



**REQUEST FOR PROPOSALS FOR
SECURITY SERVICE CONTRACT (UNARMED)
FOR THE LAKE PARK HARBOR MARINA
REQUEST FOR PROPOSALS (RFP) NO. 108-2019**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida (hereinafter referred to as the “TOWN”) is accepting sealed Proposals from qualified firms to provide unarmed security services to the Lake Park Harbor Marina (“Marina”). The Marina is a public facility owned by the Town of Lake Park which 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 (“RFP”) is for the provision of all management, supervision, labor, materials, vehicles and equipment necessary to provide full building and site security services (unarmed) as described further herein for the 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.

A mandatory pre-Proposal conference will be held from 2:00 p.m. to 3:00 p.m. Eastern Time on July 30, 2019, in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403

Proposal Documents

Request for Proposal documents are available beginning July 22, 2019. Offerors desiring copies of the RFP document for use in preparing a Proposal may obtain a set of such documents by contacting the Office of the Town Clerk at (561) 881-3311, 8:30 a.m.–5:00 p.m. Eastern Time, Monday–Friday or at townclerk@lakeparkflorida.gov.

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.

All Offerors are advised that the TOWN will not supply or sell materials to offerors in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Offerors shall demonstrate a satisfactory record of performance on projects of a similar magnitude, scope, value, and trade as this project as documented by their Letters of Reference which must be submitted as part of their Proposals, which shall be verified by the Town.

Award of the Proposal will be made at a meeting of the Town Commission.

The TOWN reserves the right to accept or reject any or all Proposals (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the Proposal(s) which in its judgment best serves the TOWN.

Vivian Mendez, Town Clerk, MMC
Town of Lake Park, Florida

Published on: July 21, 2019, Palm Beach Post