



NOTICE TO PROPOSERS

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

SUPPLEMENTAL LANDSCAPE MATERIALS AND INSTALLATION SERVICES REQUEST FOR PROPOSALS NO. 2016-07

The City is requesting proposals from qualified and experienced firms to provide supplemental landscape materials and installation services on an ongoing, or as needed basis, and at the sole discretion of the City.

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to provide supplemental landscape materials and installation services, excluding athletic fields, in the City of Weston.

Supplemental landscape materials and installation services are intended to be complimentary to the City's existing comprehensive landscape maintenance services and parks maintenance services. The City will select at least one firm, the top ranked proposer, and if determined to be in the best interest of the City, any additional proposers, in order of rank.

EXPERIENCE

A proposal will only be considered from a firm that is regularly engaged in the business of providing landscape materials and installation 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.

Proposers shall have a minimum of five (5) years experience from the date that this RFP is issued, in providing Supplemental Landscape Materials and Installation Services of a similar scope, complexity and size as those services desired by the City. Proposers shall have been in continuous operation and shall have a primary or branch office in Miami- Dade, Broward or Palm Beach County, Florida.

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, August 16, 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. The sealed proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting.

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Supplemental Landscape Materials and Installation Services ("RFP") 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 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

Demand Star at <http://www.demandstar.com>. The RFP may also be examined at the 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, July 26, 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. Proposers are strongly encouraged to become familiar with all of the City rights-of-way and facilities, including parks prior to the mandatory pre-proposal conference.

PROPOSAL SECURITY

Proposal security in the form of a proposal bond acceptable to 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, Thad Bielecki, Director of Landscaping, by first class mail at 20200 Saddle Club Road, Weston, Florida 33327, by e-mail at tbielecki@westonfl.org with "Supplemental Landscape Materials and Installation 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 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 RFP:

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

Karl C. Thompson, P.E., Director of Public Works; Selection Committee Chairperson,
Denise Barrett-Miller, Director of Communications; Selection Committee Member;
Ryan Fernandes, Director of Technology Services; 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.

RIGHTS RESERVED

The City Commission 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

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