

RESOLUTION NO. 11-246

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, ACCEPTING THE STAFF RANKINGS OF RESPONDENTS TO RFP 006-11, TENNIS PROFESSIONAL SERVICES; AUTHORIZING CITY STAFF TO NEGOTIATE A CONTRACT WITH HIGHEST RANKED FIRM AND EACH FIRM THEREAFTER, IF NECESSARY, IN ACCORDANCE WITH THE SOLICITATION UNTIL ONE CONTRACT FOR CITY COMMISSION CONSIDERATION IS REACHED; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City received five responses to RFP 006-11 for Tennis Professional Services; and

WHEREAS, City staff conducted a publically notice meeting to review and rank the proposers in accordance with the criteria established in RFP 0006-11; and

WHEREAS, the City staff desires authorization to commence contract negotiations with the highest ranked firm, and if no contract for Commission approval is reached, to move to the next highest ranked firm until an agreement for Commission consideration is reached.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the proposals are ranked as follows:

1. Island City Tennis
2. DJW Sports Management
3. Paradise Tennis LLC
4. Nancy Simpson
5. Keys Tennis

Section 2: That City staff is authorized to negotiate contract, beginning with the highest ranked qualified firm, and if no contract for Commission approval is reached, to move to the next highest ranked firm until an agreement is reached for subsequent presentation to and approval by the Commission.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 6th day of September, 2011.

Authenticated by the presiding officer and Clerk of the Commission on September 7, 2011.

Filed with the Clerk September 7, 2011.

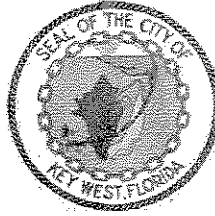


CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

TO: Jim Scholl, City Manager
FROM: Greg Veliz, Community Services Director
VIA: David Fernandez, Assistant City Manager- Operations
DATE: August 18, 2011
SUBJECT: RFP# 006-11 Tennis Professional Services

ACTION STATEMENT: Resolution accepting the evaluation committee's ranking of the five proposing firms in response to RFP 006-11 Tennis Professional Services and authorizing the staff to negotiate for contractual services as per the provisions of the RFP 006-011 specifications.

BACKGROUND: Resolution No. 82-138, dated December 6, 1982, authorized the execution of an agreement between the City of Key West and Paul W. Findlay for Tennis Professional Services. The City of Key West solicited proposals through a publicly noticed RFP 006-11 for Tennis Professional Services. The proposals were opened at the City Clerk's Office on August 3, 2011. An evaluation committee convened on August 4, 2011 to review the proposals.

PURPOSE & JUSTIFICATION: The City received five proposals for RFP 006-11 Tennis Professional Services. The proposals were evaluated by an evaluation committee comprised of Director of Community Services Greg Veliz, Parks and Recreation Manager Randy Sterling and a citizen, Frank Kabel. The scoring is based on a weighted scoring system. A total of 1000 Points are possible. The weighted designation is as followed:

Criterion	Points (1-10)	Weight
Demonstrated Tennis Professional Experience		30
Experience in all areas of tennis facility maintenance		25
Experience in business management, tennis specific marketing and sales, and business accounting		20
Annual Proposal Cost to the City		15
Experience in all aspects of directing tournaments		10

The committee evaluated the proposals in the following order 1-5. 1 is the highest scoring and 5 is the lowest scoring:

1. Island City Tennis
2902 Fogarty Avenue
Key West, FL 33040
2. DJW Sports Management
8392 San Marcos Avenue
Ft. Myers, FL 33919
3. Paradise Tennis LLC
118 4th Street #2
Key West, FL 33040
4. Nancy Simpson
P.O. Box 5673
Snowmass Village, CO 81615
5. Keys Tennis
76800 Overseas Highway
Islamorada, FL 33036

Copies of the proposals are available as attachments on Legistar.

