

**TOWN OF LAKE PARK
NOTICE TO PROPOSERS**

NOTICE IS HEREBY GIVEN that the TOWN of Lake Park, Florida (TOWN) is accepting sealed proposals for:

CUSTODIAL SERVICES THREE YEAR TERM CONTRACT FOR TOWN HALL, PBSO
DISTRICT 10 SUBSTATION, PUBLIC WORKS DEPARTMENT, LIBRARY, LAKE
HARBOR MARINA, LAKE SHORE PARK RESTROOMS, and KELSEY PARK
RESTROOMS

TOWN RFP No. 108-2017

This is a solicitation for formal written proposals from responsive and responsible contractors for a 36 month custodial services contract, with two, twelve month renewal periods at the TOWN's option. Work shall generally consist of daily as well as alternate day commercial cleaning services for the interiors of seven (7) municipal buildings in the TOWN of Lake Park. Services shall range from cleaning municipal office and operations spaces at four (4) locations (Town Hall, PBSO District 10 Substation, Public Works Department, and Library), cleaning of two public park restrooms, and cleaning of four (4) restrooms and two (2) controlled access restroom/shower rooms at Lake Park Harbor Marina. Proposals will be evaluated based upon a selection committee's assessment of experience and qualifications, and price.

NOTE: Palm Beach County recognizes the TOWN of Lake Park's PBSO District 10 Substation as a "critical facility." Pursuant to County Ordinance 2003-030, any contract worker, in order to obtain unescorted access to a critical facility, shall be required to undergo a criminal history record check. Any contract worker making application that is found to have a disqualifying criminal offense will be denied access to the critical facility.

Sealed proposals will be received in duplicate with two copies by the Town Clerk until 10:30 a.m. on Tuesday, November 14, 2017, at the Town of Lake Park Town Hall located at 535 Park Avenue, Lake Park, Florida, 33403. Proposals received after this time shall be returned unopened. Receipt of a proposal by any Town office, receptionist, or personnel, other than the Clerk's Office, does not constitute "receipt" as required by this solicitation.

Project Documents: RFP documents will be available Monday, October 16, 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, excluding holidays, and upon payment of a \$10.00 non-refundable fee for each RFP set. Proposals shall be submitted on the form(s) provided.

A MANDATORY Pre-proposal Conference will be held on Thursday, November 2, 2017, at 1:00 p.m. in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, FL 33403, to provide a brief description of the project and the terms of the RFP documents.

RFP Documents: Envelope containing proposal must be sealed and clearly marked, "CUSTODIAL SERVICES CONTRACT, RFP No. 108-2017" with the Proposer's name, address, and contact info clearly labeled.

All proposed prices shall be guaranteed firm for 90 calendar days from November 14, 2017. Any proposer who withdraws his or her proposal within 90 calendar days after November 14, 2017 shall forfeit its Proposal Bond.

A Proposal Bond in the form of a Letter of Credit, or Cashier's Check made payable to the "Town of Lake Park" in an amount equal to five percent (5%) of the proposed price for the first year of the contract, must be submitted to the Town with proposal submittal. FURTHERMORE, a fidelity bond in the form of a Janitorial Services Bond, in the amount of \$50,000 will be required. The Surety Company shall have at least the minimum ratings of A-, Class VI or higher, as described in the Request for Proposal.

All proposals which have been timely submitted will be opened and read aloud in the Town Commission Chambers at 10:30 a.m. on Tuesday, November 14, 2017. Award of the proposal will be made at a Town of Lake Park Regular Commission Meeting.

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 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 proposers are advised that the Town will not supply or sell materials to proposers in connection with submission or preparation of proposals, or any other matter, including but not limited to envelopes, labels or tape.

The Town Commission reserves the right to reject any and all proposals, to waive any informality and to make an award it deems to be in the best interest of the Town.

Vivian Mendez, CMC, TOWN Clerk
Town of Lake Park, Florida

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