



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, Bonaventure Development District and Indian Trace Development District (collectively the "City") shall be accepting sealed proposals for:

### INFORMATION TECHNOLOGY SUPPORT SERVICES RFQ No. 2016-03

The City is requesting proposals from qualified and experienced firms to provide Information Technology Support Services under a continuing services contract ("CONTRACTOR").

Proposers shall provide professional services for the establishment of a continuing services contract to support the City's Technology Services Department. The City is seeking qualified and fully comprehensive technology firm(s) to provide on-going and as-needed technology support services. The Technology Services Department is managed by the Director of Technology Services who is one of ten official City Employees. Information Technology (IT) operations and support functions are currently provided by an existing technology service provider. The intent of this RFQ is to acquire one or more additional local technology firms to augment the existing IT support staff and to provide on-going IT services for future projects.

#### EXPERIENCE

A Proposal will only be considered from a firm that is regularly engaged in the business of providing Information Technology Support Services required by this Solicitation. The Proposer must be able to demonstrate a record of exceptional performance and have sufficient financial resources, equipment and organization to ensure that they can satisfactorily provide the goods and/or services if awarded the Agreement as a result of this Solicitation.

Proposer shall have a minimum of five (5) years of continuous experience from the date that this RFQ is issued, in providing Information Technology Support Services for similar technology infrastructure, complexity, size and scope as the City. Proposer shall have been in continuous operation and shall have a primary or branch office in Miami-Dade, Broward or Palm Beach County, Florida. Local government experience is preferred.

#### PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by City Clerk until **11:00 a.m., local time, Tuesday, June 21, 2016 (the "Proposal Submittal Deadline")** at City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The Sealed Proposals will be publicly opened at City of Weston, City Hall after the Proposal Submittal Deadline. Award of the Proposal will be made at a City Commission meeting.

#### AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a Request for Qualifications for: Information Technology Support Services ("RFQ") at the Weston Community Center, 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 RFQ. 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 Demand Star at <http://www.demandstar.com>. The RFQ may also be examined at Weston City Hall, at the referenced address. (8:00 a.m.-5:30 p.m. Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday.)

## MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Tuesday, June 7, 2016 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.

## PROPOSAL SECURITY

Proposal security in the form of a Proposal Bond acceptable to the City or a Cashier's Check made payable to the "City of Weston" in the amount of \$10,000.00, will be required to be submitted with the Proposal.

## QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the Technical Advisor: Ryan M. Fernandes, Director of Technology Services, at [rfernandes@westonfl.org](mailto:rfernandes@westonfl.org) with "**Information Technology Support Services RFQ No. 2016-03**" in the subject line or via fax at: 954-385-2010 by 4:00 p.m., local time at least five business days prior to the mandatory Pre-Proposal Conference.

## CONE OF SILENCE

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 RFQ:

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 Cahen, Director of Budget; Selection Committee Member;  
Karl Thompson, P.E., Director of Public Works; Selection Committee Member; and  
Denise Barrett-Miller, 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.

## RIGHTS RESERVED

The City Commission of the City 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.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: Tuesday, May 17, 2016*