



## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this Solicitation is to establish a revenue generating contract for the retrieval of errant golf balls from water hazards located in Miami-Dade County owned golf courses.

#### **Definitions**

Under this contract the term "**Grade A**" golf balls is defined as golf balls that have some minor imperfection that keeps them from being in mint condition (i.e. the golf balls may have small player marks, minor scuffs, or slight blemishes).

A "**water hazard**" is defined as any sea, lake, pond, river, ditch, surface drainage ditch, other open water course, and anything of a similar nature on the course. All ground and water within the margin of a water hazard are part of the water hazard.

#### **2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Strategic Procurement Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for four (4) years and shall expire on the last day of the four (4) year period.

#### **2.3 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible Bidder whose offer represents the highest revenue in the aggregate for the retrieval of golf balls from County owned golf courses.

#### **2.4 QUALIFICATION CRITERIA REQUIREMENTS**

Bidders shall meet the following minimum requirements in order to be considered for award:

- a. Certification/License as an open water diver issued by one of the following agencies: International Association of Nitrox and Technical Divers (IANTD), National Academy of Scuba Educators (NASE), National Association of Underwater Instructors (NAUI), Professional Association of Diving Instructors (PADI), Professional Scuba Association International (PSAI), Scuba Schools International (SSI), and Scuba Diving International (SDI) shall be provided with the ITB submittal form.
- b. Bidders shall be regularly engaged in the services being offered under this Invitation to Bid (ITB). Bidders shall provide two (2) current references on referenced company's letter head. The references listed shall be recent customers to whom the Bidder has provided the retrieval services described in the Invitation to Bid.

**2.5 PRICING**

The revenue paid to Miami-Dade County shall remain fixed during the term of the contract.

**2.6 INDEMNIFICATION AND INSURANCE**

The Contractor shall furnish to the Internal Services Department, Strategic Procurement Management Division, 111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128-1974 Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- a. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- b. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- c. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

**NOTE: CERTIFICATE HOLDER MUST READ:**

**MIAMI-DADE COUNTY  
111 NW 1<sup>st</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

## **2.7 GOLF COURSE LOCATIONS**

The awarded Bidder shall provide golf ball retrieval services from bodies of water on the following golf courses. The County reserves the right to add or delete locations from the following list at its discretion.

- Briar Bay Golf Course located at 9373 SW134 Street, Miami, FL 33176
- Country Club of Miami East Course located at 6801 Miami Gardens Drive Miami, FL 33015
- Country Club of Miami West Course located at 6801 Miami Gardens Drive Miami, FL 33015
- Crandon Golf Course located at 6700 Crandon Boulevard, Key Biscayne, FL 33149
- Palmetto Golf Course located at 9300 SW 152 Street, Miami, FL 33157

### **2.7.1 SPECIFIC REQUIREMENTS FOR THE BRIAR BAY GOLF COURSE**

In addition to the monthly payment the awarded Bidder shall provide to the Briar Bay Golf Course fifty (50) dozen "Grade A" golf balls per year at no cost to the County.

## **2.8 FACILITIES**

### **2.8.1 ADDED**

Although this Invitation to Bid and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that additional facilities may be added to this contract. The awarded Bidder under this contract shall be invited to submit revenue considerations for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the awarded Bidder. The additional site(s) shall be added to this contract by formal modification to the award sheet.

### **2.8.2 DELETED**

At its discretion the County may delete facility(ies) during the term of the contract.

### **2.8.3 TEMPORARY CLOSURES**

In the event of a closure of one or more of the golf courses which extends for more than a month, the awarded Bidder shall not be responsible for paying for that location during the period of closure. A prorated portion of the amount due to the County would be calculated based on the period of time closed and a credit applied against future payments.

### **2.8.4 SOUTH FLORIDA WILDLIFE**

Alligators, snakes, and other wildlife have been spotted in ponds and canals at some County golf courses. Bidder shall exhibit sound judgment and proceed with extreme caution when recovering errant golf balls in all County golf course ponds and canals.

