

Council

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REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

The Village of Wellington is seeking letters of interest from qualified firms/organizations for the operation of a Saturday Green Market to be located at 12300 Forest Hill Boulevard, Wellington Florida 33414.

Proposers must demonstrate experience in the organization, operation and marketing of green market(s) plus any other related activities that are involved in this type of operations. The selected proposer shall operate a green market with approximately 60 vendors on Saturdays from November 2015 through March 2016.

Complete letters of interest must be delivered or e-mailed to the Village of Wellington's Purchasing Director, Ed De La Vega edelavega@wellingtonfl.gov by 6:00 PM local time on October 7, 2015. All questions and comments should be directed to Ed De La Vega.

The Village reserves the right to waive any technicalities, and accept or reject any proposal deemed to be in the best interest of the Village. The Village intends to award a one year contract with two additional one year renewal options, to the proposer whose proposal is deemed to be most advantageous to the Village and in the Village's best interest.

To be eligible for award consideration, the proposer should have performed similar work and have relevant experience in the management of a green market. The following information shall be provided as part of any proposal:

1. Company name, contact person, address, telephone number and e-mail address.
2. Approach and methodology proposed for operating/managing the green market; including operational schedule, marketing efforts, and any other activities/responsibilities associated in operating/managing a green market.
3. Description of qualifications and experience in operating/managing a green market.
4. Amount of compensation (i.e. rent, revenue, etc.) to be paid to the Village

During the performance of the Services under this Agreement, proposer shall maintain the following insurance policies written by an insurance company, rated B+ or better, authorized to do business in Florida:

General Liability Insurance with each occurrence limits of not less than Three Hundred Thousand Dollars (\$300,000), personal injury and advertising injury liability of not less than Three Hundred Thousand Dollars (\$300,000), and general aggregate of not less than Three Hundred Thousand Dollars (\$300,000).

Owned and Non-Owned Vehicles - Insurance with limits of not less than Three Hundred Thousand Dollars (\$300,000) annual aggregate.

Letters of interest will be reviewed by Village staff and/or Village Council and award will be made to the proposer whose proposal is most advantageous and in the Village's best interest. The Village reserves the right to reject all letters of interest and pursue alternative methods for the management of the green market.