



To: Honorable Mayor and Village Council Date: September 19, 2016

From: Edward Silva, Village Manager Re: Professional Tennis
Management - UP No. 1516-
12-007

A RESOLUTION OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF JANE FOREMAN TENNIS ACADEMY, INC. AS THE MOST RESPONSIVE BIDDER IN PROVIDING SPECIFIED SERVICES FOR THE CORAL REEF PARK PROFESSIONAL TENNIS MANAGEMENT; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS FOR SERVICES UNDER UP-1516-12-007 WITH JANE FORMAN TENNIS ACADEMY, INC., FOR THE CORAL REEF PARK PROFESSIONAL TENNIS MANAGEMENT; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Administration)

BACKGROUND AND ANALYSIS:

The Village of Palmetto Bay, Florida, received an unsolicited proposal from a qualified firm for professional tennis management at Coral Reef Park. On April 8, 2016 the Village released notice of receipt of Unsolicited Proposal for Professional Tennis Management at Coral Reef Park and noticed UP-No. 1516-12-007, accepting alternative proposals for these services until May 6, 2016. On May 6, 2016 the Village received a total of three proposals in response to UP-No. 1516-12-009. After careful review, Jane Forman Tennis Academy, Inc., was determined to be the most responsive and qualified firm. The Village of Palmetto Bay desires to enter into an open discussion to negotiate a contract with Jane Forman Tennis Academy, Inc. The contract recommendation shall be brought back to the Mayor and Council for final action.

FISCAL/BUDGETARY IMPACT:

None at this time.

RECOMMENDATION:

Approval of this item is recommended.

1 **PASSED** and **ADOPTED** this ____ day of September, 2016.
2
3
4

5 Attest: _____

6 Missy Arocha
7 Village Clerk

_____ Eugene Flinn
Mayor

8
9
10 APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND
11 RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:
12
13

14
15 _____
16 Dexter W. Lehtinen
17 Village Attorney
18

19
20 FINAL VOTE AT ADOPTION:

21
22 Council Member Karyn Cunningham _____

23
24 Council Member Tim Schaffer _____

25
26 Council Member Larissa Siegel Lara _____

27
28 Vice-Mayor John DuBois _____

29
30 Mayor Eugene Flinn _____



Tennis Professional Management Proposal
for The Village of Palmetto Bay

Submitted by
The Jane Forman Tennis Academy
Jane Forman | Owner

For Coral Reef Park



CONTACT: Litsy C. Pittser
Finance Department
9705 E Hibiscus Street
Palmetto Bay, FL 33157
305.259.1234 | lpittser@palmettobay-fl.gov

UP NO: 1516-12-007

EXECUTIVE SUMMARY, FORMS, & COMPLIANCE WITH MINIMUM REQUIREMENTS

Ms. Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
Finance Department
9705 Hibiscus Street
Palmetto Bay, FL 33157

Dear Ms. Pittser:

Jane Forman, owner of **The Jane Forman Tennis Academy, Inc. (JFTA)**, is submitting a proposal to the Village of Palmetto Bay to be the "hands-on" tennis manager and director for Coral Reef Park Tennis Center. The primary objective of this proposal is to offer an all-encompassing tennis program to the City of Palmetto Bay.

In order to demonstrate commitment to the Village of Palmetto Bay, Jane Forman will utilize her 26 years of tennis-management experience in the following ways:

- Work closely with the already established Parks and Recreation Committee;
- Establish a tennis subcommittee comprised of Coral Reef Park tennis patrons representing different tennis demographics;
- Implement new and exciting programs;
- Facilitate existing S. Florida programs, such as adult leagues, junior team tennis, and specialty programs;
- Forge alliances with neighboring schools to create a broad outreach program; and
- Manage court reservations by utilizing on-line capability via a computer or Smart Phone; and provide pro-shop services.

Jane Forman proposes to provide comprehensive tennis programs and services to the Village of Palmetto Bay and will **personally oversee the day-to-day operation of the tennis center.** JFTA intends to make active tennis patrons' needs a priority. Tennis services will be improved through providing experienced professionals and highly reputable programs, bringing a high level of customer service to all tennis patrons. Additionally, JFTA will increase court usage and programs, while always leaving **a minimum of 3 courts available for tennis reservations,** at all times, by Palmetto Bay residents.

Jane Forman will serve the Village of Palmetto Bay and all park patrons as their "tennis director" — not just the leaseholder of the tennis center. Additionally, the tennis center will be provided with a full spectrum of programming — from grass roots players to experienced, advanced players — and residents will always have courts available to rent. As the Village of Palmetto Bay will provide first-rate maintenance to its newly renovated facility, this arrangement will be a win-win for everyone.

Best regards,



Jane Forman
President, The Jane Forman Tennis Academy, Inc.

EXECUTIVE SUMMARY, FORMS, & COMPLIANCE WITH MINIMUM REQUIREMENTS

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Minimum Requirements
(Verifiable Information Documenting Compliance)

Flyer — Junior and Camp Programs



Alper JCC Junior Tennis Programs

FALL 2015 – SUMMER 2016 | BOYS & GIRLS, AGES 3 – 16

After-School Junior Clinics

Our training center is based on the USTA's ROGY system, which uses specialized equipment and exercises for students at each level of development. All coaches are certified tennis professionals. *Monthly tournaments included in each session!*

Red Court, Ages 3-7 / Students will learn the mechanics of each stroke, as well as footwork, consistency, placement, and rallying skills. *Includes large, low-compression red balls, miniature nets, & miniature courts.*

Orange Court, Ages 7-10 / Students will sharpen their strokes, increase their court coverage, and learn to control the pace, spin, and depth of their shots. *Includes low-compression orange balls & shortened court boundaries.*

Green Court, Ages 10-13 / Students will refine their strategy and point construction skills. They'll advance with a powerful serve and forehand and the ability to charge the net offensively. *Includes medium-compression green balls & full-sized courts.*

Yellow Court, Ages 12-16 / These students are ready to play for their schools and in sanctioned tournaments. Students will bring every aspect of their game to its full potential. *Includes regular balls & full-sized courts.*

Tennis & Swim Camps

Keep your kid(s) active whenever school is out with our *Tennis & Swim Camps!* The morning includes games, drills, and exercises for players of all levels. The afternoon includes lunch, recreational or instructional swimming, and more action on the tennis courts.

