



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida will be accepting sealed proposals for:

SCHOOL CROSSING GUARD SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2023-02

The CITY is requesting proposals from qualified firms to provide crossing guard services for schools throughout the City of Weston (CITY).

In accordance with Florida Statutes, Section 316.75, PROPOSERS shall provide crossing guards at locations specified by the CITY and shall be completely responsible for the supervision of such personnel in accordance with contract specifications, terms and conditions, and shall exercise exclusive control over persons employed to fulfill these contract requirements.

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

Proposals will only be considered from firms that are regularly engaged in the business of providing school crossing guard services as required in this solicitation. PROPOSER must be able to demonstrate a record of exceptional performance and have sufficient financial resources and organization to ensure that they can satisfactorily provide the services required.

PROPOSERS shall have a minimum of five (5) years of experience from the date that this RFP is issued, in providing required school crossing guard services for government agencies that utilize a minimum of 50 school crossing guards during each school day. Firms with other existing agreements with the CITY may submit proposals.

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.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **March 27, 2023 at 2:30 p.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 as follows:

Event:	Pre-proposal Conference for RFP No. 2023-02 for School Crossing Guard Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m168c7bc200a4938f18d8f2f169dfea81 You may also connect to: www.webex.com • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Monday, March 27, 2023 2:30 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2300 013 2535
Event Password:	weston (937866 from phones)
Audio conference:	Join by phone 415-655-0001 US Toll 2300 013 2535

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on April 13, 2023 April 18, 2023 (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. Proposals received after this time shall be returned unopened. The sealed proposals 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. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening for RFP No. 2023-02 for School Crossing Guard Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m99b8e62e80be4b87a0671e2fb1e35e08 You may also connect to: www.webex.com • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Thursday, April 13, 2023 Tuesday, April 18, 2023 at 2:00 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2300 989 5277
Event Password:	Weston (937866 from phones)
Audio conference:	Join by phone 415-655-0001 US Toll 2300 989 5277

AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy RFP No. 2023-02 School Crossing Guards Services by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

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 will be required to be submitted with the proposal.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Director of Procurement , Martha Perez-Garviso at mperezgarviso@westonfl.org, with “RFP No. 2023-02 School Crossing Guards Services”** in the subject line, at least five business days prior to submittal deadline.

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
Byron L. Jaffe, Commissioner
Chris Eddy, Commissioner; and
Henry Mead, Commissioner

Kara Petty, Director of Parks and Recreation, Selection Committee Member;
Cindy Tao, Director of Accounting, Selection Committee Member;
Reddy Chitepu, Director of Public Works, Selection Committee Member;
Andrew Matusевич, Assistant Director of Landscaping, 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 proposals and provide a recommendation to the City Manager.

RIGHTS RESERVED

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
 - A. Reject any or all proposals;
 - B. Waive any informality in a proposal;
 - C. Waive any deficiency or irregularity in the selection process;
 - D. Accept or reject any or all qualifications statements in part or in whole; and
 - E. Request additional information as appropriate.

2. The City Commission reserves the right to:
 - A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
 - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
 - C. Award an Agreement to one or more than one PROPOSER, make split or multiple awards as determined to be in the best interest of the CITY.
 - D. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso
Director of Procurement
City of Weston

Published: March 15, 2023