

**TOWN OF LAKE PARK**  
**REQUEST FOR PROPOSAL No. 102-2020**  
**Security Enhancements for Community Development Office**

The Town of Lake Park is seeking proposals from qualified firms who can provide construction services to furnish and install needed security enhancements to the Town Hall Community Development Office. The purpose of this project includes, but is not limited to, the creation of a physical barrier between Town personnel and customers within a service desk and lobby area, which should exhibit qualified ballistic resistance with at least “Level 3” resistance, in a manner similar to standard banking teller windows. The goal is to provide enhanced security and protection for Town employees and customers. As part of the physical barrier system, an employee access door with adequate ballistic resistance will also be needed to provide access through the lobby area and into the office area. The door shall be able to accommodate an electronic keypad for keycard access by employees. An existing service desk may or may not remain, depending upon the proposed security solution – but if it is to remain, it should be retrofitted to be hardened for ballistic resistance. “No-Fee” Request-for-Proposal (RFP) documents further describe the envisioned security measures and are available beginning **Monday, January 13, 2020** 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 **Thursday, February 13, 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](mailto: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 **Thursday, February 13, 2020**. Any proposer who withdraws his or her proposal within 90 calendar days after this date 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 may 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 **Tuesday, January 28, 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.

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Vivian Mendez, MMC

Town Clerk

TOWN OF LAKE PARK, FLORIDA

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