



## **PUBLIC NOTICE**

**NOTICE IS HEREBY GIVEN** that the Town of Surfside (“Town”) is soliciting proposals to provide holiday lights and decorations that are in line with the Town’s “Uptown Beachtown” branding in the Downtown Corridor along Harding Avenue from 94th Street to 96th Street; Veterans Park located at 8750 Collins Avenue; and on all four Town entry point monuments ( one on 87th Terrace and Collins Avenue; two located on either side of 96th Street and Harding Avenue; and one at 96th Street between Bay Drive and the 500 Block). Interested companies, firms, and individuals (“Proposer”) may pick-up a copy of Request for Proposals **No. 2019 - 01** (“RFP”) **to be issued on March 19, 2019** at Town Hall 9293 Harding Avenue, Town Clerk’s Office, Second Floor, Surfside, Florida, 33154. The RFP contains detailed and specific information about the scope of services, submission requirements and selection procedures. It is also available on the Town’s website at [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov).

One (1) original, five (5) copies, plus a USB containing the electronic files of the completed and executed submissions (“Proposals”) must be delivered to the following address no later than **2:00pm Tuesday, April 23, 2019**.

**Town of Surfside Town Hall  
9293 Harding Avenue, Town Clerk’s Office  
Second Floor  
Surfside, Florida, 33154**

The envelope containing the sealed Proposal must be clearly marked as follows:

**“SEALED PROPOSAL”  
RFP NO. 2019-01 HOLIDAY LIGHTS FOR TOWN OF SURFSIDE  
TIME: 2:00 pm Tuesday, April 23, 2019.**

A **mandatory pre-RFP submission conference** is scheduled for **Friday, April 5, 2019, at 10:00 am at the Town of Surfside Town Hall, 9293 Harding Avenue, Second Floor Commission Chambers, Surfside, Florida**. All Proposers planning to submit Proposals should attend this meeting. Proposers should allow sufficient time to ensure arrival prior to the indicated time.

The Town intends to enter into agreement with the successful Proposer to provide holiday lights.

The agreement will be awarded by the Town to the Proposer with the Proposal that best serves the interests of, and represents the best value to, the Town in accordance with the criteria set forth in this RFP.

The Town reserves the right to reject any or all proposals, with or without cause, to discontinue this RFP or solicitation, to waive technical errors and informalities, and to accept the Proposal which best serves the interests of and represents the best value to the Town.

Pursuant to Town Code Chapter 3, public notice is hereby given that a "Cone of Silence" is imposed concerning the Town's competitive purchasing process, which generally prohibits communications concerning the RFP from the time of advertisement of the RFP until the beginning of the Town Commission meeting at which the Town Manager makes a written recommendation to the Town Commission concerning the competitive purchase transaction. Please see the detailed specifications for the public solicitation for services for a statement fully disclosing the requirements of the "Cone of Silence".

Any questions regarding RFP No. 2019-01 are to be directed in writing to Sandra Novoa, MMC, Town Clerk, at the following address: 9293 Harding Ave., Second Floor, Surfside, Florida 33154. Alternatively, any questions may be sent via email to: [snovoa@townofsurfsidefl.gov](mailto:snovoa@townofsurfsidefl.gov).

Any questions or clarifications concerning the RFP must be received by Sandra Novoa, MMC, Town Clerk, no later than five (5) business days, or by Friday April 12, 2019 after the mandatory pre-RFP submission conference. All persons attending the pre-RFP submission conference will receive the answers to all questions.

For further information, please contact Sandra Novoa, MMC, Town Clerk at (305) 861-4863 Ext. 226, or at [snovoa@townofsurfsidefl.gov](mailto:snovoa@townofsurfsidefl.gov).

#### **RFP Tentative Schedule of Events:**

- 1) RFP Issue Date: **Tuesday, March 19, 2019.**
- 2) Mandatory Pre-RFP Submission Conference Date: **Friday, April 5, 2019 at 10:00am.**
- 3) Last Day for Questions or Clarifications: **Friday April 12, 2019.**
- 4) Addenda Final Issue Date: **Tuesday, April 16, 2019.**
- 5) Proposal Submission Due: **Tuesday, April 23, 2019 at 2:00pm.**
- 6) Proposal Submission Review with Tourist Board Evaluation Committee: **Monday, May 6, 2019 at 5:30pm.**
- 7) Award RFP: **Tuesday, May 7, 2019.**