**2.9 METHOD OF PAYMENT TO THE COUNTY**

The County shall receive on a quarterly basis, payment from the awarded Bidder equivalent to 3 months. The initial payment shall be received within 15 days of the commencement of the contract.

Payment shall be mailed in the form of a check to the Parks, Recreation and Opens Spaces Department (PROS). In accordance with Administrative Order No. 4-86, all checks shall be drawn only on United States banks in United States currency with the drawer's name and address imprinted on the check.

All checks are to be made payable to:

Miami-Dade County  
Parks, Recreation and Opens Spaces Department

All checks are to be mailed to:

6801 Miami Gardens Drive  
Miami, FL 33015  
Attn: Carmen de Nobrega  
Golf Division Administrative Officer 3

Any non-payments or Insufficient Funds (ISF) / bounced checks may result in a non-performance. In addition, the awarded Bidder may be charged service fees and/or liquidated damages per ISF check in accordance with Administrative Order 4-86 and Florida Statutes, Sections 68.065 and 125.0105.

## SECTION 3

### SCOPE OF SERVICES/TECHNICAL SPECIFICATIONS

#### 3.1 SCOPE OF SERVICES

The awarded Bidder shall provide golf ball retrieval services at the locations referenced in Section 2, Paragraph 2.7.

#### 3.2 RETRIEVAL SERVICES

The awarded Bidder shall coordinate scheduling with the Parks, Recreation and Opens Spaces Department (PROS) in advance and no night activity will be permitted in the Golf courses. The awarded Bidder shall retrieve golf balls during the allotted time frame or without damaging course property and shall coordinate activities with the County during normal operations without interfering with the operation of the golf courses.

All retrievals shall be made in accordance with good commercial practices and all required time frames shall be adhered to by the awarded Bidder. The awarded Bidder shall notify the County of any delays in advance of the original retrieval date so that a revised schedule can be appropriately considered by the County.

Should the awarded Bidder to whom the contract is awarded fail to provide the service as scheduled with the department, the County reserves the right to cancel the contract on a default basis after any revised schedule has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to solicit the services elsewhere and to charge the awarded Bidder with any re-procurement costs.

#### 3.3 EQUIPMENT

The awarded Bidder shall be responsible for all labor, supervision, materials, equipment, and tools necessary to perform the service listed throughout this Invitation to Bid. Such materials and equipment shall be of a suitable type and grade for the purpose of its intended use.



	<p>Reference No. 2</p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title of Person: _____</p> <p>Telephone Number: _____</p> <p>Address of the Facility: _____</p> <p>Date of Contact Commencement and Term of Contract: _____</p>	<input type="checkbox"/>
<p>2.4.b</p>	<p>Open Water Diver Name: _____</p> <p>Open Water Diver Certification: _____</p> <p>License Number: _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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**SECTION 4**  
**SUBMITTAL FORM**

VENDOR: \_\_\_\_\_

Item	Description	Quantity	Unit of Measure	Unit Cost
1.	Monthly payment to the County for the retrieval of Golf Balls from water hazards is located at:  Briar Bay Golf Course 9373 SW 134 Street Miami, FL 33176	48 Months	Monthly	\$ _____ Per Month
2.	Monthly payment to the County for the retrieval of Golf Balls from water hazards is located at:  Country Club of Miami East Course 6801 Miami Gardens Drive Miami, FL 33015	48 Months	Monthly	\$ _____ Per Month
3.	Monthly payment to the County for the retrieval of Golf Balls from water hazards is located at:  Country Club of Miami West Course 6801 Miami Gardens Drive Miami, FL 33015	48 Months	Monthly	\$ _____ Per Month
4.	Monthly payment to the County for the retrieval of Golf Balls from water hazards is located at:  Crandon Golf Course 6700 Crandon Boulevard Key Biscayne, FL 33149	48 Months	Monthly	\$ _____ Per Month
5.	Monthly payment to the County for the retrieval of Golf Balls from water hazards is located at:  Palmetto Golf Course 9300 SW 152 Street Miami, FL 33157	48 Months	Monthly	\$ _____ Per Month