



NOTICE TO BIDDERS

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

PURCHASE OF TENNIS COURT LIGHTING BID NO. 2022-14

Bids shall be accepted from lighting distributors to furnish court lighting for the City of Weston Racquet Club – 16451 Racquet Club Road, Weston, FL. Scope of work includes furnishing of LED court lights to replace existing light fixtures (furnish only). Installation services are excluded.

Specifications are as shown in Exhibit A. Whenever proprietary names are specified, whether or not followed by the words "or equal", it shall be subject to equals as approved and accepted as "equal" by the CITY, as it shall be the CITY's prerogative to select which items are the lowest bid, item by item, meeting specifications from the information furnished by the Bidder with the Bid and/or sample inspection and/or testing of the items specified herein.

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

NON-MANDATORY PRE-BID CONFERENCE

A non-mandatory pre-bid conference shall be held virtually on **November 22, 2022 at 11:00 a.m.** local time. Connect to the Live Event link via Cisco Webex:

Event:	Pre-Bid for Bid No. 2022-14 Purchase of Tennis Court Lighting
Event address for attendees:	https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e5dc6541331aab96deefc136bb516457e You may also connect to: www.webex.com <ul style="list-style-type: none">• Click "Join a Meeting"• Enter Event/Meeting Number
Date and Time:	Tuesday, November 22, 2022 11:00 am Eastern Standard Time (New York, GMT-05:00)
Event Number:	2306 534 9112
Event Password:	weston
Video Address:	23065349112 @ westonfl.webex.com You can also dial 173.243.2.68 and enter your meeting number.
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: 2306 534 9112

BID SUBMITTAL DEADLINE

Sealed bids shall be received by the Director of Procurement until **2:00 p.m. local time, on December 12, 2022 (the "Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Bids received after this time shall be returned unopened. The sealed bids will be publicly opened at the CITY of Weston, CITY Hall after the Bid Submittal Deadline. Award of a Bid will be made at a CITY Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening for Bid No. 2022-14 Purchase of Tennis Court Lighting
Event address for attendees:	https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e90daa122c045597510ca6e68c914d690 You may also connect to: www.webex.com <ul style="list-style-type: none">• Click "Join a Meeting"• Enter Event/Meeting Number
Date and Time:	Monday, December 12, 2022 2:00 pm Eastern Standard Time (New York, GMT-05:00)
Event Number:	2317 377 4448
Event Password:	weston
Video Address:	23173774448 @ westonfl.webex.com You can also dial 173.243.2.68 and enter your meeting number.
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: 2317 377 4448

AVAILABILITY OF BID DOCUMENTS

Bid documents are available for electronic download from Demand Star at <http://www.demandstar.com>. Interested parties may also download a copy of Bid No. 2022-14, Purchase of Tennis Court Lighting, by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>.

BID PROCEDURES

Bidders shall submit a bid package containing one (1) unbound original and one (1) digital copy on USB drive in a plain sealed parcel, box or other secure packaging, marked as the "Bid". The outside of the sealed package shall clearly indicate the submitting Bid No. 2022-14, Purchase of Tennis Court Lighting, Bidder's name, address and the name and telephone number of the specific contact person. Bid shall contain all required information in order to be considered responsive.

All Bidders are advised that the CITY will not supply or sell materials to Bidders in connection with submission or preparation of Bids, or any other matter, including but not limited to envelopes, labels or tape.

Once a Bid has been submitted to the Director of Procurement by the Bid Submittal Deadline, it shall not be returned to the Bidder. Bids received after the Bid Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Bid after it has been submitted to the CITY shall constitute a breach by the Bidder.

All Bids shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Bid. No Bidder may withdraw its Bid within 90 calendar days after the Bid opening date.

The Sealed Bids will be publicly opened at the City of Weston, City Hall after the Bid Submittal Deadline. Award of the Bid will be made at a City Commission meeting.

QUESTIONS

Any questions concerning this Notice to Bidders shall be submitted in writing to the Director of **Procurement, Martha Perez-Garviso at mperezgarviso@westonfl.org, with "Bid No. 2022-14, Purchase of Tennis Court Lighting"** 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 submittal deadline.

A Cone of Silence is imposed upon publication of this Notice to Bidders. The Cone of Silence prohibits communications with the following individuals pertaining to this bid:

Margaret Brown, Mayor,
Byron L. Jaffe, Commissioner,
Mary Molina-Macfie, Commissioner,
Chris Eddy, Commissioner, and
Henry Mead, Commissioner

Bryan Cahen, Director of Budget, Selection Committee Member;
Ryan Fernandez, Director of Technology Services, Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Cindy Tao, Director of Accounting, Alternate Selection Committee Member; 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 Bids and provide a recommendation to the City Manager.

RIGHTS RESERVED

The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:

- A. Reject any or all bids;
- B. Waive any informality in a bid;
- C. Waive any deficiency or irregularity in the selection process;
- D. Accept or reject any or all bids in part or in whole; and
- E. Request additional information as appropriate.

The City Commission reserves the right to:

- A. Award all or a portion of the services set forth in the bid as determined to be in the best interest of the CITY;
- B. Reject any or all bids if found by the City Commission not to be in the best interest of the CITY;

- C. Award to one or more than one bidder, make split or multiple awards as determined to be in the best interest of the CITY; and
- D. In the event of a sole bid, reject the sole bid.

Martha Perez-Garviso
Director of Procurement
City of Weston

Published: November 14, 2022