



**Interoffice Memorandum**

June 20, 2016

**TO:** Mayor Teresa Jacobs  
and the Board of County Commissioners

**FROM:** Carrie Woodell, Manager, Procurement Division

**CONTACT:** Matt Suedmeyer, Manager, Parks and Recreation Division  
407-836-6202

**SUBJECT:** Selection of Firm, Y16-1053-JS, Tennis Management Services at  
Lake Cane Tennis Center at Shadow Bay Park

**RECOMMENDATION:**

Selection of one firm and an alternate to provide Tennis Management Services at Lake Cane Tennis Center at Shadow Bay Park, Request for Proposals, Y16-1053-JS, from the following firms listed alphabetically:

- Central Florida Tennis Management Associates, LLC
- M.G. Tennis Shop, Inc.

Further request authority for Procurement to negotiate and execute a 3-year term contract, with two 1-year renewal terms, with revenue to be generated in the amount of \$162,000 during the initial 3-year term.

The item was evaluated by the Procurement Committee on June 15, 2016. Commissioner Ted Edwards was assigned to the Procurement Committee.

**PURPOSE:**

To provide tennis management services at Lake Cane Tennis Center at Shadow Bay Park. Services include supervision of tennis courts, private and group instruction, a pro shop for equipment and merchandise sales, equipment repair and other tennis related services.

**DISCUSSION:**

Two proposals were received in response to RFP Y16-1053-JS. The Procurement Committee evaluated the proposals against the stated criteria. Attached are the consensus scores.


RFP#: Y16-1053-JS Tennis Management Services at Lake Cane Tennis Center at Shadow Bay Park	Qualifications of the Firm		Qualifications of the Staff		Technical Approach		Fee Schedule		M/WBE Utilization		Location		Welfare Recipient Hires	Service Disabled Veterans Hires	Service Disabled Veteran Prime	Grand Total
	25		15		20		20		10		10					
WEIGHT	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE				
Central Florida Tennis Management Associates, LLC	1	25	3	45	3	60	5	100	3	30	5	50	0	2	0	312
M.G. Tennis Shop, Inc.	5	125	5	75	5	100	5	100	3	30	5	50	0	0	0	480



**Interoffice Memorandum**

June 15, 2016

**To:** Tracy Attenasio, Purchasing Agent  
Procurement Division

**FROM:** Kesi Warren, Senior Contract Administrator   
Business Development Division

**SUBJ:** **RFP #Y16-1053-JS, Tennis Management Services at Lake Cane  
Tennis Center at Shadow Bay Park**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

<b>1. AFAM</b>	<b>Central Florida Tennis Management Associates</b>		<b>3 Points</b>
*AFAM	Posh Rock Tennis Inc.	11.25%	
	<b>Total MWBE Participation:</b>	<b>11.25%</b>	
	EEO Staff	69%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	<b>1</b>	
	Welfare Recipients:	<b>0</b>	

\*The percentage is based on the dollar amount of \$54,000.00 per year and the sub dollar amount listed in the proposal because there was not a percentage listed for the MBE and SDV sub.

<b>2.</b>	<b>M. G. Tennis Shop, Inc.</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	90%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>0</b>	



cc: Contract File