



## NOTICE TO PROPOSERS

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

### INSTALLATION OF SHADE STRUCTURES REQUEST FOR PROPOSALS ("RFP") NO. 2020-05

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 installation of shade 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 installation of shade structures to other entities with shade structures of a similar size, type, and complexity as those owned and maintained 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. 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 December 1, 2020 December 4, 2020- December 9, 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 public opening of submittals may be viewed by the public via the Live Event link to Cisco Webex follows:

**Event:** RFP 2020-05 Installation of Shade Structure - Opening

**Event address for attendees:** <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e7b3cdc4f7e7e442f5a2cb3296a408fe8>

**Date and time:** ~~Tuesday, December 1, 2020 11:00 am~~ ~~Friday, December 4, 2020 11:00 a.m.~~  
Wednesday, December 9, 2020 at 11:00 a.m.  
Eastern Standard Time (New York, GMT-05:00)

**Event number:** 172 381 8347

**Event password:** weston

**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. You can select to use audio from your computer.

US Toll

+ 1-415-655-0001

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

Access code: 172 381 8347

#### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2020-05 for Installation of Shade Structures 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>. 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 on virtually on **November 13, 2020 at 11:00 a.m.**, local time. All Proposers planning to submit a proposal are required to attend this 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.

Connect to the Live Event link via Cisco Webex:

**Event:** RFP 2020-05 Installation of Shade Structures - Pre-Proposal

**Event address for attendees:** <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ea348861f3523b85d61caf1ce7be33d07>

**Date and time:** Friday, November 13, 2020 11:00 am  
Eastern Daylight Time (New York, GMT-04:00)

**Event number:** 172 520 9193

**Event password:** weston

**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. You can select to use audio from your computer.

US Toll

+ 1-415-655-0001

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Access code: 172 520 9193

#### 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](mailto:mperezgarviso@westonfl.org), with "**RFP No. 2020-05 for Installation of Shade Structures**" 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:

As of November 3, 2020:

Margaret Brown, Mayor Elect  
Mary Molina-Macfie, Commissioner  
Bryon L. Jaffe, Commissioner  
Christopher L. Eddy, Commissioner Elect; and  
Henry A. Mead, Commissioner Elect

Thaddeus Bielecki, Director of Landscaping; Selection Committee Member;  
Bryan Cahen, Director of Budget; Selection Committee Member;  
Catherine Flenniken, Assistant Director of Parks and Recreation; Selection Committee Member;  
Denise Barrett-Miller, Director of Communications, 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: **November 6, 2020**