
**Qty 12**

**Description**

Proposer shall provide proposed monthly concession fee for 2nd year, per complete specifications contained in this RFP. Refer to Section VI - Price Proposal Page.

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Item **12432-515--01-03 - Motorized Watercraft Concession Fee - Third Year**  
 Quantity **12 month**  
 Unit Price   
 Delivery Location **City of Fort Lauderdale**  
See RFP Specifications  
 See RFP Specifications  
 Fort Lauderdale FL 33301  
**Qty 12**

**Description**

Proposer shall provide proposed monthly concession fee for 3rd year, per complete specifications contained in this RFP. Refer to Section VI - Price Proposal Page.

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Item **12432-515--01-04 - Motorized Watercraft Concession Fee - Fourth Year**  
 Quantity **12 month**  
 Unit Price   
 Delivery Location **City of Fort Lauderdale**  
See RFP Specifications  
 See RFP Specifications  
 Fort Lauderdale FL 33301  
**Qty 12**

**Description**

Proposer shall provide proposed monthly concession fee for 4th year, per complete specifications contained in this RFP. Refer to Section VI - Price Proposal Page.

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Item **12432-515--01-05 - Motorized Watercraft Concession Fee - Fifth Year**  
 Quantity **12 month**

Unit Price

Delivery Location

**City of Fort Lauderdale**See RFP Specifications

See RFP Specifications

Fort Lauderdale FL 33301

**Qty 12****Description**

Proposer shall provide proposed monthly concession fee for 5th year, per complete specifications contained in this RFP. Refer to Section VI - Price Proposal Page.

City of Fort Lauderdale  
Motorized Watercraft Rental Concession  
RFP # 12432-515

**SECTION I – INTRODUCTION AND INFORMATION****1.1 Purpose**

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Motorized Watercraft Rental Concession for the City, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

**1.2 BidSync**

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposers inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through BidSync at [www.bidsync.com](http://www.bidsync.com) no later than the time and date specified in this solicitation. PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED ELECTRONICALLY VIA [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).

**1.3 Electronic Bid Openings**

Please be advised that effective immediately, and until further notice, all Invitation to Bids, Request For Proposals, Request For Qualifications, and other solicitations let by the City of Fort Lauderdale will be opened electronically via [BIDSYNC.COM](http://BIDSYNC.COM) at the date and time indicated on the solicitation. This notice supersedes any indication on any current unopened solicitation that may give a specific location for the solicitation opening. All openings will be held on the BIDSYNCCOM platform. Once the Procurement Specialist opens the solicitation, the bid tabulations may be viewed immediately on a computer, laptop, cell phone, or any other device with Wi-Fi access. The opening may also be viewed in real time through a “Zoom meeting” or similar type platform as indicated in the Bid Comments section of this solicitation.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the question and Answer forum on Bidsync.com before the Last Day for Questions indicated in the Solicitation.

**1.4 Point of Contact**

For information concerning procedures for responding to this solicitation, contact Procurement Specialist AnnDebra Diaz at (954) 828-5949 or email at [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractors please note: Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire

proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

#### **1.5 Pre-proposal Conference and Site Visit**

There will not be a pre-bid conference or site visit for this Request for Proposal.

It will be the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

*END OF SECTION*

## **SECTION II - SPECIAL TERMS AND CONDITIONS**

### **2.1 General Conditions**

RFP General Conditions (Form G-107, Rev. 02/20) are included and made a part of this RFP.

### **2.2 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### **2.3 Changes and Alterations**

Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

### **2.4 Proposer's Costs**

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

### **2.5 Pricing/Delivery**

All pricing should be identified on the Price Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Price Proposal page. Failure to use the City's Price Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

Contractor shall quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

### **2.6 Price Validity**

Prices provided in this Request for Proposals (RFP) shall be valid for at least One-Hundred and Twenty (120) days from time of RFP opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

### **2.7 Invoices/Payment – N/A**

### **2.8 Related Expenses/Travel Expenses – N/A**

**2.9 Payment Method – N/A****2.10 Mistakes**

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

**2.11 Acceptance of Proposals / Minor Irregularities**

**2.11.1** The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

**2.11.2** The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

**2.12 Modification of Services**

**2.12.1** While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

**2.12.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.12.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

**2.12.4** If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

**2.13 No Exclusive Contract**



Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.14 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website:

<https://www.fortlauderdale.gov/home/showdocument?id=1212>

**2.15 Responsiveness**

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all its requirements, including all form and substance.

**2.16 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.17 Minimum Qualifications**

Proposers shall be in the business of providing motorized watercraft concession services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the key staff assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

**2.17.1** Proposer or principals shall have at least three (3) years of motorized watercraft concession experience.

**2.17.2** Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

**2.17.3** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.17.4** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

**2.18 Lobbying Activities**

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No.

07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <https://www.fortlauderdale.gov/home/showdocument?id=6036>.

## **2.19 Local Business Preference – N/A**

## **2.20 Protest Procedure**

**2.20.1** Any Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law, may follow the protest procedure as found in the city's procurement ordinance within five (5) days after a notice of intent to award is posted on the city's web site at the following link: <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

**2.20.2** The complete protest ordinance may be found on the city's web site at the following link: [https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-182DIREPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPR)

## **2.21 Public Entity Crimes**

Proposer, by submitting a proposal, certifies that neither the proposer nor any of the Proposer's principals has been placed on the convicted vendor list as defined in Section 287.133, Florida Statutes (2018), as may be amended or revised. 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

## **2.22 Subcontractors**

**2.22.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.22.2** Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

**2.22.3** Contractor shall require all its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

**2.23 Proposal Security – N/A**

**2.24 Payment and Performance Bond – N/A**

**2.25 Insurance Requirements**

**2.25.1** As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, the Contractor, at the Contractor's sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Contractor. The Contractor shall provide the City a certificate of insurance evidencing such coverage. The Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Agreement. All insurance policies shall be from insurers authorized to write insurance policies in the State of Florida and that possess an A.M. Best rating of "A-" VII or better. All insurance policies are subject to approval by the City's Risk Manager.

**2.25.2** The coverages, limits, and endorsements required herein protect the interests of the City, and these coverages, limits, and endorsements may not be relied upon by the Contractor for assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposure, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Agreement.

**2.25.3** The following insurance policies and coverages are required:

**Commercial General Liability**

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for Contractual Liability and Independent Contractors.

The City and the City's officers, employees, and volunteers are to be covered as additional insureds with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City or the City's officers, employees, and volunteers.

**Watercraft Liability**

Coverage must be afforded in an amount not less than \$1,000,000 per occurrence and must cover the utilization of watercraft, including Bodily Injury and Property Damage arising out of ownership, maintenance, or use of any watercraft, including owned, non-owned, and hired.

Coverage may be provided in the form of an endorsement to the Commercial General Liability policy, or in the form of a separate policy covering Watercraft Liability or Protection and Indemnity for Bodily Injury and Property Damage.

#### **Business Automobile Liability**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

#### **Workers' Compensation and Employer's Liability**

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

The Contractor waives, and the Contractor shall ensure that the Contractor's insurance carrier waives, all subrogation rights against the City and the City's officers, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

The Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable.

#### **2.25.4 Insurance Certificate Requirements**

- a. The Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than thirty (30) days prior to the start of work contemplated in this Agreement.
- b. The Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term goes beyond the expiration date of the insurance policy, the Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form,

- the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be named as an Additional Insured on the general liability policy.
  - g. The City shall be granted a Waiver of Subrogation on the Contractor's Workers' Compensation insurance policy.
  - h. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301

- 2.25.5** The Contractor has the sole responsibility for the payment of all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at the Contractor's expense.
- 2.25.6** If the Contractor's primary insurance policy/policies do not meet the minimum requirements, as set forth in this Agreement, the Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.25.7** The Contractor's insurance coverage shall be primary insurance as applied to the City and the City's officers, employees, and volunteers. Any insurance or self-insurance maintained by the City covering the City, the City's officers, employees, or volunteers shall be non-contributory.
- 2.25.8** Any exclusion or provision in the insurance maintained by the Contractor that excludes coverage for work contemplated in this Agreement shall be unacceptable and shall be considered breach of contract.
- 2.25.9** All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage shall be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.
- 2.25.10** The Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement shall be provided to the Contractor's insurance company or companies and the City's Risk Management office as soon as practical.
- 2.25.11** It is the Contractor's responsibility to ensure that any and all of the Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of the Contractor.

