

**SECTION 11  
SOLICITATION SUMMARY**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

PURCHASING DEPARTMENT

**SOLICITATION SUMMARY****IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2018-039

Title: Surf Camp: Instructor

Due Date and Time: April 2, 2018, @ 2:00PM EST

Name of Bidder: Under Blue Waters

Address: 16244 S. Military Trail #310

Contact Person: Maya Booth

Bid Amount: \$ \$11,500<sup>00</sup>

Authorized Signature: Maya Booth

Date: 4-2-18

Delray  
Beach  
FL  
33484

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).



**SECTION 4  
BID SUBMITTAL**

This Page and all following pages comprise your original Bid Submittal package. Please also attach any additional information or documentation requested in this Invitation to Bid. There is no need to include the preceding Sections 1, 2, and 3 in your Bid Submittal package.

**INSTRUCTIONS**

Sealed Bids must be received on or before the due date and time (local time) via electronic submission at [www.bidsync.com](http://www.bidsync.com), or via hard copy at the City of Delray Beach City Hall Front Lobby Reception Desk, 100 N.W. 1<sup>st</sup> Avenue, Delray Beach, Florida 33444. Normal City business hours are 8:00 AM to 5:00 PM, Monday through Friday, except holidays. **All Bids will be publicly opened** at City Hall unless otherwise specified.

Each hard copy Bid submitted to the City shall have the following information clearly marked on the face of the envelope: Bidder's name, return address, ITB number, due date for Bids, and the title of the Bid. Included in the package shall be one (1) hard copy original clearly identified as the "Original" that includes a signed original of the Solicitation Summary, one (1) duplicate hard copy, and one (1) electronic version of the Bid on a Universal Serial Bus (USB) drive in a usable PDF format. If the Solicitation Summary is not included in the package as a hard copy, the City may deem the Bid non-responsive. Bids must contain all information required to be included in the submittal, as described in this Solicitation.

Invitation to Bid No.: 2018-039

Invitation to Bid Title: SURF CAMP: INSTRUCTOR

Due Date and Time: April 2, 2018 @ 2:00PM EST

Under Blue Waters, Maya Booth.  
Name of Bidder (print or type)



## Bid ITB 2018-039 Surf Camp Instructor

Bid Number	ITB 2018-039
Bid Title	Surf Camp Instructor
Bid Start Date	Mar 15, 2018 12:40:16 PM EDT
Bid End Date	Apr 2, 2018 2:00:00 PM EDT
Question & Answer End Date	Mar 29, 2018 5:00:00 PM EDT
Bid Contact	Ja'Anal McAden Buyer 561-243-7129 ext 1812 mcadenj@mydelraybeach.com
Contract Duration	5 years
Contract Renewal	Not Applicable
Prices Good for	900 days
Pre-Bid Conference	Mar 26, 2018 1:00:00 PM EDT Attendance is optional Location: The City will hold a Non-Mandatory Pre-Bid Conference on March 26, 2018, starting promptly at 1:00 PM local time, at City Hall, 100 N.W. 1st Avenue, Delray Beach, FL 33444. The City will not conduct a site visit for this solicitation.
Bid Comments	The purpose of this Solicitation is to obtain bids from qualified firms or individuals interested in providing turn-key, year-round surf camp opportunities in the City of Delray Beach, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid.

**Addendum # 1**

New Documents	2018-039 - Addendum 1.pdf
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**Item Response Form**

Item	ITB 2018-039--01-01 - Revenue Fee Year 1
Quantity	1 year
Unit Price	\$11,500 <sup>00</sup>
Delivery Location	City of Delray Beach <u>Parks Maintenance</u> Parks And Recreation 320 SW 4TH STREET DELRAY BEACH FL 33444 Qty 1



**Expected Expenditure \$8,500.00****Description**

Minimum base of EIGHT THOUSAND FIVE HUNDRED (\$8500) revenue to the City for the term of April 1, 2018 through March 31, 2019.

