

STATEMENT OF QUALIFICATIONS for PROFESSIONALLY TENNIS CONTRACTOR

RFQ NO. RECX- 180044-DM

Submitted by:

**United States Tennis Association – Florida Section, Inc.
Tennis Management Department
Frank Swope, Director
12005 Performance Drive
Orlando, Florida 32827**

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Orlando, FL 32827
Phone/Fax: 407-545-8940
www.USTAFlorida.com

March 13, 2018

Procurement Division
City of Gainesville
Room 339, City Hall
200 East University Avenue
Gainesville, FL 32601

Dear Selection Committee:

On behalf of United States Tennis Association – Florida Section, Inc. (“USTAF”) we are proud to present our submission in response to the referenced RFQ No. RECX-180044-DM for the tennis management of the City of Gainesville’s 23 tennis courts and tennis pro shop (“Tennis Facility”). USTAF has implemented tennis programs and organized tennis tournaments and events since 1949.

Respectfully submitted,

Frank Swope, Director

USTAF Tennis Management Department

Project Understanding and Approach

USTAF strongly believes the City's mission and the Parks, Recreation and Cultural Affairs Department's tennis program goals meld perfectly with the long-stated mission of USTAF which is to "grow tennis in Florida." As the governing body of tennis for the State of Florida any project under our name must meet a standard of excellence. As a not-for-profit, programming, tennis facility management and customer service decisions are driven by community satisfaction and not by "the bottom line".

USTAF has a long history of delivering unique and exciting tennis events to the general community to promote tennis and tennis facilities. This is possible for two major reasons – our vast tennis resources and a large and experienced staff. USTAF is able to implement its overall plan for all tennis sites normally within 45 days of contract execution.

We are aware park and recreation departments want to provide a safe and attractive tennis site which has the ability to deliver a vast array of tennis programs to all segments of the community at affordable rates. USTAF has provided this expertise to hundreds of public and private facilities for over 65 years.

Our approach is to view the City as our partner, and as such, we expect to "put something back" to the community in the form of scholarships for families in need, site improvements and free events. This overall approach will not solely focus on the Westside Park facility.

Proposed Project Staff

The Tennis Management Department of USTAF ("TMD") is headed by Frank Swope who will have direct oversight and responsibility over the Tennis Facility. Overseeing the Head Pro at the Tennis Facility will be Frank Swope, Director of TMD. Frank has been a tennis professional since 1978 and for the past 23 years has been the director of tennis operations for three large resort country clubs (BallenIsles, Club at Mediterra and Indian Springs Country Club). Frank oversaw a 400 seat stadium court with 19 additional soft courts and 2 hard courts. His responsibilities including purchasing for a large Tennis Shop, creating a tennis budget and managing 18 league teams. Bruce Boiko, one of the initial founders of USTAF's TMD, has hands-on experience operating two Miami-Dade County tennis facilities with an aggregate of 20 hard courts (78'/60'/36') through a not-for-profit corporation. The Head Tennis Pro, to be selected upon being awarded the bid, will run the day-to-day operation of the Tennis Facility and report directly to the Director. The Head Pro will be selected to fit the Tennis Facility with an emphasis on an engaging personality without sacrificing excellence in customer service and technical experience.

USTAF will have a dedicated staff of tennis professionals and friendly pro shop personnel that have passed the necessary background investigations. We have very high standards of professionalism and stress security by requiring our personnel to have identification tags and uniform shirts with a distinct Tennis Facility logo, making them readily identifiable as USTAF personnel. USTAF ensures the professionals we employ are legally and lawfully living in the United States. We do not tolerate irresponsible, unprofessional or inappropriate behavior of any nature and have zero tolerance for any behavior that in any way endangers or intimidates our customers including, but, not limited to drug or alcohol use. We hire and train professionals, and expect our staff to always act in a courteous, respectful manner.

In addition to the above staff members, the Tennis Facility will be supported by a robust full-time marketing staff in Orlando and a Tennis Service Representative ("TSR") whose area of support includes the Gainesville area. Mr. George English, who has been on USTAF staff for over 8 years as a TSR, is charged with supporting tennis in Alachua County. His responsibilities includes providing community and customer service with a network of tennis providers in the area of recreational tennis. He is also an ambassador and advocate for USTA, USTAF and the USTA Florida Foundation. The Marketing Department staff will assist and support the Head Pro and the City in promoting the Tennis Facility and its programs and events. This marketing expertise is available through: email marketing; social media; video production; print media; USTAF website; and sponsorships. Marketing blasts through these media are particularly productive during school breaks and special events.

