

PRICING

The Town requires a firm price for the contract period. The price shall include all costs (including drug testing and background check fees). Note that personnel assigned to work at the Recreation Center and/or Tennis Centers, shall require a National Level 2 VECHS background check (employee). The Town will not pay any charges or fees assessed by the Contractor if an employee assigned under this contract subsequently becomes an employee of the Town as a result of being hired by the Town after application for a position through the open competitive personnel selection procedures of the Town. Invoices will be checked to confirm compliance with quoted pricing. Failure to hold prices firm through the entire contract term will be grounds for contract termination.

Hourly billing rate range for each category.

Recreation Department – Par 3 Golf Course – Maintenance Laborer = \$10.00-\$15.00
Recreation Department – Par 3 Golf Course – Golf Course Associate = \$10.00-\$15.00
Recreation Department – Town Docks – Dock Attendant= \$10.00-\$15.00
Recreation Department – Town Docks – Dock Hand = \$10.00-\$15.00
Recreation Department – Tennis Centers – Tennis Attendant = \$10.00-\$15.00
Recreation Department – Recreation Center – Activity Leader = \$10.00-\$15.00
Recreation Department – Recreation Center – Maintenance Laborer = \$10.00-\$15.00

OVERVIEW

The Town intends to award one primary contract and one secondary contract. The secondary contractor shall be used in the event the primary contractor is unable to provide the required manpower within the timeframe specified. The fact that there is a secondary contractor does not relieve the primary contractor from performance of its contractual obligations under this contract.

Within ten (10) days after receipt of notification of award of bid, successful bidder (hereinafter referred to as the Contractor) shall meet with Town representative(s) to discuss transition procedures, scheduling and start date.

The primary contractor shall assure a suitable placement to a job order as soon as possible (not to exceed 48 hours from the time of the job request), confirming the availability of a suitable placement to report at the required time. In the event the primary contractor is unable to commit to the job request, the Town will cancel the request and place the request with the secondary contractor. The same procedures shall apply to the secondary contractor. The contractor may request additional time if needed. The Town reserves the right to grant or refuse the time extension due to urgency. In the event the primary or secondary contractors are not able to fulfill the request, the Town shall fill the requirement by soliciting other qualified sources.

SCOPE OF WORK

A. Supervision

The Town of Palm Beach will designate Contract Coordinator(s) for which services are being provided. The Contract Coordinator(s) shall act on behalf of the Town with respect to monitoring contractor performance under this contract.

The administration of the contract is vested in the Contract Coordinator(s). The Contract Coordinator(s) shall have complete authority to require the Contractor to comply with all provisions of this Contract. However, the provisions of this Contract shall not be altered, waived or revoked by the Contract Coordinator(s).

The Contract Coordinator(s) principal duties shall be:

- A. Liaison with Contractor.
- B. Coordinate and approve all work under the contract.
- C. Resolve any disputes.
- D. Assure consistency and quality of personnel performance.
- E. Schedule and conduct personnel performance evaluations and document findings.
- F. Review and approve for payment all invoices for work performed

B. Requirements

Requirements for performing services are as follows:

- a. The Contractor shall be responsible for the successful completion of pre-placement candidate drug testing and criminal background check. Candidates must be able to successfully pass a 10 panel urine drug screen per Florida Drug-Free Workplace. The background check must be performed no more than 15 days from active placement with the Town. Verification of the drug testing and background checks must be provided to the Town upon request. Personnel assigned to work at the Recreation Center and/or Tennis Centers, shall require a National Level 2 VECHS background check (employee). In addition to the drug testing and criminal background check, the Contractor must:
 - 1) ensure the candidates are legally eligible to work in the US;
 - 2) be responsible for validating any and all credentials of the candidates that may be required for the position, such as licenses, certifications, and/or education; and,
 - 3) fully validate the candidate's employment history (using the Town's reference form, to be provided).
- b. The Contractor will waive all charges for employees who report to work and are deemed unsatisfactory within the first four hours. If the employee works more than four hours and is then deemed unsatisfactory, the Contractor may bill the Town for all hours worked in the shift.

Hours worked will be reported in whole and quarter hours. Contractor will ensure that the temporary employee abides by all Town and respective Department rules and work schedules.

