



**WYNDAM PARK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 5, 2023  
7:00 P.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.wyndamparkcdd.org](http://www.wyndamparkcdd.org)

561.630.4922 Telephone

877.SDS.4922 Toll Free

561.630.4923 Facsimile

**AGENDA**  
**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
FAU/Pine Jog Environmental Education Center  
6301 Summit Boulevard  
West Palm Beach, Florida 33415  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
June 5, 2023  
7:00 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. March 6, 2023 Regular Board Meeting Minutes.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 4
  - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 5
- H. Old Business
- I. New Business
  - 1. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 12
  - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 14
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune  
News Herald | The Palm Beach Post  
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Special District Services, Inc.  
Quantum Park Overlay Dependent District, Special District  
Services, Inc.  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/23/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 09/23/2022

\_\_\_\_\_  
Legal Clerk

\_\_\_\_\_  
Notary, State of WI, County of Brown

7/27/25

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SARAH BERTELSEN  
Notary Public  
State of Wisconsin

### WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022/2023 REGU- LAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Wyndam Park Community Development District will hold Regular Meetings in a classroom at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415, at 7:00 p.m. on the following dates:

- October 3, 2022
- November 7, 2022
- December 5, 2022
- January 9, 2023
- February 6, 2023
- March 6, 2023
- April 3, 2023
- May 1, 2023
- June 5, 2023
- July 10, 2023
- August 7, 2023

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more 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. Meetings 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 ensure 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 (561) 630-4922 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.

WYNDAM PARK COMMUNITY  
DEVELOPMENT DISTRICT

www.wyndamparkcdd.org 9/23/22

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 6, 2023**

**A. CALL TO ORDER**

District Manager Jason Pierman called the March 6, 2023, Regular Board Meeting of the Wyndam Park Community Development District (the “District”) to order at 7:05 p.m. at the FAU/Pine Jog Environmental Education Center at 6301 Summit Boulevard, West Palm Beach, Florida 33415.

**B. PROOF OF PUBLICATION**

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 23, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman then determined that the attendance of Chairperson Ronel Blaise, Vice Chairman Rampersaud Ramsamujh and Supervisors Karel Pollard, Courtney Campbell and Evonce Barrett constituted a quorum and it was in order to proceed with the meeting

Also in attendance were District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**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. December 5, 2022, Regular Board Meeting**

Mr. Pierman presented the minutes of the December 5, 2022, Regular Board Meeting.

A **motion** was made by Mr. Ramsamujh, seconded by Ms. Campbell and passed unanimously approving the minutes of the December 5 2022, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

There were no Old Business items to come before the Board.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget**

Resolution No. 2023-01 was presented, entitled:

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

A motion was made by Mr. Ramsamujh, seconded by Mr. Pollard and passed unanimously adopting Resolution No. 2023-01, as presented, setting the Public Hearing for June 5, 2023.

**2. Consider Adjustment to District Counsel Fee Structure**

Mr. Cochran presented the request, noting that the current rates had been in place since 2017.

A **motion** was made by Mr. Ramsamujh, seconded by Ms. Campbell and passed unanimously approving the adjustment to the District Counsel fee structure, effective May 1, 2023.

**I. ADMINISTRATIVE MATTERS**

Mr. Pierman advised that the next meeting was scheduled for June 5, 2023, and would include the final budget.

**J. BOARD MEMBER COMMENTS**

There were no further comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Ramsamujh, seconded by Mr. Barrett and unanimously passed adjourning the Regular Board Meeting at 7:18 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

## Miscellaneous Notices

Published in The Palm Beach Post on May 23, 2023

### Location

Palm Beach County, Florida

### Notice Text

Notice of Public Hearing and Regular Board Meeting of the Wyndam Park Community Development District

The Board of Supervisors of the Wyndam Park Community Development District (the District ) will hold a Public Hearing and Regular Board Meeting on June 5, 2023, at 7:00 p.m., or as soon thereafter as can be heard, at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District s website ([www.wyndamparkcdd.org](http://www.wyndamparkcdd.org)) or at the offices of the District Manager, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida, 33410 during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. 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 at a time and place specified on the record.

There may be occasions when one or more Supervisors will 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.

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 (561) 630-4922, 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.

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

Wyndam Park Community Development District

[www.wyndamparkcdd.org](http://www.wyndamparkcdd.org)

May 16, 23, 2023 #8810423

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Wyndam Park Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 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 WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 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 5<sup>th</sup> day of June, 2023.