Qualifications of Firm

USTAF is the governing body of amateur tennis in the State of Florida. USTAF not only helps people play tennis, we also help build communities and have been doing this since 1949. Our mission is to promote & develop tennis for all! As an IRS recognized 501 (c)(4) organization a portion of our revenue will be put back into the Tennis Facility through new programs, subsidized program fees for parents and children in need and reaching out to diverse populations (special needs, elderly, etc.) that are traditionally not targeted by for-profit entities; and adaptive and cutting-edge programming (e.g., cardio and Masters Tennis), red ball (3 years and up) through adult and programs for senior play. Extra care will be taken to set aside courts for players who simply want to reserve a court for individual play and discounts to Gainesville residents

USTAF currently serves over 40,000 members and 500 organization (community tennis associations, public and private tennis clubs and park and recreation departments) members. Since 2010 alone, we've given more than \$1 million in grants for equipment, courts and programs through our charitable arm, the USTA Florida Section Foundation, Inc. a 501 (c)(3) organization. We plan to steer more funding from our Foundation to facilities we will be managing.

USTAF operates out of its new headquarter building in Orlando, Florida across the street from the USTA National Campus and has daily access to the vast technical resources in court management, innovative programming offered at the National Campus and USTA grants. A 40 person staff and 500 volunteer base throughout Florida, carry out its mission to promote and grow tennis. The mission is supported by an annual budget of over \$4,000,000 and assets of over \$8,000,000. USTAF also controls over 1,000 statewide tournament sanctions across the State of Florida. The Tennis Management Department of USTAF will be directly responsible for overseeing the operation of the Tennis Facility.

Our expertise is in the management, operations and programming of tennis facilities and tennis tournaments and events ~ and has been for over almost 65 years. Through efficient planning and scheduling we are able to maximize our programming while providing ample availability of courts for open play. Our well-trained, professional staff will be involved in every aspect of the day to day operations of a tennis facility including, but, not limited to:

- Court Reservations and Scheduling
- Fee Collection and Accounting
- Record Keeping and Calendar Management
- Customer Service
- Daily Maintenance
- Programming
- Community Outreach

In short, our mission, as a non-profit Florida corporation, is to grow tennis in the City of Gainesville by making the Tennis Facility a flagship facility and a model for all in the community to enjoy. Please visit our site at <https://www.ustaflorida.com/about-us/>.

Programming Experience & References

USTAF, after more than 30 years of evaluating tennis facility management and managers as a condition of awarding tennis tournament sanctions and tennis grants, has determined that some public facilities, as a result of funding cuts, find it difficult to deliver quality programming and service to the community. In 2017 USTAF created and funded TMD. In less than 4 months the newly formed TMD has been successful in being awarded tennis facility management contracts by two city owned facilities in Florida with an aggregate of 25 hard and clay courts. These contracts entail management responsibilities for all programming, court and facility maintenance and pro shop operation.

The individuals involved with TMD, as noted in the preceding section, have a vast experience, unlikely to be exceeded by any individual bidder. For References, see Exhibit 1 attached.

Programming: The Head Pro and our professional staff will be USPTA certified and experienced in providing superior programming for youth, adult and adaptive tennis, including:

- Beginner, Intermediate and Advanced Clinics
- Private Lessons
- League Play (Gainesville, Ocala and USTA Tennis Leagues)
- Men and Women doubles clinics
- Tournaments and Ladders
- Open Social Play and Round Robins
- Mixed Doubles Match Play (Social and Competitive)
- Cardio Tennis (Before/After work cardio workouts)
- Senior tennis programs utilizing slower equipment and shorter courts

Programs for Children and Young Adults:

- Beginning, Intermediate and High-Performance Clinics & Private Lessons
- Eight and under tennis (ages 3-8 using mini nets and special balls)
- 10 and Under Tennis format (Red Ball, Orange Ball and Green Dot Ball)
- USTA Junior Team Tennis Leagues (ages 5 to 18, all levels of play)
- Home-schooled children's programs
- Middle and High School Tennis (practice, matches and instruction as needed)
- Tennis Camps (Summer, Winter and Spring and Holiday)
- Early Release day clinics
- Special Population children's programs

- USTA sanctioned Junior Tournaments

Special Programming and Events for the community including but not limited to:

- FREE Tennis Block Parties
- Tennis Play Days
- Special Olympics clinics
- Wheel Chair Tennis
- "Battle of the Camps"
- Hosting School Field Trips
- Grand Slam Events
- Tennis Boot Camp
- Scholarship of Eligible City of Gainesville residents
- USTA Team Tennis Leagues
- Holiday, School Break and Summer Tennis Camps
- Home-Schooled children's clinics
- XGlow (glow in the dark tennis)