- c. The Town will not be held responsible for any tax obligation, including, but not limited to Federal Income Tax withholding, FICA, or unemployment compensation. Personnel furnished by the Contractor are not entitled to participate in any plans or benefits offered to Town employees.
- d. Interviews: Depending on the length or type of assignment, resumes and interviews may be requested. The Town reserves the right to reject any personnel referred based on job related factors.
- e. The Contractor will provide a weekly summary billing, which shall include the following information, at a minimum:

Date, name of employee, rate of pay, bill rate, and number of hours worked in the period.

Invoices must include signed copies of timecards, which are legible and properly approved by authorized department personnel.

- f. The Contractor shall maintain such financial records and other records as may be prescribed by Federal and State laws, rules and regulations. The records shall be made available during the term of the contract and a subsequent three year period for examination, transcription and audit by the Town, its designees, or other authorized bodies.
- g. The Contractor shall notify the Contract Coordinator in the event of scheduling delays, or changes relating to the personnel assigned to the Town.
- h. Contractor's employees shall present a neat, clean, well groomed appearance and shall conduct themselves in a respectable manner while performing their duties and while on Town Property.
- i. If necessary, the Recreation Department will provide Contractor's employees with uniform shirts.

C. Job Titles, Job Descriptions and Minimum Requirements:

The extent and character of the services to be performed by the firm shall be subject to the general control and approval of the Contract Coordinator(s) or authorized representative. The firm shall not comply with requests and/or orders issued by other than the Contract Coordinator(s) or authorized representative acting within their authority for the Town. The Town Reserves the right to make adjustments to the job descriptions, including adding special requirements and adding newly created positions as needed.

Services to be provided to the Par 3 Golf Course

NOTE: The Town's Recreation Department's Par 3 Golf Course selects their own employees. Recruitment by the primary contractor is not required. The department will have the employee's paper work completed and will turn it into the primary contractor starting the hiring process.

Position Title: Maintenance Laborer

Employees will be responsible for operating a variety of golf course maintenance equipment in addition to performing other maintenance related duties. Work is performed under the direction of the Golf Course Superintendent.

Essential Job Functions:

- Operate tractors, greens mower, sod cutter and related equipment.
- Assist in the application of fertilizer and chemicals.
- Trimming of trees, bushes and related landscape work.
- Upkeep of sand traps and irrigation system.
- Perform preventative maintenance on equipment.
- Trash pick-up.
- Perform janitorial duties

Required Knowledge, Skills and Abilities:

- General knowledge of a golf course.
- Ability to operate a variety of golf Course equipment.
- Willingness to perform a wide variety of golf course maintenance tasks including manual labor.
- Ability to maintain effective working relationship with other employees.
- Ability to work in varying environmental conditions, stand or stoop for long periods of time, lift heavy objects, multi-task and work in a hectic environment.

Minimum Employment Requirements:

Previous Golf Course maintenance experience is preferred and availability to work weekends and holidays on a varied work schedule.

Position Title: Golf Course Associate

Employees will be responsible for the day-to-day fast paced outside and inside operations at the golf course, which includes greeting golfers as they arrive, organizing play on the golf course, managing the range, and work in the golf pro-shop as a check-in clerk. Work is performed under the supervision of the Golf Course Manager.

Essential Job Functions:

- Ability to establish and maintain effective working relationships with other employees, residents, professionals, and the general public both in person and via the telephone.
- Ensure orderly flow of players on the golf course by introducing and pairing players for maximum course utilization.
- Greet golfers and assist with golf bags at staging area or bag drop.
- Take registration for golf lessons and clinics and communicates information to the public and pros.
- Maintain, clean and stage carts in a professional manner with scorecard and pencil.
- Perform light maintenance work on riding and pull carts.
- Provide course information to the public when requested including events, programs and course conditions.
- Perform a variety of custodial duties and maintain their work area, the clubhouse, and immediate grounds in a neat and orderly fashion.
- Ensure, in a courteous and professional manner, that Town golf course rules, regulations and procedures are followed.
- Operate a computer, telephone and other office equipment.
- Assist with a variety of golf course maintenance work.
- Employees in this classification may be expected to perform any related duties as required by proper authority
- Ranger golf course to ensure proper play and for litter clean up and empty trash containers.
- Pick driving range and wash range balls.
- Checks in golfers and collects appropriate fees with the use of a computerized POS system.
- Book tee times and lessons both in person and over the phone.

