

TOWN OF LAKE PARK
REQUEST FOR PROPOSAL No. 101-2020
Ballistic Glass and Door Installation for Community Development Office

The Town of Lake Park is seeking proposals from qualified firms who can provide construction services to furnish and install qualified Ballistic Material windows (Level 3) and door to provide sufficient Security for the Town's personnel within the Community Development office in the Town hall.

No-Fee Request for Proposal documents are available beginning **Monday, December 16, 2019** between 8:30 a.m. and 5:00 p.m. local time by contacting the Town Clerk's Office at 561.881.3311. All documents will be delivered electronically. Proposals shall be submitted hardcopy, in triplicate, on the forms provided.

Sealed responses must be clearly marked "RFP No.101-2020, Ballistic Glass and Door Installation for Community Development office" and be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403. The deadline for submission of proposals is **Wednesday, January 15, 2020, 2:30 P.M. EST** local time. At that time, the proposals will be publicly opened and read aloud in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403. Proposals will later be evaluated by an evaluation committee as further described in the RFP documents.

Late proposals or proposals delivered to any other office other than the Town Clerk will not be accepted and will be returned to the sender unopened.

It is the responsibility of the Proposer to ensure all pages are included in the submission. All Proposers are advised to closely examine the Solicitation package, and to become familiar with the current condition of the Site. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing via email to townclerk@lakeparkflorida.gov.

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property tax.

The Town of Lake Park reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for 90 calendar days from **Wednesday, January 15, 2020, 2:30 P.M. EST**. Any proposer who withdraws his or her proposal within 90 calendar days after **Wednesday, January 15, 2020, 2:30 P.M. EST** shall forfeit its Proposal Bond.

A proposal bond is required to be submitted with your proposal in an amount equal to five percent (5%) of the proposed project cost. The Town accepts, as fulfillment of this requirement, a certified check, or a cashier's check made out to the TOWN OF LAKE PARK. In addition, if a contract is awarded, the winning firm will be required to submit performance and payment bonds, as further described in the RFP documents.

MANDATORY PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on **Friday, January 3, 2020, 2:30 p.m.** local time in the Town Hall Commission Chambers, 535

Park Avenue, Lake Park, FL 33403, to provide a brief description of the project, project requirements, answer questions and clarify any inconsistencies. Immediately following the pre-proposal conference, interested firms will have the opportunity to inspect the site, familiarize themselves with the requirements, and to ensure all items affecting the costing of the project are considered.

All proposers are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or request 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 proposers are further advised that the Town will not supply or sell materials to proposers in connection with submission of preparation of proposals, or any other matter, including but not limited to envelopes, labels, or tape.

Vivian Mendez, MMC

Town Clerk

TOWN OF LAKE PARK, FLORIDA

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