OPTIONS:

1. City Commission can accept the Evaluation Committee's evaluation of the proposals. Commission would direct staff to enter into negotiations for contractual services:
2. City Commission can reject the Evaluation Committee's evaluation of the proposals and select a proposal from any of the proposals independent of rating or ranking by the Evaluation Committee. Commission would then direct staff to enter into negotiations for contractual services:
3. City Commission can direct staff to reject all proposals and restart the Request of

Proposal process.

FINANCIAL IMPACT: Approving staff rankings will not incur any financial impact to the City. A subsequent contract will be presented to the City Commission at a later meeting date.

RECOMMENDATION: Staff recommends approval of Option #1.

INTEROFFICE MEMORANDUM

To: Rodrigo Delostrinos, Community Services Deputy Director
CC: Sue Snider, Purchasing
From: Cheri Smith, City Clerk
Date: August 3, 2011
Subject: **Tennis Professional Services RFP 006-11**

Attached for your review is a copy of the RFP opened Wednesday, August 3, 2011 at 3:00 p.m. in response to the above referenced project.

- 1.) DJW Sport Management.com
8392 San Marcos Avenue
Ft. Myers, FL 33919
- 2.) Paul Findley
DBA Island City Tennis
2902 Fogarty Avenue
Key West, FL 33040
- 3.) Keys Tennis LLC.
76800 Overseas Hwy
Islamorada, FL 33036
- 4.) Paradise Tennis, LLC.
118 4TH Street #2
Key West, FL 33040
- 5.) Nancy Simpson, USPTA Certified PI
P.O. Box 5673
Snowmass Village, CO 81615

CS/amb

RESOLUTION NO. 82-138

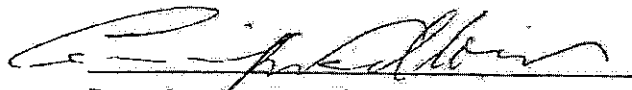
A RESOLUTION AUTHORIZING THE EXECUTION OF
AN AGREEMENT BETWEEN THE CITY OF KEY WEST,
FLORIDA AND PAUL W. FINDLAY

BE IT RESOLVED by the City Commission of the City of
Key West, Florida, as follows:

That the attached Agreement by and between the City of
Key West, Florida, and Paul W. Findlay be and the same is hereby
approved, and the Mayor of the City of Key West, Florida, be, and
he is hereby authorized, empowered and directed to execute the said
Agreement for and on behalf of the City of Key West, and the City
Clerk of said City be and she is hereby authorized, empowered,
and directed to attest his signature of the said Mayor on the said
Agreement and affix the Seal of the City thereto. The execution
of said Agreement is hereby directed to be made in as many counter-
parts as may be desired or necessary.

This Resolution shall go into effect immediately upon
its passage and adoption and authentication by the signatures of
the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting
held this 6th day of December, 1982.


Dennis J. Wardlow, Mayor

ATTEST:

^

AGREEMENT

THIS AGREEMENT made and entered into between the City of Key West, Florida, a municipal corporation (hereinafter called the "City"), and Paul W. Findlay (hereinafter called the "Professional"):

WHEREAS, the City recognizes the need for a tennis professional to provide instruction at Bayview Park; and

WHEREAS, Paul W. Findlay desires to provide tennis lessons to the public at said location for a charge;

NOW THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties agree as follows;

1. The Professional shall supervise the tennis courts and pro shop at Bayview Park and shall provide all maintenance of same.

2. The City shall pay to the Professional the sum of ~~\$150.00~~ ^{per week} ~~per week~~ for said supervision and maintenance. The City shall collect all revenues for tennis lessons given at Bayview Park by the Professional and all receipts of the pro shop for goods sold. The City shall be entitled to 10% of said amounts and the Professional shall be entitled to 90%. All money retained by the City shall be deposited in the Bayview Park Improvements Fund.

