



## NOTICE TO PROPOSERS

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

### REQUEST FOR PROPOSALS FOR FY 2016 BANK LOAN RFP NO. 2016-01

The City of Weston ("CITY") is requesting proposals for a Bank Loan for \$6,225,000.00. The City is seeking to obtain the loan as a "Qualified Tax Exempt" obligation under Section 265(b)(3) of the Internal Revenue Code of 1986.

Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Wednesday, February 24, 2016, (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.

### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for the FY 2016 Bank Loan ("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 \$20.00 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.

### PROPOSAL PROCEDURES

Each Proposal shall be submitted in a separate plain sealed parcel, box or other secure packaging, marked as the "Proposal". The outside of the sealed package must clearly indicate the submitting **RFP No. 2016-01, "FY 2016 Bank Loan"**, Proposer's name, address and the name, telephone number and email address of the Proposer's specific contact person. Attach a copy of the contact person's business card. **The Proposal shall contain seven (7) complete copies and one (1) unbound original, and is required to be submitted to the CITY by the Proposal Submittal Deadline. Each copy shall contain all required information in order to be considered responsive.**

Once a Proposal has been submitted to the City Clerk on or before the Proposal Submittal Deadline, it shall not be returned to the Proposer for any reason. The withdrawal, modification or correction of a Proposal after it has been opened by the CITY shall constitute a breach by the Proposer.

All proposal prices shall be guaranteed firm for a minimum of sixty (60) calendar days after the submission of the proposal. No Proposer may withdraw its Proposal within sixty (60) calendar days after the Proposal opening date.

The Sealed Proposals shall be publicly opened at the City of Weston, City Hall, immediately after the Proposal Submittal Deadline. The official clock at the City Hall reception desk shall govern. Award of the Proposal shall be made at a City Commission meeting.

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 Proposals, 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 shall 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.

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.

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to David E. Keller, Assistant City Manager/CFO, by first class mail at 17200 Royal Palm Boulevard, Weston, Florida 33326, by e-mail at [dkeller@westonfl.org](mailto:dkeller@westonfl.org) with "FY 2016 Bank Loan RFP" in the subject line or fax 954-385-2010 no later than 12:00 PM Friday, February 12, 2016.

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

Darrel L. Thomas, Assistant City Manager/COO; Selection Committee Chairperson;  
Bryan Cahen, Director of Budget; Selection Committee Member;  
Cindy Tao, Accounting Manager; Selection Committee Member; and  
Ryan Fernandes, Director of Technology Services; 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.

All lobbyists shall register with the CITY prior to engaging in any lobbying. The details of the CITY's Lobbyist Registration requirements are set forth in Chapter 25 of the City Code.

Patricia A. Bates, MMC  
City Clerk  
City of Weston, Florida

*Published on Friday, January 29, 2016*