



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Department

600 S. Commerce Ave.
Sebring, FL 33870
(863) 402-6500 Purchasing Main Line
Purchasing Designated Contact: Kelli Bronson, Purchasing Analyst
(863) 402-6528, Direct Line
Purchase@HighlandsFL.Gov, email

NOTICE OF REQUEST FOR LETTERS OF INTEREST (LOI)
(License to Conduct Commercial Water Vessel Operation
and Associated Activities at HL Bishop Park)

**LOI-23-029-KSB - License to Conduct Commercial Water Vessel
Operation and Associated Activities at HL Bishop Park**

Property location:	HL Bishop Park, Lake 10 June Clubhouse Rd., Lake Placid, FL 33852
Pre-Proposal Meeting:	None
Request for Information Deadline:	5:00 PM, Sunday, July 2, 2023
Response Submission Deadline:	3:30 PM, Thursday, July 13, 2023

Advertised Date: Saturday, June 24, 2023 & Saturday, July 1, 2023



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT

Letter of Interest (LOI)

The Board of County Commissioners (“County”), Highlands County, Sebring, Florida, a political subdivision of the State of Florida, will receive sealed response(s) in the County’s Purchasing Department (“Purchasing”) for the following:

LOI-23-029-KSB: License to Conduct Commercial Water Vessel Operation and Associated Activities at HL Bishop Park

Location: HL Bishop Park, 10 Lake June Clubhouse Road, Lake Placid, FL 33852

Highlands County hereby gives notice that it intends to review responses to this LOI and negotiate with the Proposer which submits the best overall proposal, uniquely designed to serve the citizens of Highlands County through a License to conduct a commercial water vessel operation and associated activities at HL Bishop Park which the County operates pursuant to lease dated February 5, 1991, between Highlands County and the Town of Lake Placid.

The LOI with criteria, requirements, and other information, may be downloaded from the County’s website: www.highlandsfl.gov located on the Purchasing Dept landing page or www.vendorregistry.com. Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon.

Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing designated contact prior to the deadline time and date listed on the cover page.

SUBMISSIONS MUST BE DELIVERED to the Purchasing Department, 600 S. Commerce Avenue, 2ND Floor, Sebring, FL 33870 to reach said office no later than **3:30 PM, Thursday, July 13, 2023**, at which time responses will be opened. Responses may be submitted by one of the following methods:

· **Electronic submission** to the County website, www.highlandsfl.gov, linking to VendorRegistry.com in one all-inclusive adobe file. **File name is to be in the following format: “23-029-Proposer’s Name”**

OR

· **Hard Copy submission** in a sealed and marked package. Affix the supplied “Sealed Solicitation Label” with the name of the Respondent, solicitation number, and title to the exterior of the package so as to identify the enclosed response. A hard copy response is to include the following: all-inclusive identical paper copies, **one (1) original paper copy** (signed in blue ink) of the response, and **one (1) all-inclusive original, electronic copy** (on a Thumb drive) of the original response.

SUBMISSIONS RECEIVED LATER THAN THE DATE AND TIME AS SPECIFIED WILL BE REJECTED.

One or more County Commissioners may be in attendance at meetings.

Highlands County Local Preference Policy will not apply to the award of this solicitation.

The County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes should contact ADA Coordinator at: 863-402-6500 (Voice), or via Florida Relay Service 711, or by e-mail: hrmanager@highlandsfl.gov. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners
Purchasing Department
Highlands County, Florida

Website: www.highlandsfl.gov

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SECTION 1 GENERAL TERMS AND CONDITIONS

1. DEFINITIONS: For purposes of this Letter of Interest (LOI), the following terms are defined as follows:
 - 1.1. **County** means Highlands County, a political subdivision of the State of Florida, the Highlands County Board of County Commissioners and other public entities involved in this cooperative solicitation.
 - 1.2. **Proposer** means the person or entity submitting a proposal in response to this solicitation that meets the requirements set forth in the solicitation documents.
2. RESERVATION OF RIGHTS:

This LOI constitutes only an invitation to submit a Proposal to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options:

