



THE CITY OF KEY WEST

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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 Kabela. 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.