



# **ALACHUA COUNTY**

## ***Budget and Fiscal Services***

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### ***Procurement***

Theodore "TJ" White, Jr. CPPB  
Procurement Manager

Thomas J. Rouse  
Contracts Supervisor

May 23, 2024

#### **MEMORANDUM**

**To:** Theodore "TJ" White, Jr. CPPB, Procurement Manager

**From:** Mandy Mullins, Procurement Agent I *Mandy Mullins*

**SUBJECT: INTENT TO AWARD**  
**RFP 25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)**

<u>Solicitation Deadline:</u>	2:00 PM, Wednesday, May 1, 2024, 2024
<u>Solicitation Notifications View Count:</u>	476 Vendors
<u>Solicitation Downloads:</u>	11 Vendors
<u>Solicitation Submissions:</u>	2 Vendors

#### **Vendors:**

Anderson's Outdoor Adventures, LLC  
Bell, FL 32619

PADL, LLC  
Key Biscayne, FL 33149

**RECOMMENDATION:**

The board approves the Evaluation Committee’s award ranking below for RFP **25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)**

1. Anderson’s Outdoor Adventures, LLC
2. PADL, LLC

Approve the above ranking and authorize staff to negotiate an agreement with the top ranked firm.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.



\_\_\_\_\_  
Approved  
Theodore “TJ” White, Jr., CPPB  
Procurement Manager

May 29, 2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disapproved  
Theodore “TJ” White, Jr., CPPB  
Procurement Manager

TW/mm

**Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
  - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
    - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
    - ii. The solicitation instructions are unclear or contradictory.
  - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
    - i. The name, address, e-mail and telephone number of the protesting party;
    - ii. The solicitation number and title;
    - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
      1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
      2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
    - iv. A detailed statement of the basis for the protest;
    - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
    - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
    - vii. The form of the relief requested.
  - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

(d) *Appeal*: If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.

(3) *Award Protest*. Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.

(a) *Basis of the Award Protest*: The alleged basis for an Award Protest shall be limited to the following:

- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
- ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
- iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.

(b) *Timing and Content of the Award Protest*: The Award Protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:

- i. The name, address, e-mail and telephone number of the protesting party;
- ii. The Solicitation number and title;
- iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
- iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
  1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
  2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
  3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
- v. A detailed statement of the basis for the protest;
- vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
  - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) Appeal:
- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
  - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
  - (b) Necessary to avoid or substantial reduce significant damage to County property;
  - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
  - (d) Otherwise in the best interest of the public.



Alachua County, Florida

# Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
 County Administration Building, Gainesville, FL 32601  
 (352) 374-5202

## EVALUATION TABULATION

RFP No. RFP 25-227-MM

### Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

RESPONSE DEADLINE: May 1, 2024 at 2:00 pm

Thursday, May 23, 2024

#### SELECTED VENDOR

##### VENDOR RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
andersons outdoor adventures	Bell, FL

#### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	PADL LLC	andersons outdoor adventures
Corporate Resolution Granting Signature	Pass	Pass
Mandatory Pre-Bid Attendance	Pass	Pass
State Compliance	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
Small Business Enterprise Option 1: SBE Proposer	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 2: 30% SBE Proposer Participation	Pass	Pass

EVALUATION TABULATION

RFP No. RFP 25-227-MM

Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

Question Title	PADL LLC	andersons outdoor adventures
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 3: 15% - 29% SBE Prosper Participation	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response
Small Business Enterprise Option 4: No Subcontractors	Fail	Pass
Consultant Small Business Enterprise Good Faith Effort Option 5.	Fail	Pass
Alachua County Location Preference	Pass	Fail
Drug Free Workplace	Pass	Pass
Vendor Eligibility	Pass	Pass
NON-SBE Subcontractors	Pass	Pass
Responsible Agent Designation	Pass	Pass
Conflict of Interest	Pass	Pass
Request for Proposal Submittal Documentation	Pass	Pass
Acknowledgement of Requirements	Pass	Pass

## PHASE 1

### EVALUATORS

Name	Title	Agreement Accepted On
Jamie Bass	Camp Manager	May 14, 2024 3:19 PM
Jason Maurer	Manager	May 6, 2024 12:19 PM
Ed Williams	Capital Projects Coordinator	May 20, 2024 5:22 PM

### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability and Competency of the Vendor	Points Based	50 (29.4% of Total)

Description:

- A. Did the Vendor provide a brief statement of background, organization, and size?
- B. Does the Vendor have experience with past work of similar scope and budget?  
Has the Vendor recently done this type of work for a state, or local government in the past?

EVALUATION TABULATION

RFP No. RFP 25-227-MM

Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

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- C. Does the Vendor’s workload and ability satisfy County requirements for this project?
- D. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on questions above, award points as follows:

- A. 50 - 40 points - Exceptional Experience
- B. 39 - 20 points - Average Experience
- C. 19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	50 (29.4% of Total)

Description:

- Did the proposal indicate a thorough understanding of the project, the scope, and objectives through a concise narrative?
- Did the Vendor describe the approach to the provision of services as required and the specific work plan to be employed to implement it?
- Is the appropriate emphasis placed on the various work tasks?
- Did the Vendor develop a workable approach to the project?
- Does the proposal specifically address the County's needs or is it "generic" in content?
- Does the proposal indicate how this project fits into the total workload of the Vendor during the project period?