Sample of Daily Tennis Operations

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SATURDAY	SUN
7:00					Private Lessons	Private Lessons	
7:30					Private Lessons	Private Lessons	
8:00	Adult Shot Clinic	Private Lessons	Private Lessons	Adult Shot Clinic	Private Lessons	Private Lessons	
8:30		Private Lessons	Private Lessons		Private Lessons	Private Lessons	
9:00	Adult Shot Clinic	CARDIO Adult Clinic	Private Lessons	Adult Shot Clinic	Private Lessons	Private Lessons	
9:30						Red Ball 4-7yr	Orange 7-10yr
10:00						CARDIO Adult Clinic	Orange 7-10yr
10:30						Private Lessons	Orange 7-10yr
11:00							Orange 7-10yr
11:30							Orange 7-10yr
12:00							Orange 7-10yr
1:00							Orange 7-10yr
1:30							Orange 7-10yr
2:00							Orange 7-10yr
2:30							Orange 7-10yr
3:00							Orange 7-10yr
3:30	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Private Lessons
4:00	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Private Lessons
4:30	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Private Lessons
5:00	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Red Ball 4-7yr	Orange 7-10yr	Private Lessons
5:30	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons
6:00	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons
6:30	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons	Gr/Yel 9-15yr	Private Lessons
7:00	Adult Shot Clinic	Private Lessons	CARDIO Adult Clinic	Private Lessons	Adult Shot Clinic	Private Lessons	Private Lessons
7:30	Adult Shot Clinic	Private Lessons	CARDIO Adult Clinic	Private Lessons	Adult Shot Clinic	Private Lessons	Private Lessons
8:00	Adult Shot Clinic	Private Lessons	CARDIO Adult Clinic	Private Lessons	Adult Shot Clinic	Private Lessons	Private Lessons
8:30		Private Lessons					
9:00							

Technical Approach and Methodology

In lieu of dictating the tennis programs available to the community, USTAF will engage the community through “meet and greet”, surveys and suggestion box, Free tennis days, etc. to determine what the tennis community desires. For continuous involvement a tennis committee comprised of Gainesville tennis patrons would be relied upon as an advisory tool.

Our experience has taught us that teaching tennis professionals do not have the time, and normally do not have the skills or desire to market tennis programs to the business community or surrounding public/charter schools. USTAF intends to use its marketing department and community tennis staff to fulfill this critical function.

USTAF’s TMD, for all of its tennis managed facilities, uses Tennisdirector.com as its cloud-based software for revenue accounting, court reservation, and customer communication. The software program will allow the City 24/7 unfettered access to log in and monitor our revenue by categories and detailed court usage on a daily, weekly, monthly and annual basis.

USTAF will provide all the equipment and supplies needed to conduct our programs. All of our equipment is age appropriate and is maintained in good and safe operating order. Our staff will work diligently to ensure a safe, clean and welcoming work environment. Employees will be required to take online training regarding anti-bullying and training modules provided by the U.S. Center for SafeSport.

Estimated Fees for Programs and Services*

Tennis Rates: (non-resident rates \$2-\$5+)

- Clinics - \$13 - \$17 per 1 hr. clinic
- High Performance clinic - \$35 per 90 min.
- Private - \$60 hr. / \$35 ½ hr.
- Group - \$20 person/hr.
- League - \$8 person per match
- USTA Tournament - \$43
- Round Robin (red/orange) - \$20
- Annual pass - TBD
- Ball machine - \$10 hr.
- Camp - \$175 week full day / \$95 week ½ day
- Court rental - \$3 hr. day / \$4 hr. night

* Subject to negotiation and approval with the City

Estimated Facility Expenses:

- Head Pro - \$30,000 plus benefits (30%)
- Lease payment to City - \$12,000 + 20% net profit
- Background checks - \$300
- Pro shop staff - \$30,000 (\$10 hr.)
- Internet/Phone - \$1,300
- Tennis Equipment - \$5,000
- Free Community Event costs - \$1,000
- Marketing material - \$500
- Staff shirts - \$600
- Pro shop inventory – (offset)
- Refreshment, ice cream, snacks – (offset)
- Fiscal management - (absorbed HQ)
- HR staff – (absorbed HQ)
- Insurance – (absorbed HQ)
- Marketing staff – (absorbed HQ)
- Tournament expenses – (offset)
- Licenses & permits - \$150

Fees payable to the City

USTAF shall pay to the City, if any, on a monthly basis the sum of (\$1,000.00) One Thousand Dollars.

In addition, USTAF shall pay to the City, if at all, a bi-annual amount calculated at (20%) percent of net revenue payable bi-annually.

All revenue generated by the Tennis Facility (passes, membership, programming, court rental, pro shop, events, sponsors, grants, etc.) shall belong to USTAF.

EXHIBIT 1

REFERENCES

IMPORTANT!

**Attachment #1
Reference Form**

IMPORTANT!

RFQ City of Gainesville Professional Tennis Contractor

THIS FORM MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL. *BID WILL NOT BE CONSIDERED FOR EVALUATION AND POSSIBLE AWARD WITHOUT COMPLETED FORM.*

BIDDER: USTA Florida Section - Tennis Management Dept.

Number of years your company has been managing tennis programs and facilities: _____ years
List **four (4)** references of similar work.