3. The Professional shall pay all wages and salaries of his employees together with workmen's compensation insurance.

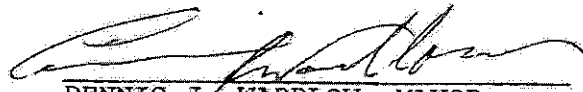
4. The Professional shall cooperate with the City in establishing rules and regulations involving tennis play, and the use of said courts at Bayview Park, and establishing hours the courts will be lighted for night play and assuming the responsibility for turning the lights out.

5. The City allows the Professional to make City authorized site improvements at Bayview Tennis Courts whether by professional activity or by privately solicited donations.


renewed for successive one (1) year terms unless either party notifies the other of termination at least thirty (30) days prior to the expiration of that term by certified mail.

Dated: December 7, 1982

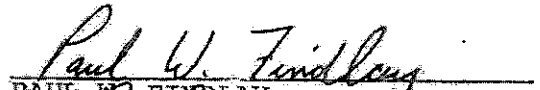
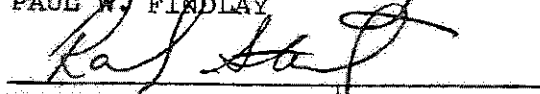
THE CITY OF KEY WEST, FLORIDA


DENNIS J. WARDLOW, MAYOR

ATTEST:


JOSEPHINE PARKER, CITY CLERK

Dated: December 8, 1982


PAUL W. FINDLAY

WITNESS

~~Subject to Amendment to Paragraph 2
Per City Manager. J.P.
Should be \$150⁰⁰ per week.
Amended 12-20-82.~~

RFP# 006-11 Tennis Professional Services

August 4, 2011

EVALUATOR: *Kenzie [Signature]* 8/4/11

PROPOSER: *FIDDLAY [Signature]*

PROPOSER: *DTW*

PROPOSER: *Clement*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience	10	30	300
Annual Proposal Cost to the City	5	25	125
Experience in all areas of tennis facility maintenance	10	20	200
Experience in business management, tennis specific marketing and sales, and business accounting	9	15	135
Experience in all aspects of directing tournaments	9	10	90
TOTAL			850

PROPOSER: *FALGAONE*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience	6	30	180
Annual Proposal Cost to the City	8	25	200
Experience in all areas of tennis facility maintenance	6	20	120
Experience in business management, tennis specific marketing and sales, and business accounting	9	15	135
Experience in all aspects of directing tournaments	8	10	80
TOTAL			715

PROPOSER: *[Signature]*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience	8	30	240
Annual Proposal Cost to the City	6	25	150
Experience in all areas of tennis facility maintenance	9	20	180
Experience in business management, tennis specific marketing and sales, and business accounting	10	15	150
Experience in all aspects of directing tournaments	10	10	100
TOTAL			820

PROPOSER: *SIMPSON*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience	6	30	180
Annual Proposal Cost to the City	9	25	225
Experience in all areas of tennis facility maintenance	7	20	140
Experience in business management, tennis specific marketing and sales, and business accounting	8	15	120
Experience in all aspects of directing tournaments	7	10	70
TOTAL			735

PROPOSER: *[Signature]*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience	4	30	120
Annual Proposal Cost to the City	10	25	250
Experience in all areas of tennis facility maintenance	4	20	80
Experience in business management, tennis specific marketing and sales, and business accounting	7	15	105
Experience in all aspects of directing tournaments	8	10	80
TOTAL			535

PROPOSER: *[Signature]*

Criterion	A Points (1-10)	B Weight	Subtotal (A*B)
Demonstrated Tennis Professional Experience		30	0
Annual Proposal Cost to the City		25	0
Experience in all areas of tennis facility maintenance		20	0
Experience in business management, tennis specific marketing and sales, and business accounting		15	0
Experience in all aspects of directing tournaments		10	0
TOTAL			0

PROPOSER: *[Signature]*

August 4, 2011

15TH AUG SEPT - COMM

PROPOSER: FLADIAN

RFP# 006-11 Tennis Professional Services 8/4/11

PROPOSER: D.J.W

PROPOSER: FLADIAN

EVALUATOR: FRANK KAPRICH

PROPOSER: PARSONS

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	8	30	240
Annual Proposal Cost to the City	7	25	175
Experience in all areas of tennis facility maintenance	5	20	100
Experience in business management, tennis specific marketing and sales, and business accounting	5	15	75
Experience in all aspects of directing tournaments	10	10	100
TOTAL	35	90	690