**2.26 Award of Contract**

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the City.

**2.27 Unauthorized Work**

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

**2.28 Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

**2.29 Safety**

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

**2.30 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

**2.30.1** The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

**2.30.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

**2.30.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

**2.30.4** The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to

that during which either party's performance is suspended under this Section.

**2.31 Canadian Companies**

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.32 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

**2.33 Manufacturer/Brand/Model Specific Request – N/A**

**2.34 Contract Period**

The initial contract term shall commence upon date of award by the City or February 1, 2021, whichever is later, and shall expire five years from that date.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 180 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

**2.35 Cost Adjustments – N/A**

**2.36 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

**2.37 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

**2.38 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

### **2.39 Substitution of Personnel**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

### **2.40 Ownership of Work – N/A**

### **2.41 Condition of Trade-In Equipment – N/A**

### **2.42 Conditions of Trade-In Shipment and Purchase Payment – N/A**

### **2.43 Verification of Employment Status – N/A**

### **2.44 Service Organization Controls – N/A**

### **2.45 Warranties of Usage – N/A**

### **2.46 PCI (Payment Card Industry) Compliance**

Contractor agrees to comply with all applicable state, federal and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding and destruction of protected information.

Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards and will provide documentation confirming compliance upon request by the City of Fort Lauderdale, failure to produce documentation could result in termination of the contract.

*END OF SECTION*





## SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### 3.1 General Information/Intent

It is the intent of this RFP to award a single Contract to provide motorized watercraft rental equipment, as specified in this RFP, for the Fort Lauderdale public beaches.

### 3.2 Operating Regulations

- 3.2.1 All City, County and State laws and regulations relating to the operational use of the City's beachfront areas, shall be adhered to by the Contractor, his/her representatives and employees. This shall relate to laws currently in force and those adopted hereafter.
- 3.2.2 Contractor shall follow all Federal, State, Local emergency laws and declarations as well as the Center for disease control and Department of Health guidelines related to any potential occurrences of communicable disease, epidemic and pandemics.
- 3.2.3 The Contractor will conduct his/her operation and provide contracted services, in such a manner as to maintain reasonable quiet and minimize disturbance to the general public.
- 3.2.4 The security of all property, equipment and supplies owned and provided by the Contractor, shall remain the responsibility of the Contractor. Costs relating to the repair or replacement of such items, stolen, lost or damaged shall be at the sole cost and expense of the Contractor.
- 3.2.5 The Contractor will be responsible for all damage to City property or the City beachfront caused by the Contractor or its employees or agents. Any such damage shall be corrected at the sole cost and expense of the Contractor.
- 3.2.6 The Contractor shall have a neat and orderly operation at all times and shall be solely responsible for the necessary housekeeping services to properly maintain the Concession Area and all facilities incident thereto. The Contractor shall make available all facilities within the Concession Area under its control for examination during hours of operation by the City Manager or designee.
- 3.2.7 Any repairs, cleaning or other maintenance as required to maintain a clean and safe working environment, shall be provided on a continuous and immediate schedule. The Concession operation must be maintained as to provide an aesthetically pleasing appearance and not be detrimental to the immediate surroundings.
- 3.2.8 The Contractor shall staff, operate, manage, and provide all equipment and services offered in a first-class manner and comparable to other high-quality concessions providing similar facilities and services.
- 3.2.9 The Contractor's vehicles, trailers and equipment shall be in a neat, clean and well-maintained condition at all times. Any repairs, cleaning or other maintenance as required to maintain a clean and safe working environment, shall be provided on a continuous and immediate schedule. The concession operation must be maintained as to provide an aesthetically pleasing appearance and not be detrimental to the immediate surroundings. No major repairs to equipment will be allowed on the beach.
- 3.2.10 There shall be no overnight storage of any type on the beach except as approved by the City. Any other equipment and/or storage shall be subject to prior City approval and in accordance with City Code Section 8-170 through Section 8-178. The security for all property, equipment and supplies owned and provided by the Contractor, shall remain the responsibility of the Contractor. Costs relating to the repair or replacement of such items, stolen, lost, or damaged, shall be at the expense of the Contractor.
- 3.2.11 Distribution of brochures, pamphlets, and other similar paper products are prohibited on the beach outside of the designated area of operation. The City will allow brochures and pamphlets for motorized watercraft rental to be placed in recreation center brochure holders.

As part of the administration of the contract, the City Manager or designee, shall conduct periodic inspections of concession area, equipment, services, and programs to determine compliance with the terms of the contract.

### **3.3 Parking Requirements**

No parking spaces will be provided by the City. Contractor and his/her customers shall utilize those parking facilities available to the general public.

### **3.4 Use of Concession Area**

The Contractor shall not use the concession area for any other purpose than the renting of motorized watercraft items, and he/she shall so conduct his/her business as to render a service to the public in a dignified manner. No pressure, coercion, persuasion, or hawking shall be done by the Contractor or his/her attendant in an attempt to influence the public to use his/her service. Retail sales are prohibited.

### **3.5 Location of Services**

It is the intent of these specifications to grant to the Contractor, the right to develop and operate a beachfront concession operation for the rental of motorized watercraft recreational equipment at the City of Fort Lauderdale's beach location east of Alhambra Street.

The legal description for the proposed concession area is the following:

A PORTION SECTION 7, TOWNSHIP 50 SOUTH, RANGE 43 EAST DESCRIBED AS FOLLOWS:

BOUNDED ON THE NORTH BY A LINE PARALLEL WITH AND 75 FEET NORTH OF AS MEASURED AT RIGHT ANGLES TO THE EASTERLY PROJECTION OF THE CENTERLINE OF ALHAMBRA STREET; ON THE WEST BY A LINE 35 FEET EAST OF THE EASTERLY RIGHT-OF-WAY LINE OF FORT LAUDERDALE BEACH BOULEVARD (S.R. A-1-A); BOUNDED ON THE SOUTH BY A LINE PARALLEL WITH AND 25 FEET NORTH OF AS MEASURED AT RIGHT ANGLES TO THE EASTERLY PROJECTION OF THE CENTERLINE OF ALHAMBRA STREET AND ON THE EAST BY THE MEAN HIGH WATER LINE OF WATERS OF THE ATLANTIC OCEAN; ALL AS SHOWN ON THE PLAT OF "LAUDER DEL MAR", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE 30, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

SAID LANDS SITUATE, LYING AND BEING IN THE CITY OF FORT LAUDERDALE, BROWARD COUNTY, FLORIDA.

The general description of the concession area is a fifty (50) foot wide area of the beach east of the beach access stairway at Alhambra Street.

### **3.6 Rental Equipment**

Motorized watercraft equipment as referred to herein as rental equipment, shall include mechanically powered watercraft, including but not limited to wave runners and banana boats as approved by the City and in accordance with City Code Section 8-170 through 8-178.

No propeller driven watercraft will be allowed except the chase vessel.

All motorized watercraft shall be equipped with "kill –switches" in proper working order.

All rental equipment shall be color coded or otherwise plainly marked so as to permit identification from a distance of 150 yards. Proposed markings shall be approved in writing by the City Manager or designee prior to the commencement date of this Contract. Contractor shall not change or alter the markings without prior written consent of the City Manager or designee. Proposed markings shall be provided in the proposal section of this RFP: Part VI– Proposal Pages – Price Proposal.

No major repairs to equipment shall be allowed on the beach.

A detailed list of the number and type of rental equipment that will be available and utilized in the operation of the motorized watercraft concession operation must be provided in the proposal section of this RFP: Part VI – Proposal Pages – Price Proposal.

All rental equipment shall be maintained at the Contractor's sole cost and expense and shall meet the registration and licensing requirements of the State of Florida and any other governing agency.

Contractor agrees that all motorized watercraft equipment shall be at minimum of commercial grade and quality. All motorized watercraft equipment shall be no more than two (2) model years old. City reserves the right to request proof of title or other proof of purchase related to such equipment in order for the City to properly monitor this requirement.

