



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:

STANDBY GENERATORS MAINTENANCE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2018-08

The City is requesting proposals from qualified and experienced firms to provide maintenance services for standby generators located at various CITY facilities including trailer-mounted emergency generators under a continuing services contract ("CONTRACTOR").

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform preventive maintenance, inspection, repair services, and on-call emergency services to the City's stationary and trailer-mounted emergency generators, transfer switches, fuel delivery systems and associated parts and components in accordance with applicable Federal, State, and Local government regulations.

EXPERIENCE

Proposers shall have a minimum of five (5) years experience in providing standby generator maintenance services to units of similar features, complexity and size as those owned and managed by the City. 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 resident branch office in Miami-Dade, Broward or Palm Beach County, Florida. Proposer shall be fully licensed with all required Federal, State and Local government licenses/permits.

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the City Clerk until **11:00 a.m., local time, September 4, 2018** (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.

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for: Standby Generators Maintenance 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 \$25.00 non-refundable fee, for each RFP. Payment shall be made by cash, check, Visa, Master Card or American Express. Proposal documents are available for electronic download from Onvia Demand Star at <http://www.demandstar.com>. This RFP may also be examined at Weston City Hall, at the referenced address. (8:00 a.m.-5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday.)

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference shall be held on **August 16, 2018 at 10:00 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 conference. 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 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. The official clock at the location of the pre-proposal conference shall govern.

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 or 5% of the total proposal cost, whichever is greater, will be required to be submitted with the proposal.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the Technical Advisor: Gary Garofalo, Facilities Manager, at ggarofalo@westonfl.org with "**RFP 2018-08, STANDBY GENERATORS MAINTENANCE SERVICES**," 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 Proposal 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:

Daniel J. Stermer, Mayor;
Margaret Brown, Commissioner;
Toby Feuer, Commissioner; and
Thomas M. Kallman, Commissioner; and
Bryon L. Jaffe, Commissioner

Ryan Fernandes, Director of Technology Services; Selection Committee Chairperson;
Bryan Cahen, Director of Budget; Selection Committee Member;
Thad Bielecki, Director of Landscaping; Selection Committee Member;
Andrew Matusevich; Director of Landscaping; Alternate Selection Committee Member; and
Cindy Tao, Accounting Manager, Financial Reviewer; 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

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

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