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Item	ITB 2018-039-01-02 - Revenue Fee Year 2
Quantity	1 year
Unit Price	<input type="text" value="\$13,000"/>
Delivery Location	City of Delray Beach
	<u>Parks Maintenance</u>
	Parks And Recreation
	320 SW 4TH STREET
	DELRAY BEACH FL 33444
	Qty 1
	<b>Expected Expenditure \$8,500.00</b>

**Description**

Minimum base of EIGHT THOUSAND FIVE HUNDRED (\$8500) revenue to the City

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Item	ITB 2018-039-01-03 - Revenue Fee Year 3
Quantity	1 year
Unit Price	<input type="text" value="\$13,000.00"/>
Delivery Location	City of Delray Beach
	<u>Parks Maintenance</u>
	Parks And Recreation
	320 SW 4TH STREET
	DELRAY BEACH FL 33444
	Qty 1
	<b>Expected Expenditure \$8,500.00</b>

**Description**

Minimum base of EIGHT THOUSAND FIVE HUNDRED (\$8500) revenue to the City

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Item	ITB 2018-039-01-04 - Revenue Fee Year 4
Quantity	1 year
Unit Price	<input type="text" value="\$17,000.00"/>
Delivery Location	City of Delray Beach
	<u>Parks Maintenance</u>
	Parks And Recreation
	320 SW 4TH STREET
	DELRAY BEACH FL 33444
	Qty 1
	<b>Expected Expenditure \$8,500.00</b>

**Description**

Minimum base of EIGHT THOUSAND FIVE HUNDRED (\$8500) revenue to the City

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Item	ITB 2018-039-01-05 - Revenue Fee Year 5
Quantity	1 year
Unit Price	<input type="text" value="\$18,000.00"/>

**SECTION 5  
PRICING SCHEDULE****5.1 PRICES AND RATES**

The Bidder shall indicate in the spaces provided, the firm and fixed revenue offered to the City for the goods and/or services described below.

Fee	
Minimum base of EIGHT THOUSAND FIVE HUNDRED (\$8500) revenue to the City for the term of April 1, 2018 through March 31, 2019.	\$ 11,500 <sup>00</sup>
Year 2 Revenue to the City	\$ 13,000 <sup>00</sup>
Year 3 Revenue to the City	\$ 15,000 <sup>00</sup>
Year 4 Revenue to the City	\$ 17,000 <sup>00</sup>
Year 5 Revenue to the City	\$ 18,000 <sup>00</sup>



**Under Blue Waters**  
**Section 6**  
**Minimum Qualifications:**

**I. *No Documentation Required***

**II. Proposer must have previously operated a surf camp instruction:**

Under Blue Waters has been in operation since 2009, with experience running a year-round Ocean Camp with surf instructions since 2012.

**III. Experience:**

Under Blue Waters founder, Maya Booth, graduated college with a degree in Environmental Education with a minor in Marine Science. Gaining experience before launching her own Ocean Camp, Maya helped manage a sailing and SCUBA camp in the British & US Virgin Islands taking campers on 14-21 day adventures on the water teaching watersports. After returning to her home town, Maya pursued a 100-ton US Coast Guard Yacht Captains license and began operating and managing a local SCUBA charter as she built the foundation of Under Blue Waters, an Ocean Camp dedicated to excitement, fun, and adventure through education and exploration of our oceans. We specialize in teaching watersports, including surfing with a fun spin on marine science education.

**IV. Operations:**

**Operating Plan:**

<b>Site:</b>	Pre-determined per agreement
<b>Price List:</b>	\$295 Weekly Rate \$70 Single Day Rate \$50 Half Day
<b>Class size:</b>	Min 5 Campers Max 40 campers
<b>Operating Days:</b>	Monday-Saturday
<b>Operating Hours:</b>	8:00-3:00
<b>Schedule of Classes:</b>	April 1 <sup>st</sup> , 2018-March 31 <sup>st</sup> , 2019
Summer Break:	June 4 <sup>th</sup> - Aug 13 <sup>th</sup> , 2018
Thanksgiving Break	Nov 19 <sup>th</sup> - Nov 23 <sup>rd</sup> , 2018
Winter Break:	Dec 24 <sup>th</sup> - Jan 4 <sup>th</sup> , 2019
Spring Break:	March 16 <sup>th</sup> - March 22 <sup>th</sup> 2019
Non School Holidays	Sept 3 <sup>rd</sup> 2018 Sept 10 <sup>th</sup> 2018 Sept 19 <sup>th</sup> 2018

