



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:

HVAC MAINTENANCE SERVICES REQUEST FOR PROPOSALS NO. 2016-08

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

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform preventive maintenance, inspection, repair services, testing and measuring equipment and on-call emergency services to the Heating Ventilation and Air Conditioning (HVAC) Systems in the City of Weston.

EXPERIENCE

A proposal will only be considered from a firm that is regularly engaged in the business of maintaining HVAC systems as required by this solicitation. Proposer must be fully licensed with all required State and/or Local government licenses and permits and must be a State of Florida certified Class-B Air-Conditioning Contractor or a State of Florida certified Mechanical Contractor.

Proposers shall have a minimum of five (5) years experience from the date that this RFP is issued in providing HVAC Maintenance Services to units with similar features, complexity and size as those owned by the City. Additionally, proposers shall have a minimum of five years experience from the date that this RFP is issued in providing HVAC Maintenance Services of a similar scope as those services desired by the City. Proposer shall have been in continuous operation during the 5 years prior to this RFP and shall have a resident branch office in Miami-Dade, Broward or Palm Beach County, Florida.

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by City Clerk until **11:00 a.m., local time, Tuesday, November 01, 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. 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: HVAC Maintenance 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 cash, check, Visa, Master Card or American Express. Proposal documents are also available for electronic download from Onvia Demand Star at <http://www.demandstar.com>. The RFP 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, October 18, 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 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: Peter Johnson, Assistant Director of Public Works, at pjohnson@westonfl.org with "HVAC Maintenance Services RFP No. 2016-08" 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 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

Darrel Thomas, Assistant City Manager/COO; Selection Committee Chairperson;
Don Decker, Director of Parks & Recreation; Selection Committee Member;
Thad Bielecki, Director of Landscaping; 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

Published on: Monday, September 26, 2016