All rental equipment shall be inspected on a daily basis and prior to commencement of the rental operation. Any equipment determined not to be in sound mechanical or working condition, shall not be utilized until noted defects are corrected. To assure that all motorized watercraft equipment is maintained in accordance with the highest industry standards, the City reserves the right to request periodic service and/or maintenance reports, to be provided and, if required, certified or otherwise guaranteed by Contractor, at its sole cost and expense.

The Contractor must provide and maintain at his/her own cost and expense, all equipment required for operation of the concession. In the event of loss, stolen or damaged equipment or facilities, any and all required repairs and/or replacement of equipment, shall be at the cost and expense of the Contractor.

The Contractor shall provide, install and maintain all regulatory buoys and beach lines as required to define operating areas. Buoys shall be at least 18 inches in diameter and of a high visibility color and shall conform to the uniform state waterway marking system. The buoys and lines shall be set up daily at the start of operating hours and shall be removed at the end of each business day.

The Contractor shall not be authorized to rent any equipment, which is not scheduled in his/her proposal and covered by his/her insurance policy furnished to the City, unless prior to such rental, the Contractor shall have furnished an additional list of equipment to the Parks and Recreation designee or Contract Administrator and receive approval from the City in writing.

### **3.7 Welcome Station**

The Motorized Watercraft Concession shall have a "Welcome Station" defined as an area consisting of a beach chair, umbrella and table. The Welcome Station must be staffed by a competent person at all times while the concession is in operation. The minimum specifications for Welcome Station equipment are listed below.

The design, type, material and color of equipment to be used in the Welcome Station shall be approved in writing by the City's Parks and Recreation Department prior to the commencement date of this Contract. Contractor shall not change, alter, or modify City approved design, type, material or color of any Welcome Station equipment without the prior written consent of the City Manager or designee.

The design, type, material, and color of umbrellas shall be as follows:

- Size: Standard 7 ½' X 8' rib beach umbrella
- Fabric: Sunbrella Marine Grade fabric or equivalent
- Color: Sunbrella Pacific Blue
- Insignia: Beach Concession logo design, attached hereto as Exhibit B.

Contractor may propose an alternative to the umbrellas for the Welcome Station/Reception equipment area. The alternative proposal must be approved by the City Manager or designee. The City of Fort Lauderdale Beach Concession logo design must be printed and visible on the alternative suggestion. Contractor shall submit their proposal for their Welcome Station/Reception area as part of their proposal. Refer to Section 4.2.4.2.A.

Chair: Contractor shall propose the design, type, material, and color of chair for use at the concession site for approval by the City Manager or designee. Contractor may place up to three (3) beach chairs in the Welcome Station area. Contractor shall submit their proposal for chairs (photo and specifications) needed to accommodate their customers as part of the proposal. Refer to Section 4.2.4.2.A

Table: Contractor shall propose the design, type, material, and color of table for use at the concession site for approval by the City Manager or designee. Contractor may place up to two (2) tables in the Welcome Station area. Contractor shall submit their proposal for tables (photo and specifications) needed to accommodate their customers as part of the proposal. Refer to Section 4.2.4.2.A

Welcome Station equipment shall be maintained in excellent condition and free of defects such as visible wear, tears, stains, fading, dirt, grime or any condition that would diminish appearance.

### **3.8 Location of Equipment – Site Plan**

A detailed site plan for placement of Motorized Watercraft rental equipment must be provided as part of their proposal, Refer to Section 4.2.4.2A. Motorized Watercraft rental equipment shall be placed substantially in accordance with the site plan submitted by Contractor and approved by the City. Contractor shall not deviate from the approved site plan without the prior written consent of the City Manager or designee.

Site plan shall be in accordance with the following guidelines:

Rental equipment must be placed in the area as described in Part III-Technical Specifications/Scope of Services, Paragraph 05. Location of Services.

Welcome Station equipment and rental equipment may be placed a minimum of thirty-five (35) feet from the eastern boundary of the Atlantic Blvd/Fort Lauderdale Beach Blvd/A1A, and not more than thirty (30) feet west of the high-water mark.

No Welcome Station or rental equipment shall be placed in such a manner that blocks or impedes a beach access point.

Notwithstanding the above, the City's Ocean Rescue shall at all times have the sole and absolute discretion to require Contractor, and/or Contractor's patrons, to relocate and/or move Welcome Station and rental equipment in the event that such equipment in any way impedes and/or obstructs sightlines, or has any other effect whatsoever which would directly or indirectly impede the performance of Ocean Rescue activities. Notwithstanding Ocean Rescue's right to require relocation as provided herein, Contractor will cooperate with Ocean Rescue in compliance with the preceding sentence.

### **3.9 Operation Schedule**

**3.9.1** Motorized Watercraft equipment shall be placed within the Concession Area, substantially in accordance with an approved site plan. Set-up of motorized watercraft rental equipment shall be permitted daily before 10:00 a.m., but no earlier than one hour after sunrise.

**3.9.2** During the term of the contract, each Concession Area shall be open and continuously staffed 7 days a week, on a 52-week per year schedule between the hours of 10:00 a.m. and 5:00 p.m. Any change in the hours of operation shall be at the City's sole option and discretion, and any request by Concessionaire for an increase or decrease in same shall be subject to the prior written approval of the City Manager or designee.

Exceptions shall be considered when inclement weather conditions do not warrant the operation of this concession service or with an advance request for such change and approval by an authorized City representative.

### **3.10 Use of Beach**

The beach is for the use and enjoyment of the public, for recreation and other public purposes and the public's right to such use shall not be infringed upon by any activity of the Contractor. Upon execution of the contract, Contractor acknowledges that all of the beaches are public and as such concession operations must not restrict, or appear to restrict, access to the general public, or in any way limit the public nature or ambiance of the beachfront. The Contractor will conduct its operations so as to maintain a reasonably quiet and tranquil environment for the adjacent area and make no public disturbances.

Notwithstanding the Concession Area as defined above, Contractor understands, agrees and acknowledges that the foretasted Concession Area along with any and all other public beachfront areas not specifically identified herein, are public and, as such, must remain available for the use and enjoyment of the general public whether or not the public chooses to use any of the Contractor's equipment. In the event a member of the public is within a particular Concession Area, as set forth herein, Contractor agrees to allow for his/her continued peaceful enjoyment of said area.

Contractor agrees to follow all Federal, State, Local and emergency laws and declarations as well as the Center for Disease Control and Department of Health Guidelines related to any potential occurrences of communicable disease, epidemics and pandemics.

### **3.11 Advertising and Notices**

The Contractor shall not display any signs or advertising matter, unless approved by the Parks and Recreation Director or his designee, with the exception of a list of services, prices, rental fees

and notices, including but not limited to, notice that personal floatation devices must be worn by patrons.

All such signs and notices must be in a format and design approved by the City prior to the commencement of this contract.

The City reserves the right to approve all marketing materials.

The Contractor is responsible for all costs for their marketing and promotional materials, including, but not limited to, typesetting, printing and distribution.

### **3.12 Rental Rates**

Concession services shall be consistent with those charges for similar services and merchandise in the area of recreational facilities and tourist attractions in the Broward County area.

The rates and charges for rental of such equipment must be provided in Part VII – Proposal Pages – Technical Proposal - III. Should a deposit and/or security payment also be required for the rental of equipment, this must also be stated in Part VII – Proposal Pages – Technical Proposal – III. Such rates must be reviewed and approved by the City prior to the commencement of any Contract. Such stated rates and charges shall be consistent throughout the term of this Contract.

Any requests for modification and changes in such rates must be presented to the City, with a minimum of 30 days prior to the desired date of rate change. Such change requests must be in writing and directed to the Contract Administrator. The City shall review and accept, refuse or modify such rate change requests. The City shall have the last and final decision relating to any such change requests.