- 1) Job Location: Racquet club of Cocoa Beach Dates: 12/1/17 - current
Business Name: City of Cocoa Beach
Contact Name: Laird McLean Telephone Number: 321-368-8018
Dir. of Leisure Services Email: lmclean@cityofcocoa
beach.com
- 2) Job Location: Miami Dade (Friends of Miami Tennis) Dates: 2009 - present
Community Tennis Assoc
Business Name: Miami Dade now City of Miami
Contact Name: Kevin Kirwin Telephone Number: 305-416-1320
Dir. of Parks & Recreation Email: kkirwin@miamigo.com
- 3) Job Location: _____ Dates: _____
Business Name: USPTA Past President
Contact Name: Chuck Gill Telephone Number: 561-624-8900
Dir of Sports - The Club at Ibis Email: cgill@clubatibis.com
- 4) Job Location: _____ Dates: _____
Business Name: USTA
Contact Name: Kurt Kamperman Telephone Number: 407-675-2500
Chief Executive, Email: Kamperman@USTA.com
USTA National Campus

Exhibit 2
Drug Free Workplace Certificate

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

United States Tennis Association-Florida Section, Inc. does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Frank Swope
Bidder's Signature

March 12 2018
Date

Exhibit 3
Living Wage Compliance

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply (check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFQ.

ATTEST:

USTA Florida

Signature _____

By: Frank Swopes

Title: Director of Tennis Management

(CORPORATE SEAL)

PROPOSER:

[Signature]
Signature _____

By: _____

Title: Executive Director

Exhibit 4
Litigation Statement

Neither the United States Tennis Association-Florida Section, Inc. or any officer, is currently, or has been involved in any litigation, arbitration, claim or judgment, either as plaintiff or defendant, within the past five (5) years.

PROPOSAL RESPONSE FORM – SIGNATURE PAGE
(submit this form with your proposal)

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT: City of Gainesville Professional Tennis Contractor

RFQ#: RECX-180044-DM

RFQ DUE DATE: March 14, 2018

Proposer's Legal Name: UNITED STATES TENNIS ASSOCIATION-FLORIDA SECTION, INC.

Proposer's

Alias/DBA: _____

Proposer's Address: 12005 Performance Drive, Orlando, Florida 32827

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Frank Swope

Telephone Number 407-392-2378

Date: March 12, 2018

Fax Number 407-392-2378

Email address swope@ustafloida.com

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.'s ① FSwope ② FSwope to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions) YES NO

ADDENDUM NO. 1



Date: March 5, 2018

Bid Date: March 14, 2018
at 3:00 P.M. (Local Time)

Bid Name City of Gainesville Professional Tennis Contractor

Bid No.: RECX-180044-DM

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on March 1, 2018.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m.(local time), March 7, 2018. Questions may be submitted as follows:
 - Email: mcpfalldt@cityofgainesville.org
 - or
 - Faxed (352) 334-3163
 - Attention: Darius McPhall
2. Please find attached:
 - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.
3. Darius McPhall, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating.
 - i. Submitted bid to match business name as signed in at pre-bid.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on March 14, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Darius McPhall via email or fax.
 - i. All communication through Darius McPhall or purchasing staff only. Do not communicate with other City staff.
 - d. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3:00 p.m. on March 14, 2018.
 - e. Various forms (i.e. Sign, date and return all Addenda) are to be completed and returned with your bid.

The following are answers/clarifications to questions received at the mandatory pre-bid conference:

4. Question: What is the project timeline after March 14, 2018?

Answer: Please see revised project schedule below

RFP available for distribution	February 15, 2018
Non-Mandatory Pre-Proposal Conference	March 1, 2018
Deadline for receipt of questions	March 7, 2018 (3:00 p.m. local time)
Deadline for receipt of proposals	March 14, 2018 (3:00 p.m. local time)
Evaluation/Selection process	Week of March 19, 2018 Week of April 16, 2018
Oral presentations, if conducted	Week of April 2, 2018 Week of April 30, 2018
Projected award date	June 7, 2018
Projected contract start date	July 7, 2018

5. Question: What are the different maintenance components that will be the responsibility of the contractor and those of the city?

Answer: Please refer to the bid document page 4 (Z) Maintenance: 1-2

6. Question: Can we submit our bid packet electronically?

Answer: No, but we do require that you submit an electronic version of your proposal with your hard copy of the bid.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: USTA Florida
BY: Frank Swope
DATE: 3/12/18

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

ADDENDUM NO. 2



Date: March 9, 2018

Bid Date: March 14, 2018
at 3:00 P.M. (Local Time)

Bid Name City of Gainesville Professional Tennis Contractor

Bid No.: RECX-180044-DM

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on March 1, 2018.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Question submittal period has passed no more questions will be answered:
2. Please find attached:
 - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.
 - b) Attachments A- E

The following are answers/clarifications to questions received after addendum #1 was issued:

3. Question: 2017 and 2016 revenues and expenses generated at Westside Park tennis facility.
Answer: The 2016 and 2017 Financial Reports from the current contractor are attached.
4. Question: Categories of expenses Contractor will be responsible for, if any, at the tennis facilities other than Westside Park. The Contractor will be responsible for any expenses related to programs they offer (if any) at tennis facilities other than Westside Park.
Answer: The Contractor will also be responsible for any minor maintenance above and beyond the level of service currently provided by the City at these facilities, if the Contractor chooses to maintain a higher maintenance standard
5. Question: Number of annual passes in 2016 and 2017.
Answer: The City does not require this information from the current Contractor.
6. Question: Current rate for an annual pass, court rental, group lesson, clinic, private lessons, league and summer camp.
Answer: Please see attachment E for list of fees.
7. Question: Copy of prior facility contractor's 2017 quarterly trial balances.