**ATTEST:**

**WYNDAM PARK  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Wyndam Park  
Community Development District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**



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- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**FINAL BUDGET**  
**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	72,970
Debt Assessments	179,368
Other Revenues	0
Interest Income	300
<b>TOTAL REVENUES</b>	<b>\$ 252,638</b>
<b>EXPENDITURES</b>	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering/Inspections	2,000
Management	27,996
Legal	7,000
Assessment Roll	6,000
Audit Fees	3,700
Insurance	6,500
Legal Advertisements	1,400
Miscellaneous	625
Postage	150
Office Supplies	325
Dues & Subscriptions	175
Trustee Fee	3,800
Continuing Disclosure Fee	350
Website Management	200
Reserve	4,350
<b>TOTAL EXPENDITURES</b>	<b>\$ 68,891</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 183,747</b>
Bond Payments	(168,606)
<b>BALANCE</b>	<b>\$ 15,141</b>
County Appraiser & Tax Collector Fee	(5,047)
Discounts For Early Payments	(10,094)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	70,018	74,010	72,970	Expenditures Less Interest & Carryover/.94
Debt Assessments	181,670	178,328	179,368	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	188	180	300	Interest Projected At \$25 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 251,876</b>	<b>\$ 252,518</b>	<b>\$ 252,638</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	2,400	4,000	4,000	No Change From 2022/2023 Budget
Payroll Taxes (Employer)	184	320	320	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,332	2,000	2,000	No Change From 2022/2023 Budget
Management	26,400	27,192	27,996	CPI Adjustment (Capped At 3%)
Legal	5,775	7,000	7,000	No Change From 2022/2023 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,500	3,600	3,700	\$100 Increase From 2022/2023 Budget
Insurance	5,706	6,000	6,500	FY 2022/2023 Expenditure Was \$6,134
Legal Advertisements	1,310	1,400	1,400	No Change From 2022/2023 Budget
Miscellaneous	376	650	625	\$25 Decrease From 2022/2023 Budget
Postage	50	175	150	\$25 Decrease From 2022/2023 Budget
Office Supplies	260	325	325	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,547	3,600	3,800	\$200 Increase From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	200	200	200	No Change From 2022/2023 Budget
Reserve	0	6,762	4,350	Reserve
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,565</b>	<b>\$ 69,749</b>	<b>\$ 68,891</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 194,311</b>	<b>\$ 182,769</b>	<b>\$ 183,747</b>	
Bond Payments	(172,986)	(167,628)	(168,606)	2024 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 21,325</b>	<b>\$ 15,141</b>	<b>\$ 15,141</b>	
County Appraiser & Tax Collector Fee	(1,572)	(5,047)	(5,047)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(9,617)	(10,094)	(10,094)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 10,136</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Years
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 10,136</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**  
**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	475	10	200	Projected Interest For FY 2023/2024
NAV Tax Collection	172,985	167,628	168,606	2024 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ 173,460</b>	<b>\$ 167,638</b>	<b>\$ 168,806</b>	
<b>EXPENDITURES</b>				
Principal Payments	105,000	105,000	110,000	Principal Payment Due In 2024
Interest Payments	68,019	62,638	58,806	Interest Payments Due In 2024
<b>Total Expenditures</b>	<b>\$ 173,019</b>	<b>\$ 167,638</b>	<b>\$ 168,806</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 441</b>	<b>\$ -</b>	<b>\$ -</b>	

Series 2013 Bond Refunding Information

Original Par Amount =	\$2,455,000	Annual Principal Payments Due =	May 1st
Interest Rate =	1.25% - 4.125%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2013		
Maturity Date =	May 2034		

Par Amount As Of 1/1/23 = \$1,610,000

# Wyndam Park Community Development District Assessment Comparison

	Original Projected Assessment	Fiscal Year 2020/2021 Assessment	Fiscal Year 2021/2022 Assessment	Fiscal Year 2022/2023 Assessment	Fiscal Year 2023/2024 Projected Assessment
O & M	\$ 171.58	\$ 211.53	\$ 205.83	\$ 217.04	\$ 213.99
<u>Debt</u>	<u>\$ 659.90</u>	<u>\$ 528.47</u>	<u>\$ 534.17</u>	<u>\$ 522.96</u>	<u>\$ 526.01</u>
<b>Total</b>	<b>\$ 831.48</b>	<b>\$ 740.00</b>	<b>\$ 740.00</b>	<b>\$ 740.00</b>	<b>\$ 740.00</b>

Adjusted for 1% County Tax Collector Fee, a 1% County Property Appraiser Fee and a 4% discount for early payment of taxes.

Notes: There are 341 units in the Wyndam Park Community Development District.

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Wyndam Park Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH 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 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 5<sup>th</sup> day of June, 2023.

**ATTEST:**

**WYNDAM PARK  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Wyndam Park Community Development District will hold Regular Meetings in a classroom at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415, at 7:00 p.m. on the following dates:

**October 2, 2023  
November 6, 2023  
December 4, 2023  
January 8, 2024  
February 5, 2024  
March 4, 2024  
April 1, 2024  
May 6, 2024  
June 3, 2024  
July 1, 2024  
August 5, 2024**

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

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT**

**[www.wyndamparkcdd.org](http://www.wyndamparkcdd.org)**

**PUBLISH: THE PALM BEACH POST 00/00/2023**

**WYNDAM PARK 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.



**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025  
With Two Year Option (2025/2026 and 2026/2027)  
Palm Beach County, Florida**

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 22, 2023 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 two (2) copies 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 – Wyndam Park 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.