Oct 19<sup>th</sup> 2018  
Nov 2<sup>nd</sup>, 2018  
Jan 7<sup>th</sup> 2019  
Jan 21<sup>st</sup> 2019  
Feb 8<sup>th</sup> 2019  
March 25<sup>th</sup> 2019

**Saturdays:**

April 14<sup>th</sup>, 28<sup>th</sup> 2018  
May 12<sup>th</sup>, 26<sup>th</sup> 2018  
June 2<sup>nd</sup>, 30<sup>th</sup> 2018  
July 1<sup>th</sup>, 28<sup>th</sup> 2018  
August 4<sup>th</sup>, 25<sup>th</sup> 2018  
September 8<sup>th</sup>, 22<sup>nd</sup> 2018  
October 13<sup>th</sup>, 27<sup>th</sup> 2018  
November 3<sup>rd</sup> 2018  
December: TBD  
January: TBD  
February: TBD  
March: TBD

**Summary of Material Covered:** Water safety and Surf instruction for all levels, plus paddle boarding, skim boarding, boogie boarding and snorkeling. Strong marine science focus with new lesson plans daily. All marine science lessons are interactive, with hands on experiments, projects, games, relays, and crafts. All water sports equipment and materials supplied by Under Blue Waters.

**V. Employee Qualifications**

The interaction between our staff and the children who attend our programs are very important to us. All Under Blue Waters Instructors are over the age of 18, lifeguard certified, have experience working with children, and experience with open water swimming and watersports including surfing.

**Yearly Requirements:**

- Attend and receive certification in, Waterfront Lifeguards course with CPR/First Aid/ AED. (Our entire staff take the course beginning of each season with The City of Delray Aquatic Director at Pompey Pool.)
- National and State background check

**VI. Safety Standards and Emergency Response Plan:**

Our staff possess the necessary certifications that comply with Agreement.  
Camper to Instructor Ratio 5/1  
**Emergency Response Plan:** upon bid approval



## VII. Community Outreach

Under Blue Waters has a reputable name in the local community for connecting kids love for the ocean through watersport adventures and marine science education. Our staff's passion to teach kids to catch their first wave, while instilling a respect and love for the underwater world, is what we strive for. We believe kids learn best by exploring our oceans and water ways in an interactive, educational, and adventurous atmosphere, just ask our local parents, schools, and kids!

## VIII: Client Reference

1. *City of Boca Raton Recreation Programs*  
150 Crawford Blvd, Boca Raton, FL 33432  
Julia Pinkocze, CPRP-Recreation Center Supervisor III  
Phone: 561-367-7081 Fax:  
JPinkocze@ci.boca-raton.fl.us  
Provide Ocean Camp, field trips, and community services for 6+ years.  
2012- *Booked upcoming season*
2. *Nova Southeastern University*  
3375 SW 75 Avenue, Fort Lauderdale, FL 33314  
Bryon Rostanzo- Director of Summer and Extended Programs  
Phone: (954)262-4521 Fax: (954)262-3224  
[br542@nova.edu](mailto:br542@nova.edu)  
Provide Ocean Adventure field trips & Marine Science enrichment programs 5+ years  
2013- *Booked upcoming season*
3. *School District of Palm Beaches: Beacon Cove Intermediate*  
150 School House Rd, Jupiter, FL 33458  
Jane Winters- Director Afterschool Program  
Phone:561-366-6430 Fax:  
[jane.winters@palmbeachschools.org](mailto:jane.winters@palmbeachschools.org)  
Provide Ocean Adventure field trips & Marine Science enrichment programs 5+ years  
2013- *Booked upcoming season*
4. *Girl Scouts of the Southeastern Florida*  
6944 Lake Worth Rd. Lake Worth, FL 33467  
Catalina Cano- Program Manager  
Phone: (954) 394-8919  
[ccano@gssef.org](mailto:ccano@gssef.org)  
Provide multiple water sports instruction including surfing, along with marine science education adventures and community service programs.  
2014- *Booked upcoming year*



