



REQUEST FOR PROPOSALS

TOWING SERVICES TOWN OF LAKE PARK

TOWN REQUEST FOR PROPOSALS (RFP) NO. 101-2018

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida (hereinafter referred to as the Town) is accepting sealed Proposals from qualified firms to provide towing services, on an as-needed basis, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (“RFP”).

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
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 TOWING SERVICES, TOWN OF LAKE PARK, RFP NO. 101-2018”.

Sealed proposals must be received on or before February 28, 2018 at 10:00 a.m. Eastern Time, at which time all proposals will be publicly opened and read in the Commission Chamber of 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.

Any questions regarding the completeness or substance of this RFP package must be submitted in writing to the Office of the Town Clerk by email at vmendez@lakeparkflorida.gov, or by telephone at 561-881-3311. **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 FORM such Proposal shall be considered non-responsive and subject to rejection.

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

Security in the form of a Performance Bond acceptable to the Town, or Cashier's Check made payable to the "Town of Lake Park" in an amount equal to five (5) percent of the Proposal, will be required. Guaranty Bonds in the form of Performance Bond and Payment Bond, will be required. The Surety Company shall have at least the minimum ratings of A-, Class VI or higher, as described in the Instructions to Offerors.

All offerors are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town 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 Town 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 Town.

Award of the contract will be made at a Town of Lake Park Regular Commission Meeting.

The Town 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 Town.

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

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