



NOTICE TO PROPOSERS

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

REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES RFP NO. 2010-02

The CITY is requesting proposals from qualified and experienced firms for Professional Auditing Services.

Sealed proposals will be received by the City Clerk until **11:00 a.m., local time, Tuesday, May 11, 2010** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The time displayed on the official clock at the City Hall Reception Desk shall govern. Proposals received after this time will be returned unopened.

RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Professional Auditing Services ("RFP") from the Office of the City Clerk, located at 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. Friday, upon payment of a \$50.00 non-refundable fee, for each RFP. The RFP may also be examined at the Office of the City Clerk, at the referenced address. Proposals shall be submitted on the form(s) provided.

PROPOSAL DOCUMENTS

Each proposal shall be submitted in a separate plain sealed parcel, box, envelope or other secure packaging, marked as the "Proposal". The outside of the sealed package must clearly indicate the submitting **RFP No. 2010-02, "Professional Auditing Services"**, Proposer's name, address and the name and telephone number of the Proposer's specific contact person. **The Proposal shall contain twelve (12) complete bound copies and one (1) unbound original, and is required to be submitted to the CITY by the date and time indicated above. Each copy shall contain all required information in order to be considered responsive.**

Once a Proposal has been submitted to the CITY at or prior to **Tuesday, May 11, 2010, 11:00 a.m. local time**, it shall not be returned to the Proposer for any reason. The withdrawal, modification or correction of a Proposal after it has been opened by the CITY shall constitute a breach by the Proposer.

No Proposer may withdraw its Proposal within ninety (90) calendar days after the Proposal opening date.

The Sealed Proposal will be publicly opened at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida, at **11:00 a.m., local time, Tuesday, May 11, 2010**. Award of the Proposal will be made at a City Commission meeting.

Any questions regarding this Notice to Proposers shall be in writing directed to David E. Keller, CPFIM, Assistant City Manager/CFO, at Weston City Hall, at the above address or at dkeller@westonfl.org.

All Proposers are advised that the CITY has not authorized the use of the City Seal by individuals or entities responding to CITY's Request for Proposals, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

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

The Audit Committee and/or 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.

Patricia A. Bates, MMC
City Clerk
City of Weston

Published on April 8, 2010