*5. Wild Dolphin Project*

PO Box 8436, Jupiter, FL 33468

Melissa Williams- Administrative Assistant

Phone: 561-385-1996

Melissa@wilddolphinproject.org

Subcontracted out for marine education and water sport camp-Wild Dolphin Camp  
2016-current

*IX: No Documentation Required*

- X: Under Blue Waters has no reported conflict of interest in relation to this ITB, or any officers, employees, agents, or contractors, whom work with The City of Delray Beach.

**SECTION 6**  
**ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated 3-29-18

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

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\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date



## BID SUBMITTAL SIGNATURE PAGE

Firm Name:

## Under Blue Waters

Street Address:

16244 S. Military Trail #310 Delray Beach,  
address (if different than Street Address): FL 33484

Mailing Address (if different than Street Address):

Telephone Number(s): 561.715.0499

Fax Number(s):

Email Address: Info@UnderblueWaters.com

Federal Employer Identification Number: 27-3246479

Prompt Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ days' net \_\_\_\_\_ days

Signature:

(Signature of authorized agent)

Print Name: \_\_\_\_\_

Maya Booth

Title:

Owner / FOUNDER

By signing this document, the Bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract/Agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER, FOR NOT LESS THAN 90 DAYS, AND THE BIDDER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.



### CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Bidders must disclose within their Bids: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

Furthermore, all Bidders must disclose the name of any City employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Bidder's firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Bid.

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Bid.

Acknowledged by:

Under Blue Waters  
Firm Name

Maya Booth  
Signature

Maya Booth - Owner / FOUNDER  
Name and Title (Print or Type)

4-1-18  
Date



## Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, *Florida Statutes*

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach 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 Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall ensure that public records that 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 Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

**IF THE AWARDED BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

Acknowledged:

Under Blue Waters  
Firm Name  
Maya Booth  
Signature  
Maya Booth - Founder/owner  
Name and Title (Print or Type)  
Date 4-1-18



**NON-COLLUSION AFFIDAVIT**STATE OF Florida  
COUNTY OF \_\_\_\_\_Before me, the undersigned authority, personally appeared April 2nd 2018, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. He/She is owner/Founder of Under Blue Waters, the Bidder that has submitted a Bid to perform work for the following:

ITB No.: 2018-039Title: Surf Camp Instructor

- b. He/She is fully informed respecting the preparation and contents of the attached Request for Bids, and of all pertinent circumstances respecting such Solicitation.

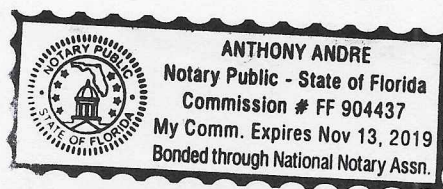
Such Bid is genuine and is not a collusive or sham Bid.

- c. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Solicitation and contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.
- d. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Maya Booth  
Signature

Subscribed and sworn to (or affirmed) before me this 2nd day of April, 2018, by Maya Booth, who is personally known to me or who has produced Driver License as identification.

SEAL

Notary Signature Anthony AndreNotary Name: Anthony AndreNotary Public (State): FLMy Commission No: Nov 13, 2019Expires on: # FF904437



**Under Blue Waters**  
Exhibit A- Bidder Questionnaire

**1. Name:**

Under Blue Waters

**2. Organization Type:**

LLC

**3. FEIN Number:**

27-3276479

**4. Years in Business**

9+

**5. N/A**

**6. Address of Bidder**

16244 S Military Trail #310  
Delray Beach, FL 33484

**7. Phone Number:**

561-715-0499

**8. Website:**

[www.UnderBlueWaters.com](http://www.UnderBlueWaters.com)

**9. Primary representative and contact info:**

Maya Booth  
561-715-0499

[Maya@underbluewaters.com](mailto:Maya@underbluewaters.com)

**10. Storage location:**

upon bid approval

**11. N/A**

**12. Names and title of all officers, owners, of Bidders Firm**

Maya Booth- Owner/Founder

**13. N/A**

**14. Name, address and telephone number of surety company and agent who will provide the required performance bond on this project.**

Under Blue Waters  
16244. Militray Trail #310  
Delray Beach, FL 33484

15.N/A

16. N/A

17.N/A

**18. Client Reference**

**1. *City of Boca Raton Recreation Programs***

Provide Ocean Camp, field trips, and community services for 6+ years.