 - 2.1. To supplement, amend or otherwise modify this LOI, and to cancel this LOI with or without the substitution of another Invitation to Negotiate.
 - 2.2. To issue additional subsequent LOIs.
 - 2.3. To reject all incomplete / non-responsive responses, or responses with errors.
 - 2.4. The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Proposals is satisfactory to meet the criteria established in this document, the right to seek clarification and/or additional information from any submitting Proposer.
 - 2.5. The County also reserves the right to refine the solicitation. This refinement is not to include any new services not advertised but to allow more specifically the define work integral to that in the advertised solicitation.
 - 2.6. If the County believes that collusion exists among Proposers, all Proposals will be rejected.
 - 2.7. Make available to Respondents any data available in the County's files pertaining to the work to be performed under this LOI.
 - 2.8. Decide and dispose of all claims, questions, and disputes arising under this solicitation.
 - 2.9. Have the right to audit the records of the Respondents that enter into contracts pursuant to this solicitation at any time during the contract period.
 - 2.10. The County, the State and Federal auditors, as applicable, must be reserved the right to audit the records of the awarded Proposer related to this solicitation at any time during the contract period and for a period of five (5) years following the contract termination. The awarded Proposer shall provide copies of any records related to contracts entered into in connection with this solicitation upon request.
3. PUBLIC RECORD:
 - 3.1. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:

**GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6836
HCBCCRECORDS@HIGHLANDSFL.GOV**

- 3.2. Proposer agrees to comply with public records laws, specifically to:
 - 3.2.1. Keep and maintain public records required by the County to perform the services set forth herein.
 - 3.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
 - 3.2.3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the County.
 - 3.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the services set forth herein. If the Consultant transfers all public records to the County upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
- 3.3. Board policy prohibits any County employee or members of an employee's family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00.
4. COUNTY EMPLOYEES / CONFLICT OF INTEREST: All Proposers must disclose the name of any officer, director or agent who is also an employee of the Highlands County Board of County Commissioners, or any of the public entities which will receive services related to this solicitation. All Proposers must disclose in their proposal the name of any employee of the entities named in the preceding sentence who owns, directly or indirectly, any interest in the Proposer's business or any of its branches.
5. PROPOSER/RESPONDENT:
 - 5.1. Respondents must be an individual, firm, partnership, corporation, association or other legal entity permitted by law in the State of Florida.
 - 5.2. Each Proposer is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability, on the part of the Proposer, to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Proposer from its obligation to honor its proposal and to perform completely in accordance with its proposal. It shall be the Proposer's responsibility to educate themselves of the applicable laws, rules and regulations.
 - 5.3. If any Proposer violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this solicitation, such Proposer may be disqualified from this solicitation.
 - 5.4. Anti-Lobbing: Proposers, their agents and associates shall not solicit any County Official, employee, agent, or volunteer and shall not contact any County Official, employee, agent, or volunteer other than the individual listed cover page of this solicitation for additional information and clarification.
6. PREPARATION OF PROPOSAL:
 - 6.1. Proposals are due and must be received in accordance with the instructions given in the invitation page and any subsequent Addenda, if applicable.
 - 6.2. Proposals must be signed by an individual of the Proposer's organization legally authorized to

commit the Proposer.

- 6.3. The Proposer is solely responsible for all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer, as a result of this solicitation and subsequent evaluation process.
 - 6.4. Due care and diligence have been exercised in the preparation of this solicitation and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Proposal. Neither the County nor its representatives shall be responsible for any error or omission in the Proposals submitted, nor for the failure on the part of the Proposers to determine the full extent of the exposures.
 - 6.5. E-mailed and faxed Proposals will not be accepted.
 - 6.6. Any blank spaces on the required Proposal form or the absence of required submittals or signatures may cause the Proposal to be declared non-responsive.
 - 6.7. The County is not responsible for correcting any errors or typos made on the Proposal. Incorrect calculations or errors may cause the Proposal to be declared non-responsive.
7. REQUEST FOR INFORMATION (RFI)/ADDENDA:
- 7.1. Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing designated contact prior to the RFI Cut-off time and date listed on the cover page.
 - 7.2. Any interpretation, clarification, correction or change to this solicitation will be made by written addendum issued by the Purchasing Department.
 - 7.2.1. Official documents are posted and available for download on the County's website, www.highlandsfl.gov and www.VendorRegistry.com (the County's official advertising mechanism.) Information obtained from other locations may not be complete and/or accurate.
 - 7.2.2. Any oral or other type of communication concerning this solicitation shall not be binding.
 - 7.3. All pages included in or attached by reference to this solicitation shall be called and constitute the Invitation to Negotiate as stated on the front page of this solicitation.
 - 7.4. It is the sole responsibility of the Proposer to check the website for Addendums.
 - 7.5. Proposers must acknowledge receipt of Addendums by completing the respective section on the bid/proposal submittal form.
 - 7.6. In this solicitation the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County. If deemed necessary, the Purchasing Division will supplement this solicitation document with Addendums.
8. SELECTION PROCEDURE:
- 8.1. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Proposals, to reject any and all Proposals in whole or in part, with or without cause, and to accept that Proposal, if any, which in its judgment will be in its best interest.
 - 8.2. The Evaluation Committee will carefully review the responses and each member shall independently review all responses relative to the above listed criteria. The Team shall meet to collectively discuss their analyses of the responses and to then formulate a recommendation.
 - 8.3. The Evaluation Committee will determine the recommended award. The recommended award will be taken to the County Administrator or his designee for approval.
 - 8.4. The final offer(s) from the Evaluation Committee will be provided to the County Administrator or his designee who will present the proposed contract to the Board of County Commissioners in accordance with Florida law and Highlands County Ordinance.

