



NOTICE TO PROPOSERS

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

DISASTER RECOVERY SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2019-06

The CITY is requesting proposals from qualified and experienced firms for Disaster Recovery Services in response to the aftermath of hurricanes, tornadoes, windstorms, floods, fires and other natural or man-made disasters such as civil unrest and terrorist attacks. Disaster Recovery Services shall include but not be limited to large-scale debris removal, separation, transportation, processing, staging, operating temporary debris management sites and final disposal; demolition work, construction and demolition debris removal; hazardous waste handling and abatement; tree trimming (to include leaners and hangers), stump removal, processing and final disposal; emergency berm construction, emergency housing, power, communications, food, water and other logistical services and supplies as needed during a recovery period.

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals to perform the services required, in accordance with applicable Federal, State, Local government regulations.

This RFP shall be awarded to multiple firms at the City's discretion. The CITY shall enter into an agreement with a Primary Contractor and may enter into the same agreement with Secondary and Tertiary Backup Contractors.

PROPOSER QUALIFICATIONS

Proposers shall have a minimum of five (5) years of experience in providing Disaster Recovery Services to governmental entities of similar complexity, geographical size and population, or larger, than that of the CITY. Experience shall include working on Federal and State declared disaster areas by serving as the Primary Recovery Services Contractor. Proposers shall be experienced and knowledgeable in current Federal Emergency Management Administration (FEMA) and insurance reimbursement rules and procedures. Proposers shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFP is issued. Proposers shall be a fully licensed with all applicable Federal, State and Local government licenses.

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time on June 20, 2019** (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 copy of RFP No. 2019-06 for Disaster Recovery Services at the Weston City Hall, 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. on Friday, upon payment of a \$25.00 non-refundable fee for each RFP document. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are available for electronic download from Demand Star at <http://www.demandstar.com> and from BidSync at <http://www.bidsync.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 pre-proposal conference shall be held on **June 5, 2019 at 2:30 p.m.** local time, at the City of Weston City Hall, Commission Chambers located at 17200 Royal Palm Boulevard, Weston, FL 33326. 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 \$10,000 will be required to be submitted with the proposal.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Procurement Manager, Martha Perez-Garviso at mperezgarviso@westonfl.org, with "RFP No. 2019-06 for Disaster Recovery 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 pre-proposal conference.

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;
Thomas M. Kallman, Commissioner;
Bryon L. Jaffe, Commissioner; and
Mary Molina-Macfie, Commissioner

Patricia Bates, City Clerk; Selection Committee Member;
Karl Thompson, Assistant City Manager/Chief Operations Officer; Selection Committee Member;
Bryan Cahen, Director of Budget; Selection Committee Member;
Don Decker, Director of Parks and Recreation; Alternate Selection Committee Member;
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.

Martha Perez-Garviso
Procurement Manager
City of Weston

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