- Answer: The City does not collect this information from the current Contractor.
8. Question: Copy of prior facility contractor's 2017 monthly participation report.
Answer: Participation numbers are included in the Financial Reports, which are attached (See attachments A,B,C, and D).
9. Question: Definition of "Minor maintenance" as a dollar amount.
Answer: No dollar amounts currently assigned.
10. Question: Difference, if any, between the terms "Consultant", "Contractor" and "submitter firm".
Answer: None
11. Question: Total fees paid to the City in 2017 by the facility contractor.
Answer: 2016: \$20,000. 2017: \$10,741.66 (Tennis pro's contract expired in 2017, agreed to stay on a month-to-month basis at reduced fees to City until new contract was put in place)
12. Question: Is any item at the Westside Park tennis facility in need of repair or replacement?
Answer: Currently working on a total re-lamp project for the tennis court lights. Nets, windscreens and roll-dries replaced as needed.
13. Question: Last date courts were resurfaced and next date courts budgeted for resurfacing.
Answer: In 2014, Coffrin and McPherson tennis courts were resurfaced. Courts are resurfaced on a 5-7 year schedule based on available funding. No current plans to resurface any courts in FY2018 or FY2019 budgets.
14. Question: Is the timing, format and content of financial reporting to the City negotiable?
Answer: NO.
15. Question: List of any organized tennis programming in 2017 at the 1, 2 and 4 court facilities.
Answer: Local middle and high schools use city courts free of charge for their school tennis teams. GACTA/Aces in Motion uses McPherson tennis courts for after-school programming. Gainesville Sports Commission uses Northside Tennis Courts in late September each year for pickleball tournament.
16. Question: What is the square footage of the tennis pro shop?.
Answer: 1000 sf total: Pro shop 26.5x20.5; Office 17.5x14; Bathrooms 9x8.5; Storage 13.5x10.5.
17. Question: Will contractor have access in the summer to a meeting room for children during inclement weather?
Answer: No formalized agreements with City currently in place for access to indoor facility. Current contractor in the past has negotiated use of a school portable building during the summer for use during inclement weather.

18. Question: Do all of the tennis facilities (6) have restrooms facilities?
Answer: Five of the six facilities have restrooms. Currently, NE 31st Avenue Park does not have restroom facilities. In addition, the two tennis courts at NE 31st Avenue Park are currently not useable in their current condition; however, should funding be made available in the future to resurface, those courts would fall under management control of the Tennis Contractor.
19. Question: Do all of the tennis facilities (6) have court lighting?
Answer: Five of the six facilities have lighting. Currently, NE 31st Avenue Park does not have tennis lighting.
20. Question: What maintenance responsibilities will the City have to the 1, 2 and 4 courts sites?
Answer: Same responsibilities as with Westside Park
21. Question: What maintenance responsibilities will the Contractor have, if any, to the 1, 2 and 4 courts sites?
Answer: Same responsibilities as with Westside Park
22. Question: Is the City Open to allowing the Contractor making capital improvements by by converting the concrete pad of the hitting wall or the racquet call court to youth '36 courts?
Answer: The City is open to receiving proposals for improvements to Westside Park; however, there is no guarantee that those proposals would be accepted or approved.
23. Question: What is the City's expectation, if any, regarding the role of GACTA and Aces in Motion at its current McPherson site?
Answer: The City's expectation is that it would continue to honor its existing agreement with GACTA/Aces in Motion for use of the McPherson tennis courts for their after-school tennis program.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: USTA Florida
BY: Frank Swope
DATE: 3/12/18

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

2016 Tennis Revenue Report
January -March 2016

FYI

Jeff

<u>Income</u>	January	February	March	Totals
Drinks & Snacks	\$ 28.00	\$ 34.00	\$ 41.00	\$ 103.00
Lessons	\$ 14,123.00	\$ 14,950.00	\$ 15,025.00	\$ 44,098.00
Court Fees	\$ 465.00	\$ 565.00	\$ 636.00	\$ 1,666.00
Tournaments		\$ 880.00		\$ 880.00
Ball Machine Rentals	\$ 34.00	\$ 36.00	\$ 48.00	\$ 118.00
Racket Stringing	\$ 195.00	\$ 220.00	\$ 165.00	\$ 580.00
Ball Sales	\$ 32.50	\$ 66.00	\$ 30.00	\$ 128.50
Accessories	\$ 78.00	\$ 87.00	\$ 44.00	\$ 209.00
				\$ -
Gross Income	\$ 14,955.50	\$ 16,838.00	\$ 15,989.00	\$ 47,782.50
Participants-Walk-on players	232.5	282.5	\$ 318.00	833.00

