



NOTICE TO PROPOSERS

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

REQUEST FOR PROPOSALS ARBORICULTURAL SERVICES RFP NO. 2011-06

The CITY is requesting proposals from qualified and experienced firms to provide Arboricultural Services at various municipal properties. Sealed proposals will be received by the City Clerk until **11:00 a.m., local time, Tuesday, December 6, 2011**, 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 will be returned unopened.

RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Arboricultural Services ("RFP") at the Weston Community Center, 20200 Saddle Club Road, Weston, Florida 33327, 8:00 a.m. – 5:00 p.m., Monday through Friday, upon payment of a \$50.00 non-refundable fee, for each RFP. Payment must be made by check, Visa, Master Card or American Express. No cash payments will be accepted. The RFP may also be examined at the Weston Community Center at the referenced address. Proposals shall be submitted on the form(s) provided.

EXPERIENCE

Proposers must have a minimum of five years experience in Broward, Miami-Dade or Palm Beach counties in providing arboricultural services for properties of similar size and scope as the CITY' s properties .

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be held on **Thursday, November 17, 2011, at 9:00 a.m.**, local time, at the Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327. All Proposers planning to submit a Proposal are required to attend this meeting. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a Proposer to be present for the entire mandatory pre-proposal meeting, beginning at the time stated above and concluding at the dismissal of the mandatory pre-proposal meeting 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. The official clock at the location of the Pre-Proposal Conference shall govern.

PROPOSAL DOCUMENTS

Each Proposal shall be submitted in a separate plain sealed parcel, box or other secure packaging, marked as the "Proposal". The outside of the sealed package must clearly indicate the submitting **RFP No. 2011-06, "Arboricultural Services"**, Proposer's name, address and the name and telephone number of the Proposer's specific contact person. **The Proposal shall contain five (5) complete 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, December 6, 2011, 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.

All proposal prices shall be guaranteed firm for a minimum of ninety (90) calendar days after the submission of the proposal. No Proposer may withdraw its Proposal within ninety (90) calendar days after the Proposal opening date.

Proposal security in the form of a Proposal Bond acceptable to the CITY or Cashier's Check made payable to the "City of Weston" in the amount of fifty thousand dollars (\$50,000.00), will be required.

The Sealed Proposals 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, December 6, 2011.** The official clock at the City Hall reception desk shall govern. Award of the Proposal will be made at a City Commission meeting.

Any questions concerning this Notice to Proposers shall be submitted in writing to Jeffrey Skidmore, Assistant City Manager/C.O.O., fax no. (954) 389-5430.

All Proposers are advised that the CITY has not authorized the use of the City seal by individuals or entities responding to CITY Request for Proposal, 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 City Commission of the City of Weston 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, Florida

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