

SAMPLE WEEKLY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30	Pro Shop Attendant will: (1) Open courts; (2) Clean debris from courts, where needed; (3) Refill water jugs with ice water.						
8:00	<ul style="list-style-type: none"> Pro Shop Open Ladies' Clinics 	<ul style="list-style-type: none"> Pro Shop Open Open Play 	<ul style="list-style-type: none"> Pro Shop Open Ladies' Clinics 	<ul style="list-style-type: none"> Pro Shop Open Open Play 	<ul style="list-style-type: none"> Pro Shop Open Ladies' Clinics 	<ul style="list-style-type: none"> Pro Shop Open Open Play 	<ul style="list-style-type: none"> Pro Shop Open Open Play
9:00	<ul style="list-style-type: none"> Team Practices Private Lessons by Request 	<ul style="list-style-type: none"> Private Lessons by Request Ladies' League Matches 	<ul style="list-style-type: none"> Team Practices Private Lessons by Request Open Court Play 	<ul style="list-style-type: none"> Private Lessons Pro Shop Open Ladies' League Matches 	<ul style="list-style-type: none"> Team Practices Private Lessons by Request Open Court Play 	<ul style="list-style-type: none"> Kids' Programs Open Court Play Private Lessons by Request 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request
10:00	<ul style="list-style-type: none"> Private Lessons by Request Open Court Play 	<ul style="list-style-type: none"> Pro Shop Open Ladies' League Matches 	<ul style="list-style-type: none"> Private Lessons by Request Open Court Play 	<ul style="list-style-type: none"> Pro Shop Open Ladies' League Matches 	<ul style="list-style-type: none"> Private Lessons by Request Open Court Play 	<ul style="list-style-type: none"> Private Lessons by Request 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request
11:00	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request 	<ul style="list-style-type: none"> Private Lessons by Request
12:00							
1:00	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request 	<ul style="list-style-type: none"> Private Lessons by Request
2:00							
3:00	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Pro Shop Closed Calls forwarded so courts can be reserved 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request 	<ul style="list-style-type: none"> Private Lessons by Request
3:00							
Pro Shop Attendant will: (1) Empty garbage cans on courts and by main office; (2) Refill water jugs, if necessary.							
3:30	<ul style="list-style-type: none"> After-School Programs Open Court Play 	<ul style="list-style-type: none"> After-School Programs Open Court Play 	<ul style="list-style-type: none"> After-School Programs Open Court Play 	<ul style="list-style-type: none"> After-School Programs Open Court Play 	<ul style="list-style-type: none"> After-School Programs Open Court Play 	<ul style="list-style-type: none"> Open Court Play Private Lessons by Request 	<ul style="list-style-type: none"> Pro Shop Open Open Court Play Private Lessons by Request
4:00							
5:00	<ul style="list-style-type: none"> Adult Clinics Open Court Play 	<ul style="list-style-type: none"> League Play (3 courts) Open Court Play 	<ul style="list-style-type: none"> Adult Clinics Open Court Play 	<ul style="list-style-type: none"> League Play (3 courts) Open Court Play 	<ul style="list-style-type: none"> Mixed-Doubles Mixer Open Court Play 	<ul style="list-style-type: none"> Private Lessons by Request 	<ul style="list-style-type: none"> Courts close at 8:00
6:00							
6:30	<ul style="list-style-type: none"> Adult Clinics Open Court Play 	<ul style="list-style-type: none"> League Play (3 courts) Open Court Play 	<ul style="list-style-type: none"> Adult Clinics Open Court Play 	<ul style="list-style-type: none"> League Play (3 courts) Open Court Play 	<ul style="list-style-type: none"> Mixed-Doubles Mixer Open Court Play 	<ul style="list-style-type: none"> Private Lessons by Request 	<ul style="list-style-type: none"> Courts close at 8:00
7:00							
8:00	<ul style="list-style-type: none"> Open Court Play 	<ul style="list-style-type: none"> Open Court Play 	<ul style="list-style-type: none"> Open Court Play 	<ul style="list-style-type: none"> Open Court Play 	<ul style="list-style-type: none"> Open Court Play 	<ul style="list-style-type: none"> Private Lessons by Request 	<ul style="list-style-type: none"> Courts close at 8:00
9:00							
10:00	At Closing, Pro Shop Attendant will: (1) Lock up Courts; Turn off lights; Secure office.						

