



**TOWN OF MEDLEY, FLORIDA**

7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166

Tel: 305-887-9541, Fax: 305-882-1491

[www.townofmedley.com](http://www.townofmedley.com)

**REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS**

**RFP No. 2015-002**

**ALL INTERESTED PARTIES:**

Notice is hereby given that the Town of Medley, Florida, hereinafter referred to as the Town, will receive sealed proposals at the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166, for a turnkey computer software system with the functional requirements for the following modules: Financial/Budget/Project Accounting Systems/Bank Reconciliation; Accounts Payable/Fixed Assets Systems; Planning/Permits/Code Compliance Systems; Business Tax Receipt System; Parcel Management System; Citizen Contact System; Town Clerk Records Management System; Water Utility & Stormwater Utility Billing System; and Records Management

Sealed Proposals must be received and time stamped by the Town Clerk, either by mail or hand delivery, no later than 3:00 p.m. local time on April 8<sup>th</sup>, 2015. A public opening will take place at or before 3:05 p.m. at the Council Chambers at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166 on the same date. Any Proposals received after 3:00 PM local time on said date will not be accepted under any circumstances and will be returned to the proposer unopened. The stated time and date is solely and strictly the responsibility of the proposer. The Town is not responsible for delays caused by mail, courier service, including United States Mail, or any other occurrence. Any uncertainty regarding the time a proposal is received will be resolved against the proposer.

A mandatory Pre-Proposal Conference will be held on March 25<sup>th</sup>, 2015 at 11:00 AM in the Council Chambers at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166. The purpose of the Pre-Proposal Conference is to discuss the contents of this Request for Proposals (RFP) and Proposer's inquires.

This RFP may be obtained free of charge by visiting the Town of Medley website at [www.townofmedley.com](http://www.townofmedley.com) under the Open Bids link. Bidders unable to access the site may purchase a copy of the RFP Monday through Thursday from 9:00am until 4:00pm (not including the Town of Medley legal holidays) on or after March 9<sup>th</sup>, 2015 from the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166 for a non-refundable fee of Fifty Dollars (\$50.00) per set in cash or check payable to the Town of Medley.

All inquires, questions or Requests for Information (RFI's) must be submitted in writing via email

to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com) (305) 887-9541. Interested Proposers are also required to submit the "Bidders Registration Form" posted in the website.

A Proposal Guaranty of five percent (5%) of the proposal amount will be required with the Proposal.

The Town reserves the right to reject any or all proposals, to re-advertise for proposals or take such other actions as the Town Council may deem to be in the best interests of the Town.

The Town of Medley is an Equal Opportunity Employer and encourages the participation of Disadvantaged Business Enterprises (DBE) and Minority Business Enterprises (MBE).

*Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits communications concerning RFP's, RFQ's or Bids, until such time as the Town Engineer on behalf of the selection committee makes a written recommendation to the Town Council concerning the solicitation.*

*Failure to comply with the "Cone of Silence" may result in the rejection of a Response. For additional information concerning the "Cone of Silence" please refer to Section 2-11.1 of Miami Dade County Code.*

This Notice of Request for Proposals (RFP) Invitation dated at Medley, Florida this Monday, March 9<sup>TH</sup>, 2015

Herlina Taboada, Town Clerk