



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the CITY of Weston, Florida (the "CITY") will be accepting sealed proposals for:

SHADE COVER STRUCTURE REFURBISHMENT REQUEST FOR PROPOSALS ("RFP") NO. 2020-03

The CITY is requesting proposals from qualified firms licensed as a Certified General Contractor, Certified Building Contractor or Specialty Structure Contractor by the State of Florida for refurbishment of shade cover structures at various CITY parks.

Proposer shall be responsible for all aspects of the work; including, but not limited to, all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform needed installations, in accordance with applicable Federal, State, Local government regulations.

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 providing the shade cover structure refurbishment to other entities with shade cover structures of a similar size, type, and complexity as those owned and managed by the CITY. Proposers shall be fully licensed with all required Federal, State and Local government licenses/permits.

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.

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time, on August 25, 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 and at the CITY of Weston, CITY Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a CITY Commission meeting. The opening of submittals may be viewed by the public via Cisco WebEx as follows:

Event: Shade Structure Refurb - Bid Opening

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e5c369f8c334114d05b9e9f266c732d31>

Date and time: Tuesday, August 25, 2020 11:00 am
Eastern Daylight Time (New York, GMT-04:00)

Event number: 160 016 0257

Event password: tequesta

Audio conference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

US Toll

+ 1-415-655-0001

[Show all global call-in numbers](#)

Access code: 160 016 0257

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2020-03 for Shade Cover Structure Refurbishment 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, with prior notice to the Procurement Manager and 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 Demand Star at <https://www.demandstar.com> and from BidSync at <https://www.bidsync.com>. This RFP may also be examined, with prior notice, 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 shall be held virtually on **August 11, 2020 at 3:00 p.m.**, local time. All Proposers planning to submit a proposal are required to attend this virtual conference. 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 mandatory pre-proposal conference may be viewed by the public via Cisco WebEx as follows:

Event: Shade Structure Refurb - Pre-Bid

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e2f846b9d4fde4b5761559ca92677c5aa>

Date and time: Tuesday, August 11, 2020 3:00 pm
Eastern Daylight Time (New York, GMT-04:00)

Event number: 160 530 4985

Event password: shade

Audio conference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

US Toll

+ 1-415-655-0001

[Show all global call-in numbers](#)

Access code: 160 530 4985

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 or 5% of the total proposal cost, whichever is greater, 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, with "RFP No. 2020-03 for Shade Cover Structure Refurbishment" 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 bid opening.

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;
Thomas M. Kallman, Commissioner;
Bryon L. Jaffe, Commissioner; and
Mary Molina-Macfie, Commissioner

Reddy Chitepu, Director of Public Works; Selection Committee Member;
Ryan Fernandes, Director of Technology Services; Selection Committee Member;
Catherine Flenniken, Assistant Director of Parks and Recreation; Selection Committee Member;
Thaddeus Bielecki, Director of Landscaping; 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: **August 6, 2020**