



NOTICE TO PROPOSERS

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

COMPREHENSIVE LANDSCAPE MAINTENANCE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2024-15

The CITY is requesting proposals from qualified and experienced firms to provide comprehensive landscape maintenance services for CITY owned areas within the CITY limits, under a continuing services contract.

PROPOSERS shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform the complete maintenance and management of the landscaping and debris in the CITY rights-of-way, landscape buffers, mitigation areas, and CITY properties, excluding CITY parks, including but not limited to, turf mowing, edging, cleanup, shrubs, hedges, small trees and palms under 10 feet in height, fertilization, disease and pest management, application of herbicides, turf renovations, irrigation, and debris cleanup.

The RFP is subdivided into THREE DISTINCT Landscape Maintenance Areas (LMA):

- A. Bonaventure Development District
- B. Indian Trace Development District Area I
- C. Indian Trace Development District Area II

Three separate agreements will be awarded, one for each LMA. PROPOSERS may submit proposals on one or a combination of LMAs, except for combinations containing BOTH Indian Trace Development District Area I and Indian Trace Development District Area II. The same PROPOSERS shall not be awarded Indian Trace Development Area I AND Indian Trace Development Area II.

All PROPOSERS are advised that the CITY has **NOT** authorized the use of CITY's seal by individuals or entities responding to the CITY's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

PROPOSER QUALIFICATION

PROPOSERS shall have minimum of five (5) years of experience in providing the described comprehensive landscape maintenance services of properties and rights-of-way to other entities of similar complexity and size as those owned and managed by the CITY. PROPOSER must be able to demonstrate a record of satisfactory performance and have sufficient financial resources, equipment, and organization to satisfactorily provide the services required.

PROPOSERS shall provide the necessary documentation to demonstrate that they meet the following qualifications: i) PROPOSERS shall have been incorporated and in continuous operation for a minimum of the past five (5) years immediately preceding the date that this RFP is issued; ii) shall have an (operations yard/complex) office in Miami- Dade, Broward, or Palm Beach County, Florida; and iii) PROPOSERS shall provide at least three references (Form 3) to show evidence of qualifications and previous experience of work performed entities of similar complexity and size as those owned and managed by the CITY.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **January 2, 2025 at 2:30 p.m.** local time. All PROPOSERS planning to submit a proposal are required to attend this conference. 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. Connect to the Live Event link via Cisco Webex as follows:

| | |
|-------------------------------|---|
| Event: | Pre-Proposal: RFP No. 2024-15 for Comprehensive Landscape Services |
| Event: address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=m821b05dd18401807bf79cbc6b3832090 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number |
| Date and Time: | Thursday, January 2, 2025 at 2:30 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2307 103 7003 |
| Event Password: | Weston (937866 when dialing from a phone or video system) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2307 103 7003 (from phones) |

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on January 16, 2025 (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. Proposals received after this time shall be returned unopened. The sealed proposals 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. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

| | |
|-------------------------------|---|
| Event: | Opening: RFP No. 2024-15 for Comprehensive Landscape Services |
| Event: address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=m4fbd9bca41ddb9fe81b8d8f489c4a5b4 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number |
| Date and Time: | Thursday, January 16, 2025 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2303 160 6731 |
| Event Password: | Weston (937866 when dialing from a phone or video system) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2303 160 6731 (from phones) |

AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy RFP No. 2024-15, Comprehensive Landscape Maintenance Services by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

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 will be required to be submitted with the proposal.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso** at mperezgarviso@westonfl.org, with **"RFP No. 2024-15, Comprehensive Landscape Maintenance Services"** in the subject line, at least five business days prior to 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:

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

Bryan Cahen, Director of Budget, Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Bryan Beard, Recreation Superintendent, Selection Committee Member;
Ryan Fernandes, Director of Technology Services, Alternate Selection Committee Member; 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

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
 - A. Reject any or all proposals;
 - B. Waive any informality in a proposal;
 - C. Waive any deficiency or irregularity in the selection process;
 - D. Accept or reject any or all qualifications statements in part or in whole; and
 - E. Request additional information as appropriate.
2. The City Commission reserves the right to:
 - A. Award all or a portion of the services set forth in the RFQ as determined to be in the best interest of the CITY; and
 - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
 - C. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso
Director of Procurement
City of Weston

Published: December 16, 2024