Expenses

Phone office	\$ 132.93	\$ 133.42	\$ 133.30	\$ 399.65
Equipment & Supplies	\$ 20.34	\$ 38.00	\$ 23.33	\$ 81.67
Payroll-Court Monitors	\$ 524.00	\$ 565.00	\$ 616.00	\$ 1,705.00
Assistant Pros	\$ 1,011.39	\$ 1,590.94	\$ 1,413.07	\$ 4,015.40
Rent to City	\$ 6,777.50	\$ 9,390.00	\$ 9,464.10	\$ 25,631.60
Refunds	\$ 1,666.66	\$ 1,666.66	\$ 1,666.66	\$ 4,999.98
			\$ 235.00	
Sales Tax-July - Dec. 2015	\$ 388.38			\$ 388.38
Insurance-Disability	\$ 45.25	\$ 45.25	\$ 45.65	\$ 136.15
Workers Comp. Insurance	\$ 145.80	\$ 168.70		
Tax 941- 4th Qtr. 2015	\$ 541.31			\$ 541.31
Tax 940				
UT-4th Qtr.-2015	\$ 36.09			\$ 36.09
Travel				
Misc. Program Fees(awards)		\$ 120.00	\$ 239.91	\$ 359.91
Advertising				\$ -
Total	\$ 11,289.65	\$ 13,717.97	\$ 13,837.02	\$ 38,844.64

Net Profit

\$ 3,665.85 \$ 3,120.03 \$ 2,151.98 \$ 8,937.86

MIKE ORANSKY
2863 SW 92ND TER
GAINESVILLE, FL 32608

63-215/631 3210

DATE 4/20/16

PAY TO THE ORDER OF City of Gainesville

One-thousand-Six-hundred-Sixty-Six and ⁶⁶/₁₀₀ DOLLARS

TENNIS ACCOUNT

SUNTRUST ACH RT 081000104

MEMO Tennis Rent March

Mike Oransky

000631021521005300730240811 3210

ATTACHMENT B

2016 Tennis Revenue Report
April- June 2016

<u>Income</u>	April	May	June	2nd Qtr.Total
Drinks & Snacks	\$ 88.00	\$ 76.00	\$ 97.00	\$ 261.00
Lessons	\$ 15,644.00	\$ 14,999.00	\$ 15,776.00	\$ 46,419.00
Court Fees	\$ 689.00	\$ 669.00	\$ 687.00	\$ 2,045.00
Tournaments	\$ 1,280.00			\$ 1,280.00
Ball Machine Rentals	\$ 36.00		\$ 24.00	\$ 60.00
Racket Stringing	\$ 145.00	\$ 177.00	\$ 212.00	\$ 534.00
Ball Sales	\$ 54.00	\$ 33.00	\$ 36.00	\$ 123.00
Accessories	\$ 85.00	\$ 78.00	\$ 87.00	\$ 250.00
				\$ -
Gross Income	\$ 18,021.00	\$ 16,032.00	\$ 16,919.00	\$ 50,972.00
Participants-Walk-on-players	344.5	334	\$ 343.00	\$ 1,021.50
				2nd Qtr.Total
<u>Expenses</u>				
Phone office	\$ 133.30	\$ 133.22	\$ 134.49	\$ 401.01
Equipment & Supplies	\$ 35.00	\$ 112.00	\$ 185.00	\$ 332.00
Payroll-Court Monitors	\$ 390.00	\$ 560.00	\$ 724.00	\$ 1,674.00
Assistant Pros	\$ 1,171.87	\$ 1,439.33	\$ 1,297.27	\$ 3,908.47
Rent to City	\$ 9,783.00	\$ 8,660.00	\$ 8,960.00	\$ 27,403.00
Refunds	\$ 1,666.66	\$ 1,666.66	\$ 1,666.66	\$ 4,999.98
Sales Tax-July - Dec. 2010				
Insurance	\$ 87.30			\$ 87.30
Workers Comp. Insurance	\$ 145.80	\$ 145.00	\$ 145.00	\$ 435.80
Tax 941- 1st Qtr.	\$ 671.73			
Tax 940				
UCT6-1st Qtr.	\$ 44.78			
Travel				
Misc. Program Fees(awards)	\$ 155.00	\$ 145.00	\$ 97.00	
Advertising	\$ -			\$ -
Total	\$ 14,284.44	\$ 12,861.21	\$ 13,209.42	\$ 40,355.07
<u>Net Profit</u>	\$ 3,736.56	\$ 3,170.79	\$ 3,709.58	\$ 10,616.93