### **3.13 Equipment Storage**

A detailed plan for storage and removal of motorized watercraft rental equipment, Welcome Station equipment and storage boxes must be provided in Part VII – Proposal Pages – Technical Proposal – II.C. Storage shall be in accordance with City Ordinance Section 8-170 through 8-178. Contractor agrees to obtain and pay for all Department of Environmental Protection (DEP) and/or Fish and Wildlife Commission (FWC) permits required for operations on the beach. The storage plan must include a detailed site plan depicting the overnight storage and security of jet skis or other proposed equipment, placement of storage boxes and content of storage boxes. No storage of watercraft owned or operated by other individuals shall be permitted. No overnight storage of fuel shall be permitted.

The design, type, material, and color of all storage boxes shall be as follows:

- Taylor Made Products or equivalent
- Type: Taylor made Fiberglass dock type box or equivalent
- Color: White
- Size: Maximum outer dimensions:
  - o width: 72 “
  - o depth: 26”
  - o height: 27”

The Contractor agrees to abide by all City, County, and State laws with regard to use of beachfront areas as amended or adopted hereafter. Contractor herein further acknowledges that

it shall not hold the City liable for any expenses and/or other damages incurred as a result of compliance with such requirements as referred to herein.

### **3.14 Hurricane Evacuation Plan**

Contractor agrees that all its storage boxes, motorized watercraft rental equipment and any and all other equipment or other items used in the concession operations will be removed from the beachfront immediately within two (2) hours of notification by appropriate City authorities. A detailed hurricane preparedness/evacuation plan shall be provided as part of the submittal.

### **3.15 Sea Turtles**

Contractor agrees and understands that the State of Florida has advised that in order to place facilities and/or equipment on the beach, surveys for marine turtle nesting activity must be ongoing between the period of March 1 and October 31, or as determined by the State of Florida each year:

- a. It is the responsibility of the Contractor to abide by any order issued by the State of Florida and/or cooperate with Broward County to ensure that nesting surveys may be conducted in accordance with the conditions set forth by the State.
- b. In the event an unmarked marine turtle nest is exposed, or a dead, injured, or a sick marine turtle is discovered, call the Sea Turtle Hotline (954) 328-0580 or immediately notify the appropriate City authority such that appropriate conservation measures may be taken.
- c. If Contractor or his/her staff sees someone harassing a sea turtle or poaching a nest, Contractor shall immediately call the Florida Fish and Wildlife Conservation commission at 1-888-404-3922 to report the matter.
- d. No temporary lighting associated with the concession will be permitted at any time during the marine turtle nesting season and no permanent lighting is authorized.
- e. The placement and removal of facilities and equipment on the beach shall be conducted during daylight hours and shall not occur in any location prior to completion of the necessary marine turtle protection measures.
- f. Disturbing the existing beach, and dune topography and vegetation is prohibited.

### **3.16 Appearance of Premises**

The Contractor shall be responsible to have a neat, clean and orderly operation at all times and is responsible for maintaining that condition during operating hours within an area of 100 feet of the concession site. Contractor shall rake the area and remove all debris as needed to maintain a neat and clean operation. Contractor shall cooperate with City staff, and set-up and break down of motorized watercraft rental equipment and Welcome Station shall not interfere with City beach maintenance operations.

Trash must be bagged and placed in or near established receptacles on the beach. The removal and disposal of this trash and rubbish shall be the responsibility of, and at the expense of the City. If a public receptacle is not readily accessible to the concession area and/or Welcome Station, the Contractor shall provide a trash receptacle no larger than thirteen (13) gallons for use in the "Welcome Station". The Contractor is responsible for the removal of the receptacle and contents daily.

The Contractor agrees to abide by all City, County, and State laws with regard to use of beachfront areas as amended or adopted hereafter. Contractor herein further acknowledges that



it shall not hold the City liable for any expenses and/or other damages incurred as a result of compliance with such requirements as referred to herein.

### **3.17 Employee Qualifications and Appearance**

#### **Hospitality Training & Service:**

The Contractor shall ensure that all personnel assigned to provide services on the beach successfully complete Sunsational Service training provided by Hospitality Excellence, Inc., or equivalent customer service training program, approved by the City Manager or designee, prior to being assigned to beach duties.

The Contractor shall employ workers to service this operation who are literate, neat, clean, well groomed and courteous. An experienced manager shall be present to oversee the daily operation of this concession and with the full authority to direct the operation and immediately take all corrective action required to correct erroneous procedures and insure complete and continuous compliance with requirements and specifications of Contract at all times while the Concession is in operation.

“Hawking” to attract attention and/or summoning or accosting any person is prohibited. The playing of music, or allowing other activity that disturbs the public is prohibited.

#### **Uniforms:**

All Contractor personnel shall wear a City approved identification name-tag or have name embroidered on approved uniform shirt to be provided at the Contractor’s sole cost and expense.

All beach concession personnel will be in a uniform approved by the City. Contractor shall submit their proposed uniform (shirt, short, bathing suit, hat) for approval by the City as part of the proposal. Refer to Section 4.2.4.2.I. All concession personnel shall wear the approved uniform.

All concession staff must be properly certified (completed boater’s education course approved by the NASBLA / state approved boater safety course). Certifications of personnel must be provided as part of the proposal. Refer to Section 4.2.4.2.H.

#### **Work Plan:**

The Contractor shall also provide a work plan indicating complete and adequate coverage by personnel during all operating hours, include name and experience of employees who will be operating rental equipment and/or giving instructions to customers regarding the operation of any rental equipment. This work plan including the name and experience of employees shall be provided as part of the proposal. Refer to Section 4.2.4.2.G.

### **3.18 Beach Regulations**

The Contractor shall abide by all City rules and regulations established and/or posted at the beach and intended for use by the general public, including but not limited to, Beach Boating Restrictions City Ordinance Section 8-170 through 8-178 City of Fort Lauderdale Code of Ordinances.

### **3.19 Special Events**

The City will hold sponsored and cosponsored events and activities on the beach from time to time. In such cases, the City may request that the Contractor cease and desist operations during the term of, and in the area of the special event and/or production, and the Contractor shall cease and desist during said term. If the Contractor is not required to close, or chooses to remain open without interference to the special event and/or production, Contractor agrees to cooperate with the City. During such events, the Contractor may be allowed to continue operations or be

assigned a temporary location elsewhere within close proximity of the original assigned site. During the event, the Contractor has the option of operating his/her equipment from the temporary site or stopping operations until the event is over. The City reserves the right to allow other rental of concessions to operate upon the original assigned site or in close proximity to that site during special events as may be approved by the City.

### **3.20 Operating Procedures**

Contractor is obligated to comply with the following conditions and acknowledges and agrees that breach of any such condition, or any obligation imposed under this Agreement, may result in immediate cancellation of this Agreement by City and, in such event, CITY may retain as its liquidated damages the security deposit:

**3.20.1** No alcoholic beverage of any nature whatsoever may be distributed, consumed, or possessed at the beach.

**3.20.2** Contractor agrees to comply with all federal, state, and local laws, rules, and regulations, including the Code of Ordinances of the City of Fort Lauderdale and the City of Fort Lauderdale Parks and Recreation Rules and Regulations, as may be amended.

**3.20.3** Distribution of brochures, pamphlets, and other similar paper products are prohibited on the beach outside of the designated area of operation. The City will allow brochures and pamphlets for motorized watercraft rental to be placed in recreation center brochure holders.

**3.20.4** No broadcasting activities and no loud speakers are permitted, and no music, whether live or recorded by any means, may be played, unless such broadcasting, music or both is performed in conjunction with an activity or event approved in advance by the Parks & Recreation Director or by City Event Agreement.

**3.20.5** Restricted Area: The Contractor shall instruct and identify for customers of rental equipment, that area designated as Swimming Area Only. This area, defined in current City Code Section 8-171 "Restricted Area", currently restricts such operations in an area 300 feet east of the current shore water line. The Contractor will also restrict operation within 100 feet of the nearest swimmer, regardless of the proximity of this person to the shoreline. This defined Safety or Protected Zone, may be modified and revised during the course of this Contract as determined by changes in the referenced City Codes or as determined necessary by City personnel.

