



CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155

FINANCE DEPARTMENT / PROCUREMENT DIVISION

Tel: 305-460-5101, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposal (RFP) No. 2010.02.11

The City of Coral Gables War Memorial Youth Center is a hub of activity for the community; a place where people of all ages come to learn and participate in planned physical and educational activities. Parks and Recreation is soliciting proposals for a Fine Arts Professional (Art Education) with the goal of coordinating programs and activities to provide a well rounded fine arts experience for participants of any age and/or ability. The Art and Ceramic Studio is located in the Coral Gables War Memorial Youth Center, 405 University Drive, Coral Gables, FL 33134.

Request for Proposal packages may be picked up at the City of Coral Gables, Finance Department, Procurement Division Office located at **2800 SW 72 Avenue, Miami, Florida 33155**, or requested by fax (305) 261-1601, or via e-mail to contracts@coralgables.com no later than **4:00 p.m. Tuesday, March 23, 2010**. Interested proposers must pay a non-refundable fee of \$25.00 per package in the form of a cashier's check, certified check or money order payable to the City of Coral Gables. Registered vendors can download the package; new vendors may register at www.coralgables.com, On-Line Services, Vendor Registration System.

Proposals submitted by mail or hand delivered should be sent to the City of Coral Gables, Procurement Division Office. Proposals will be received until **2:00 p.m. Thursday, April 1, 2010** in the Procurement Division Office.

The City of Coral Gables will not accept and will in no way be responsible for any proposals received after the deadline of **Thursday, April 1, 2010 2 p.m.** The responsibility for submitting proposals before the stated time and date is solely the responsibility of the Proposer. The City will not be responsible for delays caused by mail, courier services, including U.S. Mail, or any other occurrence.

Award of proposal will be made to the most responsive responsible proposer, within a reasonable time after opening of proposals. However, the City reserves the right to consider other conditions which may be in the best interests of the City. One (1) original and three (3) complete copies must be signed and submitted in a sealed envelope and clearly marked: **RFP 2010.02.11 Fine Arts Professional (Art Education)**

REVISED Schedule of events for this RFP is as follows:

Last day to request proposal	4:00 p.m. Tuesday, March 23, 2010
Written questions from prospective proposers	4:00 p.m. Thursday, March 18, 2010
Written answers to prospective proposers	4:00 p.m. Thursday, March 25, 2010
Proposal Submittal Deadline Procurement Division Office - 2800 SW 72 nd Avenue - Miami, FL 33155	2:00 p.m. Thursday, April 1, 2010
Evaluation Committee and Proposer's Presentation Coral Gables War Memorial Youth Center 405 University Drive 2 nd Fl., Coral Gables, FL 33134	10:00 a.m. Tuesday, April 6, 2010

Award of Proposal will only be made to highest ranked Proposer(s) based on the criteria method, within a reasonable time after opening of proposals. However, the City reserves the right to consider other conditions which may be in the best interests of the City.

The cone of silence for this project is now in effect. Any communication regarding this solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and any city department heads, their staff, selection committee or evaluation committee members is prohibited.

The cone of silence shall terminate at; (1) the time of the City Manager's approval of the award, or (2) the time of the City Manager's written recommendation to the City Commission is received by the City Clerk, or (3) the time that bids or proposals are rejected by the City Commission or the City Manager.

Violation of the Cone of Silence by a particular proposer or offeror shall render any award to said person voidable by the City Commission. A violation of this section by a particular proposer, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

RFP PRICES MUST BE FIRM FOR A MINIMUM OF NINETY (90) DAYS. ESCALATION CLAUSES OF ANY KIND ARE NOT ACCEPTABLE. THE CITY OF CORAL GABLES RESERVES THE RIGHT TO ACCEPT ANY RFP DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF CORAL GABLES, OR WAIVE ANY INFORMALITY IN ANY RFPs. THE CITY OF CORAL GABLES MAY ALSO REJECT ANY AND/OR ALL RFPs.

YOU ARE HEREBY ADVISED THAT THIS REQUEST FOR PROPOSAL IS SUBJECT TO THE FOLLOWING ORDINANCES/RESOLUTIONS, WHICH MAY BE REQUEST IN WRITING TO THE CITY OF CORAL GABLES, CITY CLERKS OFFICE:

City of Coral Gables
City Clerk's Office
405 Biltmore Way, 1st Floor
Coral Gables, FL 33134

- CONE OF SILENCE - Ordinance No. O2008-27
- CODE OF ETHICS & CONFLICT OF INTEREST - Ordinance No. O2008-27
- DEBARMENT PROCEEDINGS - Ordinance No. O2008-27
- PROTEST PROCEDURES - Ordinance No. O2008-27
- LOBBYIST REGISTRATION & DISCLOSURE OF FEES - Ordinance No. O2008-27

Sincerely,

Chief Procurement Officer