Julia Pinkocze, CPRP-Recreation Center Supervisor III

Phone: 561-367-7081 Fax:

JPinkocze@ci.boca-raton.fl.us

2012- *Booked upcoming season*

**2. *Nova Southeastern University***

Provide Ocean Adventure field trips & Marine Science enrichment programs 5+ years 3375

Bryon Rostanzo- Director of Summer and Extended Programs

Phone: (954)262-4521 Fax: (954)262-3224

[br542@nova.edu](mailto:br542@nova.edu)

2013- *Booked upcoming season*

**3. *School District of Palm Beaches: Beacon Cove Intermediate***

Provide Ocean Adventure field trips & Marine Science enrichment programs 5+ years

Jane Winters- Director Afterschool Program

Phone:561-366-6430 Fax:

jane.winters@palmbeachschools.org

2013- *Booked upcoming season*

19. N/A

**20. Bidders Plan for monitoring the ensuring full performance.**

If awarded, Under Blue Waters will meet all requirements of agreement.

**21. List of equipment that Bidder owns that is available for the work under this ITB:**

Under Blue Waters will supply all new equipment, gear and supplies to fulfill agreement, including, surf boards, paddleboards, skim boards, snorkeling, etc....

22. N/A



**Under Blue Waters**  
**Section 6**  
**Minimum Qualifications**

**vi. Safety Standards and Emergency Response Plan:**

Safety is our highest priority in every aspect of all our programs. At Under Blue Waters, it is our mission to ensure all campers and instructors have the necessary training, equipment, and supplies to safely participate in our programs.

Under Blue Waters accepts only the best instructors to join our team. Our instructors consist of professionally trained educators, ocean enthusiasts, lifeguards, surfers, skim boarders, SCUBA instructors, yacht captains, and wilderness first responders. All our employees must go through our comprehensive three-day training program before joining our team. Together, our staff possesses deep knowledge and an impressive base of experience, including ocean safety, water sport instruction, marine biology, and child education.

All Under Blue Waters Camp instructors are American Red Cross Waterfront Lifeguard, CPR, Water Safety, and First Aid Certified and the beginning of every summer season (even if they still hold a current certification, our staff are required to take the course again as a refresher and team building exercise. (Scheduled for May 31<sup>st</sup>, June 1 & 2<sup>nd</sup> 2018, with The City of Delray Beach Aquatic Director)

\*Below is an example of our Instructor requirements, Proper Safety Procedures, and Water Safety Protocol, straight from our Under Blue Waters Instructor Resource Manual\*

**Requirements of UBW Instructors:** To be an Under Blue Waters Staff member you must have all the requirements unless previously communicated with office staff.

**1. Waterfront Lifeguard, CPR/FIRST AID Certification:**

Every Under Blue Waters Instructor must be currently certified as a Red Cross Waterfront Lifeguard with CPR/First Aid and AED. Certification must be within the last 3 months and have current certification on file with the office. Under Blue Waters holds a mandatory course, either for certification or refresher, beginning of every summer season.

**2. Background Check:**

All Under Blue Waters Staff are required to submit a level 2 Florida background screening.

**3. Drug Free Workplace:**

Under Blue Waters prohibits the use or possession of cigarettes, alcohol, and illegal drugs on any of our premises at any time. Drug and alcohol use is terms for termination.

**4. Proper/Professional Attire:**

Instructors are required to look professional at all times. Staff must be in an Under Blue Waters Staff shirt/rash guard at all times, especially during times campers are being dropped off and picked up. **(IMPORTANT). NO BATHING SUITES TO REVEALING!**

**Tattoos-** make sure they are appropriate. If you are not sure, please ask. All inappropriate tattoos must remain covered up at all times.

**5. Water Proof Watch:**

All Instructors must have with them at all times, a waterproof watch with accurate time. All activities taking place with any of Under Blue Waters programs are set within a specific time frame (*especially field trips*). You MUST wear a waterproof watch every day to make sure you are staying on schedule.

**6. Head Count:**

It is **IMPERATIVE** that you keep an accurate, and consistent head count of campers at all times. Staff members should always know EXACTLY how many campers they have and are responsible for. Good communication between counselors is expected. Inaccurate headcount is terms for termination.

**7. Cell phone**

Must have with you at all times or within a reasonable distance in case of emergency or if office staff needs to get ahold of you for any of a million reasons. Keep in waterproof First Aid bag provided if needed. PLEASE DON'T SPEND YOUR TIME WITH PERSONAL MATTERS. Texting is another great way to communicate with office staff. Please don't assume staff got your text unless they text back with a confirmation.

**8. Reliable transportation each day.**

You will be responsible for having and maintain reliable transportation each day to various job sites. In addition to traveling to job sites, it may be necessary for employees to pick up and drop off supplies and equipment from the storage unit, office, and other locations

**9. Flexibility:**

Due to the nature of the business, staff needs to have a flexible attitude. Things change, and staff needs to be flexible with scheduling and programs. Number of campers, water sports, marine science topic, games and other subjects of the day may be altered due to weather conditions, experiences, or m for the day change, but the positive attitude of our staff cannot

**9. Camper allergies and listed medical conditions**

Please be aware of any camper allergies and/or listed medical conditions. Camper allergies/medical will be discussed each morning after check in. The lead instructor that checks campers in, are responsible for communicating to team about allergies/medical for the day.

**10. Marine Science and Ocean Knowledge**

Under Blue Waters is a water sports and marine science ocean camp. All instructors are required to have some knowledge and fun facts about our oceans. Please read and learn, "Ocean Fun Fact Pack", that is attached to the back of handbook. All instructors should also be familiar with lesson plans and be able to teach and answer questions about our marine science topic for the day. There is a Marine Science binder that has all Under Blue Waters lessons plans in it, please refer to this binder when you are scheduled to teach Marine Science.



### **Proper Safety Procedures:**

Situations arise that all cannot be described in this manual. Therefore, it is the responsibilities of the instructors to handle each situation in a careful, well thought out manner. If it is an emergency such that only one child is affected, the child should be removed from the group by one staff member and taken care of, while the other instructors and campers continue the day. In an extremely serious situation, the office will contact the other parents to assure they are immediately picked up.

#### **a. In case of emergency-**

1. Proper emergency personnel should be contacted (on the beach the Ocean Rescue lifeguard)
2. The office should be contacted **ASAP**
3. Office staff & Camp Director will contact parents of the children.
4. Fill out accident report ASAP and hand into office staff Director.
5. Lifeguards supply accident reports under certain circumstance. Make sure you make a copy for office to have.

#### **b. In case of an injury other than an emergency:**

Proper supplies for most injuries can be found in the First Aid kit. Please contact office to give them a heads up and discuss if necessary to contact parents.

- A cut/scratch
- Sprained ankle or similar
- Broken arm/leg
- Overheating and heat exhaustion

#### **c. In case of a thunderstorm-**

Children must be immediately removed from any water and taken to shelter. This is when instructors get creative. Staff will have a list of rainy day games, crafts, and marine science projects, but be creative with campers to entertain and educate them. Please remember to make activities ocean related **NO ELECTRONICS**. Return to camp site when storm passes. If it looks like it is not going to clear up, please contact office. If parents need to be contacted to pick up child, office staff and Camp Director will contact parents.

