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**255.20 Local bids and contracts for public construction works; specification of state-produced lumber.—**

(1) A county, municipality, special district as defined in chapter 189, or other political subdivision of the state seeking to construct or improve a public building, structure, or other public construction works must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles to cost more than \$300,000. For electrical work, the local government must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles to cost more than \$75,000. As used in this section, the term “competitively award” means to award contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiation. This subsection expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement with a private sector contractor permitted by any applicable municipal or county ordinance, by district resolution, or by state law. For purposes of this section, cost includes the cost of all labor, except inmate labor, and the cost of equipment and materials to be used in the construction of the project. Subject to the provisions of subsection (3), the county, municipality, special district, or other political subdivision may establish, by municipal or county ordinance or special district resolution, procedures for conducting the bidding process.

The District will require sealed bids for all projects. The specifications for the project will be provided to each qualified bidder, along with the date bidding ends. The District will actively seek at least three (3) bids. The bids are to be opened in a publicly noticed meeting. The bids will be reviewed for acceptance. All bids may be rejected and the process re-started. The District does not have to accept the lowest bid.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
HIRING POLICY

1007 P

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Charter 2002-365. Pg 4 (7) The administrative duties of the board of trustees shall be as set forth in this act and chapters 189 and 418. Florida Statutes, as they may be amended from time to time. The trustees shall have the following specific powers:

Pg 5, (7)(g) A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and regulations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the contrary herein

FS 418.22 POWERS OF RECREATION DISTRICT

The Charter of a recreation district may grant to the recreation district the following powers .....

(9) To employ all personnel necessary for the operation and maintenance of the facilities of the district.

The Board of Trustees is the appointing authority for the District. All employment will be in compliance with FS 112.3135. No position will be created or an employee hired without approval of the Board of Trustees at a meeting that is in compliance with 189.015.

Employment opportunities SHALL be posted on the website and when possible, published in the Banner. A newspaper of general circulation may also be utilized as well as Employment agencies.

The Personnel Committee shall review all applications in a meeting that is in compliance with FS 189.015. The Personnel Committee shall consult the District Manager and shall make recommendations to the Board of Trustee for approval of potential employee.

Date Approved \_\_\_\_\_  
Date Revised \_\_\_\_\_  
Date Effective \_\_\_\_\_

<Attachment 2>

BAYSHORE GARDENS POLICY/PROCEDURE/FORMS/CONTRACTS INDEX

1001 p	ID CARD POLICY
1001F	ID CARD FORM
1002P	AGENDA POLICY
1002PR	AGENDA PROCEDURE
1002F	AGENA MOTION FORM
1003P	MEETING NOTICE POLICY
1003PR	MEETING NOTICE PROCEDURE
1004P	HALL/SCREEN ROOM POLICY
1004PR	HALL/SCREENROOM PROCEDURE
1004F	HALL/SCREENROOM CONTRACT
1004FI	HALL/SCREENROOM INSPECTION
1005P	Marina
1006P	Parking
1007P	Hiring policy

<Attachment 3>

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
RESIDENT COMPLAINT/CONCERN FORM 1004**

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Date \_\_\_\_\_ Nature of Complaint/Concern \_\_\_\_\_

**DETAILS OF PROBLEM**

You may use back of form for more details

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**Residents Contact information/note method for us to use should we need to contact you regarding your concern.**

Signature of concerned resident \_\_\_\_\_

Printed name of concerned resident \_\_\_\_\_

Contact information **Select one of the following:** Phone \_\_\_\_\_  
email \_\_\_\_\_ US mail address \_\_\_\_\_

**May be filled in by office**

**Specific policy/procedure/rule/regulation of complaint** \_\_\_\_\_

The District Manager/ or designee may immediately attempt to resolve the issue by providing a copy of any Bayshore Gardens policy, procedure, rule or regulation. Attach copy of document provided to resident at no charge.

If Resident is not satisfied with the policy, procedure, rule or regulation provided by District Manager or designee, the complaint/concern will be given to the designated Trustee to resolve and respond to the resident.

Response to Resident By \_\_\_\_\_ Date \_\_\_\_\_

Resident notified by their preference as selected above or in person. The complaint and response will be recorded on the complaint/concern log. This form as well as response/solution are a part of the public record and will be preserved per Florida retention schedule.

APPROVED DATE \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

REVISED DATE \_\_\_\_\_

Bayshore Gardens Park and recreation District  
Complaint Log

Form 1003

Name	Date filed	Date completed
_____	_____	_____
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Approved \_\_\_\_\_  
Revised \_\_\_\_\_  
Effective \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
RESIDENT COMPLAINT POLICY

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The Board of Trustees encourages residents with a question or concern to address the Board of Trustees. The residents may come to a regularly scheduled Board of Trustees meeting, attend a Committee meeting or come to the District Office. The Board wants to ensure that all concerns are answered.

If the resident comes in person to a meeting, the Trustees will address the concern/s of the resident at that meeting. Should the concern of the resident need further research, it will be assigned to a Trustee for resolution.

If the resident comes to the District Office, the manager provides whatever information is readily available to address the concern. If the Manager is not able to resolve the concern to the satisfaction of the resident, the resident will be asked to reduce their concern to writing or they may use the District Form. The concern will immediately be forwarded to the Trustee designated to address concerns of the residents.

Approved \_\_\_\_\_

Revised \_\_\_\_\_

Effective \_\_\_\_\_