

REQUEST FOR PROPOSAL

RFP NO.: 2021-BRAA-002

Specialized Landscape Services

DUE DATE AND TIME: 08/31/2021 2:00 P.M. (LOCAL TIME)

INSTRUCTIONS

Sealed Proposals must be received on or before the due date and time (local time) listed below. Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

Proposers shall submit five (5) complete copies of all requested material to:

Boca Raton Airport Authority, front lobby reception desk
903 NW 35th St
Boca Raton, FL 33431
RE: RFP 2021-BRAA-002

Normal business hours for the Boca Raton Airport Authority (BRAA) are 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN 2:00 P.M., EASTERN STANDARD TIME (EST), ON DATE.

BRAA will not accept electronically transmitted, late, or misdirected proposals. Proposers are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. The time and date for receipt of Proposals will be strictly observed. The BRAA will not be responsible for late deliveries or mail delays. Each Proposal will be time/date stamped upon receipt. Proposals received after the specified time and date shall be returned unopened.

All Proposals will be publicly opened at the BRAA unless otherwise specified. Each hard copy Proposal submitted to the BRAA shall have the following information clearly marked on the face of the sealed package: Proposer's name, return address, RFP number, due date for Proposals, and the title of the RFP. Included in the envelope shall be a one (1) original hard copy, a signed Proposal Submittal Signature Page, and 4 duplicate hard copies. If the Proposal Submittal Signature Page is not included in the package as an original hard copy, the BRAA may deem the Proposal non-responsive. Proposals must contain all information required to be included in the submittal, as described in this solicitation.

CONTACT

Any questions regarding the specifications and solicitation process must be submitted in writing to the Operations Director travis@bocaairport.com. Requests for clarification and additional information must be received by the Deadline for Requests for Clarification on: 8/17/2021 2:00PM

**Boca Raton Authority Airport
903 NW 35th Street
Boca Raton, FL 33431**

LEGAL ADVERTISEMENT

REQUEST FOR PROPOSAL NO. 2021-BRAA-002
Specialized Landscaping and Maintenance Services

The Boca Raton Airport Authority (“BRAA”) is soliciting proposals from qualified companies for Specialized Landscape Services in accordance with the terms, conditions, and specifications contained in this Request for Proposal.

Request for Proposal documents are available beginning 8/2/2021 on the Boca Raton Airport Authority website at www.bocaairport.com or by contacting the Boca Raton Airport Authority by e-mail at travis@bocaairport.com or by phone at (561) 391-2202.

Date of Advertisement:	7/25/2021	
Date of Pre-Bid Meeting	8/4/2021	2:00PM
Deadline for Requests for Clarification:	8/17/2021	2:00PM
Deadline for Submission of Proposals:	8/31/2021	2:00PM

Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in this solicitation should contact the Boca Raton Airport Authority office at (561) 391-2022 to request such accommodations.

Federal Laws and regulations require specific clauses in certain contracts, solicitations, or specifications regardless of whether or not the project is federally funded. The applicable specific clauses that are required to be referenced in this bid advertisement are as follows.

Civil Rights – Notice Solicitation

The Boca Raton Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers, bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Publish: 7/25/2021

Clara Bennett, Executive Director