



## NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, (the "CITY") will be accepting sealed bids for:

### **VISTA PARK PAVILION REPLACEMENTS BID NO. 2024-13**

The CONTRACTOR shall furnish all labor, supervision, equipment, supplies, tools, permitting, safety measures and all other necessary incidentals for the demolition and installation of new metal park pavilion structures at CITY's Vista Park. Vista Park is located at 18800 Vista Park Boulevard, Weston, FL 33332.

Simultaneous with the delivery of the executed contract to the CITY upon award, the CONTRACTOR shall furnish an executed Performance and Payment bond in an amount equal to one hundred percent (100%) of the contract value, 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.

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.

### MANDATORY PRE-BID CONFERENCE

A mandatory pre-bid conference shall be held virtually on **November 21, 2024** at **11:00 a.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-Bid: Bid No. 2024-13 Vista Park Pavilion Replacement
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m80e12e821d091861d0521ded2de726e3">https://westonfl.webex.com/westonfl/j.php?MTID=m80e12e821d091861d0521ded2de726e3</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"><li>• Click "Join a Meeting"</li><li>• Enter Event/Meeting Number</li></ul>
Date and Time:	Thursday, November 21, 2024 at 11:00 a.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2307 001 7311
Event Password:	Vista (84782 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: 2307 001 7311

## BID SUBMITTAL DEADLINE

Sealed bids shall be received by the Director of Procurement until **2:00 p.m. local time, on ~~December 2, 2024~~ December 9, 2024** the ("**Submittal Deadline**") 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. Bids received after this time shall be returned unopened. The sealed bids will be publicly opened at the City of Weston, City Hall after the Bid Submittal Deadline. Award of a Bid will be made at a City Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening: Bid No. 2024-13 Vista Park Pavilion Replacement
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m959eee993934aeb8321bf177ef6c43a5">https://westonfl.webex.com/westonfl/j.php?MTID=m959eee993934aeb8321bf177ef6c43a5</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"><li>• Click "Join a Meeting"</li><li>• Enter Event/Meeting Number</li></ul>
Date and Time:	<del>Monday, December 2, 2024</del> Monday, December 9, 2024 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2303 199 3619
Event Password:	Vista (84782 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: 2303 199 3619

## AVAILABILITY OF BID DOCUMENTS

Interested parties may download a copy of Bid No. 2024-13, Vista Park Pavilion Replacements 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>. Bids shall be submitted on the form(s) provided. The required sections of the Project Manual shall be submitted as part of the Bid.

## EXPERIENCE

Along with the sealed bids, all Bidders shall provide the necessary documentation to demonstrate that they meet the following qualifications: i) Bidders shall have been incorporated and in continuous operation for a minimum of the past five (5) years immediately preceding the date that the Bid is issued; ii) Bidders shall be fully licensed general contractors with all required State and/or local government licenses—copies of the licenses shall be provided; and iii) Bidders shall provide evidence of the successful completion of projects of similar size and scope with at least three (3) projects within the last five (5) years immediately preceding the date that the Bid is issued.

## BID PROCEDURES

Bidders shall submit a bid package containing one (1) unbound original set of completed documents in a plain sealed parcel, box or other secure packaging, marked as the "Bid". The outside of the sealed

package must clearly indicate the submission of **Bid No. 2024- 13, Vista Park Pavilion Replacements**, Bidder's name, address and the name, telephone number and email address of the Bidder's specific contact person. Attach a copy of the contact person's business card. Bids shall be submitted on the form(s) provided in the bid.

All written or graphical work product provided to the CITY in PDF format shall be fully ADA compliant with the latest ADA regulations.

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

Once a Bid has been submitted to the Director of Procurement by the Bid Submittal Deadline, it shall not be returned to the Bidder. Bids received after the Bid Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Bid after it has been submitted to the CITY shall constitute a breach by the Bidder.

All Bids shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Bid. No Bidder may withdraw its Bid within 90 calendar days after the Bid opening date.

The Sealed Bids will be publicly opened at the City of Weston, City Hall after the Bid Submittal Deadline. Award of the Bid will be made at a City Commission meeting.

#### BID SECURITY

Bid security in the form of a Bid Bond acceptable to the CITY or Cashier's Check made payable to the "City of Weston" in the amount of \$5,000.00 or 5% percent of the Bid amount, whichever is greater, will be required, to be submitted with the Bid.

#### QUESTIONS

Any questions concerning this Notice to Bidders shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso at [mperezgarviso@westonfl.org](mailto:mperezgarviso@westonfl.org), with "Bid No. 2024-13, Vista Park Pavilion Replacements"**, in the subject line by 4:00 p.m., local time at least five business days prior to the submittal deadline.

A Cone of Silence is imposed upon publication of this Notice to Bidders. The Cone of Silence prohibits communications with the following individuals pertaining to this bid:

Margaret Brown, Mayor,  
Byron L. Jaffe, Commissioner,  
Mary Molina-Macfie, Commissioner,  
~~Chris Eddy, Commissioner~~ Fabio A. Andrade, Commissioner-Elect; and  
Henry Mead, Commissioner

Ryan Fernandes, Director of Technology Services, Selection Committee Member;  
Denise Barrett-Miller, Director of Communications, Selection Committee Member;  
Mike Miller, Assistant Director of Development Services, Selection Committee Member;  
Cindy Tao, Director of Accounting, Alternate Selection Committee Member;

Any member of the Protest Committee, if and when established.

The details of the CITY's Code 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; and
- C. In the event of a sole bid, reject the sole bid.

Martha Perez-Garviso, Director of Procurement  
City of Weston

Published: November 1, 2024