MIKE ORANSKY
2863 SW 92ND TER
GAINESVILLE, FL 32608

63-215/631 3341

DATE 7/20/16

PAY TO THE ORDER OF City of Gainesville \$ 1666 ⁶⁶/₁₀₀

One-thousand-Six-hundred-Sixty-Six and ⁶⁶/₁₀₀ DOLLARS

TENNIS ACCOUNT

SUNTRUST ACH FT 061000104

MEMO Tennis Rent Fee Mike Oransky

⑆063102152⑆0053007302408⑆ 3341

JM

2016 Tennis Revenue Report
July thru Sept 2016

<u>Income</u>	July	August	September	3rd Qtr.Total
Drinks & Snacks	\$ 92.00	\$ 76.00	\$ 87.00	\$ 255.00
Lessons	\$ 15,775.00	\$ 14,450.00	\$ 14,776.00	\$ 45,001.00
Court Fees	\$ 636.00	\$ 578.00	\$ 612.00	\$ 1,826.00
Tournaments	\$ -	\$ -	\$ -	\$ -
Ball Machine Rentals	\$ 36.00	\$ 42.00	\$ 36.00	\$ 114.00
Racket Stringing	\$ 197.00	\$ 112.00	\$ 97.00	\$ 406.00
Ball Sales	\$ 38.00	\$ 15.00	\$ 21.00	\$ 74.00
Accessories	\$ 48.00	\$ 66.00	\$ 23.00	\$ 137.00
				\$ -
Gross Income	\$ 16,822.00	\$ 15,339.00	\$ 15,652.00	\$ 47,813.00
Participants-Walk-on players	318	289	\$ 306.00	\$ 913.00
				3rd Qtr.Total
<u>Expenses</u>				
Phone	\$ 134.49	\$ 134.49	\$ 134.49	\$ 403.47
office	\$ 43.00			\$ 43.00
Equipment & Supplies	\$ 410.00	\$ 685.00	\$ 203.52	\$ 1,298.52
Payroll-Court Monitors	\$ 1,150.89	\$ 1,384.64	\$ 1,133.01	\$ 3,668.54
Assistant Pros	\$ 8,765.00	\$ 9,324.00	\$ 9,434.00	\$ 27,523.00
Rent to City	\$ 1,666.66	\$ 1,666.66	\$ 1,666.66	\$ 4,999.98
Refunds				
Sales Tax-July - Dec. 2010	\$ 346.77			
Insurance	\$ 191.45		\$ 45.65	\$ 237.10
Workers Comp. Insurance	\$ -			\$ -
Tax 941- 1st Qtr.	\$ -			
Tax 940				
UCT6-1st Qtr.	\$ -			
Travel				
Misc. Program Fees(awards)	\$ 165.00	\$ -	\$ -	
Advertising	\$ 90.00			\$ 90.00
Total	\$ 12,963.26	\$ 13,194.79	\$ 12,617.33	\$ 38,775.38
Net Profit	\$ 3,858.74	\$ 2,144.21	\$ 3,034.67	\$ 9,037.62

63-215/031 3460

MIKE ORANSKY
2863 SW 92ND TER
GAINESVILLE, FL 32608

DATE 10/20/16

PAY TO THE ORDER OF City of Gainesville \$ 1666⁶⁶/₁₀₀

one-thousand-Six-hundred-Sixty-Six and ⁶⁶/₁₀₀ DOLLARS

TENNIS ACCOUNT

 **SUNTRUST** ACH RT 081000104

MEMO Sept Tennis Rent Mike Oransky M¹

⑆06310215210053007302408⑈ 3460

ATTACHMENT D

2016 Tennis Revenue Report
October, November, December 2016

<u>Income</u>	October	November	December	3rd Qtr.Total
Drinks & Snacks	\$ 79.00	\$ 84.00	\$ 68.00	\$ 231.00
Lessons	\$ 14,925.00	\$ 15,957.00	\$ 14,345.00	\$ 45,227.00
Court Fees	\$ 605.00	\$ 655.00	\$ 549.00	\$ 1,809.00
Tournaments	\$ 2,448.00			\$ 2,448.00
Ball Machine Rentals	\$ 12.00	\$ 48.00	\$ 48.00	\$ 108.00
Racket Stringing	\$ 206.00	\$ 166.00	\$ 147.00	\$ 519.00
Ball Sales	\$ 33.00	\$ 45.00	\$ 45.00	\$ 123.00
Accessories	\$ 54.00	\$ 63.00	\$ 28.00	\$ 145.00
	\$ -			\$ -
Gross Income	\$ 18,362.00	\$ 17,018.00	\$ 15,230.00	\$ 50,610.00
Participants-Walk-on players	302.5	327.5	\$ 274.50	\$ 904.50
				3rd Qtr. Total
<u>Expenses</u>				
Phone office	\$ 134.49	\$ 134.34	\$ 134.37	\$ 403.20
Equipment & Supplies	\$ 186.00	\$ 366.20		\$ 552.20
Payroll-Court Monitors	\$ 712.00	\$ 442.00		\$ 1,154.00
Assistant Pros	\$ 1,343.80	\$ 1,862.52	\$ 1,467.48	\$ 4,673.80
Rent to City	\$ 8,991.50	\$ 9,612.80	\$ 8,389.45	\$ 26,993.75
Refunds	\$ 1,666.66	\$ 1,666.66	\$ 1,666.66	\$ 4,999.98
Sales Tax-July - Dec. 2010				
Insurance-Disability+Liability	\$ 145.00	\$ 168.70		\$ 313.70
Workers Comp. Insurance				\$ -
Tax 941- 3rd Qtr.	\$ 627.10			
UC Fund -3rd Qtr.	\$ 41.81			
Travel				
Misc. Program Fees(USPTA DUES)	\$ 425.00		\$ 295.00	
Awards	\$ 250.00		\$ 196.00	\$ 446.00
Total	\$ 14,523.36	\$ 14,253.22	\$ 12,148.96	\$ 40,925.54
Net Profit	\$ 3,838.64	\$ 2,764.78	\$ 3,081.04	\$ 9,684.46

