

**TOWN OF LAKE PARK
REQUEST FOR QUOTE (RFQ) 102-2022
THREE-YEAR, QUARTERLY AIR CONDITIONING PREVENTIVE MAINTENANCE AND HOURLY
RATES FOR EMERGENCY SERVICE, WITH TWO ONE-YEAR OPTIONAL EXTENSIONS**

PURPOSE OF QUOTE

The Town of Lake Park is seeking proposals from licensed, Class A Unlimited air conditioning contractors to provide labor, equipment, and materials required to perform preventive maintenance for air conditioning systems at various Town facilities. Contractors must also provide their hourly service rates and maximum response time for emergency repair calls during normal business hours and after-hour calls. These rates would also apply to service calls for equipment not included in the quarterly maintenance contract, such as at the Marina or other Town properties. Contractors must also be proficient in the use of Metasys Building Automation System.

This contract is for a period of three years, with the option of two additional one-year extensions, at the discretion of the Town. Price adjustments to the base pricing for the optional periods shall be based upon Consumer Price Index (CPI).

Request for Quotes (RFQ) documents can be obtained beginning January 31, 2022, by contacting the Town Clerk's Office at (561) 881-3311 or townclerk@lakeparkflorida.gov between 8:30 a.m. and 5:00 p.m. local time. Quotes shall be submitted hardcopy, in duplicate, on the forms provided.

Bidders shall submit **1 original and 1 electronic copy (via thumb drive or CD)** of the complete RFQ documents in a **sealed envelope** that is clearly marked "**RFQ 102-2022**", Quarterly Air Conditioning Preventive Maintenance, and include the bidder's name and address. Responses are not accepted via email.

RFQ Responses shall be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403 on/or before the bid date deadline. The deadline for submission of Quotes is **Friday, February 11, 2022 at 2:00 p.m. local time.**

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 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 February 11, 2022.

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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