

**TOWN OF LAKE PARK  
NOTICE TO OFFERORS**

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

**TOWN HALL FINANCE DEPARTMENT INTERIOR  
ALTERATIONS (DESIGN/BUILD)  
TOWN OF LAKE PARK**

**Town RFP No. 106-2017**

The work shall generally consist of modification of an interior wall for installation of a customer service transaction window, demolition and construction of interior wall partitions, rearrangement of electrical outlets and lighting, relocation of a security alarm junction box, construction of a work space, and restoration of flooring and wood ceiling affected by demolition. Minimum requirements are provided in the bid documents. The Contractor will be required to examine current conditions and retain a structural engineer and electrical engineer to provide final design and signed and sealed drawings for permit and construction.

Sealed bids will be received in triplicate by the Town Clerk until 10:30 a.m. on Thursday, June 29, 2017 at the Town of Lake Park Town Hall located at 535 Park Avenue, Lake Park, Florida 33403. Bids received after this time shall be returned unopened. Receipt of a bid by any Town office, receptionist, or personnel, other than the Clerk's Office, does not constitute "receipt" as required by this solicitation.

Project Documents: Bid documents will be available Wednesday, May 31, 2017, and may be obtained by calling the Town Clerk at 561.881.3311, 8:30 a.m. to 5:00 p.m., Monday through Friday, upon payment of a \$10.00 non-refundable fee, for each bid set.

Bids shall be submitted on the form(s) provided.

A VOLUNTARY Pre-bid conference will be held on Tuesday, June 13, 2017, at 11:00 a.m. at the Town Hall Finance Department, 535 Park Avenue, Lake Park, Fl. 33403 to provide a brief description of the project, the terms of the bid documents and afford an opportunity for prospective offerors to view the project site.

Bid Documents: Envelope containing bid must be sealed and clearly marked, "**TOWN HALL FINANCE DEPARTMENT INTERIOR ALTERATIONS, TOWN RFP NO. 106-2017, ATTENTION TOWN CLERK.**"

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

Bid security in the form of a Bid Bond acceptable to the Town, or Cashier's Check made payable to the "Town of Lake Park" in an amount equal to five percent (5%) of the bid, 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.

Bids shall be opened and read aloud in the Town of Lake Park Commission Chambers at 10:30 a.m., June 29, 2017. Award of the bid will be made at a Town of Lake Park Regular Commission Meeting.

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 or 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 bids, or any other matter, including but not limited to envelopes, labels or tape.

Offerors shall demonstrate successful performance of projects of a similar magnitude, scope, value, and trade as this project.

The Town of Lake Park reserves the right to reject any and all bids, to waive any informality in a bid and to make awards in the best interest of the Town.

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Shaquita Edwards, Deputy Town Clerk  
Town of Lake Park, Florida

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