

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
Wednesday; January 11, 2023, @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports
 - Policy and Procedure (Melanie) - Procedural Guide for Projects
 - Policy and Procedure (Melanie) - Bidding-Procurement Check List - 1008PCL
 - Policy and Procedure (Melanie) - Annual Budget Hearing Procedure
 - Policy and Procedure (Melanie) - Budget Hearing Temporary Committee Charge
 - Policy and Procedure (Melanie) - Budget Hearing Agenda - 1002BA
 - Policy and Procedure (Melanie) - Additional Items Discussed (If Any)
 - Marina (Morris) - Fence the Marina
 - Marina (Morris) - Replace Shed
 - Marina (Morris) - Dock Boxes
 - Marina (Morris) - Railings
 - Marina (Morris) - Additional Items Discussed (If Any)
5. Additional Items as Needed

(Resident comments agenda item 3 minutes)
6. Adjournment

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
BIDDING/PROCUREMENT CHECK LIST

1008PCL

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: _____

BUDGET HEARING DATE: _____

AGENDA

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to The Flag
4. Reading of the Resolution to Establish Assessment for Next Fiscal Year
_____ to _____.
5. Read the following rule:
“The ballot box shall be available and those present may cast their ballot at will. They do not need to remain for the balance of the meeting, however, if an additional vote is taken and the resident owners are no longer present, they have surrendered their right to vote in that additional balloting. “
Advise all voters to get a copy of all of the rules for the hearing from the registration desk.
6. Resident’s Comments and Questions (3 Minutes Each)
7. Motion to call for the vote ***
8. Announcing the Results and Reading Trustee Ballots Aloud
9. Motion to Adjourn

*****Should motion fail at step 7, return to step 4 and proceed until a positive result is achieved.**

Approved: _____
Revised: _____
Effective: _____

Search

Central Bradenton Lowe's Open until 10 PM

Delivery to 34207



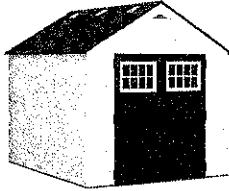
Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Outdoors / Sheds & Outdoor Storage / Sheds / Vinyl & Resin Storage Sheds

Suncast 8-ft x 10-ft Tremont Gable Resin Storage Shed (Floor Included)

Item #4349069 Model #8MS0125

Shop Suncast ★★★★★ 45



\$1,899.00

Multi-wall resin panels are engineered for strength and durability
 All-weather construction provides water resistance and UV protection for up to 10 years
 Large door windows and 6 skylights provide natural light

Pickup & Delivery Options

FREE Pickup
 Ready within 3 hours
 At Central Bradenton Lowe's
 Curbside Available

Delivery 34207
 Fri, Jan 6 : From \$79.00
 Delivery Scheduling in Checkout

[Check Other Stores](#)

2 Available
 Able 44 | Buy 10

1 +

Easy & Free Returns
 Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

BETTER TOGETHER



<p>Suncast 8-ft x 10-ft Tremont Gable Resin Storage Shed (Floor Included)</p> <p>\$1,899.00</p>	<p>Severe Weather 2-in x 6-in x 10-ft #2 Prime Wood Pressure Treated Lumber</p> <p>\$9.88</p>	<p>Severe Weather 23/32-in x 4-ft x 8-ft Pressure Treated Cdx Southern Yellow Pine Plywood</p> <p>\$47.88</p>	<p>7-in x 11-in x 11-in Concrete Deck Block</p> <p>\$8.88</p>
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Subtotal for (4) items
\$1,965.39

OVERVIEW

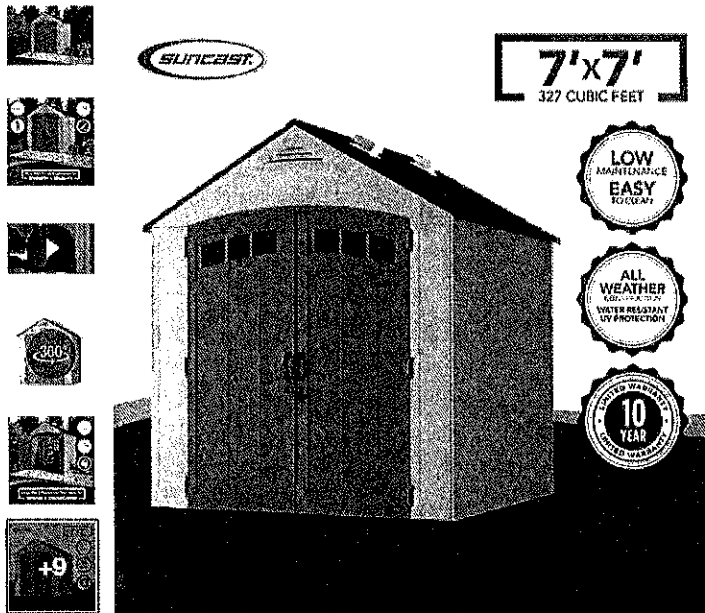
The 8 ft. x 10 ft. Tremont® storage shed with the new trend-forward color pallet by Suncast® can tackle all your storage needs. The reinforced resin floor is built to withstand heavy loads, such as lawn mowers, tractors and other large outdoor equipment. In addition, utilize every inch of space with the included standard corner shelves. Built-in skylights allow natural light to come in making it easier to locate items during the daytime. The large double-door entry way provides easy access to your belongings and is equipped with pad-lockable metal handles to keep them safe and secure (lock not included). Constructed of metal reinforced, multi-wall resin panels, this sturdy shed is weather resistant and easy to maintain from season to season.

