

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Policy and Procedure Committee Meeting**  
**Tuesday; February 07, 2023, at 7:30 P.M.**

1. Roll Call
2. Procedural Guide for Projects
3. Bidding-Procurement Check List - 1008PCL
4. Additional Items as Needed
5. Adjourn

**Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.**

**Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.**

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Discussion of 1008 PCL Meeting Date: 2/7/23

Type of Meeting: Comm. Meeting Workshop \_\_\_\_\_ Board Meeting \_\_\_\_\_

Motion: — Discussion: ✓ (check one)

Rationale for Request: \* Discuss failure of Prouduce  
Pass 1008 PCL

\* Discussions as needed

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: X

Board Trustee: Melanie Woodard Date: 1/31/23  
Print Name: Melanie Woodard

Received by: [Signature] Date: 1/31/2023

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
BIDDING/PROCUREMENT CHECK LIST

1008PCL

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Bayshore Gardens Charter, page 5, (7 G), "A record shall be kept of all meetings of the board of trustees and, in such meeting, a concurrence of the majority of trustees shall be necessary for any affirmative action taken by the board. "

All contracts for construction, maintenance, goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for Category one (\$20,000.00), as such category may be amended from time to time, shall be contracted under the terms of these rules. Contracts for construction, maintenance, goods, supplies, and/or materials do not include printing, insurance, advertising, or legal service. (Bayshore Gardens Procurement policy 1008 P)

112.113, Fla. Sta., "Provides standards of conduct for public officers, employees of agencies and local government attorneys. It prohibits certain activities including the solicitation of, and acceptance of gifts, doing business with one's agency, unauthorized compensation, misuse of public position and conflicting contractual relationships."

Applicable State Laws: 189.016, 255.20, 255.20 (4), 287.057, 287.017, 287.055, 255.101, 287.133, 287.055, 218.70-218.80,

**READ BAYSHORE GARDENS RFP REFERENCE BOOK**

Steps taken to adhere to State Law and Board of Trustee Policy in Contracts for work over \$20,000.00

When the Board of Trustees determines that a contract will be needed for the repair or construction of a project, the Board shall:

The District Office shall create a folder for the project. The folder shall contain the originals of all documents pertaining to this project. This folder is a public record and must be in the District Office at all times. A copy of all minute's pertaining to the project shall be placed in this file.

1. Determine if the proposed project is an emergency pursuant to Florida State Law 255.025(5) and Board policy 1008P definitions.
2. Establish that funds are available for the project.
3. Determine the steps to be taken to start the RFP process or send to a committee for study and recommendations. **ESTABLISH THE SCOPE OF WORK. ALL FACT-FINDING MUST BE DOCUMENTED.**
4. Obtain an independent third-party recommendation for the Scope of Work for any project that will exceed \$20,000.00. Invite all interested parties to participate in a Public Board of Trustee Meeting.
5. Approve the Scope of Work for the project that is to be contained in the RFP.
6. The RFP provided by the District's attorney; Scott Rudacille shall be used as a guideline to create the RFP. ( Riverwood Community Development District Invitation to Bid. Installation of Water Main Line ITB #2020)
7. Prepare or cause to be prepared an RFP and approve same RFP before it is placed in the newspaper legal notices per FS 255.0525 (2) and the Board policy, 1008P. Ensure that the RFP contains the time, day, and date of the meeting to open the sealed bids as well as all legal language of the Rudacille RFP.

8. Post the statutory newspaper notice for the project RFP, with the time, day, and date for contractors to respond in all appropriate publications in the State. The Board in an emergency may approve less than the 30 days required in the Procurement policy but may not be less than the 21 days' notice unless an emergency was declared in step 1, as required by State Law, and would require strictly adhering to the Board Policy/State Law and requirements in step 1 for definition of emergency and cannot be less than 14 business days.
9. Require any project that would exceed \$50,000.00 be required a minimum of the 21 days to receive bids unless a statutory state of emergency has been established by the Board of Trustees in step 1 above and cannot be less than 14 business days.
10. Ensure that all bids are received sealed and logged into the office with date, time, and date received. The bids must remain sealed until opened in a public meeting.
11. Hold a public meeting that has been noticed by law to open the bids after the statutory 7-day notice has been published in the Newspaper. The information shall be placed on the website as soon as date and time available but no less than the 7 days.
12. Open bids in a public meeting and Dollar amount of the bids be read with the name of the bidder and recorded in the minutes of the meeting. The bids in their entirety are not public record until one is selected.
13. Send a notice by US mail to all bidders. This letter is signed by the Chairman as well as the acceptance of the bid to the contractor awarded the contract. All bids are now public
14. Not authorize any committee to negotiate or accept any contracts/bids, only the Board at a publicly noticed meeting may enter into negotiations and awards.
15. Not accept any changes to the bid/s once the bid has been approved unless a change order has been approved for additional work. The amount bid for the work approved in the RFP may not be altered.
16. Ensure that no part of the bid has been altered once distributed unless the District restarts the process at step 7.
17. Not enter into any contract without the review and approval of the District's attorney.

Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Effective: \_\_\_\_\_