



## 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:

### PARKS MAINTENANCE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2019-13

The City is requesting proposals from qualified firms for Parks Maintenance Services under a continuing services contract. The Contractor shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform complete maintenance and operations of the City's parks. Scope of work includes but is not limited to the maintenance of sports fields both natural turf and artificial synthetic turf; maintenance of parks landscaping and irrigation ; litter, trash and recyclables collection receptacle maintenance throughout the parks; litter maintenance parks facilities such as shelters, skate parks, hockey rinks, sand volleyball courts and outdoor basketball courts; and parks operations of gates and restroom buildings opening/closure, operation of sports field lighting.

The Parks Maintenance Services shall be partitioned into four (4) distinct Parks Group (PG) and it is the City's intent to enter into four (4) separate agreements, one for each Park Group:

- Park Group A: Regional Park and Heron Park;
- Park Group B: Tequesta Trace Park, Indian Trace Park, Eagle Point Park and Town Center Park;
- Park Group C: Vista Park, Cypress Bay High School Athletic Fields, Library Park and Windmill Ranch Park; and
- Park Group D: Gator Run Park, Peace Mound Park, Emerald Estates Park, Tennis Center, Bonaventure Park and Country Isles Park.

Proposers are allowed to submit proposals on one, all, or a combination of the Park Groups, however the following constraints all apply:

- A proposer shall only be awarded a maximum of two (2) Park Groups;
- A proposer shall not be awarded both Park Group A and Park Group B; and
- A proposer shall not be awarded both Park Group A and Park Group C.

All proposers are advised that the City has **NOT** authorized the use of City's seal by individuals or entities responding to the City's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

### PROPOSER QUALIFICATIONS

Proposers shall have a minimum of five (5) years of experience in providing park maintenance services in parks of similar complexity and size as the parks in each respective Park Group. Relevant experience includes the maintenance and installation of athletic fields with Bermuda turf, including with clay surfaces; artificial turf athletic fields; St. Augustine grass, plants, shrubs, small trees and palms under 10 feet in height and other plant materials; irrigation management; fertilizer and herbicide applications; and disease and pest management. Proposers shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFP is issued and shall have a resident branch office in

Monroe, Miami-Dade, Broward or Palm Beach County, Florida. Proposer shall have staff that have all required State and Local government licenses and registrations.

For Parks Group D ONLY, parks containing no athletic turf sports fields, experience in the maintenance and installation of athletic fields with Bermuda turf is not mandatory.

#### PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time, January 7, 2020** **January 14, 2020** (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 RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2019-13 for Parks Maintenance Services at the 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 \$25.00 non-refundable fee for each RFP document. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are available for electronic download from Onvia Demand Star at <http://www.demandstar.com> and from BidSync at <http://www.bidsync.com>. This 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 pre-proposal conference followed by escorted site visits shall be held on **December 17, 2019 starting at 10:30 a.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 will be required to be submitted with the proposal.

#### QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Procurement Manager, Martha Perez-Garviso at [mperezgarviso@westonfl.org](mailto:mperezgarviso@westonfl.org), with "Parks Maintenance Services RFP No. 2019-13"** 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;  
Margaret Brown, Commissioner;  
Mary Molina-Macfie, Commissioner;  
Thomas M. Kallman, Commissioner; and  
Bryon L. Jaffe, Commissioner

Reddy Chitepu, Director of Public Works; Selection Committee Member;  
Andy Matusevich, Assistant Director of Landscaping; Selection Committee Member;  
Bryan Cahen, Director of Budget, Selection Committee Member;  
Ryan Fernandes, Director of Technology Services; Alternate Selection Committee Member;  
Cindy Tao, Accounting Manager, Financial Reviewer; and

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.

Martha Perez-Garviso  
Procurement Manager  
City of Weston

**Published: December 2, 2019**