



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
MAY 6, 2024
6:45 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.caribepalmcdd.org

786.303.3661 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
Silver Palms Mailbox Kiosk
23020 SW 113th Passage
Miami, Florida 33170
REGULAR BOARD MEETING & PUBLIC HEARING
May 6, 2024
6:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. April 1, 2024 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 4
 - 2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget
 - 3. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Final Budget.....Page 5
- H. Old Business
 - 1. Update Regarding Entrance Feature Painting
 - 2. Update Regarding Surveillance Cameras Project
- I. New Business
 - 1. Consider Resolution No. 2024-04 – Adopting a Fiscal Year 2024/2025 Meeting Schedule.....Page 12
 - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 14
- J. Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

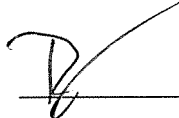
Before the undersigned authority personally appeared ROSANA SALGADO, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

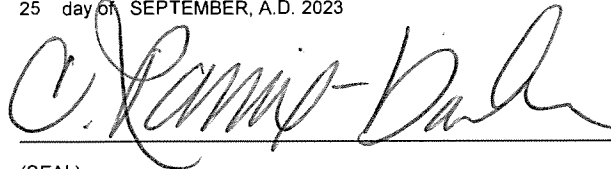
in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

09/25/2023

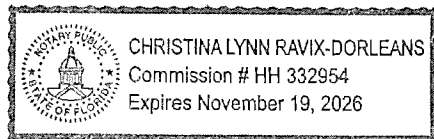
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



Sworn to and subscribed before me this
25 day of SEPTEMBER, A.D. 2023



(SEAL)
ROSANA SALGADO personally known to me



**CARIBE PALM COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the **Caribe Palm Community Development District** will hold Regular Meetings in the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170, at **6:45 p.m.** on the following dates:

- October 2, 2023
- November 6, 2023
- December 4, 2023
- February 5, 2024
- March 4, 2024
- April 1, 2024
- May 6, 2024
- June 3, 2024
- July 1, 2024
- August 5, 2024

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-347-2711 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-347-2711 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT

www.caribepalmcdd.org
9/25

23-35/0000685112M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 1, 2024**

A. CALL TO ORDER

The April 1, 2024, Regular Board Meeting of the Caribe Palm Community Development District (the “District”) was called to order at 6:49 p.m. in the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the April 1, 2024, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 25, 2023, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Madeline Martin, Vice Chairperson Merlin Nicieza and Supervisors Carmen Maseda and Robert Fox constituted a quorum and it was in order to proceed with the meeting.

Staff present: District Manager Armando Silva of Special District Services, Inc.

D. ADDITIONS OR DELETIONS TO AGENDA

Mr. Silva requested to have the following item added to the agenda:

- Discussion Regarding General Election Qualifying Period (Seat #3 & #4): Noon, Monday, June 10, 2024 through Noon, Friday, June 14, 2024

The Board acknowledged his request.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. March 4, 2024, Regular Board Meeting

The minutes of the March 4, 2023, Regular Board Meeting were presented and the Board was asked if there were any changes. A **motion** was made by Ms. Maseda, seconded by Ms. Nicieza and unanimously passed approving the minutes of the March 4, 2024, Regular Board Meeting, as *presented*.

G. OLD BUSINESS

Mr. Silva stated that WAR Protection One, Inc. commence Phase II of the License Plate Recognition (“LPR”) Cameras Installation Project within the next two weeks. He is waiting on the low voltage electrical line trenching to take place which will bring electricity from the mailbox kiosk area to the new LPR cameras location.

In addition, Mr. Silva stated that the contractor working on the painting project for the entrance feature (State of the Art Marble) informed him that the keystone around the entrance feature has several cracks that need to be repaired and the steel letters are corroded. A proposal for the keystone repairs and restoration of the letters was presented in the amount of \$4,250. The Board had previously requested District Management to reach out to the contractors who originally provided a quote so that they could also provide a quote for the additional work but the other contractors refused to re-bid. A discussion ensued after which:

A **motion** was made by Mr. Fox, seconded by Ms. Maseda and passed (4 to 1 – Merlin Nicieza abstained from voting due to possible voting conflict –FORM 8B was filed) to approve the change-order from State of the Art Marble in the amount of \$4,250.

