



Mandatory Pre-Proposal Conference Minutes

Town of Lake Park, Florida
Security Services Contract (Unarmed)
For the Lake Park Harbor Marina
Tuesday, July 30, 2019 2:00 p.m.
Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-proposal conference meeting was conducted on Tuesday, July 30, 2019 at 2:00 p.m. Present were Dockmaster Bruce Butcher and Town Clerk Vivian Mendez.

Dockmaster Butcher called the meeting to order at 2:00 p.m. and introduced himself to the attendees. He read from a prepared script (see Exhibit "A"). Members of the audience signed the Mandatory Pre-Proposal Sign-in Sheet (see Exhibit "B").

The floor was opened to questions. There were no questions asked at the meeting.

ADJOURNMENT:

The mandatory pre-proposal conference adjourned at 2:20 p.m.

Town Clerk Vivian Mendez

The mandatory pre-proposal conference for the Request for Proposals for Security Service Contract (Unarmed) for the Lake Park Harbor Marina RFP #108-2019 is now convened.

If you have any questions, please come to the podium and speak directly into the microphone and state your name and the company you are representing. Make sure you sign the sign-in sheet as that is the Town's record of who attended this mandatory pre-proposal conference as proposals will not be accepted from vendors who have not attended this mandatory pre-proposal conference. You can still obtain a proposal package, but they cannot submit a proposal.

If there is someone in attendance who has not yet obtained the proposal package, please come to the Town Clerk's office in 20 minutes following the adjournment of this pre-proposal conference and you can obtain an RFP package at that time.

We will email a copy of the sign-in sheet to all attendees following this conference.

The Lake Park Harbor Marina ("Marina") is a public facility owned by the Town of Lake Park. The Marina provides water access to Marina tenants, local residents and visitors. This access is made available through the leasing of 112 slips and the availability of two public boat ramps with trailer parking. This Request for Proposals is requesting that contractors provide all management, supervision, labor, materials, vehicles and equipment necessary to provide full building and site security services (unarmed) as described further herein for the Lake Park Harbor Marina.

Submitting Proposals

All sealed Proposals must be submitted with an original and three (3) copies in sealed envelopes/packages to the following address:

Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS "PROPOSAL FOR THE PROVISION OF UNARMED SECURITY SERVICES TO THE LAKE PARK HARBOR MARINA, RFP NO. 108-2019.

Sealed Proposals must be received on or before 10:00 a.m. Eastern Time on August 13, 2019 at which time all Proposals will be publicly opened and read in the Commission Chamber of the Lake Park Town Hall. Proposals received after this time shall be returned unopened. Receipt of a Proposal by any Town office, receptionist, or personnel, other than the Office of the Town Clerk

shall not constitute “submittal” as required by this solicitation. The Town Clerk’s time stamp shall be conclusive as to the timeliness of each submittal.

PLEASE NOTE THAT PROPOSALS WILL NOT BE ACCEPTED BY FAX OR BY EMAIL.

Proposal Documents

Proposals shall be submitted on the form(s) provided and signed in BLUE ink by an officer and/or owner of the business possessing the required authority. Proposals must include all information requested. Any corrections made to entries on any Proposal form(s) shall be initialed where changed by the person signing the Proposal in BLUE ink.

Should any information requested not be provided or if the Proposal should be received unsigned on the Proposal sheet (‘PROPOSAL FORM’), such Proposal shall be considered non-responsive and subject to rejection.

All Proposal prices shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Proposal. No offeror may withdraw his or her Proposal within 90 calendar days after the Proposal opening date.

All Offerors are advised that the Town has not authorized the use of the Town logo by individuals or entities responding to Town 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. So, do not use the Town logo in your submittals.

Evaluation Criteria

The TOWN reserves the right to accept or reject any and all Proposals and/or to make award to the lowest responsive and responsible offeror whose Proposal meets the requirements and criteria set forth in the request for Proposals and whose award will, in the opinion of the TOWN, be in the best interest of and most advantageous to the TOWN.

Proposals will be evaluated using the criteria set forth below. **Offerors meeting the mandatory submittal criteria by submitting all required documentation will have their Proposals ranked and evaluated.** A sample of the form that will be used in assigning points for specific criteria in the evaluation process is attached hereto as Exhibit A to this RFP (which can be found on page 60 of your RFP package):

- (1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual

obligations. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points);

- (2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points);
- (3) A record of integrity that is satisfactory to the TOWN (20 points);
- (4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points); and
- (5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of required documents and signed forms and any other matter unequivocally stated in the RFP (10 points).