- May need to collect fees and balances the cash register at the end of the day, reconciling monies collected and completes back deposits in accordance with Department cash handling procedures.

Required Knowledge, Skills and Abilities:

- Must have strong customer service skills.
- Ability to establish and maintain effective working relationships with other employees, residents, professionals, and the general public both in person and via the telephone
- Ability to operate a golf cart, driving range picker unit, and utility vehicles.
- Ability to communicate effectively.
- Ability to operate an electronic point of sale system and other related computer programs in an efficient manner to ensure quick customer transactions
- Ability to effectively carry out written or oral instructions.
- Must have experience on computers, telephones and other office equipment.
- Ability to work in varying environmental conditions including cold, heat, humidity, dust, loud noise, and around various chemicals, fumes and gasses.
- Ability to climb stairs, ladders, into vehicles, and work overhead.
- Ability to bend and stoop.
- Ability to lift equipment up to 50 pounds.
- Ability to push drums, and equipment up to 150 pounds.
- Ability to stoop, stand and sit for long periods of time and walk the length of a golf course.
- Ability to hear conversations, engines, horns, and alarms.
- Ability to see small items on a computer and distance acuity to monitor pro-shop, operate a golf cart or utility vehicle.

Minimum Employment Requirements:

High school graduate or equivalent with a combination of experience and training in procedures and equipment which provides the required knowledge, skills, and abilities. Must have the physical abilities necessary to perform the essential functions of the position. Experience with golf operations is preferred.

Services to be provided to the *Town Docks*

Position Title: Dock Attendant

Employees will be responsible for semi-skilled work as required in the operation of dock facilities. This includes having the ability to work effectively with the public, be exposed to adverse weather conditions, and general office knowledge. Work is performed under the supervision of the Dockmaster.

Essential Job Functions:

- Maintains accurate transient dockage contract information on file according to numbered sequence.
- Enforces all Rules and Regulations pertaining to the Town Docks.
- Inspects Docks to observe safety violations, repair needs, potential hazardous situations, parking lot patrol, and containment wall and oil tank recovery area.

- Effectively and efficiently ties up vessels properly in slips. Knowledge of mooring procedures will be applicable along with good judgment. Must have ability to throw and catch lines from overhead. These tasks require bending and stretching and may be performed on wet, slippery surfaces. Fumes from diesel and gas engines are sometimes present. Must connect high voltage power cables to utility pedestals.
- Moves objects that require pushing and pulling up to 100 pounds and may be necessary to carry objects not exceeding 55 pounds.
- Required to clean bathrooms using cleaners, solvents, and chemicals. This work requires bending, stooping, and lifting, often on wet surfaces.
- Must be able to determine color and identification numbers of boat through binoculars.
- Required to have excellent communication skills for purposes of taking and giving messages by telephone or radio.
- Ability to enforce Dock rules and regulations diplomatically when dealing with residents, Town employees, owners, captains, crews, and the general public.

Required Knowledge, Skills and Abilities:

- Knowledgeable in the use of hand tools; such as drills, screw drivers, pliers, vise grips, paint brushes, hammers, and other basic tools.
- Ability to effectively communicate via telephone, hand-held radio, and personal contact with employees, residents, contractors, captains, owners, etc.
- Ability to understand, interprets, and effectively carries out written or oral instructions in English.
- Ability to climb stairs and get in and out of vehicles. Must be able to go up and down ladders.
- Ability to work at heights above ground level of 20 feet.
- Ability to work with or in an environment where there may be chemicals; such as mineral spirits, gas and diesel fumes, insecticides, cleaning materials, etc.
- Ability to physically operate vehicle horns, push buttons; i.e., telephone, calculators, office machines, computers, security gates.
- Ability to work in an environment which may include, but not be limited to, wet surfaces, stairs, fumes, lift station odors, cleaning materials, vehicle and motor bikes, etc.
- Ability to have distance visual acuity for identifying safety signs, equipment, and boats.
- Ability to learn and use computer software programs utilized at the Town Docks.

Minimum Employment Requirements:

High School graduate or equivalent. Minimum of three years' experience in the marine industry or equivalent. Must have a valid Florida Drivers License class "E". Must have physical abilities necessary to perform essential functions of the position.