H. NEW BUSINESS

There was no new business to discuss.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

- **Discussion Regarding General Election Qualifying Period (Seat #3 & #4): Noon, Monday, June 10, 2024 through Noon, Friday, June 14, 2024**

Mr. Silva advised the Board that the two (2) seats whose terms are expiring in November 2024 are Seat #3 (Madeline Martin) and Seat #4 (Merlin Nicieza). Mr. Silva further explained that the qualifying period to run for the District election on the general election ballot would be from noon on June 10, 2024, through noon on June 14, 2024.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nicieza, seconded by Ms. Maseda and unanimously passed adjourning the Regular Board Meeting at 7:15 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Notice of Public Hearing
and Regular Board Meeting of the
Caribe Palm Community Development District

The Board of Supervisors (the "Board") of the Caribe Palm Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 6, 2024, at 6:45 p.m., or as soon thereafter as the meeting can be heard, at the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2024/2025 Proposed Final Budget. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website (www.caribepalmcdd.org) or by calling the District Manager's office at (786) 347-2711, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board Members will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board Members may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (786) 347-2711 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Caribe Palm Community Development District
www.caribepalmcdd.org

PUBLISH: Miami Herald 04/16/24 & 04/23/24

W00000000

Publication Dates

RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2024/2025 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Caribe Palm Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2024/2025 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 6th day of May, 2024.

ATTEST:

**CARIBE PALM
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Caribe Palm
Community Development District

**Final Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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- IV ASSESSMENT COMPARISON

FINAL BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
Administrative Assessments	47,255
Maintenance Assessments	57,659
Debt Assessments	161,614
Other Revenues	0
Interest Income	1,080
TOTAL REVENUES	\$ 267,608
EXPENDITURES	
Maintenance Expenditures	
Engineering/Inspections	2,800
Engineering - Special Projects	3,000
Community Security	6,000
Security Cameras/MTE/Upkeep	12,000
FP&L Meter/Mailbox Area	4,200
Street/Roadway Drainage Maintenance	4,200
Maintenance/Contingency	22,000
Total Maintenance Expenditures	\$ 54,200
Administrative Expenditures	
Supervisor Fees	10,000
Payroll Taxes (Employer)	765
Management	30,360
Secretarial And Field Operations	6,600
Legal	4,000
Assessment Roll	7,500
Audit Fees	3,800
Insurance	7,300
Legal Advertisements	1,800
Miscellaneous	1,500
Postage	300
Office Supplies	450
Dues & Subscriptions	175
Trustee Fees	3,850
Continuing Disclosure Fee	350
Website Management	1,750
Total Administrative Expenditures	\$ 80,500
TOTAL EXPENDITURES	\$ 134,700
REVENUES LESS EXPENDITURES	\$ 132,908
Bond Payments	(151,917)
BALANCE	\$ (19,009)
County Appraiser & Tax Collector Fee	(5,330)
Discounts For Early Payments	(10,661)
EXCESS/ (SHORTFALL)	\$ (35,000)
Carryover From Prior Year	35,000
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	80,071	80,454	47,255	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	58,533	57,659	57,659	Expenditures/.94
Debt Assessments	161,616	161,614	161,614	Bond Payments/.94
Other Revenues	1,907	0	0	
Interest Income	19,247	720	1,080	Interest Estimated At \$90 Per Month
TOTAL REVENUES	\$ 321,374	\$ 300,447	\$ 267,608	
EXPENDITURES				
Maintenance Expenditures				
Engineering/Inspections	1,800	2,800	2,800	No Change From 2023/2024 Budget
Engineering – Special Projects	0	3,000	3,000	No Change From 2023/2024 Budget
Community Security	0	6,000	6,000	No Change From 2023/2024 Budget
Security Cameras/MTE/Upkeep	10,128	12,000	12,000	No Change From 2023/2024 Budget
FP&L Meter/Mailbox Area	1,405	4,200	4,200	No Change From 2023/2024 Budget
Street/Roadway Drainage Maintenance	9,700	4,200	4,200	No Change From 2023/2024 Budget
Maintenance/Contingency	16,761	22,000	22,000	No Change From 2023/2024 Budget
Total Maintenance Expenditures	\$ 39,794	\$ 54,200	\$ 54,200	
Administrative Expenditures				
Supervisor Fees	9,400	8,000	10,000	Supervisor Fees
Payroll Taxes (Employer)	719	612	765	Supervisor Fees *7.65%
Management	30,360	30,360	30,360	No Change From 2023/2024 Budget
Secretarial And Field Operations	6,600	6,600	6,600	No Change From 2023/2024 Budget
Legal	0	4,000	4,000	No Change From 2023/2024 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,700	3,800	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,600	7,300	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	782	650	1,800	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	1,445	1,500	1,500	No Change From 2023/2024 Budget
Postage	461	250	300	\$50 Increase From 2023/2024 Budget
Office Supplies	391	450	450	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fees	3,780	3,850	3,850	No Change From 2023/2024 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2023/2024 Budget
Website Management	1,750	1,750	1,750	No Change From 2023/2024 Budget
Total Administrative Expenditures	\$ 73,447	\$ 76,347	\$ 80,500	
TOTAL EXPENDITURES	\$ 113,241	\$ 130,547	\$ 134,700	
REVENUES LESS EXPENDITURES	\$ 208,133	\$ 169,900	\$ 132,908	
Bond Payments	(154,057)	(151,917)	(151,917)	2025 P & I Payments Less Earned Interest
BALANCE	\$ 54,076	\$ 17,983	\$ (19,009)	
County Appraiser & Tax Collector Fee	(2,888)	(5,994)	(5,330)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,135)	(11,989)	(10,661)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 40,053	\$ -	\$ (35,000)	
Carryover From Prior Year	0	0	35,000	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 40,053	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
Interest Income	6,721	100	500	Projected Interest For FY 2024/2025
NAV Tax Collection	154,057	151,917	151,917	Maximum Debt Service Collection
Total Revenues	\$ 160,778	\$ 152,017	\$ 152,417	
EXPENDITURES				
Principal Payments	87,000	90,000	94,000	Principal Payment Due In 2025
Interest Payments	62,525	57,680	54,000	Interest Payments Due In 2025
Bond Redemption	0	4,337	4,417	Bond Redemption
TOTAL EXPENDITURES	\$ 149,525	\$ 152,017	\$ 152,417	
EXCESS/ (SHORTFALL)	\$ 11,253	\$ -	\$ -	

