



PUBLIC NOTICE
CITY OF OKEECHOBEE
REQUEST FOR PROPOSAL NO. PW 01-32-07-26
LANDSCAPE MAINTENANCE AND INSTALLATION SERVICES

MANDATORY PRE-SUBMITTAL MEETING: JULY 20, 2026, 10:00 AM EST
SUBMISSION DEADLINE: AUGUST 10, 2026, 3:00 PM EST

NOTICE IS HEREBY GIVEN that the City of Okeechobee, Florida ("City") is soliciting this **Request for Proposal (RFP)** for **Landscape Maintenance and Installation Services** from one company best suited to provide landscape and maintenance services throughout specific areas located within the City Limits. Submittal information and response format shall be posted and accessible via the City's website: <https://www.cityofokeechobee.com/contracting-opportunities.html>. The **RFP** contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures.

Individuals or Firms desiring to respond to **RFP NO. PW 01-32-07-26** for **Landscape Maintenance and Installation Services** must provide submittals within a sealed envelope and contain one (1) original marked "**Original**," six (6) copies, each marked "**Copy**," and one (1) electronic copy on a flash drive, PDF format preferred, of their submittal, containing all the requested proposal information to the address below via overnight delivery, US Mail, or hand delivered:

City of Okeechobee
General Services Department
55 SE 3rd Avenue, Room 101
Okeechobee, FL 34974

SUBMISSION DEADLINE: Monday, August 10, 2026, AT 3:00 PM EST

The outside of the envelope/package containing the sealed response must be clearly marked as follows: "**RFP NO. PW 01-32-07-26**" **Landscape Maintenance and Installation Services** with the **SUBMITTING COMPANY NAME AND RETURN ADDRESS**.

All responses received by the deadline will be opened and recorded in the presence of one or more witnesses within the Council Chambers, at the address listed above, **Room 200**.

It is the sole responsibility of the Submitter to deliver personally or by mail, their submittal to the General Services Department on or before the closing hour and date for the receipt of the **RFP** as noted above. Facsimile or emailed proposals will not be accepted.

Submittals received after the above noted date and time will not be opened or considered and will be returned to the company unopened.

In compliance with the Americans with Disabilities Act (ADA) anyone desiring to attend this submittal opening who needs a special accommodation should contact the Public Works Department at 863.763.9823 at least 48 hours in advance of the meeting excluding Saturday and Sunday.

A **MANDATORY Pre-Submittal Meeting** will be held on Monday, **July 20, 2026**, at **10:00 AM EST** in the Council Chambers, at the address listed above, **Room 200**.

Any questions or clarifications concerning the **RFP** specifications must be submitted in writing directly to: **Willie Hall, Public Works Director**, via email, whall@cityofokeechobee.com no later than **4:00 PM EST**, Wednesday, **July 22, 2026**. Any questions received by the Public Works Director after the stated deadline will be disregarded. All questions received by the Public Works Director prior to the stated deadline shall be answered via an **Addendum** to this **RFP** and posted to the City's website.

The City intends to enter into a contract with the successful company to provide **Landscape Maintenance and Installation Services**. Selected company must comply with all requirements of the City Code. Additionally, the selected company will be subject to statutory requirements to maintain all records that may be subject to the public record laws, including production of such records as requested by any firm or person, in the time and manner as required by law. In compliance with the Florida Sunshine Law and Code of Ethics, the City strictly enforces open and fair competition in its **RFP's**.

In accordance with F.S. 287.133, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity.

The City reserves the right to award the contract under a local vendor ordinance, or under F.S. 255.0991 for vendors located in the State of Florida, to accept any proposal from a proposer which is qualified and best serves the interests of or represents the best value to the City and the right to request clarification of any information submitted by proposers. The City reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities. This **RFP** does not commit the City to award a contract to any respondent or to pay any costs incurred in the preparation or mailing of a response.

Responses will be reviewed and evaluated on Monday, **August 17, 2026**, at **10:00 AM EST**, at the address above, **Room 201**, by City staff based upon the evaluation criteria contained in the **RFP**. A proposed ranking will be submitted for consideration by the City Council on Tuesday, ***September 1, 2026**, at **6:00 PM EST**, in the Council Chambers, at the address above, **Room 200**.

*Tentative Date as this meeting date is rescheduled to coincide with the First Budget Public Hearing, which is set in July/August with the Budget Calendar. All submitting companies will be notified via email with the confirmed meeting date.