- 8.5. Award will be made to the Proposer(s) whose Proposal is determined to be the most advantageous to the County, taking into consideration those Proposals in compliance with the requirements as set forth in this solicitation. The County reserves the right to reject any and all Proposals for any reason or make no award whatsoever or request clarification of information from the Proposers.

SECTION 2 INTRODUCTION / BACKGROUND

HL Bishop Park, 10 Lake June Clubhouse Road, Lake Placid, FL 33852 (Property)

The described Property is currently being utilized by the County as a public park.

The County currently operates and maintains the Property under lease with the Town of Lake Placid. The County is seeking to offer a License to the most responsive and responsible Proposer which submits the best overall proposal, uniquely designed to serve the citizens of Highlands County by conducting a commercial water vessel operation and associated activities at HL Bishop Park.

- The successful Proposer shall include a fee which is based on and reasonably associated with its use.
- The successful Proposer shall indemnify and hold harmless Highlands County and the Town of Lake Placid.
- The successful Proposer shall maintain the types and kinds of insurance, liability and otherwise, as deemed necessary and appropriate by the County.
- The successful Proposer shall submit a use plan for the HL Bishop Park facilities that acknowledges that the Park is open for use by the public.
- The successful Proposer shall submit a parking plan that acknowledges that the Park is open for use by the public.
- The successful Proposer shall submit a maintenance plan for the areas of the HL Bishop Park facilities which will be utilized by its customers to ensure that the area is kept in a neat, clean and sanitary condition at all times.
- The successful Proposer shall submit a plan for storage of any equipment associated with its commercial vessel operation at HL Bishop Park.

THE COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL LETTERS OF INTEREST (BIDS), OR PARTS THEREOF, WAIVE ANY IRREGULARITIES, SELECT A BID DEEMED TO BE IN THE COUNTY'S BEST INTEREST BASED ON THE TERMS AND CONDITIONS SET FORTH HEREIN, ISSUE A NEW SOLICITATION ALTOGETHER OR PROCEED WITH A SEPARATE STATUTORILY PERMISSIBLE ALTERNATIVE.

SECTION 3 PROPERTY INFORMATION

HL Bishop Park, Lake June Road, Lake Placid. An aerial of the Property is attached as Exhibit "A".

SECTION 4 RESPONSE FORMAT CRITERIA

1. **SUBMITTAL CONTENT:** It is imperative that the information submitted is precise, clear, and complete. All responses must be presented in the following format requirements:
 - 1.1 **Electronic submission** to the County website, www.highlandsfl.gov linking to VendorRegistry.com in one all-inclusive adobe file. **File name is to be in the following format: "23-029-Proposer's Name"**
 - 1.2 **Hard Copy submission** in a sealed and marked package. Affix the supplied "Sealed Solicitation Label" with the name of the Respondent, solicitation number, and title to the exterior of the package so as to identify the enclosed response. A hard copy response is to include the following: all-inclusive identical paper copies, **one (1) original paper copy** (signed in blue ink), of the response, and **one (1) all-inclusive original, electronic copy** (on a Thumb drive) of the original response.
 - 1.3 Submittals not conforming to this format may receive a lower score.
2. **REQUEST RESPONSE OUTLINE**

Sections and subsections shall correspond in sequence with those identified below and shall be clearly sequentially tabbed. All additional information a Proposer believes is unique to a section and does not fit the established outline may be included at the end of that section under a subheading "Additional Information."
3. **REVIEW, EVALUATION AND SELECTION**

The letters of interest submitted in accordance herewith will be reviewed and evaluated. After full evaluation, of all of the timely submitted letters of interest, the County will contract with the party deemed the highest rank which is in compliance with the terms and conditions set forth in this notice. Compliance with ALL terms and conditions is considered an integral part of a bid, equal in value to any proposed monetary compensation.
4. **EVALUATION CRITERIA SECTION**

Proposers will be ranked on the quality of the proposal including clarity and organization of the proposal and if requested, its presentation. The County will determine the best value usage of the property for the County.

