

**TOWN OF LAKE PARK  
REQUEST FOR PROPOSALS (RFP)  
PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be accepting sealed proposals for:

**COMMUNITY DEVELOPMENT BUILDING OFFICIAL,  
INSPECTIONS AND RELATED SERVICES  
TOWN OF LAKE PARK  
Town Bid Proposal No. 110-2020**

Notice is hereby given that the Town of Lake Park is soliciting proposals for Community Development Building Official, Inspections and Related Services. Proposals may be mailed by regular or express mail courier service or hand delivered to the Town of Lake Park at 535 Park Avenue, Lake Park, Florida 33403. **All sealed proposals must be submitted with one** original unbound, tabbed, and clipped version that includes a title page listing the name of the RFQ and identifying the Offeror. Additionally, Offerors shall submit **four (4)** bound and tabbed copies and one digital PDF on a labeled CD/DVD or thumb drive. **PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS:**

**“COMMUNITY DEVELOPMENT BUILDING OFFICIAL,  
INSPECTIONS AND RELATED SERVICES  
TOWN OF LAKE PARK  
Town Bid Proposal No. 110-2020”**

**Proposals shall be sent to the following address:**

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

*(see RFP packet for additional originating Department information)*

**Pre-bid informational meeting: No mandatory pre-bid meeting. Questions shall be submitted through the Town Clerk’s Office.**

**A response to a competitive solicitation shall be directed to the attention of the Town Clerk and submitted by 10AM EST on or before Friday, October 2, 2020.** Any response received after the deadline, or which is submitted at a location other than at the location specified in the solicitation shall be deemed unresponsive and shall be returned unopened to the offeror. It shall be the offeror’s sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.

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 submission.

### Proposal Documents

Offerors desiring copies of the RFP document for use in preparing a proposal may request a copy by calling the Office of the Town Clerk at (561) 881-3311, 8:30 AM to 5:00 PM Eastern Standard Time, Monday through Friday, or emailing [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov). All correspondence and requests for information regarding this RFP shall be submitted in writing by regular mail or via email to [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

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 an unauthorized person or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All offerors are advised 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.

Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the Town Clerk on the Town's website at least five business days prior to the commission's consideration of an award. The Town Clerk shall also provide all offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the Town' website.

The Town may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitation in the future.

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Vivian Mendez, MMC  
Town Clerk  
TOWN OF LAKE PARK, FLORIDA  
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