For younger campers, we break up the day with indoor sports, arts & crafts, playground time, and other activities. Professional coaching, beautiful facilities, and nonstop action make for an experience your child will never forget!

Summer Camp / June 13 – Aug 19, 2016, *11 weeks*

Winter Camp / Dec 21 – Jan 1, 2016, *2 weeks*

Spring Camp / Mar 21 – Mar 25, 2016, *1 week*

One-Day Camps / *whenever school is out:*

2015 / Oct 30, Nov 11, Nov 25, Nov 27

2016 / Jan 18, Jan 25, Feb 15, Feb 16, April 8, June 10

Half-Day / 9 a.m. – 12 p.m. *\$140 per week*

Full-Day / 9 a.m. – 3 p.m. *\$240 per week*

Lunch may be brought or purchased at Nosh Bar. Summer Camp & One-Day Camps include free lunch for full-day campers. For your convenience, we provide all equipment and offer before/after-care.

Junior Clinic Schedule

Ages 3-7, beg-int / Tue, Thu, 4-5 p.m.

Ages 8-16, beg-int / Tue, Thu, 5-6:30 p.m.

Ages 5-7, int-adv / Mon, Wed, Fri, 4-5 p.m.

Ages 8-16, int-adv / Mon, Wed, Fri, 5-6:30 p.m.

Ages 3-7, all levels / Sat, 9-10 a.m.

Ages 8-16, all levels / Sat, 10-11:30 a.m.

Junior Clinic Registration Sessions

1. Aug 31 – Oct 24, 2015, *8 weeks*

2. Oct 26 – Dec 19, 2015, *8 weeks*

3. Jan 4 – Feb 27, 2016, *8 weeks*

4. Feb 29 – April 23, 2016, *8 weeks*

5. April 25 – June 11, 2016, *7 weeks*

Pricing per 8-week session

Weekdays, 4-5 p.m. or Saturdays, 9-10 a.m.

1 day/wk \$200, 2 days/wk \$360, 3 days/wk \$540

Weekdays, 5-6:30 p.m. or Saturdays, 10-11:30 a.m.

1 day/wk \$240, 2 days/wk \$400, 3 days/wk \$600

FOR DETAILS & ONLINE REGISTRATION, VISIT:

JANEFORMANSPORTS.COM

PH 305.235.9200 TXT 305.775.4727

EM JANE@JANEFORMANTENNIS.COM



Flyer — Adult Programs and Pro Shop

Jane Forman
SPORTS

Alper JCC Adult Tennis Programs

FALL 2015 — SUMMER 2016 | MEN & WOMEN, ALL LEVELS

Classes & Schedule

Each class is for men and women of all ages and all levels. Dates and times may vary throughout the year. To participate, please contact us and provide your name, email, and cell number.

Morning Clinics / A well-rounded combination of matchplay and professional instruction with a focus on technique, footwork, placement, and strategy. *Scheduled weekly, 8-9:30 & 9:30-11:00 a.m. \$25/class.*

Cardio Tennis / Supercharge your evening with fast-paced, heart-pumping drills. This program is designed to keep players in their target heart-rate zones, burning hundreds of calories within a single hour-long session. *Thursday, 7-8 p.m. \$15/class.*

Wednesday Night Skills & Drills / A well-rounded combination of matchplay and professional instruction with a focus on technique, footwork, placement, and strategy. *Wednesday, 7-9 p.m. \$15/class.*

Friday Night Team Tennis / Competitive, social matchplay with any combination of men's and women's singles, doubles, or mixed doubles. Teams of six players are organized nightly based on the levels and preferences of everyone who shows up. *Friday, 7 p.m. \$25/season + \$10/night.*

Men's & Women's Leagues

Men and women compete day and night at our facilities, six days a week. Anyone can join a league at the JCC! No membership required.

USTA Leagues / Sanctioned day and night leagues for men and women at all levels of competition. USTA Leagues offer the chance to advance from local play to National Championship events. *Men & women (2.5-4.5). Ages: 18+, 40+, 55+. Matches at 10 a.m. or 7 p.m.*

S. Fla. Women's Doubles League / Recreational day league for women. The league's mission is to promote wellness, friendship and a sense of community through competitive tennis. *Women (2.5-4.0). Ages 19+. Matches at 10 a.m.*

Private Instruction

We can help you take your game to the next level! To arrange your own private or group lesson, contact Jane Forman or any one of our USPTA and/or USPTR-certified tennis professionals.

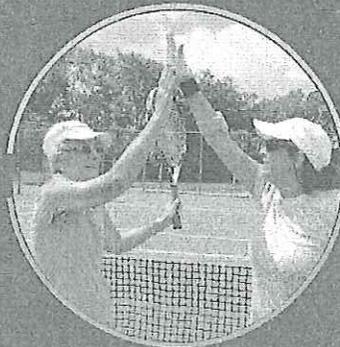
*Standard rates / \$60/hour or \$30/half-hour
Available 7 days/week and scheduled individually.*

Court Rentals

Anyone play at the J! No membership required.
To reserve a court, text 305.775.4727.
Day: \$8/player, night: \$10/player.
JCC members play for free.

Tennis Pro Shop

Come to us for all the hottest *Wilson Tennis* gear, including racquets, bags, and trendy apparel!
Guaranteed best prices for all Wilson racquets:
find a lower price anywhere else and we'll match it.