Position Title: Dock Hand

Employees will be responsible making minor repairs and perform minor maintenance tasks. Also, this employee must have the ability to be exposed to adverse weather conditions and the ability to stand and sit for long periods of time. Work is performed under the supervision of the Dockmaster.

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Essential Job Functions:

- Effectively and efficiently ties up vessels properly in slips. Knowledge of mooring procedures will be applicable along with good judgment. Must have ability to throw and catch lines from overhead. These tasks require bending and stretching and may be performed on wet, slippery surfaces. Fumes from diesel and gas engines are sometimes present.
- Moves objects that require pushing and pulling up to 100 pounds and may be necessary to carry objects not exceeding 55 pounds.
- Required to clean bathrooms using cleaners, solvents, and chemicals. This work requires bending, stooping, and lifting, often on wet surfaces.
- Must be able to determine color and identification numbers of boat through binoculars.
- Required to have excellent communication skills for purposes of taking and giving messages by telephone or radio.

Required Knowledge, Skills and Abilities:

- Knowledgeable in the use of hand tools; such as drills, screw drivers, pliers, vise grips, paint brushes, hammers, and other basic tools.
- Ability to effectively communicate via telephone, hand-held radio, and personal contact with employees, residents, contractors, captains, owners, etc.
- Ability to speak, understand, interpret, and effectively carry out written or oral instructions in English.
- Ability to climb stairs and go up and down ladders.
- Ability to work at heights above ground level of 20 feet.
- Ability to work with or in an environment where there may be chemicals; such as mineral spirits, gas and diesel fumes, insecticides, cleaning materials, etc.
- Ability to physically operate vehicle horns and push buttons.
- Ability to work in an environment which may include, but not be limited to, wet surfaces, stairs, fumes, lift station odors, cleaning materials, vehicle and motor bikes, etc.
- Ability to have distance visual acuity for identifying safety signs, equipment, and boats.

Minimum Employment Requirements:

High School graduate or equivalent. Must have a valid Florida Drivers License class "E". Must have the physical abilities necessary to perform the essential functions of the position.

Services to be provided to the Seaview Park and Phipps Ocean Park Tennis Centers

Position Title: Tennis Attendant

Employees will be responsible for facility supervision and upkeep. This includes the ability to maintain good public relations, perform office duties and minor tennis facility maintenance, and display good judgment as the employee frequently works alone. The Tennis Attendant is supervised by the Tennis Supervisor.

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Essential Job Functions:

- Collection of fees through finance procedures, which requires the use of computerized register; balancing register at the end of the day and completing bank deposits.
- Take registrations for Tennis lessons and clinics and communicate information to the public and pros.
- Responsible for daily communication of events, programs, and court conditions to the general public in regards to the Tennis operations and other recreation programs and activities.
- Process pro-shop merchandise sales; help maintain inventory of merchandise.
- Book and process reservations for tennis courts and assist in setting up matches for participants.
- Court Maintenance -either manually or with electric cart court sweeper.
- Clean and maintain Pro-shop and restrooms in a neat orderly fashion; update bulletin board information.

Required Knowledge, Skills and Abilities:

- Strong public relations skills.
- Ability to establish and maintain effective working relations with other employees.
- Ability to enforce Town tennis court rules and regulations in a courteous and professional manner.
- Knowledge of general bookkeeping practices with ability to reconcile statements of cash collections and deposits.
- Ability to effectively operate a computer, telephone and various office equipment.
- Ability to operate a tennis court maintenance cart, use a tennis court broom, and line sweeper.
- Ability to think logically and work with a minimum of supervision.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and complete verbal and written instructions.
- Ability to work in varying environmental conditions including heat, cold, humidity, rain, loud noise, and around various chemicals and solvents.
- Ability to push and pull equipment weighing up to 10 pounds.
- Ability to lift equipment and/or materials weighing up to 30 pounds.
- Ability to climb ladders, stairs, and in and out of maintenance cart.
- Ability to bend, stoop, and stand and sit for long periods of time.
- Ability to monitor tennis courts and communicate with Pros on court; requires walking approximately 250 feet to far end of tennis facility, which is out of doors.
- Oral, audio and visual acuity necessary to perform essential functions of the position; ability to see small items on computer, cash register, etc. and have distance acuity to monitor tennis courts and drive maintenance carts.

