



NOTICE TO PROPOSERS

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

REQUEST FOR PROPOSALS STANDBY GENERATORS MAINTENANCE SERVICES RFP NO. 2015-08

The City of Weston ("CITY") is requesting proposals from qualified and experienced firms to provide Standby Generator Maintenance Services within 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 preventive maintenance, inspection, repair services, and on-call emergency services to the City's stationary and trailer-mounted emergency generators, transfer switches, fuel delivery systems and associated parts and components with the exception of fuel storage tanks.

Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, August 11, 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 shall be returned unopened.

EXPERIENCE

Proposers shall have a minimum of five years experience in providing Standby Generators Maintenance Services to units of a similar features and sizes as those owned 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 Standby Generators Maintenance Services ("RFP") at Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327, 8:00 a.m. – 5:00 p.m., Monday through 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 shall 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 Community Center at the referenced address.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Thursday, July 23 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 Conference. 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 Conference, beginning at the time stated above and concluding at the dismissal of the mandatory Pre-Proposal Conference 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 the specifications of all Standby Generators owned by the City prior to the Mandatory Pre-Proposal Conference.

PROPOSAL PROCEDURES

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to Peter Johnson, Assistant Director of Public Works Manager, by first class mail at 20200 Saddle Club Road, Weston, Florida 33327, by e-mail at pjohnson@westonfl.org with "Standby Generators Maintenance Services RFP" in the subject line or fax 954-385-2010 by 4:00 pm, local time at least five business days prior to the Pre-Proposal Conference.

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

Darrel Thomas, Assistant City Manager/COO; Selection Committee Chairperson;
Don Decker, Director of Parks and Recreation; Selection Committee Member;
Thad Bielecki, Director of Landscape; Selection Committee Member; and
Bryan Cahen, Director of Budget; 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: Friday, July 10, 2015