



Request for Proposal

March 1, 2018

Please submit a request for proposal via email or hand-delivered matching the below guidelines by March 23, 2018. If you cannot match the below described guidelines please send a letter in writing that you are unable to meet the requirements. Late proposals may or may not be considered for acceptance at our discretion. Le Jardin is a 501c3, therefore it does not pay tax and the certificate will be provided upon purchase. Please do not include sales tax in the proposal.

Le Jardin Community Center, Inc. is seeking 4 shade structures to cover the playground and seating area of our amphitheater at our Center 2 location at 107 SW 8th Street, Homestead, FL 33030. Vendors are welcome to schedule a tour of the facility in order to measure and ensure matching against the existing structure. Please call Jasmine Day or Audelia Martinez at 305-245-7299 in order to schedule a visit.

Please feel free to submit multiple proposals for multiple brands so long as the other qualifications remain the same.

Please ensure that the project will be completed by May 31, 2018.

Vendors will be given preference according to the guidelines below:

- To the extent practical, for products and services that conserve natural resources and protect the environment and are energy efficient
- Preference for recycled products pursuant to EPA guidelines
- Small business, minority-owned firms and women's business enterprises

Vendors will be scored on the above criteria as well as the categories below:

- Adequacy of the proposed methodology
- Skill and experience of key personnel
- Demonstrated experience
- Other technical specifications designated by the department requesting proposals
- Compliance with administrative requirements for proposal (format, Due date, etc.)
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by the vendor
- Ability/commitment to meeting time deadlines
- Price
- Minority or woman-owned business status of vendor
- Other criteria to be determined by department requesting proposal
- Willingness to complete a Davis Bacon Act form with payroll information for all bids over \$2,000 weekly.

Proposals are to be submitted to Audelia Martinez, CFO/COO via email at audim@lejardincinc.org no later than March 23, 2018.