



REQUEST FOR PROPOSALS FOR A

LEASE ARRANGEMENT FOR A TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY OWNED BUILDING LOCATED AT 800 PARK AVENUE, LAKE PARK, FLORIDA REQUEST FOR PROPOSALS (RFP) NO. 104-2018

NOTICE IS HEREBY GIVEN that the Town of Lake Park Community Redevelopment Agency (hereinafter referred to as the “CRA”), Florida is accepting sealed Proposals from qualified non-profit 501(c)(3) tax exempt organizations for lease occupancy of the 2,200 square foot building located at 800 Park Avenue, Lake Park, Florida, in accordance with the terms, conditions and specifications contained in this RFP. The building is currently being used as an art gallery.

Submitting Proposals

All sealed proposals must be submitted with an original and three (3) copies in sealed envelopes/packages to the following address:

**Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403**

PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS “PROPOSAL FOR LEASING ARRANGEMENT FOR A TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY OWNED BUILDING LOCATED AT 800 PARK AVENUE, LAKE PARK FLORIDA, RFP NO. 104-2018.

Sealed proposals must be received on or before 10:00 a.m. Eastern Time on May 1, 2018 at which time all proposals will be publicly opened and read in the Commission Chamber of the Lake Park Town Hall. Proposals received after this time shall be returned unopened. Receipt of a Proposal by any Town office, receptionist, or personnel, other than the Office of the Town Clerk shall not constitute “submittal” as required by this solicitation. The Town Clerk’s time stamp shall be conclusive as to the timeliness of each submittal.

PLEASE NOTE THAT PROPOSALS WILL NOT BE ACCEPTED BY FAX OR BY EMAIL.

Proposal Documents

Offerors desiring copies of the RFP document for use in preparing a proposal may obtain a set of such documents by visiting or calling the Office of the Town Clerk at (561) 881-3311, 8:30 a.m.–5:00 p.m. Eastern Time, Monday–Friday.

Proposals shall be submitted on the form(s) provided and signed in BLUE ink by an officer and/or owner of the business possessing the required authority. Proposals must include all information requested. Any corrections made to entries on any proposal form(s) shall be initialed where changed by the person signing the proposal in BLUE ink.

Should any information requested not be provided or if the proposal should be received unsigned on the proposal sheet ('PROPOSAL FORM'), such proposal shall be considered non-responsive and subject to rejection.

All proposal prices shall be guaranteed firm for a minimum of 90 calendar days after the submission of the proposal. No offeror may withdraw his or her proposal within 90 calendar days after the proposal opening date.

All Offerors are advised that the CRA has not authorized the use of the CRA logo by individuals or entities responding to CRA requests 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 Offerors are advised that the CRA will not supply or sell materials to offerors in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Offerors shall demonstrate a satisfactory record of performance on projects of a similar magnitude, scope, value, and trade as this project as documented by their Letters of Reference which must be submitted as part of their proposals, which shall be verified by the CRA.

Award of the Proposal will be made at a meeting of the CRA Board.

The CRA reserves the right to accept or reject any or all Proposals (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the proposal(s) which in its judgment best serves the CRA.

**Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida**

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