The Offeror must supply the above information or documentation to the TOWN as part of the Proposal documents it submits to the TOWN pursuant to the TOWN's request for Proposals. If an offeror fails to supply such information the TOWN shall consider the Proposal documents submitted to be not responsive to the request for Proposals and find the offeror nonresponsive.

Cone of Silence

Pursuant to the Town's purchasing Ordinance, an Offeror shall not communicate with any Town elected or appointed official or employee other than a person listed in the Proposal or contract documents as the contact person for a particular Proposal or contract prior to the time an award decision has been made by the Town, which is the Town Clerk. Any communication between the offeror and the Town must be submitted in writing to the office of the Town Clerk as listed in the Proposal or contract documents and shall be solely for the purposes of obtaining information or clarification necessary to develop a responsive, accurate Proposal or Proposal. 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.

Requests for Information

Any request for clarification or additional information deemed necessary by any Offeror to present a proper Proposal shall be submitted **no later than 10:00 a.m. Eastern Time on August 6, 2019, in writing to the Town Clerk, Town of Lake Park, 535 Park Avenue, Lake Park, Florida 33403, or emailed to the Town Clerk at vmendez@lakeparkflorida.gov**. Any such request must be received in time to allow sufficient time to prepare and disseminate a written response. All valid requests will receive a written response in the form of an addendum addressed to all prospective Offerors.

Such addenda as may be required due to changed conditions or to clarify the specifications will be delivered prior to the date and time set for the advertised opening and shall become a part of the RFP. It is the Offeror's responsibility to ensure they have received all addenda issued.

Required Submittals

In Section 2.20 which commences on page 17 of the RFP are listed the items which must be included in the Proposal submittal. Among such items are:

- Copies of OFFEROR's State of Florida Licenses and Certificate of Incorporation, or if a foreign corporation a copy of documentation showing registration as a foreign corporation authorized to do business in the State of Florida must be included in the Proposal document.
- A current Certificate of Status issued by the State of Florida showing that the OFFEROR is a legal for-profit business entity (e.g., corporation, partnership, limited liability company, etc.) duly registered to do business in the State of Florida at the time of submittal of the Proposal must be included. And by that we are not referring to a print-out of status from the Florida Department of State website, we mean an actual Certificate of Status that you would request when you file your annual report with the Florida Department of State.
- A Statement of Qualifications, to include copies of current resumes of all business principals as well as management and supervisory staff of the OFFEROR, copies of all current professional and business licenses, current certifications of insurance coverage, three (3) letters of professional references, and a list and description of similar projects that were satisfactorily completed by OFFEROR within the past five (5) years (for each project list the name and telephone of a representative for whom the project was undertaken and who can verify OFFEROR's performance). OFFEROR shall also provide any other information deemed pertinent by the OFFEROR relating to its particular qualifications to perform the proposed services or work. OFFEROR shall also show its capability to meet the time and budget requirements of the TOWN taking into consideration and including the current and projected workload of the OFFEROR.

Please review Section 2.20 on page 17 for a complete list of the required submittals.

Required Documentation

At Section 2.21 of the RFP commencing on page 18 is the list of documentation that all Offerors must submit in their proposals.

Again, Offerors meeting the mandatory submittal criteria by submitting all required items and documentation will have their Proposals ranked and evaluated.

Selection Process

Proposals received by submittal deadline will be opened in the presence of a representative of the TOWN Clerk's Office and then reviewed by the originating TOWN department requesting the services which are the subject of this RFP to determine if each OFFEROR has submitted the required information and met all mandatory requirements. Those Proposals found to be non-responsive shall be rejected from further consideration.

That concludes my presentation. I will be happy to answer any questions you may have regarding the submittal process or the Specifications.



Project # 108-2019

CLOSING DATE/TIME:

PROJECT: Security Services Contract (Unarmed) for the Harbor Marina

July 30, 2019 2:00 - 3:00 p.m.

MANDATORY PRE-PROPOSAL CONFERENCE

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
11	Miller Private, LLC	P.O. Box 1273 Leesburg, GA. 31763	229-449-2528	-	JDonnelly@MillerPrivate.com MillerPrivate.com
12	Titan Protective Services Inc	1607 NW 183 rd St Miami, FL	(305)925-0793	(305)625-7500	Kerbyie@TitanProtect.com TitanProtect.com
13	UNITED Special Patrol, LLC DBA UNITED K-9 Special Patrol	535 Royal Palm Beach BOULEVARD, Royal Palm Beach, FL 33411	561 848-2600	561-848-8752	UNITED K-9 Special Patrol, COM
14	Alex Krasnov AK Security	—	904-616-2753	—	aksecurityops@gmail
15	Igor Krasnov AK Security	—	904-305-2047	855-777-2851	aksecurityops@gmail
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