

**TOWN OF LAKE PARK
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida (Town) is accepting sealed proposals for:

**SUNSET CELEBRATION PORTABLE RESTROOM SERVICE
REQUEST FOR PROPOSALS (RFP) 122-2024**

The Town seeks an exclusive contract with a qualified and experienced Portable Restroom Vendor for its monthly Sunset Celebration or any other event held in place of this event on the last Friday of each month, from January – October of 2025. The selected Proposer would provide portable restroom trailers, handwashing stations, generators and water tanks.

SUBMITTING PROPOSALS

All proposals shall be submitted through www.demandstar.com or the Town of Lake Park's Town Clerk's Office in a sealed/package to the following address:

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

PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS "PROPOSAL FOR THE PROVISION OF SUNSET CELEBRATION BEVERAGE SERVICE TO THE TOWN OF LAKE PARK, RFP 122-2024.

Sealed Proposals must be received on or before 2:00 PM Eastern Time on Monday, December 30, 2024 at which time all timely submitted Proposals will be publicly opened and read in the Commission Chamber located in Town Hall. Proposals received after this time are not timely and 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 a "submittal" as required by this solicitation. The Town Clerk's time stamp shall be conclusive as to the timeliness of any submittal.

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

PROPOSAL DOCUMENTS

The Town's Request for Proposal (RFP) documents will be available beginning on **November 25, 2024**. Proposers desiring copies of the RFP documents for use in preparing a response may obtain a set on the Town's website (www.lakeparkflorida.gov) or on www.demandstar.com. Any questions regarding the substance of the RFP must be submitted by email at townclerk@lakeparkflorida.gov no later than 5:00 PM Eastern Time on **December 23, 2024**.

Proposals shall be submitted in the format provided and signed by an officer and/or owner of the business possessing the required authority. Proposals must include all information requested. Should any information requested not be provided or if the proposal should be received unsigned on the PROPOSER'S CERTIFICATION FORM, such proposals shall be non-responsive and subject to rejections.

Proposers should provide One (1) Original Copy, One (1) Electronic Copy and Two (2) Copies of the Proposal.

All prices contained in the proposal shall be guaranteed firm for a minimum of 90 calendar days after the submission. Proposals may be withdrawn within 90 calendar days after the submittal opening date.

ALL PROPOSERS ARE ADVISED THAT THE TOWN HAS NOT AUTHORIZED THE USE OF THE TOWN LOGO BY INDIVIDUALS OR ENTITIES RESPONDING TO THE TOWN 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.

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

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

The Town reserved 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 responses which in its judgement best serves the Town.

Vivian Mendez, Town Clerk, MMC
Town of Lake Park, Florida
Published on: November 25, 2024, Palm Beach Post

PROPOSER'S CERTIFICATION FORM

I certify that this Proposal acknowledgement is made without prior understanding, agreement or connection with any other corporation, firm or person who has submitted a Proposal, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this document as the PROPOSER. By signature on this form, PROPOSER acknowledges and accept without limitation, the Request for Proposal (hereinafter referred to as "RFP") as well as any special instructions if applicable.

CORRECT LEGAL NAME OF PROPOSER:

SIGNATURE OF PROPOSER'S AUTHORIZED AGENT:

TITLE:

TYPED/PRINTED NAME OF AUTHORIZED AGENT:

ADDRESS:

PHONE NUMBER:

COMPETITIVE SEALED PROPOSAL PROCESS

1.0 PROPOSAL SUBMISSION

The Proposer's response to this Request for Proposal (hereinafter "RFP") shall be submitted to the Town Clerk in a sealed envelope no later than the time and date at the location specified in the solicitation. Any Proposal received after the deadline established in the RFP, or which is submitted at a location other than at the location specified in the RFP shall be deemed unresponsive and shall be returned unopened to the Proposer. It shall be the Proposer's sole responsibility to ensure that its Proposal reaches the place specified in the Town's RFP for receipt of responses to solicitations and by the time specified. The Town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a Town employee to successfully deliver a Proposal, or for a mistake in the delivery of a Proposal to a location other than the location designated in the RFP.

*** Proposers should provide One (1) Original Copy, One (1) Electronic Copy and Two (2) Copies of the Proposal.**

1.1 Proposal Acceptance and Evaluation

Proposals shall be accepted from all qualified Proposers except as otherwise provided herein and shall be evaluated based on the requirements set forth in the RFP. The Town may, at any time and in its sole discretion, reject all responses to the RFP and may or may not choose to seek the same or a similar RFP in the future.

