



**TOWN OF CUTLER BAY
NOTICE OF REQUEST FOR QUALIFICATIONS
RFQ #: 11-02**

**CUTLER BAY TOWN CENTER
HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SERVICES**

The Town of Cutler Bay is currently advertising a Request for Qualifications for Heating, Ventilation, & Air Conditioning (HVAC) Services for the Cutler Bay Town Center located at 10720 Caribbean Blvd, Suite 105, Cutler Bay, FL 33189.

Sealed Proposals will be received by the Town Clerk, 10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189, on or before **Friday, May 20, 2011 at 11:00 AM**, at which time they will be publicly opened. The Town will conduct a **Mandatory Pre-Bid Meeting and Facility Site Inspection on Tuesday, May 3, 2011 at 10:00 AM**. To be considered, all interested parties must acquire a copy of the RFQ documents and submit an original and five (5) copies of the required information and documents in one (1) sealed package clearly marked **“RFQ #11-02/Heating, Ventilation, and Air Conditioning (HVAC) Services – Cutler Bay Town Center.”** Late submittals and facsimile submissions will not be considered. The proposer shall bear all costs associated with the preparation and submission of the proposal.

The Town of Cutler Bay reserves the right to accept or reject and and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required materials or services, or take any other such actions that may be deemed in the best interest of the Town.

Interested, qualified firms can obtain information by contacting the Town Clerk at (305) 234-4262 or at the Town's website at www.cutlerbay-fl.gov.

Esther Coulson, CMC
Town Clerk