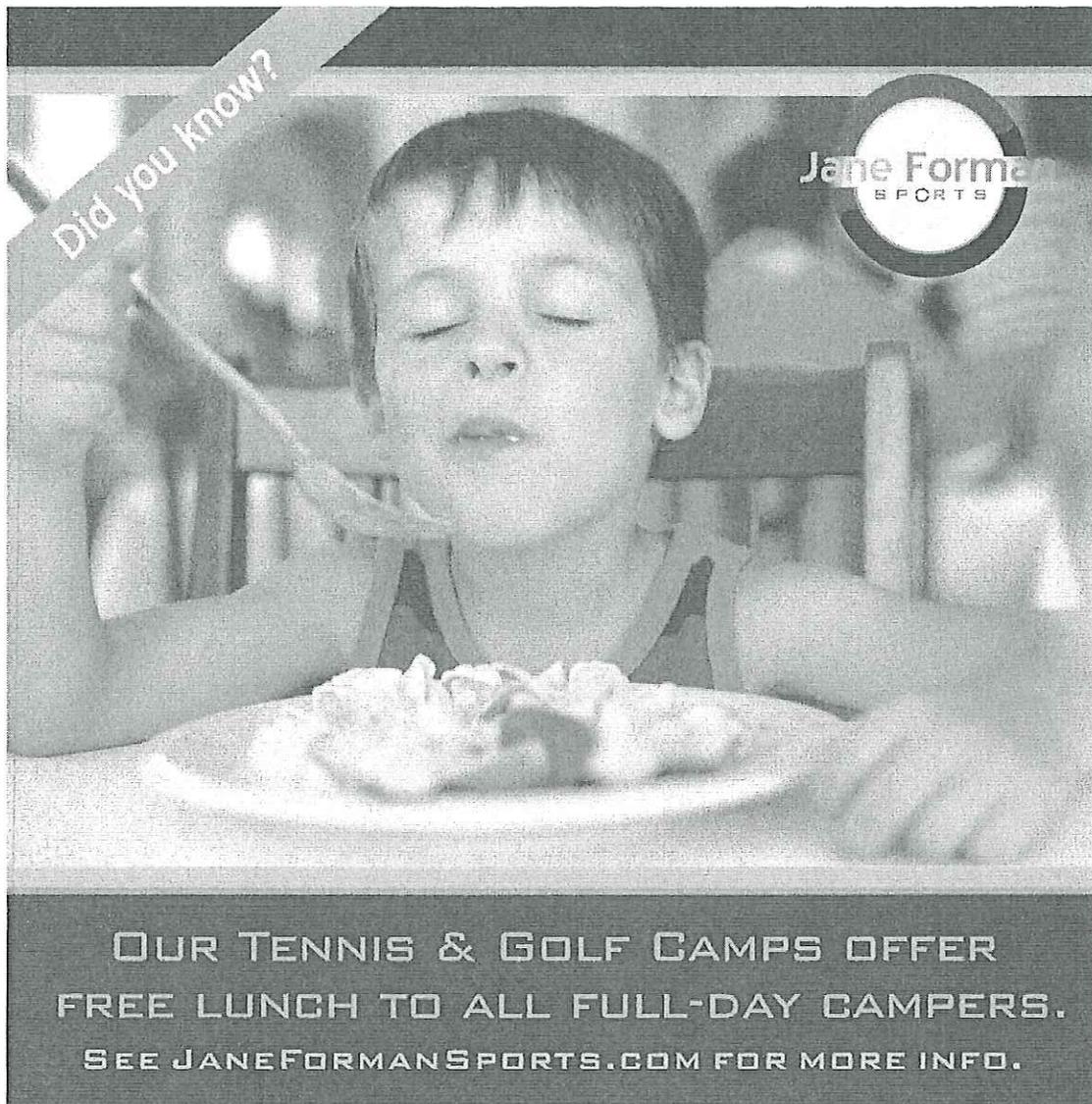
JANEFORMANSPORTS.COM

PH 305.235.9200 TXT 305.775.4727

EM JANE@JANEFORMANTENNIS.COM



Email Blast



Did you know? There is, in fact, a such thing as free lunch! At our Summer Tennis & Golf Camps, we provide a tasty, nutritious, and kosher meal for all registered full-day campers.

♦ ♦ ♦

Keep your kids active this summer with our [Tennis Camp at the Alper JCC](#) and/or [Golf Camp at Killian Greens](#). Both camps include games, drills, and exercises in the morning for players of all levels, followed by free lunch and action-packed fun on the JCC tennis courts.

Options include Half-Day Camp (9am–12pm) or Full-Day Camp (9am–3pm) with either golf or tennis in the morning and tennis in the afternoon. For your convenience, we provide all tennis and golf equipment and offer before/after-care (7:30am–6pm). Camp runs in 10 one-week sessions with by-



Direct Mailing

Jane Forman
SPORTS

TENNIS & GOLF SUMMER CAMPS

BOYS & GIRLS, AGES 3-16
ALL LEVELS WELCOME!

JUNE 13 - AUGUST 19, 2016
10 ONE-WEEK SESSIONS

EASY ONLINE REGISTRATION AT
JANEFORMANSPORTS.COM

PH 305.235.9200 TXT 305.775.47
JANE@JANEFORMANTENNIS.COM

TENNIS CAMP AT THE ALPER JCC
11155 SW 112 AVE, MIAMI, FL 33176

GOLF CAMP AT KILLIAN GREENS
9980 SW 104 ST, MIAMI, FL 33176

Jane Forman
SPORTS

EASY ONLINE REGISTRATION!
at JaneFormanSports.com

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM Retail

*****ECRWSS**

Local
Postal Customer

JUNE 13 - AUGUST 19, 2016 | CHOOSE BY-THE-WEEK OR ATTEND ALL

# of Weeks ATTEND MORE, SAVE MORE!	FULL PRICE			SAVE 10%				SAVE 20%		
	1	2	3	4	5	6	7	8	9	10
Half-Day Tennis Camp AGES 3-16, 9AM-12PM	\$140	\$280	\$420	\$504	\$630	\$756	\$882	\$896	\$1008	\$1120
Full-Day Tennis Camp AGES 3-16, 9AM-5PM	\$240	\$480	\$720	\$864	\$1080	\$1296	\$1512	\$1536	\$1728	\$1944
Half-Day Golf Camp AGES 4-16, 9AM-12PM	\$175	\$350	\$525	\$630	\$788	\$945	\$1103	\$1120	\$1260	\$1400

Advertisement in "The Florida Villager,

a Community Magazine

Jane Forman
SPORTS

SPRING CAMP
ALSO AVAILABLE, MARCH 21-25



TENNIS & GOLF SUMMER CAMPS

BOYS & GIRLS, AGES 3-16

JUNE 13-AUGUST 19, 2016: 10 1-WEEK SESSIONS

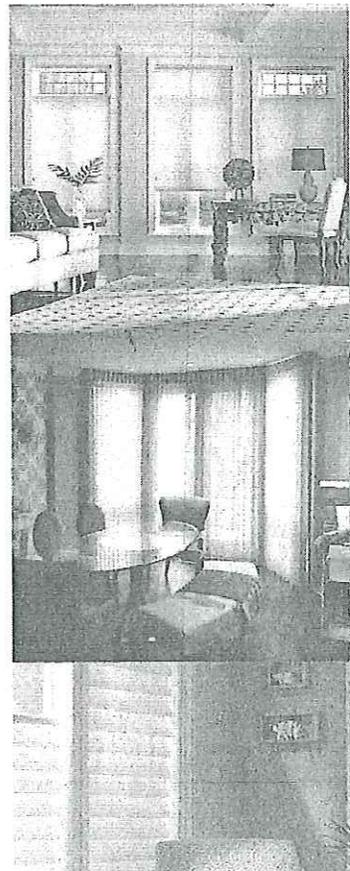
Half-Day, 9 am-12 pm | \$140/week tennis, \$175/week golf
Full-Day, 9 am-3 pm | \$240/week tennis, \$275/week golf & tennis
Before & after-care available. Discounts offered for siblings & multiple weeks.
We provide all equipment & include FREE LUNCH for all full-day camper.

JaneFormanSports.com

Ph 305.235.9200 | Txt 305.775.4727 | jane@janeformantennis.com

Tennis Camp at the Alper JCC, 11155 SW 112 Ave, Miami, FL 33176

Golf Camp at Killian Greens, 9980 SW 104 St, Miami, FL 33176



Myriam
INTERIORS
FAMILY OWNED SINCE 1976



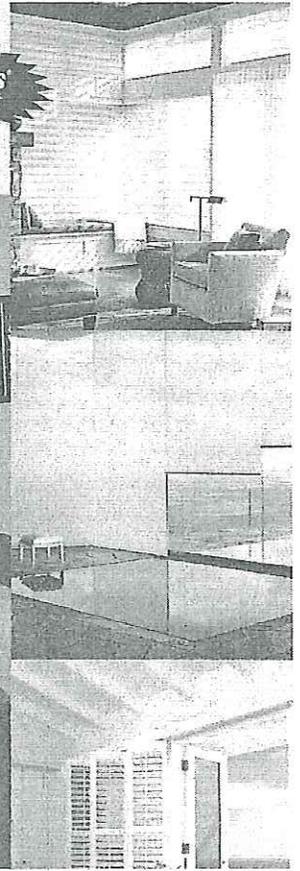
- 2" Faux Wood
- 2" Bass Wood
- Plantation Shutters
- Verticals
- Honey Comb Shades
- Draperies
- Mini-Blinds
- Silhouettes
- Roman Shades

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WWW.MYRIAMINTERIORSSOUTH.COM



APPENDIX A



Proposal Certification, Questionnaire & Requirements Affidavit

UP 1516-12-007

Notice of Receipt
of Unsolicited Proposal and Request for Alternative Proposals
for
Professional Tennis Management for Coral Reef Park
Village of Palmetto Bay

PROCUREMENT OFFICE
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157

Solicitation No: UP 1516-12-007		Solicitation Title: Notice of Receipt of Unsolicited Proposal and Request for Professional Tennis Management for Coral Reef Park	
Procurement Contact: Litsy C. Pittser		Tel: 305-259-1234	Email: LPittser@Palmettobay-fl.gov

PROPOSAL CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT

Purpose: The purpose of this Proposal Certification, Questionnaire and Requirements Affidavit Form is to inform prospective Proposers of certain solicitation and contractual requirements, and to collect necessary information from Proposers in order that certain portions of responsiveness, responsibility and other determining factors and compliance with requirements may be evaluated. **This Proposal Certification, Questionnaire and Requirements Affidavit Form is a REQUIRED FORM that must be submitted fully completed and executed.**

1. General Proposer Information.

FIRM NAME: The Jane Forman Tennis Academy, Inc.	
No of Years in Business: 26	No of Years in Business Locally: 26
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS: N/A	
FIRM PRIMARY ADDRESS (HEADQUARTERS): 12305 SW 90th AVE	
CITY: Miami	
STATE: Florida	ZIP CODE: 33176
TELEPHONE NO.: 305-235-9200	
TOLL FREE NO.:	
FAX NO.:	
FIRM LOCAL ADDRESS:	
CITY:	
STATE:	ZIP CODE:
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT: Jane Forman	
ACCOUNT REP TELEPHONE NO.: 305-235-9200	
ACCOUNT REP TOLL FREE NO.:	
ACCOUNT REP EMAIL: jane@janeformantennis.com	
FEDERAL TAX IDENTIFICATION NO.: 65-0438-165	

The Village reserves the right to seek additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the Village deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements.

1. **Veteran Owned Business.** Is Proposer claiming a veteran owned business status?
 YES NO

SUBMITTAL REQUIREMENT: Proposers claiming veteran owned business status shall submit a documentation proving that firm is certified as a veteran-owned business or a service-disabled veteran owned business by the State of Florida or United States federal government, as required pursuant to ordinance 2011-3748.

2. **Conflict Of Interest.** All Proposers must disclose, in their Proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the Village of Palmetto Bay. Further, all Proposers must disclose the name of any Village employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

SUBMITTAL REQUIREMENT: Proposers must disclose the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the Village of Palmetto Bay. Proposers must also disclose the name of any Village employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates

3. **Suspension, Debarment or Contract Cancellation.** The Proposer and each Lead Team Participant must not have been indicted, disqualified, debarred, or suspended from the performance of any work for any federal, state or local government in the United States in the last seven (7) years, or removed via contract cancellation due to non-performance of work for any federal, state or local government in the United States in the last seven (7) years. Has Proposer or Lead Team Participant ever been indicted, disqualified, removed, debarred or suspended, or had a contract cancelled due to non-performance by any public sector agency?
 YES NO

SUBMITTAL REQUIREMENT: If answer to above is "YES," Proposer shall submit a statement detailing the reasons that led to action(s).

5. **Code of Business Ethics.** Pursuant to ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat. , each person or entity that seeks to do business with the Village shall adopt a Code of Business Ethics ("Code") and submit that Code to the Office of Procurement with its Proposal/response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the Proposer, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the Village of Palmetto Bay and Miami Dade County.

SUBMITTAL REQUIREMENT: Proposer shall submit firm's Code of Business Ethics. In lieu of submitting Code of Business Ethics, Proposer may submit a statement indicating that it will adopt, as required in the ordinance, the Village of Palmetto bay Code of Ethics.

6. **Public Entity Crimes.** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal, Proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a Proposal, Proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals, Proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

SUBMITTAL REQUIREMENT: No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees with the requirements of Section 287.133, Florida Statutes, and certifies it has not been placed on convicted vendor list.

7. **Litigation History.** Has Proposer or any of its employee's or principal have (relating to professional endeavors only) been the subject of any claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organization(s) during the last five (5) years.

YES NO

SUBMITTAL REQUIREMENT: If yes, list all case names; case, arbitration or hearing identification numbers; the name of the Service over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.

8. **Bankruptcy.** Has the Proposer filed any bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

YES NO

SUBMITTAL REQUIREMENT: If yes, list and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

9. **Principals.** Provide the names of all individuals or entities with a controlling financial interest to the Proposer. The term "controlling financial interest" shall mean the ownership, directly or indirectly, of 10% or more of the outstanding capital stock in any corporation or a direct or indirect interest of 10% or more in a firm. The term "firm" shall mean any corporation, partnership, business trust or any legal entity other than a natural person.
10. **Surety Companies.** Has a surety company ever intervened to assist a governmental agency or other client of the Proposer completing work that the Proposer or Lead Contractor failed to complete? NOT APPLICABLE

YES NO

SUBMITTAL REQUIREMENT: If yes, submit owner names, addresses and telephone numbers, and surety and Service names, for all Services for which you have performed work, where your surety has intervened to assist in completion of the Service, whether or not a claim was made.

11. Has Proposer or Lead Team Participants ever failed to complete performance of a contract? If so, where and why? NOT APPLICABLE

YES NO

12. **Acknowledgement of Addendum.** After issuance of solicitation, the Village may release one or more addendum to the solicitation which may provide additional information to Proposers or alter solicitation requirements. The Village will strive to reach every Proposer having received solicitation through the procurement office. However, Proposers are solely responsible for assuring they have received any and all addendum issued pursuant to solicitation. This Acknowledgement of Addendum section certifies that the Proposer has received all addendum released by the Village pursuant to this solicitation. Failure to obtain and acknowledge receipt of all addendums may result in Proposal disqualification.

Initial to Confirm Receipt		Initial to Confirm Receipt		Initial to Confirm Receipt	
	Addendum 1	JF	Addendum 6		Addendum 11
	Addendum 2	JF	Addendum 7		Addendum 12
	Addendum 3		Addendum 8		Addendum 13
	Addendum 4		Addendum 9		Addendum 14
	Addendum 5		Addendum 10		Addendum 15

If additional confirmation of addendum is required, submit under separate cover.

DISCLOSURE AND DISCLAIMER SECTION

The solicitation referenced herein is being furnished to the recipient by the Village of Palmetto Bay (the "Village") for the recipient's convenience. Any action taken by the Village in response to Proposals made pursuant to this solicitation, or in making any award, or in failing or refusing to make any award pursuant to such Proposals, or in cancelling awards, or in withdrawing or cancelling this solicitation, either before or after issuance of an award, shall be without any liability or obligation on the part of the Village.

In its sole discretion, the Village may withdraw the solicitation either before or after receiving Proposals, may accept or reject Proposals, and may accept Proposals which deviate from the solicitation, as it deems appropriate and in its best interest. In its sole discretion, the Village may determine the qualifications and acceptability of any party or parties submitting Proposals in response to this solicitation.

Following submission of a Proposal, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the Proposal and the applicant including, without limitation, the applicant's affiliates, officers, directors, shareholders, partners and employees, as requested by the Village in its discretion.

The information contained herein is provided solely for the convenience of prospective Proposers. It is the responsibility of the recipient to assure that the information contained herein is accurate and complete. The Village does not provide any assurances as to the accuracy of any information in this solicitation.

Any reliance on these contents, or on any permitted communications with Village officials, shall be at the recipient's own risk. Proposers should rely exclusively on their own investigations, interpretations, and analyses. The solicitation is being provided by the Village without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the Village or its agents that any Proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

The Village shall have no obligation or liability with respect to this solicitation, the selection and the award process, or whether any award will be made. Any recipient of this solicitation who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer, is totally relying on this Disclosure and Disclaimer, and agrees to be bound by the terms hereof. Any Proposals submitted to the Village pursuant to this solicitation are submitted at the sole risk and responsibility of the party submitting such Proposal.

This solicitation is made subject to correction of errors, omissions, or withdrawal from the market without notice. Information is for guidance only, and does not constitute all or any part of an agreement.

The Village and all Proposers will be bound only as, if and when a Proposal (or Proposals), as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this solicitation may be accepted or rejected by the Village for any reason, or for no reason, without any resultant liability to the Village.

The Village is governed by the Government-in-the-Sunshine Law, and all Proposals and supporting documents shall be subject to disclosure as required by such law. All Proposals shall be submitted in sealed Proposal form and shall remain confidential to the extent permitted by Florida Statutes, until the date and time selected for opening the responses. At that time, all documents received by the Village shall become public records.

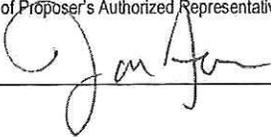
Proposers are expected to make all disclosures and declarations as requested in this solicitation. By submission of a Proposal, the Proposer acknowledges and agrees that the Village has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and authorizes the release to the Village of any and all information sought in such inquiry or investigation. Each Proposer certifies that the information contained in the Proposal is true, accurate and complete, to the best of its knowledge, information, and belief.

Notwithstanding the foregoing or anything contained in the solicitation, all Proposers agree that in the event of a final un-appealable judgment by a court of competent jurisdiction which imposes on the Village any liability arising out of this solicitation, or any response thereto, or any action or inaction by the Village with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this Disclosure and Disclaimer which imposes no liability on the Village.

In the event of any differences in language between this Disclosure and Disclaimer and the balance of the solicitation, it is understood that the provisions of this Disclosure and Disclaimer shall always govern. The solicitation and any disputes arising from the solicitation shall be governed by and construed in accordance with the laws of the State of Florida.

PROPOSER CERTIFICATION

I hereby certify that: I, as an authorized agent of the Proposer, am submitting the following information as my firm's Proposal; Proposer agrees to complete and unconditional acceptance of the terms and conditions of this document, inclusive of this solicitation, all attachments, exhibits and appendices and the contents of any Addenda released hereto, and the Disclosure and Disclaimer Statement; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the solicitation, and any released Addenda and understand that the following are requirements of this solicitation and failure to comply will result in disqualification of Proposal submitted; Proposer has not divulged, discussed, or compared the Proposal with other Proposers and has not colluded with any other Proposer or party to any other Proposal; Proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Proposal, inclusive of the Proposal Certification, Questionnaire and Requirements Affidavit are true and accurate.

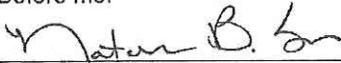
Name of Proposer's Authorized Representative: <p style="text-align: center;">Jane Forman</p>	Title of Proposer's Authorized Representative: <p style="text-align: center;">President</p>
Signature of Proposer's Authorized Representative: 	Date: <p style="text-align: center;">4/22/16</p>

State of FLORIDA)

County of Miami-Dade)

of JFTA, a corporation, and that the instrument was signed in behalf of the said corporation by authority of its board of directors and acknowledged said instrument to be its voluntary act and deed. Before me:

On this 22nd day of April, 2016 personally appeared before me Jane Forman who stated that (s)he is the President


 Notary Public for the State of Florida
 My Commission Expires: 02/21/18



EXPERIENCE & QUALIFICATIONS OF PROPOSER

Qualifications of Proposer

a. Company Information:

For 26 years, **Jane Forman** has been the owner and director of **Jane Forman Sports** — a tennis management corporation comprised of the following companies:

- 1) **Jane Forman Tennis Academy (JFTA):**
JFTA has been providing traditional tennis programs in southwest Miami-Dade County since 1989. Currently based out of the Dave and Mary Alper JCC, the tennis academy offers a variety of tennis programming for children, teens, and adults of all backgrounds, ages and abilities.
- 2) **Dade County Sports (DCS):**
This sports management company is committed to promoting youth athletics through an assortment of leagues, schools, organizations, and volunteers. At present, DCS manages soccer, basketball, flag football, lacrosse, and tennis programs at 8 elementary schools and K-8 centers in southwest Miami-Dade County. Additionally, DCS provides an opportunity for high school students to earn community service hours through coaching.
- 3) **Dade County Sports Foundation (DCSF):**
This 501(c)(3) public charity works to enable less fortunate children from our community to participate in after-school sports programs and summer camps throughout the year. Through its partnership with Miami-Dade County Public Schools, DCSF allows school administrators to choose deserving children as recipients for athletic scholarships. With the help of local businesses, corporations, sports-management groups, and the general public, DCSF is committed to granting underprivileged children the lifelong benefits of exercise and healthy competition.

Additionally, Jane Forman Sports has formed significant **community partnerships** with the following:

- **Miami-Dade County Parks Department:** Jane Forman Sports provides programs and facility management to four county parks.
- **Miami-Dade Public Schools:** Under the umbrella of **Jane Forman Sports, Dade County Sports** has partnered with Miami-Dade Public Schools and charter schools to promote health and wellness among children and provides convenient, affordable after-school sports programs at any school who is willing to participate.

EXPERIENCE & QUALIFICATIONS OF PROPOSER

b. Experience & Qualifications as a Tennis Professional:

Jane Forman was a world-ranked tennis professional from 1980-1989 and competed on all circuits. She is an active USTA Individual member and Organizational member. Jane serves on the Board of Directors of the Cancer Support Community Greater Miami and on the Board of Directors of the Tina Daly Foundation. Jane has won numerous awards in her field. (*See her résumé for a complete listing.*) Most recently, she was inducted into Clemson University's Athletic Hall of Fame and nominated for USTA Member Organization of the Year.

Jane Forman specializes in taking under-served tennis facilities and building their clientele by forming an excellent balance among open-court play, tennis instruction, and league play.

In Jane's **17-year tenure at Coral Reef Park**, tennis court participation increased 300% in the first 3 years to over 700% by year 15. This increased court participation also increased revenues to the Miami-Dade County and Village of Palmetto Bay by approximately 600% in the same time period. (*See Coral Reef Park Performance Charts on page 16.*) Additionally, during her management of Coral Reef Park, she built two additional tennis courts, renovated the racquetball courts, and created one of the largest after-school tennis programs in Miami-Dade County.

In 2010, when JFTA was contracted by the **Jewish Community Center (JCC)**, there were minimal tennis programs in existence, **no pro shop**, and very little activity on the 7 courts. Six years later, Jane's expertise in the fields of tennis programming, marketing, and facility maintenance have resulted in the following:

- Court utilization has more than doubled due to increased programming, along with open court time for rentals and private lessons;
- The number of tennis leagues has increased from 4 to 23 leagues;
- After-school programs grew from 25 children per week to 75 children per week;
- Summer camp enrollment increased from 35 children per week to 100 children per week;
- One-day camps on teacher workdays grew from none to camps on all teacher workdays and on holidays;
- Monthly tournaments increased from none to 9 per year;
- New and affordable innovative programs (utilizing skills and drills) are now offered to both children and adults;
- Pro Shop services include selling racquets, balls, grips, bags, and stringing of racquets.

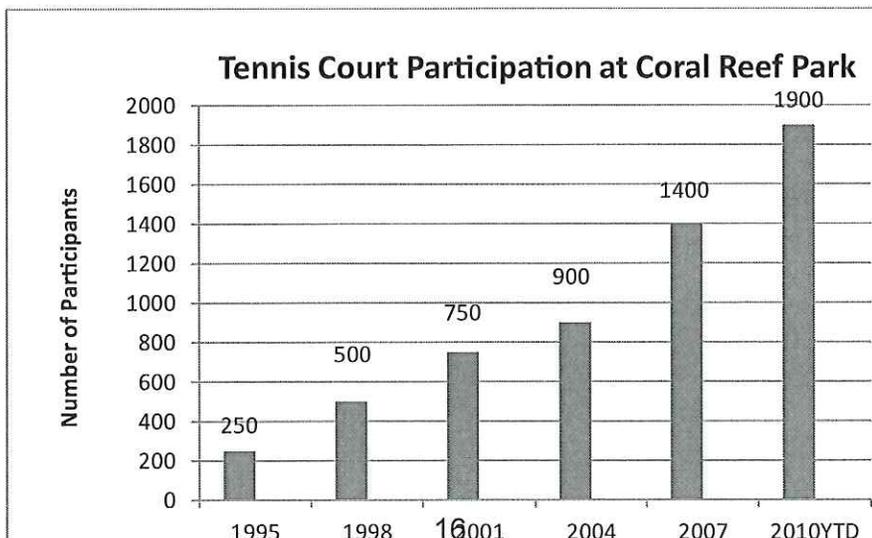
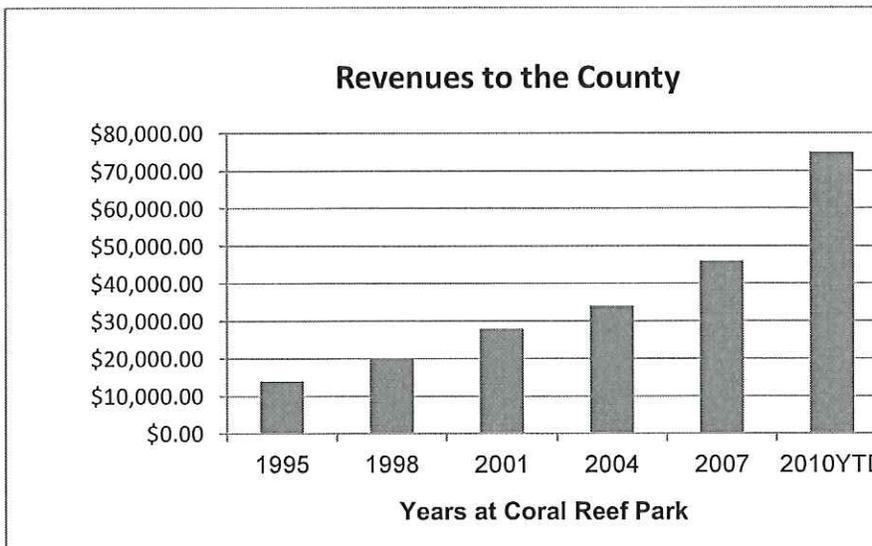
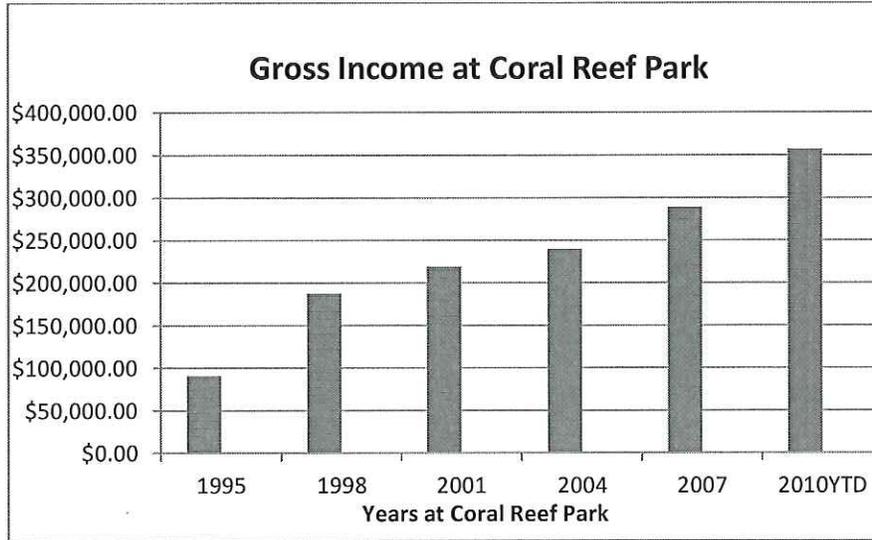
Additionally, JFTA made the following capital improvements at the JCC Tennis Center:

