



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, ("City") shall be accepting letters of interest for:

### **FOOD & BEVERAGE PARK CONCESSION SERVICES REQUEST FOR LETTERS OF INTEREST ("RLI") NO. 2016-09**

The City is requesting letters of interest from qualified and experienced vendors to provide Food & Beverage Concessions in City parks. This is NOT a request for pricing or a commitment to purchase.

#### **EXPERIENCE**

A letter of interest will only be considered from a company that is regularly engaged in the business of providing Food & Beverage Services in a manner similar to that which would meet the needs of this solicitation. The interested party must be able to demonstrate a record of exceptional performance and have sufficient financial resources, equipment and organization to ensure that proposer can satisfactorily provide the goods and/or services, providing high quality Food & Beverage Services if awarded the Agreement as a result of this solicitation.

Interested parties shall have a minimum of five (5) years of continuous experience from the date that this RLI is issued in providing Food & Beverage Services. Interested parties shall have been in continuous operation for five (5) years and shall have a primary or business location in Miami-Dade, Broward or Palm Beach County, Florida.

#### **PROPOSAL SUBMITTAL DEADLINE**

Submittals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, December 06, 2016** (the "Proposal Submittal Deadline") at City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Submittals received after this time shall be returned unopened. The sealed submittals 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 RLI DOCUMENTS**

Interested parties may purchase a Request for Letters of Interest for: Food & Beverage Park Concession Services ("RLI") 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 RLI. Payment shall be made by cash, check, Visa, Master Card or American Express. Proposal documents are also available for electronic download from ~~BidSync~~ at ~~http://www.bidsync.com~~ DemandStar at http://www.demandstar.com. The City of Weston uses ~~BidSync~~ DemandStar to administer this solicitation process. There is no charge to register and download the RLI from BidSync. The RLI 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, November 15, 2016 at 3:00 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 \$5,000.00, 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: Don Decker, Director of Parks & Recreation, at [ddecker@westonfl.org](mailto:ddecker@westonfl.org) with "Food & Beverage Park Concession Services RLI NO. 2016-09" in the subject line or via fax at: 954-389-5430 by 4:00 p.m., 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 RLI:

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

David Keller, Assistant City Manager/CFO; Selection Committee Chairperson;  
Bryan Cahen, Director of Budget; Selection Committee Member;  
Thad Bielecki, Director of Landscaping; Selection Committee Member; and  
Denise Barrett-Miller, Director of Communications; Alternate Selection Committee Member;

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, Florida

*Published on: Monday, November 07, 2016*