1.2 Proposal Opening

Proposals shall be opened publicly at the time and place specified in the RFP. The Town Clerk or her designee shall officiate at the opening of the RFP, and shall announce and record the name of each Proposer, recite the amount of each Proposer's Proposal and such other information to the RFP as is appropriate.

1.3 Public Record

All responses to the RFP shall become a public record and shall be subject to public disclosure once opened.

1.4 Cancelling or Postponing Request For Proposals

The Purchasing Agent or designee may, prior to the due date of the RFP, elect to extend, cancel or postpone the date and/or time for its submission. In such situations, the Town Clerk shall issue an addendum, or a notice of cancellation, as appropriate.

1.5 Withdrawal of Proposals

A Proposer may withdraw a response to a solicitation prior to date and time designated in the RFP for their opening. If a Proposer withdraws its Proposal after the deadline established in the RFP, the Purchasing Agent may suspend the Proposer from participating in any future Town solicitations for up to three years.

1.6 Proposal Evaluation and Award

Proposals may be evaluated by an Evaluation Committee, which shall have not less than three voting members and shall be composed as follows: the Originating Department Director who in conjunction with the Purchasing Agent appoints the chair and other members of the committee. Members of the Evaluation Committee shall not discuss the Proposal that they will be evaluating outside of the Evaluation Committee Meeting.

The Palm Beach County Inspector General shall be notified in writing prior to any duly noticed public meeting of the Evaluation Committee where any matter relating to the procurement of goods and services by the town is to be discussed. Such notice shall be given to the Palm Beach County Inspector General as soon as possible after a meeting has been scheduled. Such notice shall also be given prior to any Protest Committee Meeting.

An award shall be made to the most responsive, qualified Proposer whose Proposal is determined to be the most advantageous to the Town in accordance with the evaluation criteria contained in the RFP. The evaluation of Proposals shall be in accordance with the procedure established in the RFP.

Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the Town Clerk on the Town's website at least five business days prior to the Commission's consideration of an award. The Town Clerk shall also provide all Proposer affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the Town's website.

2.0. SPECIFICATIONS / SCOPE OF WORK

2.1. Responsibilities of the Portable Restroom Vendor – Sunset Celebration

The Portable Restrooms Vendor agrees to assume primary responsibility for the portable restrooms at the Sunset Celebration events held on the last Friday of each month (from January – October of 2025), including fiscal management coordinated with the Special Events Department and the Portable Restroom Vendor's contracted employees. Further, the Portable Restroom Vendor's responsibilities shall be carried out as follows:

- The Portable Restroom Vendor, will provide a 6 Station Deluxe Portable Restroom Trailer that includes the following:
 - Men's Room with 1 Stall, 1 Sink and 2 Urinals
 - Ladies Room with 3 Stalls, 1 Sink
 - Air Conditioning
 - 150 GL Fresh Water with Pump
 - 700 GL Waste Tank
 - Toilet Paper
 - Paper Towels
 - Hand Soap
 - Garbage Bin
 - Glass Mirror

- The Portable Restroom Vendor, will provide an ADA Single Station Deluxe Portable Restroom Trailer that includes the following:
 - 1 Stall and 1 Sink
 - Air Conditioning
 - 150 GL Fresh Water with Pump
 - 350 GL Waste Tank
 - Toilet Paper
 - Paper Towels
 - Hand Soap
 - Garbage Bin
 - Glass Mirror
- The Portable Restroom Vendor will provide an Electric Generator.
- The Portable Restroom Vendor will provide any other equipment and supplies that are needed for the portable restroom trailers for each event.
- The Portable Restroom Vendor will provide the delivery, set up and pick up of the portable restroom trailers.
- The Portable Restroom Vendor may arrive as early as 10:00 AM on the day of the event to deliver and set up the portable restroom trailers.
- The Portable Restroom Vendor will pick up the portable restrooms no later than 9:00 PM on the following day after the event.
- The Portable Restroom Vendor agrees to keep the roadway and sidewalk around the perimeter of the event sight clear at all times while loading/unloading.
- The Portable Restroom Vendor will have the portable restroom trailers fully set up and operational by 5:50 PM and remain open until the close of the event at 9:00 PM.
- The Portable Restroom Vendor must secure and maintain all licenses necessary to do business in Palm Beach County, Florida, the Town, and the state of Florida, and other operations provided by the Portable Restroom Vendor at Sunset Celebration. All licenses and permits are to be obtained at the Portable Restroom Vendor's expense.
- PAYMENT OF ANY AND ALL PERTINENT FEDERAL, STATE, OR LOCAL SELF-EMPLOYMENT, WORKERS' COMPENSATION OR INCOME TAXES, OR OTHER ASSESSMENTS LEVIED BY GOVERNMENTAL AUTHORITIES ON ANY MONIES EARNED AS A RESULT OF THE PORTABLE RESTROOM VENDOR CONTRACTUAL RELATIONSHIP WITH THE TOWN OF LAKE PARK IS TO BE REIMBURSED FOR ANY CLAIM OR ASSESSMENT, INCLUDING INTEREST AND

PENALTIES, BY ANY TAXING AUTHORITY ARISING OUT OF CONTRACTOR'S FAILURE TO FULFILL THE FOREGOING RESPONSIBILITIES.

