



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:

TECHNOLOGY SOFTWARE APPLICATIONS SUPPORT SERVICES REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2024-08

The CITY is requesting proposals from qualified firms to provide technology software applications support services on an ongoing, or as needed basis, and at the sole discretion of the CITY. PROPOSERS shall provide designated personnel and services to the CITY to support CITY departments. Firms shall be responsible for providing, but not limited to, human resources management, personnel benefits, payroll, workers' compensation and specific licenses/training for personnel required by and provided to CITY departments.

Technology software applications support services will be delivered through a tiered support system model to ensure the effective functioning of key City software applications and related support activities.

The scope of work includes support services for the following City software applications:

- Accela Automation and EPermit Hub Systems
- Azteca Cityworks Maintenance Management System and ESRI Enterprise Geographic Information Systems (GIS)
- Tyler Munis Enterprise Resource Planning (ERP) System
- Microsoft PowerBI Data Visualization and Business Intelligence Systems

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.

PROPOSER QUALIFICATIONS

A proposal will only be considered from firms that are regularly engaged in the business of providing the services required by this solicitation. The 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, as required.

PROPOSERS key staff (designated to work with the CITY) shall have a minimum of three (3) years of experience from the date that this RFQ is issued, in providing the technology support services requested in this RFQ for an entity of a similar scope, complexity and size as the CITY.

PROPOSER shall have staff that have all the required State and Local government licenses and registrations, or which must be acquired within 30 days after commencement of work.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-bid conference shall be held virtually on **July 11, 2024 at 3:30 p.m.** local time. All Bidders planning to submit a bid are required to attend this virtual conference. Failure of a bidder to be present shall render a bidder to be deemed non-responsive and the bid shall not be considered for award. Decisions of the City shall be final. Connect to the Live Event link via Cisco Webex:

Event:	Pre-Proposal: RFQ No. 2024-08 Technology Software Applications Support Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=mdb8e2e19e5224f6ee9774a4000ef0604
	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:	Thursday, July 11, 2024 at 3:30 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2319 639 7010
Event Password:	Weston (937866 when dialing from a phone or video system)
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: 2319 639 7010

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the City Clerk until **2:00 p.m., local time, on July 26, 2024** (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 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:	Opening: RFQ No. 2024-08 Technology Software Applications Support Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m573fa0a84fe3d4ef4e7d261be338a022
	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:	Friday, July 26, 2024 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2312 492 9122
Event Password:	Weston (937866 when dialing from a phone or video system)
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: 2312 492 9122

AVAILABILITY OF BID DOCUMENTS

Interested parties may download a copy of RFQ No. 2024-08, Technology Software Applications Support Services, by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Bid 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 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.

PERFORMANCE AND PAYMENT BOND

Simultaneous with the delivery of the executed contract to the CITY upon award, the awarded PROPOSERS shall furnish an executed Performance and Payment bond as security for the faithful performance of contract and for the payment of all persons performing labor and/or furnishing materials in connection with the Project. The Performance and Payment bond amount shall be \$100,000.00.

QUESTIONS

Any questions concerning this Bid shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso at mperezgarviso@westonfl.org, with "RFQ No. 2024-08 for Technology Software Applications Support Services"** in the subject line by 4:00 p.m., local time at least five business days prior to the 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 RFQ:

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;
Reddy Chitepu, Director of Public Works, Selection Committee Member;
Mike Miller, Assistant Director Development Services, Selection Committee Member;
Thaddeus Bielecki, 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 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 an Agreement 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: June 28, 2024