



Office of the
Town Manager

May 3, 2019

Vivian Mendez
Town Clerk, Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

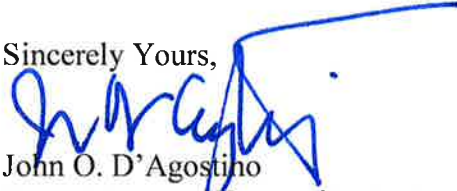
Dear Ms. Mendez:

According to Section 2-249 (3) of the Town Code entitled Competitive sealed proposal process section (3) Proposal Cancellation or Postponement; please be advised as Town Manager I am respectfully canceling the External Auditing Services Request for Proposals Town Bid No. 104-2019.

Please notify all interested parties to this RFP of my determination. The Town of Lake Park plans to reissue an updated Request for Proposal for auditing services soon.

Attached for your reference is the Ordinance Code Section 2-249.

Sincerely Yours,



John O. D'Agostino
Town Manager, Town of Lake Park

Cc: Town Commission Town of Lake Park
Finance Director
Tiffany Thomas, Palm Beach County Inspector General's Office

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Sec. 2-249. - Competitive sealed proposal process.

The competitive sealed proposal process shall consist of the following:

- (1) *Public notice.* Public notice of the request for proposal or request for statement of qualification shall be given in the same manner as provided for competitive sealed bidding except all RFP or RFQ require a minimum of 21 days for submission of proposals unless determined by the finance director to be not in the best interest of the town.
- (2) *Submission.* Proposals must be received no later than the specified time and date and at the location specified for submission in the request for proposal (RFP) or request for statement of qualifications (RFQ). No proposal shall be accepted after such time or at any other location than specified; any proposal received later or at any other location than specified shall be returned unopened.
- (3) *Proposal cancellation or postponement.* The town manager, finance director or designee may, prior to the RFP or RFQ due date, elect to cancel or postpone the date and/or time for submission or opening. In such situations an addendum will be issued.
- (4) *Discussion with responsible offeror and revisions to proposals as provided in the request for proposals,* discussions may be conducted with any responsible offeror that submits a proposal determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no exchange of information regarding the content or feasibility of the proposals to competing offerors. An offeror shall not communicate with any town elected or appointed official or employee other than a person listed in the bid or contract documents as the contact person for a particular bid or contract prior to the time an award decision has been made by the town. Any communication between the offeror and the town shall be submitted in writing to the office of the town clerk as listed in the bid or contract documents and shall be solely for the purposes of obtaining information or clarification necessary to develop a responsive, accurate proposal or bid. If an offeror fails to observe this restriction on communications, it shall be grounds for disqualifying the offending offeror from consideration for award of the proposal or bid.
- (5) *Proposal evaluation.* Award shall be made to the most responsive, responsible offeror whose proposal is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the RFP/RFQ. Evaluation of proposals may be

made in a multi-step selection process as set forth in the RFP or RFQ.

- (6) *Award.* Notice of the intent to award, along with a tabulation of the bid/proposal results, shall be posted by the town clerk on the town's official website five business days prior to the commission award. All offerors or contractors affected by the proposed award of contract will also be notified by the town clerk at the time of posting, via telefax or other means, of the intended award.
- (7) *Special consideration for consulting contracts:*
 - a. Negotiations involving the Consultants Competitive Negotiation Act (CCNA) will be conducted by a team selected by the town manager.
 - b. Consultant services—Non-CCNA. Consultant services for services other than for architecture, engineering, landscape architectural or surveying and mapping services are acquired in compliance with policies outlined in invitation to bid and/or request for proposal.
 - c. Design build contracts shall be established in compliance with F.S. § 287.055, known as the Consultants Competitive Negotiation Act (CCNA).
 - d. *Continuing consultant services.* The Consultant's Competitive Negotiation Act (CCNA) does not provide criteria for negotiating a contract for continuing consultant services. Accordingly, the town will establish a selection criteria in the RFP among consultants under continuing consultant services contracts. Consultant services required for any project, which is within the scope of a continuing service contract with the town, which services are within the scope of the Consultant Competitive Negotiations Act, shall be awarded as follows:
 1. The town manager and department director of the originating department shall determine which of the service providers then under continuing contract with the town are potentially capable of providing the required services.
 2. The town manager or finance director shall then request that each such provider submit a proposed scope of services and a fee quotation. The department director of the originating department shall review the proposals received. In the event he/she determines it to be in the best interest of the town, prior to completing his/her review, to enter into negotiations with any service provider which has submitted a proposal with respect to the proposed scope of services, the proposed fee, or both, in order to have the project completed in the most efficient and economical manner possible, upon the conclusion of any such negotiations, the department director shall complete review of the proposals.
 3. Upon completion of the proposals review, the department director of the

originating department shall prepare and submit to the finance director and town manager his/her recommendation as to which service provider should, in his/her professional judgment, receive authorization to perform the work. In making such determination he/she shall take into account factors set forth in F.S. § 287.055(4)(b), with respect to service providers then under continuing contracts with the town and the price for which the services are to be rendered.

4. The town manager will be the approving authority for all price proposals pursuant to chapter 2, article III, section 2-82 pertaining to the purchasing authority of the town manager.

(Code 1978, § 2-104; Ord. No. 9-1996, § II, 9-18-1996; Ord. No. 07-2009, § 2, 4-15-2009; Ord. No. 13-2009, § 2, 9-16-2009; Ord. No. 06-2014, § 1, 6-4-2014; Ord. No. 04-2016, § 2, 7-20-2016)