### **Water Safety Protocol:**

- An Under Blue Waters instructor should always be the furthest person out in the water; no camper should ever be out further than a designated staff member.
- One instructor should *always* remain on the beach and maintain a visual count of ***ALL*** people in the water, including staff. This person will be responsible to carry walkie talkie for any communication needs.
- One instructor should be on the north side of water activities, and one instructor on the south side maintaining a visual of ***ALL*** people in the water at all times.
- All swimming activity should take place in front of a life guard unless otherwise noted.
- All instructors are to frequently communicate with other instructors through hand signals while in the water to ensure head count.

## **Addressing potential emergencies that might occur at an Ocean Camp.**

### **Ocean Conditions:**

If unfair or red flag ocean conditions are present, where campers are unable to enter the water, Under Blue Waters instructors are still responsible to carry out a fun day for campers through games, activities, crafts, experiments, and hands on projects focused around marine education and conservation.

### **Rip Current and Ocean Safety:**

All Under Blue Waters staff must be able to identify and avoid any rip currents, which are powerful and extend from the shoreline to surf zone. Before campers enter water, an Under Blue Waters instructor must communicate with life guards on duty. All instructors are trained on beach flag conditions, how to identify a rip current, and importance of tide and currents.

### **Weather Conditions/ Thunderstorm:**

If unfair weather conditions are present, where campers are unable to be outside, Under Blue Waters instructors are responsible to ensure campers safety. Campers will be located to a sheltered area (local hotel banquet room or local restaurant) and campers parents will be called by office staff to give details. Camp hours will not be cut short because of weather conditions, unless hurricane force winds

### **UV Exposure and Sunscreen:**

It is the responsibility of Under Blue Waters instructors to make sure campers apply sunscreen 3x times a day, EVEN on a cloudy day. Apply before activities start for the day, after lunch, and once more before heading back to water after camper's marine science activity of the day. Instructors are responsible for campers to stay in shade as much as possible throughout the day if not in the ocean. Parents are encouraged to pack a spray sunscreen, so instructors can help apply easily to campers. Sunscreen also found in staff First Aid Bag.

### **Hydration/Heat Exhaustion**

Campers are responsible to bring a reusable water bottle to camp daily. It is the responsibility of Under Blue Waters instructors to make sure campers are drinking plenty of water through out the day. After each application of sunscreen, instructors are to conduct a hydration game, relay, or incorporate into marine lesson for the day. 3x hydration activities are scheduled a day.

### **Communication:**

Because of outdoor condition it is hard to verbally hear campers and instructors, especially on the water. To ensure campers safety and accurate head count, instructors and campers are taught sign language to communicate they are ok or in need of help. Instructors are trained to communicate with their team members frequently with sign language to ensure accurate head count.

## **Under Blue Waters Safety Highlights**

Instructor to Camper ratio: 5/1

Proper Staff Training and background check

Communication: Walkie Talkies and Ocean Safety Sign Language

**\*Perfect safety history\***





**SECTION 11  
SOLICITATION SUMMARY**The City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**Original**

PURCHASING DEPARTMENT

**SOLICITATION SUMMARY****IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Bid. If subsequent to the opening of Bids, the City determines that the information contained in the electronic version of your Bid is different from the information on this Solicitation Summary, the City reserves the right to deem your Bid NON-RESPONSIVE, and remove your Bid from further evaluation and consideration for contract award.

**BID INFORMATION**

Bid Number: ITB No. 2018-039

Title: Surf Camp: Instructor

Due Date and Time: April 2, 2018, @ 2:00PM EST

Name of Bidder: Under Blue Waters

Address: 16244 S. Military Trail #310 Delray Beach FL 33484

Contact Person: Maya Booth

Bid Amount: \$ \$11,500<sup>00</sup>

Authorized Signature: Maya Booth

Date: 4-2-18

By signing and submitting this Solicitation Summary, the Bidder affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Bidder's Bid to the City of Delray Beach.

THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID THIS SOLICITATION SUMMARY MUST BE SIGNED AND INCLUDED AS AN ORIGINAL HARDCOPY IN THE SEALED PACKAGE CONTAINING YOUR BID OR SIGNED AND INCLUDED WITH YOUR SECURE ELECTRONIC BID SUBMITTAL THROUGH [WWW.BIDSYNC.COM](http://WWW.BIDSYNC.COM).