

**TOWN OF PEMBROKE PARK**  
**REQUEST FOR PROPOSALS**  
**PROFESSIONAL FINANCIAL ACCOUNTING SERVICES**

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed proposals which will be received by the Deputy Town Clerk of the Town of Pembroke Park, Broward County, Florida, until 3:00 p.m. on Tuesday, June 12, 2018, at which time they will be recorded, but not publicly opened, by the Deputy Town Clerk or designee. Any proposals received after the time specified will not be accepted.

The proposals shall be for the selection of a qualified firm to provide:

**PROFESSIONAL FINANCIAL ACCOUNTING SERVICES**

A comprehensive project description, scope of services to be provided, qualifications requirements, and other information relative to the project may be obtained from Natasha Joseph, Administrative Services Director, Town of Pembroke Park, 3150 SW 52 Avenue, Pembroke Park, Florida 33023, telephone number 954-966-4600, extension 235, or downloaded from the Town of Pembroke Park website at:

<http://www.townofpembrokepark.com/departments/bid-openings/>

If in the opinion of the proposer, inconsistencies appear to exist in the proposed scope of work or elsewhere in the request for proposals, it is the proposer's responsibility to seek clarification from the Town. Additionally, it is incumbent upon all proposers to conduct a personal investigation as to requirements of the Town. All questions concerning the Request for Proposals shall be submitted by electronic mail prior to 1:00 p.m. on Friday, June 1, 2018 to Town Administrative Services Director Natasha Joseph at:

[njoseph@townofpembrokepark.com](mailto:njoseph@townofpembrokepark.com)

Questions concerning the Request for Proposals may not be submitted orally or in any format other than stated above.

Respondents are required to submit one (1) original, five (5) copies of their proposal and one electronic copy (CD or USB drive) in a sealed envelope marked:

**PROFESSIONAL FINANCIAL ACCOUNTING SERVICES**

Proposals must be received by 3:00 p.m. on Tuesday, June 12, 2018 at the Town of Pembroke Park, 3150 S.W. 52 Avenue, Pembroke Park, FL 33023.

The Town reserves the right to change the submission deadline, to issue amendments to the Request for Proposals, or to cancel or reissue the Request for Proposals without any penalty. The Town reserves the right to reject any and all proposals, and to waive minor irregularities. Further, the Town is not liable for any costs incurred by the proposers including, but not limited to, the costs incurred by the proposers for the presentation of their Proposal and the attendance at any presentation. The Town will not be responsible for any errors or omissions in information provided, nor for the failure of the proposers to determine the full extent of the effort necessary to provide the requested services.

NOTE: ALL PROSPECTIVE PROPOSERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON. Minority owned, women owned, and small business enterprises are encouraged to respond to this solicitation.

TOWN OF PEMBROKE PARK, a Florida  
municipal corporation

By: /s/ Natasha Joseph  
NATASHA JOSEPH  
Deputy Town Clerk/Administrative Services  
Director

ANY INDIVIDUAL WHO BELIEVES THEY HAVE A DISABILITY WHICH REQUIRES A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN SUBMISSION OF A PROPOSAL SHOULD CONTACT THE TOWN CLERK AT (954) 966-4600 AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE DATE SET FOR SUBMISSION OF PROPOSALS.