



TOWN OF SURFSIDE

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Surfside, Florida (“Town”) is soliciting proposals for a Special Events Consultant to support the Town’s Resort Tax Board (“Tourist Board”). Interested companies, firms, and individuals (“Proposers”) may pick-up a copy of Request for Proposals **No. 2023-03** (“RFP”) to be issued on **June 28, 2023**, at Town Hall, 9293 Harding Avenue, Town Clerk’s Office, Second Floor, Surfside, Florida, 33154 or view the RFP online at www.townofsurfsidefl.gov. The RFP contains detailed information about the scope of services, submission requirements, and selection procedures.

One (1) original, seven (7) copies, and a USB containing the electronic files of the completed and executed submissions (“Proposals”) must be delivered to the following address no later than **11:00 a.m. on Thursday, August 3, 2023**.

**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. 2023-03 TOURIST BOARD SPECIAL EVENTS CONSULTANT

A **non-mandatory pre-bid submission conference** is scheduled for **Monday, July 10, 2023, at 11:00 am at the Town of Surfside Town Hall, 9293 Harding Avenue, Second Floor Commission Chambers, Surfside, Florida**. All Proposers planning to submit Proposals are encouraged to 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 special events consulting services for the Town’s Tourist Board. The agreement will be awarded by the Town to the Proposer with the Proposal that will best serve the Town’s interests, represent the best value to the Town, and be most advantageous to the Town, in accordance with the criteria set forth in the RFP.

The Town reserves the right to reject any or all proposals, with or without cause, to discontinue the RFP or solicitation, to waive technical errors and informalities, and to accept the Proposal that will best serve the Town’s interests, represent the best value to the Town, and be most advantageous 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 for award of a contract. 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. 2023-03 are to be directed in writing to Sandra McCreedy, MMC, Town Clerk, via e-mail at smccreedy@townofsurfsidefl.gov or by hand-delivery or mail to the following address: Town of Surfside, Attn: Town Clerk, 9293 Harding Ave., Second Floor, Surfside, Florida 33154. The deadline to submit questions to the Town Clerk is Friday, July 14, 2023, by 5:00 p.m.

The following schedule shall govern this RFP. The Town reserves the right to change the scheduled dates and times at its sole discretion.

RFP SCHEDULE OF EVENTS			
No.	Event	Date	Time (EST)
1	Advertisement/ Distribution of Solicitation Cone of Silence Begins	Wednesday, June 28, 2023	
2	Pre-Bid Submission Conference (Non-Mandatory)	Monday, July 10, 2023	11:00 a.m.
3	Deadline to Submit Questions	Friday, July 14, 2023	5:00 p.m.
4	Proposals Deadline	Thursday, August 3, 2023	11:00 a.m.
5	Proposals Opened by Town Clerk	Thursday, August 3, 2023	11:00 a.m.

Date Issued: June 28, 2023