



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida will be accepting sealed proposals for:

### REQUEST FOR PROPOSALS PARKS MAINTENANCE SERVICES RFP NO. 2015-03

The City of Weston ("CITY") is requesting proposals from qualified and experienced firms to provide Parks Maintenance Services in the City of Weston.

The Scope of Work generally consists of: providing all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform complete maintenance and operations of the City's parks.

Sealed proposals will be received by the City Clerk until **11:00 a.m., local time, Tuesday, March 17, 2015, (the "Proposal Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time will be returned unopened.

#### EXPERIENCE

Proposers shall have a minimum of five years experience in providing Parks Maintenance services of a similar scope as those services desired by the CITY. Proposers shall have been in continuous operation for a minimum of the past five years from the date that the RFP is issued.

#### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Parks Maintenance Services ("RFP") at Weston City Hall, 17200 Royal Palm Boulevard, Weston, Florida 33326, 8:00 a.m. – 5:30 p.m., Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday, upon payment of a \$50.00 non-refundable fee for each RFP. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are also available for electronic download from Onvia DemandStar at <http://www.demandstar.com>. The RFP may also be examined at Weston City Hall at the referenced address.

#### MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal conference will be held on **Tuesday, March 3, 2015 at 2:00 P.M.**, local time, at the Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327. All Proposers planning to submit a Proposal are required to attend this meeting. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a Proposer to be present for the entire mandatory Pre-Proposal meeting, beginning at the time stated above and concluding at the dismissal of the mandatory Pre-Proposal meeting by the CITY, shall render a Proposer to be deemed non-responsive and the Proposal shall not be considered for award. Decisions of the CITY shall be final. The official clock at the location of the Pre-Proposal Conference shall govern. Proposers are strongly encouraged to become familiar with all City Parks prior to the Mandatory Pre-Proposal Conference.

## PROPOSAL PROCEDURES

The Proposal shall contain seven complete copies and one unbound original, and is required to be submitted to the CITY by the Proposal Submittal Deadline. Proposals shall be submitted on the form(s) provided in the RFP.

Proposal security in the form of a Proposal Bond acceptable to the CITY or Cashier's Check made payable to the "City of Weston" in the amount of five percent of the proposal amount, will be required, to be submitted with the Proposal.

All Proposers are advised that the CITY has not authorized the use of the City seal by individuals or entities responding to CITY Request for Proposal, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Proposers are advised that the CITY will not supply or sell materials to Proposers in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Once a Proposal has been submitted to the City Clerk by the Proposal Submittal Deadline, it shall not be returned to the Proposer. Proposals received after the Proposal Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Proposal after it has been submitted to the CITY shall constitute a breach by the Proposer.

All proposals shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Proposal. No Proposer may withdraw its Proposal within 90 calendar days after the Proposal opening date.

The Sealed Proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of the Proposal will be made at a City Commission meeting.

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to Darrel L. Thomas, Assistant City Manager/COO, by first class mail at 20200 Saddle Club Road, Weston, Florida 33327, by e-mail at [dthomas@westonfl.org](mailto:dthomas@westonfl.org) with "Parks Maintenance Services RFP" in the subject line or fax 954-385-2010 by 5:00 pm, local time at least five business days prior to the Pre-Proposal Meeting.

The City Commission of the City of Weston reserves the right to reject any and all Proposals, to waive any informality in a Proposal and to make awards in the best interests of the CITY.

A Cone of Silence is imposed upon publication of this Notice to Proposers. The Cone of Silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;  
Angel M. Gomez, Commissioner;  
Toby Feuer, Commissioner;  
Jim Norton, Commissioner; and  
Thomas M. Kallman, Commissioner; and

David E. Keller, Assistant City Manager/CFO; Selection Committee Chairperson;  
Bryan E. Cahen, Director of Budget; Selection Committee Member;  
Karl C. Thompson, P.E., Director of Public Works; Selection Committee Member; and  
Denise Barrett, Director of Communications; Alternate Selection Committee Member; or

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: Sunday, February 8, 2015*