Series 2017 Bond Refunding Information

Original Par Amount =	\$1,870,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.5% - 4.5%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	July 2017		
Maturity Date =	May 2035		
Par Amount As Of 1/1/24 =	\$1,384,000		

**Caribe Palm Community Development District
Assessment Comparison**

	Fiscal Year 2021/2022 Assessment <u>Before Discount*</u>	Fiscal Year 2022/2023 Assessment <u>Before Discount*</u>	Fiscal Year 2023/2024 Assessment <u>Before Discount*</u>	Fiscal Year 2024/2025 Projected Assessment <u>Before Discount*</u>
Administrative For Twenty Three Foot Lots	\$ 269.83	\$ 268.93	\$ 271.81	\$ 159.65
Maintenance For Twenty Three Foot Lots	\$ 200.62	\$ 197.75	\$ 194.80	\$ 194.80
<u>Debt For Twenty Three Foot Lots</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>	<u>\$ 493.08</u>
Total For Twenty Three Foot Lots	\$ 963.53	\$ 959.76	\$ 959.69	\$ 847.53
Administrative For Fifty Foot Lots	\$ 269.83	\$ 268.93	\$ 271.81	\$ 159.65
Maintenance For Fifty Foot Lots	\$ 200.62	\$ 197.75	\$ 194.80	\$ 194.80
<u>Debt For Fifty Foot Lots</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>	<u>\$ 604.96</u>
Total For Fifty Foot Lots	\$ 1,075.41	\$ 1,071.64	\$ 1,071.57	\$ 959.41

* Assessments Include the Following :

-
- 4% Discount for Early Payments
 - 1% County Tax Collector Fee
 - 1% County Property Appraiser Fee

Community Information:

Twenty Three Foot Lots	156
<u>Fifty Foot Lots</u>	<u>140</u>
Total Units	296

RESOLUTION NO. 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Caribe Palm Community Development District ("District") to establish a regular meeting schedule for fiscal year 2024/2025; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2024/2025 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2024/2025 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 6th day of May, 2024.

ATTEST:

**CARIBE PALM
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the **Caribe Palm Community Development District** will hold Regular Meetings in the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170, at **6:45 p.m.** on the following dates:

**October 7, 2024
November 4, 2024
December 2, 2024
February 3, 2025
March 3, 2025
April 7, 2025
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July 7, 2025
August 4, 2025**

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Meetings may be cancelled from time to time without advertised notice.

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT

www.caribepalmcdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW 00/00/24

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2023/2024, 2024/2025 and 2025/2026
With Two Year Option (2026/2027 and 2027/2028)
Miami-Dade County, Florida**

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 20, 2024 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) copy of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Caribe Palm Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.