



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, Indian Trace Development District and Bonaventure Development District (collectively the "CITY") will be accepting sealed proposals for:

SUPPLEMENTAL LANDSCAPE MATERIALS AND INSTALLATION SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2021-03

The City is requesting proposals from qualified firms to provide supplemental landscape materials and installation services on an ongoing, or as needed basis, and at the sole discretion of the City.

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to provide supplemental landscape materials and installation services, excluding athletic fields, in the City of Weston.

These services are intended to be supplemental to and separate from the City's existing agreements for Comprehensive Landscape Maintenance Services and Parks Maintenance Service. The City may select at least two firms, the top ranked proposer, and the second ranked proposer, and if determined to be in the best interest of the City, and additional proposers, in order of rank. Firms with other existing agreements with the City may submit proposals.

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

A proposal will only be considered from a firm that is regularly engaged in the business of providing landscape materials and installation services required by this solicitation. The proposer must be able to demonstrate a record of exceptional performance and have sufficient financial resources, equipment and organization to ensure that they can satisfactorily provide the goods and/or services.

Proposers shall have a minimum of five (5) years of experience from the date that this RFP is issued, in providing landscape materials and installation services of a similar scope, complexity and size as those services managed by the City.

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

MANDATORY PRE-PROPOSAL CONFERENCE

A pre-proposal conference shall be held on virtually on **April 14, 2021 at 10:30 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 No. 2021-03 for Supplemental Landscape Materials and Installation

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e28580a3a5f7bbd0ed88da736c53cd601>

Date and time: Wednesday, April 14, 2021 10:30 am
Eastern Daylight Time (New York, GMT-04:00)

Event number: 157 113 9114

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.

US Toll + 1-415-655-0001

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

Access code: 157 113 9114

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **2:00 p.m., local time, on May 3, 2021** (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 No. 2021-03 for Supplemental Landscape Materials and Installation - Opening

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e463a3eaa33185ecb878fae873e95c5fe>

Date and time: Monday, May 3, 2021 2:00 pm
Eastern Daylight Time (New York, GMT-04:00)

Event number: 157 854 7447

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.

US Toll + 1-415-655-0001

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

Access code: 157 854 7447

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2021-03 for Supplemental Landscape Materials and Installation 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, 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.)

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 **Procurement Manager, Martha Perez-Garviso** at mperezgarviso@westonfl.org, with **"RFP No. 2021-03 for Supplemental Landscape Materials and Installation Services"** 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:

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

Bryan Cahen, Director of Budget, Selection Committee Member;
Ryan Fernandes, Director of Technology Services, Selection Committee Member
Pamela Solomon, Assistant Director of Communications, 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: **April 2, 2021**