TAB A Introduction /Executive Summary (Maximum 100 Points)

- Signed solicitation Certification Form with contact information
- Letter of Interest
 - Letter should identify the proposed use of the property and any details regarding operation.
 - Acknowledge by submittal of a Letter of Interest the County's stipulations of County use.
 - Acknowledge by submittal of a Letter of Interest the Proposer represents that it does not have any professional or personal conflicts of interest.
- Indicate key personnel and their relationship or responsibility to proposed use of site.
- Include information requested in Section 2.
- **ADDITIONAL INFORMATION AT THE RESPONDENT'S DISCRETION AND CONFIDENTIAL INFORMATION**

Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law must be placed in Tab B. Each page must be clearly marked Confidential Information.

TAB B FORMS AND MISC. INFORMATION

SECTION 5 SAMPLE EVALUATION SCORE SHEET

Tab	CRITERIA FOR EVALUATION	MAXIMUM POSSIBLE POINTS	EVALUATOR'S SCORE
A	Introduction/Executive Summary	100	
B	Forms and Certifications	0	
	TOTAL MAXIMUM POSSIBLE POINTS	100	

SECTION 6 SCHEDULE

DATE	TIME	EVENT
June 24, 2023		First Advertisement
July 1, 2023		Second Advertisement
July 2, 2023	5:00 P.M.	Deadline to submit questions (RFI's)
July 13, 2023	3:30 P.M.	Proposal due date
July 24, 2023	2:00 P.M.	*Review/Ranking of Proposals by the Evaluation Committee
July 28, 2023		Anticipated award date
August 15, 2023		Anticipated contract consideration by the Board
		<i>Dates are subject to change.</i> *Meetings will be held in the Engineering Training Room, 505 S. Commerce Ave., 2 nd Fl, Sebring FL

LETTER OF INTEREST CERTIFIED FORM

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS



SOLICITATION IDENTIFICATION: **LOI-23-029-KSB**
 SOLICITATION NAME: **License to Conduct Commercial Water Vessel Operation and Associated Activities at HL Bishop Park**

PROPOSAL SUBMITTED BY: _____

Proposer's Name

Proposer's Authorized Representative's Name and Title

Proposer's Address 1

Proposer's Address 2

Contact's Name and Title (Print)

Contact's E-mail Address

Contact's Phone Number

Dun's Number

Employer Identification Number/Federal Employer Identification

ACKNOWLEDGEMENT OF ADENDA Proposer represents that:

- It is the sole responsibility of the bidder/proposer to check the Purchasing web-site for any addenda issued for this solicitation.
- Proposer has examined and carefully studied this solicitation and the following Addenda (receipt of all which is hereby acknowledged):

Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued

CERTIFICATION: By submitting a Proposal, the Proposer affirms that the Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham Proposal. Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a Proposal. Proposer has not sought by collusion to obtain for itself any advantage over any other person(s) or over the County. The signature below, by an authorized representative and hereby affirm they have read and understand the solicitation requirements.

By submission of this Letter of Interest the proposer acknowledges the following:

- Acknowledge by submittal of a Letter of Interest the County’s stipulations of County use.
- Acknowledge by submittal of a Letter of Interest the Proposer represents that it does not have any professional or personal conflicts of interest.
- Acknowledge by submittal of Letter of Interest contractual Terms and Conditions and insurance coverage and limits may be established based on the proposed use.

SUBMITTED ON: _____ 20 _____

PROPOSER NAME: _____

SIGNATURE: _____
Proposer's Authorized Representative

PRINTED NAME: _____

TITLE: _____

-Remainder of page intentionally left blank-

EXHIBIT A
SITE



SEALED PROPOSAL LABEL

Cut along the outer border and affix this label to your sealed submission envelope/box to identify it as a "Sealed Bid/Proposal"

Deliver to: Highlands County Purchasing Department
600 S. Commerce Ave., 2nd Floor
Sebring, FL 33870

Contact Information: Kelli Bronson, Purchasing Analyst
(863) 402-6500

PLEASE PRINT CLEARLY



**SEALED BID/PROPOSAL DOCUMENTS
• DO NOT OPEN •**

SOLICITATION NO.: **LOI-23-029-KSB**

SOLICITATION TITLE: **License to Conduct Commercial Water
Vessel Operation and Associated Activities
at HL Bishop Park**

DATE DUE: **Thursday, July 13, 2023**

TIME DUE: **3:30 pm**

SUBMITTED BY: _____
(Name of Company)

e-mail address

Telephone

DELIVER TO:

Highlands County Board of County Commissioners
Attn: Purchasing Department, 2nd Floor
600 South Commerce Avenue
Sebring, Florida 33870



***Note: submissions received after the time and date above
will not be accepted.***

***Notice: The Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda. It is the sole responsibility of the Contractor/Vendor to monitor the County webpage for any updates. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date to match any updates to this date that have been published via Addenda.**