

**TOWN OF LAKE PARK - INVITATION TO BID 106-2021
WORK ORDER AND ASSET MANAGEMENT SYSTEM**

The Town of Lake Park is seeking Bids from qualified firms who can provide work order and asset management services, as fully detailed within the solicitation document and project scope of services and work. Work shall generally consist of providing the Town's Department of Public Works' ("Client") with work order and asset management services, to include needs assessment, system installation and configuration, system testing, user training, and system implementation and refinement (Phase I).

Invitation to Bid (ITB) documents will be available on the Town's Website beginning on September 27, 2021 and may also be obtained via email or Dropbox by contacting the Town Clerk's Office at townclerk@lakeparkflorida.gov between 8:30 a.m. and 5:00 p.m. local time. The Town Clerk's Office may also be reached for questions by calling (561) 881-3311.

Sealed responses must be clearly marked "ITB No.106-2021," with the Offeror's name and address listed, and be emailed or delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403. The deadline for submission of Bids is Wednesday, October 27, 2021 at 10:00 a.m. local time. At that time, the Bids will be publicly opened and read aloud in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

Late Bids or Bids 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 Offeror to ensure all pages are included in the submission. All Offerors are advised to closely examine the Solicitation package, and to become familiar with the scope of services and work described therein, all of which will become part of any contract resulting from this solicitation. 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 Bids, 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 October 27, 2021.

All Offerors are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid, 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 further advised that the Town will not supply or sell materials to Offerors in connection with submission or preparation of Bids, 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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