2.2. Responsibilities of Town Staff

The Town staff shall provide space pre-designated based on Portable Restroom Vendor's requirements and work cooperatively with the Portable Restroom Vendor to facilitate successful Sunset Celebration events.

2.3. Responsibilities of Portable Restroom Vendor – Event Cancellation

If for any unforeseen circumstances the Portable Restroom Vendor cannot provide the agreed upon portable restroom trailers for a Sunset Celebration event, the vendor must notify the Town's Special Events Director no later than 12:00 PM on the day prior to the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. The failure to notify the Town's Special Events Director shall be cause for termination of contract.

2.4. Responsibilities of the Town of Lake Park – Event Cancellation

In the event it is necessary for the Town to cancel a scheduled event, the Town will contact the vendor by phone and/or email by 10:00 AM on the day of the event.

2.5. Compensation

The Portable Restroom Vendor is not entitled to any benefits provided by the Town to its employees, which include but are not limited to workers' compensation insurance, health insurance, unemployment compensation insurance, and pension plan coverage.

3.0. INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The following information and documents are required to be provided with the Proposer's Response to this RFP. Failure to do so may deem the Proposal non-responsive.

3.1. Instructions to Portable Restroom Vendor

The purpose of this RFP is to hire a qualified and experienced Portable Restroom Vendor for the Town's monthly Sunset Celebration events.

Throughout this RFP, the phrases "must" and "shall" will denote mandatory requirements. Any Proposer's proposed system that does not meet the mandatory requirements is subject to immediate disqualification.

When responding to this RFP, all Proposers shall adhere to the guidelines defined below. Any and all Proposals that do not follow the prescribed format are subject to immediate disqualification.

3.2. Submission Requirements

PROPOSAL FORMAT

The following documentation shall be included as a minimum in the proposal submission

Instructions to Proposers: Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain the information itemized below and in the order indicated. This information must be provided and to be utilized for the work contemplated by this RFP. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award. Proposers should provide One (1) Original Copy, One (1) Electronic Copy and Two (2) Copies of the Proposal.

The response to this solicitation shall be presented in the following format. Failure to do so may deem the proposal non-responsive.

1. Cover Page

The cover page must include the Proposer's name; Contact Person for the RFP; Primary Office Location; Local Business Address, if applicable; Business Phone and Fax Numbers; Title of RFP; RFP Number.

2. Table of Contents

The table of contents must outline, in sequential order, the major sections of the Proposal as listed below, including all other relevant documents requested for submission. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

3. Executive Summary

A signed and dated summary of not more than two (2) pages containing the Proposer's overall qualifications and experience, and ability and capability to perform required services must be contained in the submittal. Proposers must include the name of the organization, business phone and contact person and provide a summary of the work to be performed by the Proposer.

4. Proposer's Qualifications and Experience

a) **Describe** the Proposer's organizational history, including years the Proposer has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Proposer.

b) **Provide** a list of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation.

c) **Provide** copies of resumes.

d) **Provide** current licenses necessary to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida.

5. Ability and Capability to Perform Required Services

a) **Provide** an itemized price list for the portable restroom trailers, equipment, supplies, delivery, set up and pick up for each monthly Sunset Celebration event.

b) **Provide** an additional full itemized price list of all products and services that you have to offer.

5.0. EVALUATION CRITERIA

Proposals shall be evaluated based upon the following criteria and weight:

<u>CRITERIA</u>	<u>PERCENTAGE</u>	
Proposer's Qualifications and Experience	50	%
Proposer's Ability and Capability to Perform Required Services	50	%
	100	%

6.0. CONE OF SILENCE

A Proposer shall not communicate with any elected or appointed Town official or employee other than a person listed in the RFP prior to the time an award has been made by the Town Commission. Any communication between the Proposer and the Town shall be submitted to the Town Clerk, or the person listed in the RFP. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of a Proposer.

7.0. PROTEST INSTRUCTIONS

The right of a Proposer to protest a pending award of a contract shall do so pursuant to the Town's policy on Protested Solicitations and Awards which is set forth at Section 2-251 of the Town's purchasing Ordinance.