



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida shall be accepting sealed proposals for:

**REQUEST FOR PROPOSALS  
FOR  
TENNIS CENTER OPERATOR  
RFP NO. 2015-14**

The City of Weston ("CITY") is requesting proposals from qualified and experienced firms for a Tennis Center Operator ("CONTRACTOR").

The Scope of Work generally consists of: providing all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to manage and operate the CITY'S Weston Tennis Facility and tennis programs.

Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, January 12, 2016 (the "Proposal Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened.

### EXPERIENCE

Proposers shall have a minimum of five years experience in providing tennis center operator services of at least a similar size and scope as those services desired by the CITY. CONTRACTOR shall have been in continuous operation for a minimum of the past five years from the date that the RFP is issued.

### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for Tennis Center Operator ("RFP") at the Weston Community Center, 20200 Saddle Club Road, Weston, Florida, 33327, 8:00 a.m. - 5:30 p.m. Monday through Friday, upon payment of a \$50.00 non-refundable fee, for each RFP. Payment shall be made by check, Visa, Master Card or American Express. No cash payments shall be accepted. Proposal documents are also available for electronic download from Onvia DemandStar at <http://www.demandstar.com>. The RFP may also be examined at Weston City Hall, at the referenced address.

### MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Tuesday, January 5, 2016 at 2:00 P.M.**, local time, at the Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327. All Proposers planning to submit a Proposal are required to attend this Conference. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a Proposer to be present for the entire mandatory Pre-Proposal Conference, beginning at the time stated above and concluding at the dismissal of the mandatory Pre-Proposal Conference by the CITY, shall render a Proposer to be deemed non-responsive and the Proposal shall not be considered for award. Decisions of the CITY shall be final. The official clock at the location of the Pre-Proposal Conference shall govern.

## PROPOSAL PROCEDURES

The Proposal shall contain seven complete copies and one unbound original, and is required to be submitted to the CITY by the Proposal Submittal Deadline. Proposals shall be submitted on the form(s) provided in the RFP.

Proposal security in the form of a Proposal Bond acceptable to the CITY or a Cashier's Check made payable to the "City of Weston" in the amount of \$10,000.00, will be required, to be submitted with the Proposal.

All Proposers are advised that the CITY has not authorized the use of the City seal by individuals or entities responding to CITY Request for Proposals, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Proposers are advised that the CITY will not supply or sell materials to Proposers in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Once a Proposal has been submitted to the City Clerk by the Proposal Submittal Deadline, it shall not be returned to the Proposer. Proposals received after the Proposal Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Proposal after it has been submitted to the CITY shall constitute a breach by the Proposer.

All proposals shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Proposal. No Proposer may withdraw its Proposal within 90 calendar days after the Proposal opening date.

The Sealed Proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of the Proposal will be made at a City Commission meeting.

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to Don Decker, Director of Parks and Recreation, by first class mail at 17200 Royal Palm Blvd, Weston, Florida 33326, by e-mail at [ddecker@westonfl.org](mailto:ddecker@westonfl.org) with "Tennis Center Operator RFP" in the subject line or fax 954-389-5430 by 5:00 pm, local time by Tuesday, December 29, 2015.

The City Commission of the City of Weston reserves the right to reject any and all Proposals, to waive any informality in a Proposal and to make awards in the best interests of the CITY.

A Cone of Silence is imposed upon publication of this Notice to Proposers. The Cone of Silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;  
Angel M. Gomez, Commissioner;  
Toby Feuer, Commissioner;  
Jim Norton, Commissioner; and  
Thomas M. Kallman, Commissioner; and

Bryan Cahen, Treasurer; Selection Committee Chairperson;  
Thad Bielecki, Director of Landscaping, Selection Committee Member;  
Ryan Fernandes, Director of Technology Services; Selection Committee Member; and  
Karl Thompson, Director of Public Works; Alternate Selection Committee Member; or

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: Monday, December 14, 2015*