Mike Oransky Tennis at Westside Park

352-376-8250

www.motennis.com

All tennis programs are under the guidance and direction of Mike Oransky. Mike has been running tennis programs and lessons for the City of Gainesville for the past 31 years. Thousands of recreational players and many of Gainesville's best players have learned the game of tennis through Mike Oransky's instructional programs.

Come join us for some great tennis!



Tennis Staff

Director: Mike Oransky, USPTA

Head Pro:

Senior Assistant Pros:

Bobby Beland, Skip Deist, Craig Oransky

Assistant Pros: Chris Baxter, Jim Brille

Pro Shop: Karen Oransky

Attendants: Roy Davis, Jackie Sirmopoulos,

Walk-On Court Fees: \$2 / person

Services

Tennis Lessons

Walk-On Court Use \$2 per person

Tennis Pro Shop

Equipment, Refreshments, Therapy Items

Racquet Stringing

Ball Machine Rentals \$12 / hr.

Stroke Analysis

Game Matching

Tennis Programs

all ages and levels

Instructional

Adult & Junior Private & Group Lessons

10 & Under and Pee Wee Tennis

USTA Senior Tennis

Cardio Tennis

Competition

Jr. Team Tennis including 10 & Under

USTA Tournaments & Leagues

Morning Ladies Leagues & Night Leagues

Computerized Jr & Adult Challenge Ladder

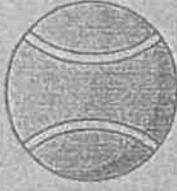
Tennis Lessons

Private or Semi-Private

Director: \$55 / hr. or \$28 per 1/2 hr.

Pros: \$50 / hr. or \$25 per 1/2 hr.

Call for available times



Junior & Adult Group

\$15 / hr. or \$90 / 6 lessons

We strive for a student/instructor ratio of 4-

5:1. Kids clinics ages 6 to 16 are grouped

according to age and ability levels. Adults are

grouped by ability levels.

* 10 & Under Tennis (ages 6 to 10) - Sat 8:30

* Pee Wee (ages 4 and 5) - Mon/Fri 2:30 Sat 9:30

* Jr. Beginner (ages 10-16) - Tues 2:30 Sat 8:30

* Jr. Intermediate (age 10-16) - Tues 3:45 Wed 3:45

* Rally Ball (ages 10-16) - Fri 4:00

* Jr. Player Development (\$20) - Mon/Wed 5-6:30

* High School Excellence (\$20) - Tue/Thurs 5-6:30

* Adult Beginner - Tues 6:30 & 7:30 Thurs 7:30, Sat 8:30 am

* Adult Intermediate - Mon/Wed 6:30 Tu/Th 7:30 Sat 9:45 am

* Adult Advanced - Tues 7:30 Sat 9:45 am

* Adult Walk-In Clinic (\$20) - Sat 8-11 am

Application Form

Name _____
Address _____ Zip _____
Phone _____
Age _____ Ability Level _____ Sex _____
E-mail _____
Parents' Names (if child) _____

What are your preferred days/times to participate in our lesson programs: _____

Fee enclosed for lessons \$ _____

6 Month Pass Program

- Walk-on playing privileges
- 10% off racquet stringing

Jr. Pass	\$60.00 +tax
Single Adult	\$95.00 +tax
Couple	\$115.00 +tax
Family	\$140.00 +tax

Name(s) on pass program: _____

Fee enclosed for 6 mo. Tennis Pass \$ _____

Make Checks Payable To:

Mike Oransky Tennis

Mike Oransky Tennis
2863 SW 92nd Terr
Gainesville, FL 32608

CITY OF
GAINESVILLE
every path starts with passion.
FLORIDA

**City of
Gainesville
Tennis**

**Quality Lessons and
Programs For all Ages
and Ability Levels**



376-8250

Westside Park
1001 NW 34th St
Gainesville, FL 32605
www.motennis.com