- Multi-wall resin panels are engineered for strength and durability
 - All-weather construction provides water resistance and UV protection for up to 10 years
 - Large door windows and 6 skylights provide natural light
 - Classic shed design with architectural details and metal-reinforced single-style roof panels
 - 2 Adjustable corner shelves included for additional storage space
 - Upper and lower metal latches keep doors closed and in place
 - Reinforced resin floor withstands heavier loads
 - Pad-lockable metal handles for added security (lock not included)
 - Low maintenance – easy to clean and maintain
- [Warranty Guide PDF](#)

Feedback

Suncast
 Vista 7 ft. x 7 ft. Resin Storage Shed
 ★★★★★ (1927) Questions & Answers (508)

\$899⁰⁰



Hover Image to Zoom

- IllumiVent system increases air circulation and reduces humidity
- Large door windows and 4 skylights provide natural light
- Reinforced metal roof and resin floor to withstand heavier loads
- See More Details

Delivering to: 34207 | Change

<p>Buy in Store Limited stock at E. Bradenton</p>	<p>Ship to Home Get it by Mon, Jan 23</p>	<p>Scheduled Delivery Not available for this item</p>
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Check Nearby Stores Standard Delivery

18 available for delivery to 34207
 Delivery Options

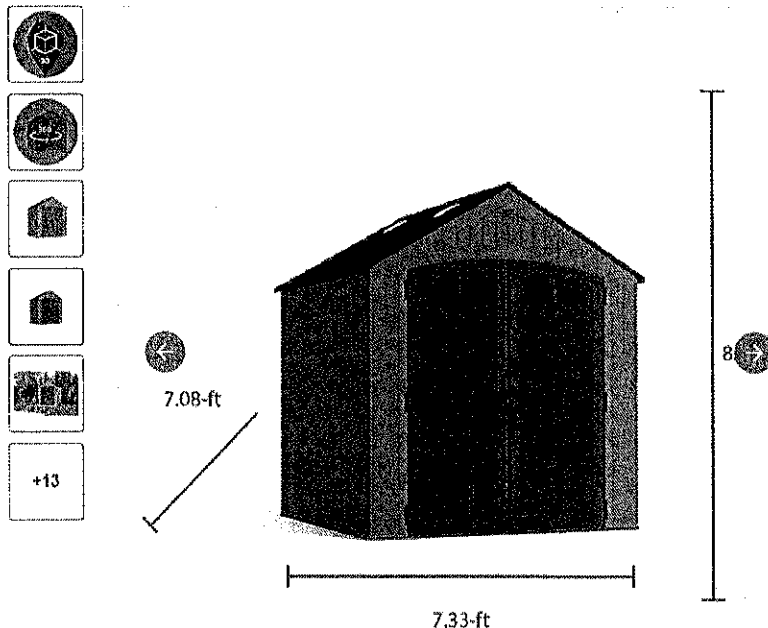
- 1 + **Add to Cart**

Add to List Add to Quote

LOWES

CRAFTSMAN 7-ft x 7-ft Craftsman Resin Storage Shed Gable Resin Storage Shed (Floor Included)

Item #1142408 Model #CMXRSSC7750
 Shop CRAFTSMAN ★★★★★ (1180)



Best Seller
\$1,099.00
 Shop the Collection

- Durable, multi-wall resin panels provide ultimate strength and stability
- Exclusive electrical cord port allows convenient connection for electrical appliances
- Lower foot latch ensures doors stay closed

Pickup & Delivery Options

Pickup
 Unavailable - Out of Stock
 At Central Bradenton Lowe's
 • in stock 15.7 miles away

Delivery 34207
 Sat, Jan 7: From \$79.00
 Delivery Scheduling in Checkout

Ready, Faster Nearby

- 1 + **Add to Cart**

Easy & Free Returns
 Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

Items pictured are not included

Save to Catalog