Minimum Employment Requirements:

High school graduate with a combination of clerical and public relations experience and training which provides the required knowledge skills and ability. Must have the physical abilities necessary to perform the essential functions of the position. Individuals in this position must be available to work evenings, weekends and holidays on a varied work schedule.

Services to be provided to the Recreation Center

Position Title: Activity Leader

Employee will be responsible for assisting with program and facility supervision. This includes the ability to organize and conduct a variety of playground games, game room activities and arts and crafts, assist with programs and specialized activities (including seasonal sports, special events, room set ups and facility upkeep). Activity Leader works under the supervision of the Recreation Supervisor.

Essential Job Functions:

- Organize, conduct and monitor playground games and game room activities.
- Organize and conduct specialized programs, such as seasonal sports.
- Coach athletic programs and/or officiate athletic contests.
- Check-in participants/customers and collect fees with the use of a computerized POS system. Balance the cash register at the end of the day, reconciling monies collected and complete bank deposits in accordance with Department cash handling procedures.
- Takes registration.
- Assist with special events.
- Assist with program and facility supervision.
- Assist with upkeep of indoor and outdoor facilities.
- Sets up tables, chairs, and related equipment for programs and classes.
- Serve as a group leader in summer camp, holiday camps, and the after school program.

Required Knowledge, Skills and Abilities:

- Ability to organize, conduct and supervise a variety of playground games; game room activities; and arts and crafts projects.
- Ability to organize and coach seasonal sport activities.
- Ability to enforce Town and Departmental rules and regulations in a courteous and professional manner.
- Ability to establish and maintain effective working relationships with program participants and other employees.
- Physical ability to perform a variety of manual labor tasks including but not limited to equipment set up and grounds, building, and equipment maintenance.
- Physical ability to perform sporting activities, i.e., swimming, basketball, volleyball, roller/ice skating, field games.
- Oral, audio, and visual acuity. Be able to push, pull or lift up to 50 pounds, climb, bend, stoop, stand and walk.
- Ability to work in hot and humid weather conditions.

Minimum Employment Requirements:

Graduation from high school or equivalent. A combination of experience and training which provides the required knowledge, skills and ability. Some experience in working with children in a leadership supervisory capacity preferred.

Position Title: Maintenance Laborer

Employee will be responsible for janitorial, maintenance, set-up/tear down, and repair tasks at the Recreation Center and/or Tennis Centers. This position also requires considerable personal contact and visibility with employees and the public. Employee reports directly to the Tennis Supervisor and Recreation Supervisors.

Essential Job Functions:

- Ability to perform basic maintenance and routine repairs, janitorial, facility, landscaping, and grounds-keeping duties and tasks.
- Assist in the inventory of building supplies, equipment and materials.
- Assist with interior and exterior facility safety inspections for Seaview Park facilities and Phipps Ocean Park Tennis Center and perform facility safety maintenance duties and recommend repairs on equipment to supervisor(s).
- Operate a variety of powered and non-powered tools and equipment.
- Maintain equipment in good working order; ensure proper storage of equipment.

Required Knowledge, Skills and Abilities:

- General knowledge of maintenance and grounds work.
- Knowledge and ability to operate a variety of maintenance equipment.
- Willingness to perform a wide variety of maintenance tasks including manual labor and lift 50 pounds.
- Ability to maintain effective working relationships with other employees and the public.
- Ability to work in a variety of environments and situations.
- Ability to understand, interpret and effectively carry out written and oral instructions.

Minimum Employment Requirements:

Education, training and experience equivalent to graduation from high school/GED or vocational school.

Previous experience which provides the necessary knowledge, skills, and ability preferred. Requires the availability to work weekends and holidays, on a variable work schedule. Must possess and maintain a valid Florida Drivers' License, class "E".

CHARGES/FEES

The Town shall set the temporary employees' hourly rates for each position based in the Town's hourly rates for the position being filled. The billing rate shall be the sum of the worker's hourly pay rate plus the Contractor's percent markup. The Town will set the hourly rate at the time of hiring of each temporary employee; the contractor shall agree on the employee's hourly rate as established by the Town.

The Town will not pay any charges or fees assessed by the Contractor if an employee assigned under this contract subsequently becomes an employee of the Town as a result of being hired by the Town after application for a position through the open competitive personnel selection procedures of the Town.