**3.20.6** Safety Marker: Safety markers shall be posted on the sandy beach to delineate the motorized watercraft concession recreational area as per City Ordinance Section 8-170 through 8-178. The design, type, material, color and location of the safety markers shall be approved in writing by the City Manager or designee prior to the commencement date of this Contract. Color of safety markers shall be any color not currently used by Ocean Rescue. Safety markers must have the City approved Concession logo printed on them. The logo design and specifications are determined at the sole discretion of the City. Contractor shall not change, alter or modify City approved design, type, material or color of safety marker without prior written consent of the City Manager or designee. Proposed safety marker shall be made part of the proposal. Refer to Section 4.2.4.2.J.

Safety markers shall be at the sole cost and expense of the Contractor.

**3.20.7** Chase Vessel: The motorized watercraft concession operation must have a chase vessel and properly certified concession staff, readily available to operate same. Such vessel shall be

available to control and insure the proper operation of rental vessels in designated and authorized areas. The chase vessel must be capable of catching and performing a proper rescue of all rental watercraft. This vessel shall be available to assist as needed to tow rental vessels as needed. Such vessel shall be driven either by jet or propeller. Should a propeller driven vessel be utilized, the Contractor must provide a guard or similar device to prevent contact with the propeller. Only the Contractor or his employees shall operate the chase vessel. It shall not be made available to renters.

The chase vessel must be readily available and safely located on shore, unless monitoring or recalling a patron.

All chase vessel operators shall wear high visibility yellow colored personal flotation device when operating the chase vessel. When the chase vessel is on shore, said high visibility yellow colored personal floatation device shall be placed on top of the chase vessel in order to identify same. All concession staff must be properly certified (complete boater's education course approved by the NASBLA or pass the State of Florida "How to Boat Smart" course), and have certification readily available for inspection when on duty. Staff must be readily available at all times that concession is operating.

**3.20.8 Rental Requirements:** As to provide full service and maximize the potential for rental of equipment, the Contractor shall pre-screen all renters to determine their ability to operate rental equipment. The Contractor shall be capable of providing complete instructions on the proper, correct and safe usage of such equipment. These instructions shall include verbal directions and a demonstration of the equipment's proper usage. Verbal and written instructions are to be included as part of the proposal. Refer to Section 4.2.4.2.K.

Contractor shall not knowingly permit anyone under the age of 18, nor anyone under the influence of alcohol or other mood-altering drug, to rent or operate any motorized watercraft equipment.

Contractor shall not knowingly permit a person 21 years of age or younger to operate a marine vessel of 10 horse power or more, unless such person has in his/her possession, a photo identification and proof of completion of a boater education course approved by the State of Florida, and/or the National Association of State Boating Law Administrators.

**3.20.9 Personal Flotation Device:** All rental motorized watercraft shall adhere to applicable registration and license requirements of the State of Florida, as may be amended from time to time.

The Contractor shall have available and provide an approved personal floatation device to all renters of motorized watercraft equipment. Such device shall be of the type and class approved for such use by the Coast Guard. It shall be the sole responsibility of the Contractor to ensure the renter is capable of properly adjusting and using such a device. Information on the proper use of this equipment must be provided to the user should there be any doubt relating to the renter's ability to properly use this equipment.

The Contractor shall insure that each approved personal floatation device is being worn properly, prior to the operator leaving the beach area. Removal of such equipment during the rental period while equipment is actually in use shall be construed as a violation of the rental agreement. Corrective measures shall be immediately taken or the rental craft shall be returned to the Concession site. The mandatory use of this equipment must be conspicuously stated on a notice located in the immediate area of the "Welcome Station", in a design and type approved by the

City, and in accordance with Section 3.11. Verbal and written instructions for the proper use of the flotation devices shall be made part of the proposal. Refer to Section 4.2.4.2.L.

Any change or addition to the Contractors operation will require prior review and approval of all applicable City Departments.

The City reserves the right to issue additional beach rules and regulations as deemed necessary by the City. Contractor agrees to abide by any new or revised rules and regulations that the City deems necessary.

### **3.21 Safety Procedures**

The Contractor shall conduct his/her operation in accordance with all laws, rules, and regulations relating to the safe operation of the concession.

A detailed plan for the policy and procedures in place to ensure the safety of motorized watercraft operators/renters shall be included as part of the proposal. Refer to Sections 4.2.4.2.L-M. The plan shall include, but not be limited to, the following:

- Pre-rental or pre-ride instruction (verbal and written) on the safe operation of the motorized watercraft. This instruction must include, at a minimum, operational characteristics of the vessel, safe operation and right-of-way, operator responsibilities, and local waterway characteristics. The person delivering this information must have completed a NASBLA/state approved boater safety course.
- Providing on-the-water demonstration and a check ride to evaluate the proficiency of renters. Verbal and written procedures.
- Verbal and written instructions for propulsion, steering and stopping characteristics of jet pump vessels, the location and content of warning labels, how to re-board a watercraft, the applicability of the Navigation Rules to the watercraft operation, problems being seen by other boaters, reckless operation, and the noise, nuisance, and environmental concerns regarding the operations of the rental motorized watercraft.
- Verbal and written instructions for training sessions for personnel involved in rescue operations.
- Verbal and written instructions for training sessions for personnel involved in safety briefings for patrons.
- A list of applicable certifications held by proposed personnel for conducting such training shall be made part of the proposal. Refer to Section 4.2.4.2.H.

### **3.22 Permits, Licenses**

The Contractor agrees to obtain and pay for all permits, licenses, and business taxes necessary to conduct the business and agrees to comply with all laws governing the responsibility of the employer with respect to persons employed by the Contractor.

The Contractor shall also be solely responsible for payment of any taxes levied on the concession operation.

The Contractor shall comply with all City, County, State and Federal rules, regulations and laws, including but not limited to, permit and waiver requirements of City Ordinance Section 8- 170 through 8-178 as may be amended from time to time.

Contractor agrees to obtain and pay for all Department of Environmental Protection (DEP) and/or Fish and Wildlife Commission (FWC) permits required for operations on the beach.

### **3.23 Concession Fee Payments**

The Contractor shall pay to the City a guaranteed annual concession fee monthly in advance for initial contract term, based on that amount submitted in response to the proposal section of this RFP and accepted by the City.

The initial monthly payment shall be paid within seven (7) working days after notification by the City, of its award of the Contract.

Payments are due seven (7) working days prior to the commencement of each month thereafter. If the payment is not received within thirty (30) days of payment due date, the City may take possession of, distrain, appropriate and/or dispose of the Contractor's assets on City property, at the City's sole discretion, and cancel this Contract.

The first Contract year shall commence upon final execution of the Contract by the City. All payments shall be submitted to the Parks and Recreation Department designee.

All payments shall be presented, in the form of a cashier's check or certified check, payable to the City of Fort Lauderdale.

The failure of the first ranked proposer to comply with the payment schedule as stated will result in the disqualification of this proposer and award of Contract to the second ranked proposer.

### **3.24 Sales Tax**

Florida State Sales Tax (Tax) is due on all transactions pursuant to Florida Statutes and the Rules in Chapter 12 of the Florida Administrative Code, (FAC) promulgated by the Florida Department of Revenue. At this time, the Tax is due on:

Rental Fees - A Tax at the current rate of 6% is due on all rentals to the public. This tax is collected by the vendor and remitted to the Florida Department of Revenue utilizing the vendor's Sales Tax Identification Number.

Sales Tax on Concession Payments to the City - A Tax at the current rate of 6% is due on all concession payments to the City. This tax is computed on the gross payment for right of occupancy due the City and is payable in conjunction with the concession fee payment. This tax must be separately stated on the vendor's payment to the City.

Additional detail may be reviewed at the Florida Department of Revenue's Website <http://www.myflorida.com/dor/taxes/>.

The FAC may be reviewed at <http://florida.eregulations.us/fac/12>.

### **3.25 Records**

Contractor shall maintain current, accurate, and complete financial records on an accrual basis of accounting related to its operations pursuant to this Contract.

Contractor shall keep on the premises, or such other place, approved by the City, true, accurate, and complete records and accounts of all sales, rentals, and any other type of business being transacted on or off the premises related to Motorized Watercraft Concessions.

Systems and procedures used to maintain these records shall include a system of internal controls and all accounting records shall be maintained in accordance with generally accepted accounting principles and shall be open to inspection and audit by the City Manager or designee upon 72 hours-notice.

