



CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES

KAREN M. BROOKS, DIRECTOR

4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

April 3, 2011

Legal Notice / Request for Letters of Interest

The City of Coconut Creek will receive sealed Letters of Interest (L.O.I.) from all interested parties for:

L.O.I. No.: 05-04-11-11
L.O.I. Name: Residential Home Inspection and Cost Estimating Services
Due Date / Time: Wednesday, May 4, 2011 at 11:00 a.m. EST

It is the City's intent to contract with three (3) residential home inspection firms to determine the extent of rehabilitation needed in residential homes and to estimate the cost for each repair project. Services include inspections for general repairs, accessibility modifications for the elderly/disabled, and environmental inspections such as lead, mold, and asbestos. An eligible firm must be able to provide at least one of these inspection services. The City will accept proposals from general contractors, appraisers, roof inspectors, mold inspectors, lead inspectors, and other environmental specialists.

A complete L.O.I. document may be obtained from the Purchasing Division at the Coconut Creek Government Center, City Hall, 4800 West Copans Road, Coconut Creek, Florida 33063 or downloaded as a .pdf at www.coconutcreek.net/purchasing. Proposals will be accepted only from registered Proposers that have downloaded a complete L.O.I. document from the Purchasing webpage, or obtained a complete L.O.I. document from the Purchasing office, and have attended the mandatory pre-proposal conference. Any inquiries concerning the L.O.I. should be addressed to David Santucci, Buyer, 954-973-6730.

Sealed L.O.I.'s shall be received and time stamped by the Office of the City Clerk, Coconut Creek Government Center, City Hall, 4800 West Copans Road, Coconut Creek, Florida 33063 on or before 11:00 a.m. EST, on Wednesday, May 4, 2011, at which time and place the L.O.I.'s will be publicly opened.

A Cone of Silence is in effect with respect to this L.O.I. The Cone of Silence prohibits certain communications between potential Respondents and/or Vendors and the City.

A **mandatory** pre-proposal conference will be held on Wednesday, April 20, 2011 at 11:00 a.m., EST at the Coconut Creek Government Center, City Hall, 4800 West Copans Road, Coconut Creek, Florida 33063 with the City of Coconut Creek and Community Redevelopment Associates of Florida, Inc. Proposers or their representative(s) must attend in order to be considered responsive to this Request for Letters of Interest.

The responsibility for submitting a proposal to the Office of the City Clerk on or before the stated date and time is solely and strictly the responsibility of the Proposer. The City of Coconut Creek is not responsible for delays caused by any mail, package or courier service, including the U.S. Mail, or caused by any other occurrence. Any proposal received after the time and date specified will be returned to the Proposer unopened.

The City of Coconut Creek complies with Section 3 of the Housing and Urban Development Act of 1968, offers an equal opportunity without regard to race, color, sex, religion and/or national origin, and encourages the participation of small, minority and women owned businesses.

Please be advised that City Hall is closed on Fridays and on holidays observed by the City. City Hall hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Thursday.

Karen M. Brooks, Director
Finance and Administrative Services

Publish Dates: Sunday, April 3, 2011
Sunday, April 10, 2011

L.O.I.