

**TOWN OF LAKE PARK  
REQUEST FOR PROPOSAL (RFP) 104-2022  
LAKE PARK HARBOR MARINA LANDSCAPE SERVICES**

The Town of Lake Park is seeking proposals from qualified landscaping firms to perform a variety of landscape maintenance services at the Town's Lake Park Harbor Marina, located at 105 Lake Shore Drive, Lake Park, Florida. A Project Scope of Work with specifications is incorporated within this Bid.

The project shall generally consist of mowing, edging, trimming shrubs, mulching, maintenance of turf, ground covering, hedges and tree trimming, fertilization, pest control, periodic sod and plant replacement, irrigation system maintenance and repairs, palm tree trimming, and debris collection and removal.

The company selected to perform the work shall employ an in-house landscape architect (state registered) or arborist and employ in-house a person holding GI-BMP certification for commercial fertilizer application.

The contract shall be for a term of three (3) years, with the option of three one-year extensions at the option of the Town.

Request for Proposal documents are available beginning Monday July 11, 2022 between 8:30 a.m. and 5:00 p.m. local time by contacting the Town Clerk's Office at 561.881.3311 or by email at [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov). Proposals shall be submitted hardcopy, in triplicate, on the forms provided.

Sealed responses must be clearly marked "RFP 104-2022, Lake Park Harbor Landscape Services" and be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403. The deadline for submission of proposals is **Thursday August 11, 2022 at 2:00 p.m.** local time. At that time, the proposals will be publicly opened and read aloud in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

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 Proposer to ensure all pages are included in the submission. All Proposers are advised to closely examine the Solicitation package, and to become familiar with the scope of work and services to be performed under this Bid. 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](mailto: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 Proposals, 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 Thursday August 11, 2022. Any proposer who withdraws his or her proposal within 90 calendar days after Thursday August 11, 2022 shall forfeit its Proposal Bond.

A proposal bond is required to be submitted with your proposal in an amount equal to five percent (5%) of the proposed project cost. The Town accepts, as fulfillment of this requirement, a certified check, or a cashier's check made out to the TOWN OF LAKE PARK.

**MANDATORY PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on Tuesday July 19, 2022, at 10:00 a.m. local time at the Lake Park Harbor Marina, 105 Lake Shore Drive, Lake Park, FL 33403, to provide a brief description of the scope of work, specifications, bid requirements, to answer questions and clarify any inconsistencies. Immediately following the pre-proposal conference, interested firms will have the opportunity to inspect the site, familiarize themselves with the requirements, and to ensure all items affecting the costing of the work are considered.

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

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