Such records and accounts shall include a breakdown of gross revenue, expenses, and profit and loss statements. Such other records shall be maintained as would be required by an independent CPA in order to audit a statement of annual gross revenue and profit and loss statement pursuant to generally accepted accounting principles.

### **3.26 Receipts**

Contractor shall use pre-numbered receipts in duplicate form.

Receipts shall reference the name of the Contractor and the City of Fort Lauderdale and include current rates.

One copy of such receipt shall be provided to the customer and one copy shall be maintained with Contractor's records.

### **3.27 One Contractor/Minimum Fees**

The City intends to award a single Contract for Motorized Watercraft Concession.

The preferred minimum annual concession fee, to be paid on a monthly basis, for the motorized watercraft concession:

Year 1	\$ 99,600/12 = \$ 8,300 per month
Year 2	\$ 104,580/12 = \$ 8,715 per month
Year 3	\$ 109,812/12 = \$ 9,151 per month
Year 4	\$ 115,296/12 = \$ 9,608 per month
Year 5	\$ 121,068/12 = \$ 10,089 per month

### **3.28 Default**

In the event of any of the following the City may terminate this Contract for default:

1. If the Contractor fails to perform in the manner called for in the Contract, or if the Contractor fails to comply with any other provision of the Contract, or
2. If Contractor abandons or vacates the premises prior to the expiration of the term hereof, or
3. If Contractor fails to make the payments as set forth herein and said payment is not made within 15 days after written notice is given to Contractor.

If Contractor fails to perform in accordance with any of the other terms and conditions of this Contract, and such default is not cured within 14 days after written notice is given to Contractor, the City may, at its sole option and discretion, institute such proceedings as in its opinion are necessary to cure such defaults and to compensate City for damages resulting from such defaults, including but not limited to, the right to give to Contractor a notice of termination of this

Contract. If such notice is given, the term of this Contract shall terminate upon the date specified in such notice from City to Contractor. On the date so specified, Contractor shall then quit and surrender the Concession Area to City.

Upon the termination of this Contract, all rights and interest of Contractor in and to the Concession Area and to this Contract, and every part thereof, shall cease and terminate, and City may, in addition to all rights and remedies it may have, including but not limited to, retain all sums paid to it by Contractor under this Contract. In addition to the rights set forth above, City shall have the right to pursue any and all of the following:

- a. take possession of all equipment, and other personal property of Contractor, and remove such property or any part of it and store it at Contractor's expense; and/or,
- b. the right to injunction or other similar relief available to it under Florida law against Contractor; and/or,
- c. the right to maintain any and all actions at law or suits in equity or other proper proceedings to obtain damages resulting from Contractor's default.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, flood, or events which are not the fault of, or beyond the control of the Contractor, City after setting up a new performance or delivery schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

### **3.29 Surrender of Concession Area**

At the expiration of this Contract, or earlier termination in accordance with the terms of this Contract, Contractor shall surrender the Concession Area in same condition as the Concession Area was prior to the commencement of this Contract, reasonable wear and tear excepted (including any beach erosion not directly caused by Contractor and/or its operation). Contractor shall remove all its equipment, fixtures, personal property, etc., upon forty-eight (48) hours written notice from the City Manager or designee, unless a longer time period is agreed to by the City. Contractor's obligation to observe or perform this covenant shall survive the expiration or other termination of this Contract. Continued occupancy of the Concession Area after termination of the Contract shall constitute trespass by the Contractor and may be prosecuted as such.

### **3.30 Bankruptcy**

If Contractor shall be adjudicated bankrupt or insolvent, or makes an assignment for benefit of creditors, or if the leasehold interest is sold under a legal order or judgment, or shall file a voluntary petition in bankruptcy or insolvency, or shall apply for reorganization or arrangement with its creditors under the bankruptcy or insolvency laws now in force or hereinafter enacted, then the City may immediately, or at any time thereafter, and without further demand or notice, terminate this Contract without being prejudiced as to any remedies which may be available to it for breach of Contract.

### **3.31 Inspection of Premises**

For the purposes of inspection, City reserves the right to enter any part of the Concession Area at any time during the period the business is to be open under the terms of this Contract.

### **3.32 Notices**

All notices and concession fee payments shall be sent to the parties at the following address:

City of Fort Lauderdale  
Parks and Recreation Director  
South Side Cultural Arts Center  
701 South Andrews Avenue  
Fort Lauderdale, FL 33316

City and Contractor may change such addresses at any time upon giving the other party written notification.

All notices under this Contract must be in writing and shall be deemed to be served when delivered to the address of the addressee. All notices served by mail shall be registered mail, return-receipt requested.

Contractor may designate additional persons for notification of default.

**3.33 Attorney Fees**

Contractor agrees to pay the cost of collection and reasonable attorney fees on any part of said payment that may be collected by suit or by attorney after the same is past due. In the event of any other litigation the prevailing party shall be entitled to collect attorney's fees and court costs from the losing party.

**3.34 Signs**

Except as provided herein, no signs whatsoever, including advertising signs, shall be erected or permitted upon the premises until the plans have first been submitted to the City in accordance with all Federal, State and City laws, statutes and ordinances and approval received in writing from the City Manager or designee.

*END OF SECTION*



## SECTION IV – SUBMITTAL REQUIREMENTS

### 4.1 Instructions

- 4.1.1** The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of BidSync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- 4.1.5** All proposals will become the property of the City. The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2018), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**4.1.6** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

## **4.2 Contents of the Proposal**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals. Proposals should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The City prefers that proposals be no more than 100 pages in one complete pdf document. The proposals should be organized, divided and indexed into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the proposal and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in proposal to specific requirements stated herein or through the RFP.

**4.2.1 Table of Contents**

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

**4.2.2 Executive Summary**

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

**4.2.3 Experience and Qualifications**

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

**4.2.4 Approach to Scope of Work**

**4.2.4.1** Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project.

As a part of the response, a design plan and diagram(s) shall be presented to the City for approval.

The proposer shall also propose a scheduling methodology (timeline) for effectively managing and executing the work in the optimum time. The delivery time shall be stated in calendar days from the date of City notification of award or notice to proceed with delivery. Such timeline information and proposed dates shall include, but not necessarily be limited to: delivery, installation, acceptance testing, personnel, and other related completion dates, in accordance with the RFP specifications.

NOTE: The project must be completed and accepted within 120 days from the City Notice to Proceed.

Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

**4.2.4.2** Additionally, the proposal should specifically address:

- A. Concession Area site plan – set up of equipment and welcome station/reception area and storage box. Color photos and specifications of welcome station/reception area and storage box equipment to be used.
- B. Daily Beach maintenance plan for concession area
- C. Storage plan including on-site and off-site storage and any vehicle usage
- D. Hurricane preparedness/evacuation plan for all equipment
- E. Written policy and procedure for internal controls to record sales for Concession area(s) income.
- F. Concession marketing plans
- G. Management and staffing plan: Provide a work plan indicating complete and adequate coverage by personnel/management during all operating hours, include name of manager on duty and names of employees assigned for operating rental equipment and/or giving instructions to patrons regarding the operation of any rental equipment. Indicate manager or personnel who will be the contact liaison with the City. List name, title/position and duties of all personnel assigned to this concession, include a resume or summary of experience and qualifications for personnel assigned to this concession.
- H. Currently held certifications and licenses (NASBLA/state approved boating course by proposer and staff to operate motorized watercraft) and currently held memberships in Professional Associations related to Motorized Watercraft activities including but not limited to: Safety Training certifications, AED, CPR, First Aid or other appropriate certifications.
- I. Proposed uniform and nametag for staff, include color photographs and specifications.
- J. Proposed safety markers including beach concession logo and color, include color photographs and specifications.
- K. Written safety markers including beach concession logo and color, include color photographs and specifications.
- L. Written and verbal safety briefing for customer instructions on personal floatation device use.
- M. Written and verbal rescue protocol for personnel effecting rescues – rescue training protocols and training schedule for personnel assigned to concession.
- N. Written policy and procedure for internal controls to record rentals for Concession Area Income. Describe your company's accounting systems, planned frequency of reporting procedures, and management control check and balance systems. Provide a SAMPLE for the types of financial operating reports our company will use for this concession.
- O. Any other information that will assist the City in evaluating your proposal.

