**TOWN OF LAKE PARK**

**REQUEST FOR PROPOSAL (RFP) No. 112-2023**

**FIRE ALARM SYSTEM PURCHASE AND INSTALLATION FOR TOWN HALL**

The Town of Lake Park is soliciting sealed proposals to establish an agreement for the Services for its Town Hall building. The Services are described in Exhibit A.

**PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase and installation of Fire Alarm Equipment and Life Safety Devices (the “Equipment”) and the provision of Monitoring, Inspection, Repair, and Testing services (the “Services”) for the Fire Alarm Systems at the Town of Lake Park Town Hall. The Town intends to contract with a qualified and experienced Bidder who can supply and install regulatory-compliant Equipment, and provide industry-leading Services, for the Town Hall building, which is listed in the National Registry of Historic Places.

The term of an agreement shall be for a term of three (3) years. The Town shall have the option of extending the Agreement for two (2) additional one (1) year terms at the same pricing, terms, and conditions agreed upon herein. Such extension shall be in the form of a written amendment to the Agreement, which shall be executed by both parties.

**Project Location:** 535 Park Avenue, Lake Park, Florida 33403

Request for Proposal documents is available beginning **July 17, 2023**, at **9:00 AM** **EDT** at [www.demandstar.com](http://www.demandstar.com).

**No Pre-Proposal Meeting is scheduled**. Bidders are highly encouraged to visit the project site prior to responding to this RFP to ensure all project costs are included in the proposal. Please contact Public Works at (561) 881-3345 to schedule a project site visit.

The deadline for receipt of bids is **August 17, 2023,** at **2:00 PM EDT**. Bids must be submitted digitally at [www.demandstar.com](http://www.demandstar.com). Bids submitted in any other format other than the one specified above, and proposals submitted late will not be accepted.

All Bidders are advised to closely examine the Solicitation package and to become familiar with the scope of services in this solicitation. Any questions regarding the completeness, or substance of the Solicitation package or specifications must be submitted by emailing [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov) by **July 31, 2023**, at **2:00 PM EDT**.

Proposers shall demonstrate a satisfactory record of performance for services provided which are similar in magnitude and scope to the services sought herein and as documented by their Letters of Reference.

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 a minimum of 90 calendar days after submission of the Proposal.

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property taxes.

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 proposals 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 the submission of preparation of proposals, or any other matter, including but not limited to envelopes, labels, or tape.

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TOWN OF LAKE PARK, FLORIDA

Office of the Town Clerk

Lake Park Town Hall

535 Park Avenue

Lake Park, Florida 33403

Published on: