

NOTICE OF INTENT TO AWARD

Notice is hereby given by the Town of Lake Park of the intent to award a License Agreement for the provision of Tennis Center Management and Maintenance Services pursuant to RFP No. 103-2016 to the following Offeror:

Itamar B. Macedo

The award shall be effective upon approval by the Town Commission at its regular September 7, 2016 meeting, which will be held in the Commission Chamber, Lake Park Hall, 535 Park Avenue, Lake Park, Florida 33403, commencing at 6:30 p.m.

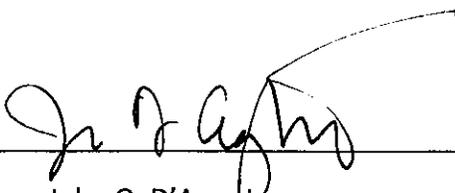
This Notice of Intent to Award, along with the attached bid evaluation sheet, shall be posted by the Town Clerk on the Town of Lake Park's official website five (5) business days prior to the September 7, 2016 Commission meeting.

All bidders have the right to protest this intent to award pursuant to Section 2-252 of the Town's purchasing Ordinance.

Issued by: Town of Lake Park

Office of the Town Manager

August 5, 2016

A handwritten signature in black ink, appearing to read "John O. D'Agostino", is written over a horizontal line. The signature is cursive and includes a long, sweeping flourish that extends to the right.

John O. D'Agostino
Town Manager

Attachment

Exhibit "B"

Chair / Blake Rane

TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 103-2016

Sole Offeror:
Itamar Macedo
1087 Raintree Drive
Palm Beach Gardens, FL 33410

Item No.

- 1 USPTA member and USPTA certified
- 2 Business Tax Receipt Submitted, or
- 3 Business Tax Receipt to be supplied during the evaluation period
- 4 Cover page submitted which included the Tennis Professional's name, contact person for the RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number
- 5 Table of contents provided outlining in sequential order the major sections of the proposal
- 6 Executive summary provided of not more than two pages outlining Tennis Professional's overall qualifications and experience, and ability and capability to perform the required services

Yes	No
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	3
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- 7 **Tennis Professional's Qualifications and Experience:**
 - a) Description provided of the Tennis Professional's organizational history, including years the Tennis Professional and has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Tennis Professional.
 - b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization.
 - c) Copies of resumes provided
 - d) Evidence provided that the Tennis Professional must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional.
 - e) Current licenses provided necessary to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida.
- 8 **Ability and Capability to Perform Required Services:**
 - a) Tentative schedule provided for types of programs offered.
 - b) Establish and post at the tennis center the rates for individual and group tennis lessons, and league play.
 - c) Description provided of how Tennis Professional will engage the community to participate in these programs.
 - d) Types of equipment listed that the Tennis Professional will provide to perform required services.
 - e) Fundraising tournament ideas briefly described.

EVALUATION CRITERIA:

- 7. Tennis Professional's Qualifications and Experience (Maximum 20%)
 - License Fee Proposal Amount (Maximum 35%)
- 8. Proposer's Ability and Capability to Perform Required Services (Maximum 45%)

TOTAL (Maximum 100 percent)

Ave. —	
	Percentage
	19.67%
	26.67%
	45.00%
	91.34%