PROPOSER: PARSONS

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	8	30	240
Annual Proposal Cost to the City	3	25	75
Experience in all areas of tennis facility maintenance	5	20	100
Experience in business management, tennis specific marketing and sales, and business accounting	5	15	75
Experience in all aspects of directing tournaments	10	10	100
TOTAL	31	90	590

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	7	30	210
Annual Proposal Cost to the City	6	25	150
Experience in all areas of tennis facility maintenance	5	20	100
Experience in business management, tennis specific marketing and sales, and business accounting	2	15	30
Experience in all aspects of directing tournaments	10	10	100
TOTAL	30	90	590

PROPOSER: PARSONS

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	6	30	180
Annual Proposal Cost to the City	6	25	150
Experience in all areas of tennis facility maintenance	3	20	60
Experience in business management, tennis specific marketing and sales, and business accounting	5	15	75
Experience in all aspects of directing tournaments	10	10	100
TOTAL	30	90	565

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	10	30	300
Annual Proposal Cost to the City	1	25	25
Experience in all areas of tennis facility maintenance	10	20	200
Experience in business management, tennis specific marketing and sales, and business accounting	10	15	150
Experience in all aspects of directing tournaments	10	10	100
TOTAL	41	90	775

PROPOSER: FLADIAN

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience		30	0
Annual Proposal Cost to the City		25	0
Experience in all areas of tennis facility maintenance		20	0
Experience in business management, tennis specific marketing and sales, and business accounting		15	0
Experience in all aspects of directing tournaments		10	0
TOTAL		90	0

August 4, 2011

RFP# 006-11 Tennis Professional Services

EVALUATOR: Randy Sterling

PROPOSER: DJW

PROPOSER: ISLAND CITY TENNIS

PROPOSER: Nancy Simpson

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	9	30	0
Annual Proposal Cost to the City	7	25	0
Experience in all areas of tennis facility maintenance.	8	20	0
Experience in business management, tennis specific marketing and sales, and business accounting	8	15	0
Experience in all aspects of directing tournaments.	8	10	0
TOTAL			805

6826

PROPOSER: KEYS TENNIS

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	8	30	0
Annual Proposal Cost to the City	8	25	0
Experience in all areas of tennis facility maintenance	8	20	0
Experience in business management, tennis specific marketing and sales, and business accounting	8	15	0
Experience in all aspects of directing tournaments	8	10	0
TOTAL			825

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	10	30	0
Annual Proposal Cost to the City	6	25	0
Experience in all areas of tennis facility maintenance.	9	20	0
Experience in business management, tennis specific marketing and sales, and business accounting	8	15	0
Experience in all aspects of directing tournaments	7	10	0
TOTAL			820

PROPOSER: PARADISE TENNIS

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	8	30	0
Annual Proposal Cost to the City	8	25	0
Experience in all areas of tennis facility maintenance	8	20	0
Experience in business management, tennis specific marketing and sales, and business accounting	8	15	0
Experience in all aspects of directing tournaments	7	10	0
TOTAL			790

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience	8	30	0
Annual Proposal Cost to the City	7	25	0
Experience in all areas of tennis facility maintenance.	7	20	0
Experience in business management, tennis specific marketing and sales, and business accounting	7	15	0
Experience in all aspects of directing tournaments	7	10	0
TOTAL			730

PROPOSER:

Criterion	A Points (1-10)	B Weight	Subtotal (A+B)
Demonstrated Tennis Professional Experience		30	0
Annual Proposal Cost to the City		25	0
Experience in all areas of tennis facility maintenance		20	0
Experience in business management, tennis specific marketing and sales, and business accounting		15	0
Experience in all aspects of directing tournaments		10	0
TOTAL			