- A pro shop was built;
- 7 courts were resurfaced with a USTA facility grant; and
- New windscreens were provided.

For the purpose of improving her tennis program and the facilities used by Jane and her instructors at the JCC, Jane applied for and received the following **grants from the USTA**:

- a **\$5,000 Share the Love grant** to provide after-school tennis scholarships for under-served children (2013);
- a **\$10,000 Facility grant** to resurface the courts (2014);
- a **\$250 Equipment grant** to provide equipment for school tennis programs.

**PAST PERFORMANCE AT CORAL REEF PARK
MANAGEMENT OF 8 COURTS
BY THE JANE FORMAN TENNIS ACADEMY (1995 – 2010)**



EXPERIENCE & QUALIFICATIONS OF PROPOSER

(1) Ability, Capacity, and Skill of Jane Forman to Perform the Contract:

- Jane Forman was the contracted Facilities & Programs manager of Coral Reef Park in Palmetto Bay for 17 years, where she managed all tennis and pro-shop services and served as the Head Tennis Professional.
- Jane has been contracted since 2010 at the Dave & Mary Alper Jewish Community Center in Kendall to provide all tennis programming, facility maintenance, and pro-shop services.
- Jane has partnered with Miami-Dade County Parks & Recreation since 2010 to provide programs and facility management to four county parks:
- Jane is a Dade Partner of M-DCPS to provide after-school sports programs at 8 elementary and middle school facilities.
- Jane is contracted at Riviera Preparatory School to provide: (1) an after-school tennis program; (2) summer tennis programming for the entire school; (3) coaching for middle-school boys' and girls' tennis teams; and (4) coaching for high-school boys' and girls' tennis teams.
- Jane has a wealth of experience in supervising and coordinating staffs of assistant tennis professionals, which has enabled her to provide a wide range of services to her patrons.
- Additionally, Jane has created budgets for all aspects of tennis operations: pro shop, and tennis instruction, along with marketing and promotional endeavors.

EXPERIENCE & QUALIFICATIONS OF PROPOSER

(2) Curriculum of Classes — Tennis Program Staples

(See Sample Schedule on page 20.)

JFTA will offer tennis clinics to children of all ages (3-16). These clinics will be based on the USTA's color-coded ROGY training system, which uses specialized equipment, exercises, and games for students at different levels of development. All coaches will be USPTA- and/or USPTR-certified professionals.

Junior Programs

- **Red Court (Ages 3-7):** Students will learn the mechanics of each stroke, as well as footwork, consistency, placement, and rallying skills. *(Includes large, low-compression red balls, miniature nets, and miniature courts.)*
- **Orange Court (Ages 7-10):** Students will sharpen their strokes, increase their court coverage, and learn to control the pace, spin, and depth of their shots. *(Includes low-compression orange balls and shortened court boundaries.)*
- **Green Court (Ages 10-13):** Students will refine their strategy and point construction skills. They'll advance with a powerful serve and forehand and the ability to charge the net. *(Includes medium-compression green balls and full-sized court.)*
- **Yellow Court (Ages 12-16):** Students who advance to this level are ready to play for their schools and in sanctioned tournaments. Each student will bring every aspect of his or her game to its full potential. *(Includes regular balls and full-sized courts.)*
- **Junior Team Tennis (All ages):** Session-ending tournaments, weekend tournaments, traveling team.
- **High Performance Player Development:** Training for college, national, international, and professional tennis play; also provides support for placement in colleges.
- **Tennis-Themed Birthday Parties**

(New) Tennis Fitness Training

- **(Ages 8-Adult):**
- Provides tennis conditioning and footwork training.
- Small group and individual instruction.

Tennis Camps (Ages 3-16)

- Winter Break Camp (2 weeks)
- Spring Break Camp (1 week)
- Summer Tennis Camps (1 - 10 weeks)
- Teacher Work Days Camp (1 day)
- Half-day and full-day programs are available.

Private Lessons:

- (All Ages) Available seven days a week.

EXPERIENCE & QUALIFICATIONS OF PROPOSER

Adult Programs

- **Community Day Clinics:** Group instruction available to all ages and abilities. Offered 3 days a week for Men and Women
- **Community Night Clinics:** Group instruction available for working adults — men and women of all abilities.
- **Women's Day Leagues:** USTA leagues, South Florida Women's Doubles leagues, and Singles leagues are available from beginners to advanced.
- **Women's Night Leagues:** USTA leagues, South Florida Women's Night league are available.
- **Men's Leagues:** USTA leagues are available from beginners to advanced.
- **Friday Night Mixers:** Co-ed Mixed Doubles match play.

Pro-Shop Service and Concessions

- Pro-shop Attendant on duty 7 days per week
- Equipment (tennis rackets, balls, strings, grips)
- Racket re-stringing, customization
- Small concession/drinks/ice cream /candy/snacks/freezer/fridge
- Tennis and racquetball reservations