



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

City Center – 5th Floor
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West Palm Beach, FL 33401
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LOI 11-12-600

**LETTER OF INTEREST
for
COMMUNITY-BASED
LAWN MAINTENANCE PROJECT**

The City of West Palm Beach seeks Letters of Interest ("LOI") for a potential partner in the establishment of a community-based land maintenance pilot project for the targeted areas of the Northwest, Coleman Park, Pleasant City and Pinewood Neighborhoods of West Palm Beach. Land maintenance shall include, but not be limited to: mowing of overgrown grass or weeds, trimming of trees, shrubs, bushes or hedges including vegetation that obstructs rights-of-way, streets or sidewalks, obstructs visibility or is a hurricane debris hazard, and the removal of all trash, garbage, litter, debris, furniture and appliances from city-owned property.

The purpose of this LOI is to retain a non-profit organization with the capacity to develop and create jobs for residents of the Greater Northwest Neighborhood through the provision of lawn maintenance services. This organization shall also have the capacity and proven experience in providing business support and technical assistance/training for local entrepreneurs and/or small business enterprises. More significantly, potential organizations must be experienced in providing training and technical assistance services for this workforce who likely will be challenged with barriers to employment.

After reviewing the Letters of Interest, the City desires to select a non-profit organization that can best work with the City to maintain city properties according to code.

Funding will be provided for this pilot project by the City.

ADDITIONAL INFORMATION

For information regarding this Request for LOI, please contact Althea Pemsel, Procurement Official, at 561-822-2100.

SUBMITTAL RESPONSE

Interested parties shall submit **one (1) original and five (5) copies** of their Letter of Interest to the Procurement Division by **4:00 p.m. on Monday, October 31, 2011**. The City will not be responsible for the payment of any expenses incurred as a result of responding to the LOI.

The LOI must be properly signed in ink by the owner/principal having the authority to bind the agency.

Letter of Interest. The Letter of Interest should be no more than ten pages and should include the following information:

1. Legal name of non-profit entity; Address and telephone number of principal office. Please state your fax number, your email address, and your web site (if applicable).
2. Number of years in operation and size of staff. Provide a brief history of your organization.
3. Interest: Provide a brief statement outlining the organization's interest in contracting with the City to provide land maintenance, business training, and technical assistance services, including specifics on the value your organization will bring to the pilot project.
4. Experience: Provide a description of your organization's capacity for each of the following:
 - a. Describe your experience and outcomes in working with persons who are unemployed and/or underemployed and discuss your plans for the recruitment of employees.
 - b. Describe your experience in providing business technical assistance and entrepreneurial services.
 - c. Describe the qualifications of key staff persons who will be responsible for administering and implementing this pilot project.
 - d. Describe your experience in working with neighborhood associations and/or other civic groups to facilitate community projects.
 - e. Describe your experience in previous collaborative efforts and the role it played.
 - f. Describe a brief overview of all programs currently provided.
5. **Project Plan:** Provide an overview description of how your organization would accomplish this pilot project in a creative manner which would serve to complement and augment the community redevelopment initiatives underway in the Greater Northwest Neighborhood. Also, provide a projected budget of uses and expenses associated with your proposal.

6. References. Provide a minimum of three (3) references. These references must include: a contact person, organization or company, address, telephone number and fax number. Any letters of commendations or recommendation may be included in addition to the references.

7. Documents to attach. Please attach copies of the following documents:
- a. A copy of the agency's latest audited annual financial statements if your organization receives \$500,000+ in grant dollars.
 - b. IRS Form 990 for the last fiscal year.
 - c. Budget for current fiscal year.
 - e. Copy of letter from IRS regarding 501(c)(3) status.
 - f. Copies of all accreditation, certification, evaluations and/or organizational reports conducted by independent reviewers and/or funders, if applicable.

Presentation. Respondents may be asked to make a brief presentation to a City committee describing their qualifications and experience.

Issued By: *Althea Pemsel*
Althea Pemsel, MA, C.P.M., A.P.P.
Procurement Official

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End of LOI