Based on questions above, award points as follows:

- 50 - 40 points - Exceptional Experience
- 39 - 20 points - Average Experience
- 19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Ability to meet Project Schedule and Budget Requirements	Points Based	30 (17.6% of Total)

Description:

- A. Did Vendor provide a draft schedule that includes: hours of operation, days of the week open and seasonal closures?
- B. Is the draft schedule reasonable based on quantity of personnel assigned to the operation?
- C. Did the Vendor provide the Manager, and Key Staff’s percentage of involvement, tasks and/or hours assigned?
- D. Are the hours assigned to the various team members for each task appropriate?
- E. Is the pricing provided reasonable for the services provided?



EVALUATION TABULATION

RFP No. RFP 25-227-MM

Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

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Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5.9% of Total)

Description:

- A. Was proposal organization per the RFP? Did Vendor include a letter of interest?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.9% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Location	Points Based	10 (5.9% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Small Business Enterprise Participation (SBE)	Points Based	15 (8.8% of Total)

Description:

Points Provided by Procurement.

**AGGREGATE SCORES SUMMARY**

Vendor	Jamie Bass	Jason Maurer	Ed Williams	Total Score (Max Score 170)
andersons outdoor adventures	118	114	98	<b>110</b>

EVALUATION TABULATION

RFP No. RFP 25-227-MM

Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

Vendor	Jamie Bass	Jason Maurer	Ed Williams	Total Score (Max Score 170)
PADL LLC	133	99	74	102

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Ability and Competency of the Vendor Points Based 50 Points (29.4%)	Project Understanding and Approach Points Based 50 Points (29.4%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (17.6%)	Proposal Organization Points Based 10 Points (5.9%)
andersons outdoor adventures	41.7	41.7	19.7	7
PADL LLC	37.7	34.7	23.3	6.3

Vendor	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.9%)	Location Points Based 10 Points (5.9%)	Small Business Enterprise Participation (SBE) Points Based 15 Points (8.8%)	Total Score (Max Score 170)
andersons outdoor adventures	0	0	0	110
PADL LLC	0	0	0	102

## Public Meeting Minutes (Record)

### Ranking for RFP 25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)

Date: May 23, 2024

Start Time: 9:01 am

Location: 12 SE 1<sup>st</sup> Street, 3<sup>rd</sup> Floor Conference Room

#### 1. Call Meeting to Order

#### 2. RFP Process Overview for Today's Meeting

- 2.1. Good morning, I am Mandy Mullins, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Jason Maurer (Leader), Jamie Bass, and Ed Williams.
- 2.2. Thank you, committee, for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public, and you will have an announced time (3 minutes; no response required) for public comments. Please review the agenda that is on the screen.
- 2.3. The RFP team will be evaluating vendors' proposal, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

#### 3. RFP Committee Members Process Instructions

- 3.1. **First**, I have collected all signed Disclosure Forms (Conflict of Interest), and I will show them on screen, discuss if necessary.
- 3.2. **Second**, provide procurement points to members for Location, SBE and VOW.
- 3.3. Due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee.
- 3.4. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.5. **Third**, Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been recorded correctly and that they match the scores on your individual score sheets.

Vendor	Jamie Bass	Jason Maurer	Ed Williams	Total Score (Max Score 170)
andersons outdoor adventures	118	114	98	110
PADL LLC	133	99	74	102

- 3.6. The team will discuss, evaluate, and rank all vendor submittals. You have your proposal evaluation forms so now we can start discussions with the first vendor. (**Encourage dialog**)
  - 3.6.1. Discuss scores and make Changes if pertinent.
  - 3.6.2. Discussion record and Update: **Proposal Score Evaluation**
    - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are satisfied.
    - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
  - 3.6.3. Call for validation of RFP team **Proposal Scores** for the Team's Final Ranking.
  - 3.6.4. Choose not to have Oral Presentation
4. Motion to approve ranking: Ed Williams motioned to recommend the final ranking be approved and sent to the BOCC for Approval. Then start contract negotiations with the top ranked firm seconded by Jason Maurer. Vote 3-0 in favor
5. Public Comments (3 minutes): Paul Spillers

6. Motion to Approve the Meeting Minutes: Ed Williams moved to approve the Minutes; Jamie Bass seconded the motion.  
Vote 3-0 in favor.
7. Meeting Adjourn at 9:30 am.

## PUBLIC MEETING AGENDA

### **RFP 25-227-MM Annual Management of Poe Springs Concession and Kayak/Canoe Rentals (Revenue)**

1. **Open meeting** – 9:00 am

Present: Mandy Mullins, Markisha Boykin

RFP Committee Members: Jason Maurer (Leader), Jamie Bass, and Ed Williams.

2. **Evaluation and Ranking of the RFP Submittals**

- a. Review and record Evaluation Criteria Scores for RFP Submittals
- b. Discussion of RFP Evaluation Criteria Scores
- c. Ranking of Vendors
- d. Approve Ranking

3. **Public Comment**

4. **Approve minutes.**

5. **Adjourn meeting.**