

BID SPECIFICATIONS

BID 1314-11

BEACH GROOMING

Beach grooming cleanup for the following areas (see attached map):

- St. Joe Beach
- Cape San Blas
- Indian Pass
- **NOTE: DOES NOT INCLUDE EGLIN PROPERTY**

✚ Only the areas that are inhabited or if the area has beach access available.

The selection process will consist of the following steps:

1. Submission of written response to the RFQ by 4:30PM ET January 24, 2014.
Late submissions will not be considered.
2. GCTDC's review of responses to determine preliminary rankings completed by January 27, 2014.
3. Presentation of the rankings and suggested finalist to the GCTDC Beach Cleaning Council February 4, 2014.
4. Presentation of the suggested finalist to the Gulf County Board of County Commissioners (BOCC) February 11, 2014.

Finalist will be chosen based on overall qualifications and experience. Upon acceptance of the finalist by the BOCC, the GCTDC Executive Director will work with the selected contractor to develop a project schedule, scope of work and project budget.

Contractors must submit 5 copies of their response to the RFQ to:

Gulf County Clerk of Court
Attn: Kari Summers
1000 Cecil G. Costin, Sr. Blvd, Room 148
Port St. Joe, FL 32456.

The contract will include for this work to be completed as follows:

- Contractor will use his/her own vehicle and trailer and equipment.
- Contractor will provide his/her own supplies.
- Contractor must consult with US Fish & Wildlife Service prior to the initiation of the agreement on the requirements in effect in reference to this contract.
- Contractor is responsible for adhering to the applicable state, local and federal

laws in reference to beach raking as well as the Habitat Conservation Plan.

- Contractor shall groom/rake sea grass, June grass, etc. from the sand on the beach to the area landward of the rack line and relocate grass to the base of the dunes. The area to be groomed/raked will include from St. Joe Beach at County Line to Pine Street and from West to East Beach Accesses where acceptable access is available on either side of Windmark Beach. Also, from Indian Pass to Eglin Property and, when needed, from Eglin Property to the State Park by operating a Barber Surf Rake or functionally equivalent equipment, at all times operated at the maximum depth appropriate for the circumstances.
- Due to the different widths of Gulf County beaches, upon bid award Contractor will complete a walkthrough with the GCTDC and a detailed plan will be mapped out to specify distance to rake and areas where grass should be placed in piles versus spread out.
- In addition to raking/grooming as noted above, contractor shall also remove debris (including, but not limited to, wood from bon fires) from St. Joe Beach at County Line to Pine Street and from West to East Beach Accesses where acceptable access is available on either side of Windmark Beach. Also, from Indian Pass to Eglin Property and, when needed, from Eglin Property to the State Park.
- Following a major storm event, within twenty-four (24) hours of request by the County, to clear and dispose of debris from the sand beach, Contractor shall provide a written offer specifying the work to be done and the price to be paid, and if accepted by the County, Contractor shall begin work no later than thirty-six (36) hours after acceptance by the County or such later time as the County and the Contractor may agree.
- Contractor shall, on four hours notice, provide personnel and equipment sufficient to immediately remove and dispose of isolated dead animals or isolated unusual deposition of trash, debris, tar balls or foreign objects. This requirement does not include any foreign objects which would require extraordinary precautions, expertise or expense to handle, transport and dispose or wide spread fish kill and red tide or massive seaweed deposits.
- Raking and debris removal will be accomplished beginning January 1, 2014 or as soon as the bid is awarded, at the direction of the GCTDC and according to the agreement and dates specified below, until December 31, 2014.
 - If a scheduled grooming should fall on a major holiday, the grooming date will change to three days prior to that holiday.
 - The GCTDC reserves the right to modify schedule dates based on need.
 - Additional grooming may be requested by the GCTDC provided that the Contractor shall be given no less than twenty-four (24) hours notice to proceed.
 - The proposed scheduled grooming dates for 2014 are:

- March 19th
- April 2nd, 16th
- May 7th, 14th, 21st, 28th
- June 4th, 11th, 18th, 25th
- July 2nd, 9th, 16th, 23rd, 30th
- August 6th, 13th, 20th, 27th

The proposals should include the following information:

- Grooming/raking and debris removal of Gulf Beach Sand in all areas
 - Price Per Day
- Grooming/raking and debris removal of Specified Area
 - Price Per Hour (4 hour minimum)
- Removal and disposal of isolated foreign objects
 - Price Per Hour (4 hour minimum)
- Post Storm Debris Removal
 - Price Schedule that may be agreed upon by both parties
- Alternative Pricing
 - Total Contract Price for timeframe
 OR:
 - Proposal Other Than These Listed

Contractor shall, at his own expense, produce and maintain during the term of the Agreement the following types and amounts of insurance:

- Automobile and all vehicle liability insurance with minimum combined limits of one million dollars (\$1,000,000.00) to include bodily injury and property damage arising out of operations, maintenance, or use of any auto, including owned, non-owned and hired automobile and employee non-ownership use.
- Commercial General Liability insurance with minimum combined limits of one million dollars (\$1,000,000.00). Coverage shall include premises operations, products and completed operations, independent Contractor's contractual liability covering this Agreement or Contract, and broad form property damages. Coverage B shall include personal injury. The occurrence form of Commercial General Liability must be provided.
- Worker's Compensation Insurance to cover all employees working in any capacity in executing the Agreement, as required by Florida Law.
- Copies of certificates of all Insurance Policies requiring thirty (30) days written notice of cancellation to the County and evidence of initial premium payments made shall be delivered to the Clerk to the Board, Gulf County Board of County Commissioners, at or before the signing of this agreement and not less than thirty (30) days prior to the effective date of any replacement or renewal policy.

- The County shall be named as an additional insured on all policies.

Contractor shall furnish at Contractor's expense, deliver to the Clerk to the Board, Gulf County Board of County Commissioners, at or before the time of agreement, a letter of credit or a Performance Bond in the amount of fifty thousand dollars (\$50,000.00) issued by an institution or bonding company approved by the County and authorized to do business in the State of Florida. Policy shall be renewed annually.

Contractor will be in direct contact with GCTDC Business Manager, Kelli Jackson, prior to and after any beach grooming. Invoices must be submitted to Ms. Jackson and no other department. Contractor will only be authorized to groom beach by Ms. Jackson and Executive Director Jennifer Jenkins.

Payment of all invoices will be made on a monthly basis according to the Board of County Commissioners and the Clerk of Courts policies.

Please note that due to the nature of this contract, a background check may be performed before award.

A formal contract will be initiated and agreed upon by both parties prior to start of service.

* Bidders shall have applicable experience in beach grooming and raking. Gulf County reserves the right to refuse any and all bids and to waive any technicalities and formalities. Gulf County reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the County to do so. This solicitation does not commit the County to award a contract or to pay for any costs incurred in the preparation of your bid; or to produce or contract for any articles of goods or services.

Your bid must be signed by an official of your company authorized to bind the bidder, and shall contain a bid good for a period of at least 60 days from the date of bid opening.

Gulf County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

Bids shall be submitted based on the specifications and must be filled out completely. Failure of your bid to comply with these requirements will render it non-responsive.

For additional information concerning this solicitation, please visit the Gulf County TDC Building located at 150 Captain Fred's Place, Port Saint Joe or contact Jennifer Jenkins at (850) 229-7800.