**4.2.4.3** List your proposed rental rates for each contract year. Describe equipment and list proposed rates for an hour, more than an hour, half day, full day and any other rental arrangements.

	Rental	Rental	Rental	Rental	Rental <u>Description of equip</u>
Waverunner per hour	\$XX.00	\$XX.00	\$XX.00	\$XX.00	\$XX.00
Waverunner per ½ day	\$XX.00	\$XX.00	\$XX.00	\$XX.00	\$XX.00
Waverunner per day	\$XX.00	\$XX.00	\$XX.00	\$XX.00	\$XX.00
_____	\$_____	\$_____	\$_____	\$_____	\$_____

_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Use additional sheets if necessary)

Security Deposit required for rental of equipment \$ \_\_\_\_\_

#### 4.2.5 References

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- Client Name, address, contact person telephone and E-mail addresses.
- Description of work.
- Year the project was completed.

**Note:** Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

#### 4.2.6 Minority/Women (M/WBE) Participation

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

#### 4.2.7 Subcontractors

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

#### 4.2.8 Required Forms

##### A. Proposal Certification

Complete and attach the Proposal Certification provided herein.

##### B. Price Proposal

Provide firm, fixed, fees for all services/products using the form provided in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

##### C. Non-Collusion Statement

This form is to be completed, if applicable, and inserted in this section.

##### D. Non-Discrimination Certification Form

This form is to be completed and inserted in this section.

##### E. Local Business Preference (LBP) – N/A

**F. Contract Payment Method – N/A****G. Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for the required coverage and limits.

**H. W-9 for Proposing Firm**

This form must be completed and returned with your proposal.

**I. Active Status Page from Division of Corporations – Sunbiz.org**

Provide PDF of current page with your proposal.

**J. Questionnaire**

*END OF SECTION*

## SECTION V – EVALUATION AND AWARD

### 5.1 Evaluation Procedure

#### 5.1.1 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at:

<http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at: <http://www.fortlauderdale.gov/departments/finance/procurement-services/bid-results>, or any interested party may call the Procurement Services Division at 954-828-5933.

**5.1.2** Evaluation of proposals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be in attendance at scheduled evaluation meetings. Proposals shall be evaluated based upon the information and references contained in the responses as submitted.

**5.1.3** The Committee may short list Proposals that it deems best satisfy the weighted criteria set forth herein. The committee may then conduct interviews and/or require oral presentations from the short-listed Proposers. The Evaluation Committee shall then re-score and re-rank the short-listed firms in accordance with the weighted criteria.

**5.1.4** The City may require visits to the Proposer's facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process.

**5.1.5** The final ranking and the Evaluation Committee's recommendation may then be reported to the City Manager for consideration of contract award.

### 5.2 Evaluation Criteria

**5.2.1** The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm a number 1, the second ranked firm a number 2, and so on. The City shall multiply that average ranking by the weighted criterion identified herein to determine the total the points for each proposer. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

#### 5.2.2 Weighted Criteria

<b>ABILITY TO MEET OBJECTIVES</b>	
Understands overall needs of the City as presented in the proposed plan, including but not limited to proposed equipment, concession area site plan and maintenance of area, marketing plan, etc...	15%
<b>QUALIFICATIONS</b>	
Experience, qualifications and references of the proposing firm and personnel assigned, proposed plan for management, staffing and operation of concession under this contract.	30%

Quality of daily/overnight storage plan and hurricane preparedness plan.	10%
Safety Plan/Rescue Procedures including, but not limited to, pre-ride rental instructions, person flotation device instructions and rescue protocols.	10%
Annual Guaranteed minimum concession fees proposed	35%
TOTAL PERCENTAGE AVAILABLE	100%

### 5.3 Contract Award

The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

*END OF SECTION*



**SECTION VI - PRICE PROPOSAL PAGE****Proposer Name:** \_\_\_\_\_

Proposer agrees to supply the services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

**Year One:**

\$ \_\_\_\_\_/month x 12 months = \$ \_\_\_\_\_/annually  
(preferred minimum \$8,300 monthly/\$99,600 annually)

**Year Two:**

\$ \_\_\_\_\_/month x 12 months = \$ \_\_\_\_\_/annually  
(preferred minimum \$8,715 monthly/\$104,580 annually)

**Year Three:**

\$ \_\_\_\_\_/month x 12 months = \$ \_\_\_\_\_/annually  
(preferred minimum \$9,151 monthly/\$109,812 annually)

**Year Four:**

\$ \_\_\_\_\_/month x 12 months = \$ \_\_\_\_\_/annually  
(preferred minimum \$9,608 monthly/\$115,296 annually)

**Year Five:**

\$ \_\_\_\_\_/month x 12 months = \$ \_\_\_\_\_/annually  
(preferred minimum \$10,089 monthly/\$121,068 annually)

**GRAND TOTAL \$ \_\_\_\_\_/ANNUALLY**

List below all equipment that will be utilized for the concession and their current value. List all rental equipment (code with an R), the chase/tow vessels(s) (code with a C), and accessory equipment such as trucks trailers etc (code with an A). Please provide one set of color photographs of equipment for this concession, attached to this proposal section. Proposed markings of equipment must be included in the photographs (see Section 3.6 – Rental Equipment.)

<u>Description</u>	<u>Code</u> <u>(R/C/A)</u>	- <u>Qty.</u>	<u>Total</u> <u>Value</u>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
(use additional sheets if necessary)			

**Submitted by:**

---

Name (printed)

---

Signature

---

Date

---

Title

**CITY OF FORT LAUDERDALE  
MARINE FACILITIES  
APPLICATION FOR WATERWAY PERMITS, WAIVERS AND LICENSES**

Any agreement with the City of Fort Lauderdale and other parties, such as, but not limited to, licenses, permits and approvals involving municipal docking facilities or private uses in the waterways as regulated by Section 8 of the City Code of Ordinances or Section 47-19.3 of the City's Urban Land Development Regulations, shall be preceded by the execution and filing of the following application form available at the Office of the Supervisor of Marine Facilities. The completed application must be presented with the applicable processing fee paid before the agreement is prepared or the application processed for formal consideration (see City of Fort Lauderdale Code Section 2-157). If legal publication is necessary, the applicant agrees to pay the cost of such publication in addition to the application fee.

**APPLICATION FORM  
(Must be in Typewritten Form Only)**

1. LEGAL NAME OF APPLICANT - (If corporation, name and titles of officers as well as exact name of corporation. If individuals doing business under a fictitious name, correct names of individuals, not fictitious names, must be used. If individuals owning the property as a private residence, the name of each individual as listed on the recorded warranty deed):

NAME:

TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
(home) (business)

2. APPLICANT'S ADDRESS (if different than the site address):

3. TYPE OF AGREEMENT AND DESCRIPTION OF REQUEST:

4. SITE ADDRESS: \_\_\_\_\_ ZONING: \_\_\_\_\_

LEGAL DESCRIPTION:

5. EXHIBITS (In addition to proof of ownership, list all exhibits provided in support of the applications).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

=====

The sum of \$, \_\_\_\_\_ was paid by the above-named applicant on the \_\_\_\_\_ of \_\_\_\_\_, 200 \_\_\_\_ Received by: \_\_\_\_\_

City of Fort Lauderdale

-----For Official City Use Only-----

**Marine Advisory Board Action**

Formal Action taken on \_\_\_\_\_

**Commission Action**

Formal Action taken on \_\_\_\_\_

**Recommendation,** \_\_\_\_\_  
Action, \_\_\_\_\_





10/29/2015 3:48 PM

p. 51

**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions and conditions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB), Request for Qualifications (RFQ), and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

**1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

**1.11 SCRUTINIZED COMPANIES**

As to any contract for goods or services of \$1 million or more and as to the renewal of any contract for goods or services of \$1 million or more, subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), affirmed, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2019), as may be amended or revised. As to any contract for goods or services of any amount and as to the renewal of any contract for goods or services of any amount, the Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2019), and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2019), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2019), or is engaged in a boycott of Israel, or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2019), as may be amended or revised.

**1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS**

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

**Part II DEFINITIONS/ORDER OF PRECEDENCE:****2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) The solicitation document used for soliciting competitive sealed bids for goods or services.

INVITATION TO NEGOTIATE (ITN) All solicitation documents, regardless of medium, whether attached to or incorporated by reference in solicitations for responses from firms that invite proposals from interested and qualified firms so the city may enter into negotiations with the firm(s) determined most capable of providing the required goods or services.

REQUEST FOR PROPOSALS (RFP) A solicitation method used for soliciting competitive sealed proposals to determine the best value among proposals for goods or services for which price may not be the prevailing factor in award of the contract, or the scope of work, specifications or contract terms and conditions may be difficult to define. Such solicitation will consider the qualifications of the proposers along with evaluation of each proposal using identified and generally weighted evaluation criteria. RFPs may include price criteria whenever feasible, at the discretion of the city.

REQUEST FOR QUALIFICATIONS (RFQ) A solicitation method used for requesting statements of qualifications in order to determine the most qualified proposer for professional services.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A firm who has submitted a bid, offer, quote, or response which conforms in all material respects to the competitive solicitation document and all of its requirements.

RESPONSIBLE BIDDER – A firm who is fully capable of meeting all requirements of the solicitation and subsequent contract. The respondent must possess the full capability, including financial and technical, ability, business judgment, experience, qualifications, facilities, equipment, integrity, capability, and reliability, in all respects to perform fully the contract requirements and assure good faith performance as determined by the city.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Any firm having a contract with the city. Also referred to as a "Vendor".

CONTRACT – All types of agreements, including purchase orders, for procurement of supplies, services, and construction, regardless of what these agreements may be called.

CONSULTANT – A firm providing professional services for the city.

**2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,**PART III BIDDING AND AWARD PROCEDURES:****3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.



- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. In addition, the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a

result of the City's treatment of records as exempt from disclosure or confidential. Proposals bearing copyright symbols or otherwise purporting to be subject to copyright protection in full or in part may be rejected. The proposer authorizes the City to publish, copy, and reproduce any and all documents submitted to the City bearing copyright symbols or otherwise purporting to be subject to copyright protection.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

**3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

**3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

**3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

**3.19 BID PROTEST PROCEDURE:** Any proposer or bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the chief procurement officer, by delivering a letter of protest to the director of finance within five (5) days after a notice of intent to award is posted on the city's web site at the following url: <https://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>

The complete protest ordinance may be found on the city's web site at the following url: [https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeid=cor\\_ch2ad\\_artvfi\\_div2pr\\_s2-182direpr](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeid=cor_ch2ad_artvfi_div2pr_s2-182direpr)

#### **PART IV BONDS AND INSURANCE**

**4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

**4.02 INSURANCE:** The Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

**5.01 COMPLIANCE WITH SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance with bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

**5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include

standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended.
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in the City's best interest as determined by the City, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or the City Auditor's designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports, and records relating to this contract. The Contractor shall retain all books of account, reports, and records relating to this contract for the duration of the contract and for three years after the final payment under this Agreement, until all pending audits, investigations or litigation matters relating to the contract are closed, or until expiration of the records retention period prescribed by Florida law or the records retention schedules adopted by the Division of Library and Information Services of the Florida Department of State, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his/her/its own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

**NON-DISCRIMINATION:** The Contractor shall not, in any of its activities, including employment, discriminate against any individual on the basis of race, color, national origin, age, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, marital status, or any other protected classification as defined by applicable law.

1. The Contractor certifies and represents that the Contractor will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, (2019), as may be amended or revised, ("Section 2-187"), during the entire term of this Agreement.
2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

- 5.15 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The

City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve Contractor of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying Contractor from receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.16 ELIGIBILITY:** If applicable, the Contractor must first register with the Florida Department of State in accordance with Florida Statutes, prior to entering into a contract with the City.
- 5.17 PATENTS AND ROYALTIES:** The Contractor, without exception, shall defend, indemnify, and hold harmless the City and the City's employees, officers, employees, volunteers, and agents from and against liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including their use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include any and all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.18 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.19 GOVERNING LAW; VENUE:** The Contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of the Contract, and for any other legal proceeding, shall be in the courts in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida.
- 5.20 PUBLIC RECORDS:**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PRRCONTRACT@FORTLAUDERDALE.GOV, 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

Contractor shall comply with public records laws, and Contractor shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2019), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME****RELATIONSHIPS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

-  
-

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

Authorized Signature

Print Name and Title

Date

City of Fort Lauderdale  
Motorized Watercraft Rental Concession  
RFP # 12432-515

**QUESTIONNAIRE**

1. How many calendar days from award of Contract would you need prior to initiating operations?

\_\_\_\_\_ days

2. Prior Experience:

Number of years of experience the proposer has had in providing similar services:

\_\_\_\_\_ years

3. List all contracts currently held for providing similar services. Provide agency name, address, telephone number, contact person and date contract expires. If services provided differs from the one presented in your proposal, please delineate such differences.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

(use additional pages if necessary)

4. List clients for whom you have provided similar services in the last three years. Provide agency name, address, telephone number, contact person, and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contract Expiration Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contract Expiration Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contract Expiration Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contract Expiration Date: \_\_\_\_\_  
(use additional pages if necessary)

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

**PROPOSER PLEASE ENSURE THAT YOU HAVE SIGNED THE SIGNATURE PAGE OF THESE PROPOSAL PAGES. OMISSION OF A SIGNATURE ON THAT PAGE COULD RESULT IN REJECTION OF YOUR PROPOSAL**

**COMPLETE AND RETURN THE REQUIRED NUMBER OF PROPOSAL PAGES AND ATTACHMENTS.**



**BID/PROPOSAL CERTIFICATION**

**Please Note:** It is the sole responsibility of the bidder to ensure that his bid is submitted electronically through [www.BidSync.com](http://www.BidSync.com) prior to the bid opening date and time listed. Paper bid submittals will not be accepted. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) \_\_\_\_\_ EIN (Optional): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): \_\_\_\_\_

Total Bid Discount (**section 1.05 of General Conditions**): \_\_\_\_\_

Check box if your firm qualifies for MBE / SBE / WBE (**section 1.09 of General Conditions**): ☐

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **You must also click the "Take Exception" button.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

revised 04/2020

## Question and Answers for Bid #12432-515 - Motorized Watercraft Concession

### Overall Bid Questions

#### Question 1

Can you comment on actions taken to assist the Vendor during times in which the Beach is Closed to the General Public and more specifically what occurred during the recent Beach Closures due to Covid 19?

Is there any consideration if the Beach must close for an extended period?  
Examples: Hurricane or Red Tide.

Anything that may not have asked that relates to these questions concerning circumstances beyond the Vendor's control? (Submitted: Jul 29, 2020 8:01:36 PM EDT)

#### Answer

- These issues would be covered under the following Sections:  
2.30 Uncontrollable Circumstances ("Force Majeure")  
3.1 Operating Regulations  
3.14 Hurricane Evacuation Plan  
3.18 Beach Regulations  
3.20 Operating Procedures  
3.22 Permits, Licenses (Answered: Jul 30, 2020 10:55:54 AM EDT)

#### Question 2

Where is the exact location of this site? (Submitted: Aug 3, 2020 10:14:43 AM EDT)

#### Answer

- Intersection of Seabreeze, Blvd., State Road A1A and Alhambra Street. (Answered: Aug 3, 2020 2:51:30 PM EDT)

#### Question 3

Is there storage space available? (Submitted: Aug 3, 2020 10:14:57 AM EDT)

#### Answer

- Refer to Section 3.13 of the solicitation. (Answered: Aug 3, 2020 2:51:30 PM EDT)

#### Question 4

Are there other Fort Lauderdale.gov concession sites similar to this within 5 miles of this location? If so, how many? (Submitted: Aug 3, 2020 3:42:48 PM EDT)

#### Answer

- This is the only motorized watercraft concession. (Answered: Aug 3, 2020 4:10:57 PM EDT)