EXPERIENCE & QUALIFICATIONS OF PROPOSER

(3) Marketing Strategies:

Jane Forman will maintain an up-to-date database of all tennis customers by: (1) requesting name, address, and e-mail information with every program sign-up; and (2) gathering addresses from personal checks. She will then continuously implement a balance of advertising, direct mailing, e-mailing, free demonstrations, and promotional programs, as follows:

- a) Conduct e-blast campaigns to members of the Palmetto Bay community.
- b) Post a "Monthly Events Calendar" on Palmetto Bay's website.
- c) Distribute program brochures (which contain coupons) 4 times throughout the year through public and private schools.
- d) Make direct mailings and e-mailings to existing and potential students 4 times a year.
- e) Implement Internet and web-site advertising.
- f) Palmetto Bay residents will be able to register for programs, shop in the pro shop, and rent a court through the JFTA's custom website on the Internet via computer or Smart phone.**
- g) Place newspaper advertisements through the *Miami Herald* 12 times a year.
- h) Update quality flyers and brochures, according to current and new programs.
- i) Implement participation in promotional programs such as Career Days at elementary schools.
- j) USTA school tennis will be implemented in private schools, if desired by the school.
- k) Distribute promotional items such as T-shirts, water bottles, hats, and awards in most programs.
- l) Offer free demonstrations to the public to introduce all new programs.
- m) Use media resources such as newspaper, radio, and TV to help promote new and existing programs.
- n) Generate cross-promotions and referrals for all programs through announcements, flyers, posters, banners, and special offers. Additionally, a comprehensive referral program will be developed to past and existing member/participants that reward them for encouraging their friends and contacts to sign up for programs.

EXPERIENCE & QUALIFICATIONS OF PROPOSER

(4) Fees to be Received by Village for Providing their Part of the Scope:

SCOPE OF SERVICES SUMMARY

Jane Forman Tennis Academy will provide:	Village of Palmetto Bay will provide:
<ul style="list-style-type: none"> • All tennis programming — including, but not limited to, Men's & Women's leagues, camps, after-school programs • Community day-and-night clinics • Private lessons 7 days a week • Assistant tennis pros • Tennis and racquet-ball court reservations • Pro-shop management and day-to-day operation of facilities • Pro-shop service, including equipment, racket-restringing, concessions, and court reservations • Pro-shop attendant, Monday - Sunday: 8 a.m. - noon and 3 p.m. - closing • Marketing to promote court utilization 	<ul style="list-style-type: none"> • Pro-shop space, including telephone and Internet • Storage on racquet-ball courts and tennis courts • 8 tennis courts at Coral Reef Park • Parking • All utilities • Indoor camp space for lunch and inclement weather • Field space for camp usage • Repairs for lights, fixtures, switches, fencing, windscreens, tennis nets, pressure cleaning

After careful and consideration and analysis of past and present tennis-management contracts, **The Jane Forman Tennis Academy** proposes a **5-year contract with a net guarantee of \$243,000** to the **Village of Palmetto Bay** as per the following fee schedule:

GUARANTEED PAYMENT BY JFTA TO VILLAGE*

Year	Monthly	Annually
1	\$3,250	\$39,000
2	\$3,500	\$42,000
3	\$4,000	\$48,000
4	\$4,500	\$54,000
5	\$5,000	\$60,000

***Please note:**

- **A separate account will be established — to include funds in the amount of \$10,000 —** which will be earmarked for day-to-day operations, such as additional squeegees, court blowers, etc.
- If deemed necessary, **JFTA will provide a performance bond equal to 3-months minimum rent for Year-1.**
- The fees due shall be suspended and/or modified if the tennis facility is not fully operational due to damage or destruction not caused by JFTA.
- The parties may modify the fees due if 1 or more of the courts are not available for rental for any reason not caused by JFTA.

EXPERIENCE & QUALIFICATIONS OF PROPOSER

Justification of Proposed Fees to the Village of Palmetto Bay:

- 17 years of experience at Coral Reef Park — working first with Miami-Dade County and then with the Village of Palmetto Bay — has afforded JFTA with "real" data, along with the expertise of how to budget a municipal tennis center.
- During JFTA's 17 years of experience with Coral Reef Park, Jane Forman has forged and maintained relationships with:
 1. neighborhood schools (Coral Reef Elementary, Howard Drive Elementary, Southwood Middle, and Westminster Christian); and
 2. existing Village of Palmetto Bay residents, many of whom have expressed great excitement at the possibility of JFTA returning to their neighborhood park.
- After 2010, when the Jane Forman Tennis Academy's lease with the Village of Palmetto Bay ended, revenues from the tennis center significantly dropped. In fact, **in 2015 (as per the Revenue Status Report provided in Addendum 2), gross revenues from tennis programming were approximately one-fourth (1/4) the amount that they were in 2009 — the last full year JFTA managed the Coral Reef Park Tennis Center.**
- Entering into a new partnership with the Village of Palmetto Bay will require a period of investment and rebuilding that is anticipated to take up to 3 years.
- Utilizing progressive marketing and re-establishing first-rate tennis programming, for which JFTA is well known, will ensure a most beneficial situation for the future of Coral Reef Tennis Center — a first-rate tennis facility, located in the heart of Palmetto Bay.

Jane Forman

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

Responsible for the continuous development of local tennis programming to benefit children and adults.

Professional Experience:

- 2010 - Present** **Managing all Tennis and Pro Shop Services and Head Tennis Professional for Dave and Mary Alper Jewish Community Center, Miami**
- 2005-Present** **Founder and President of Dade County Sports Inc. *Sports at Your School***
An after-school sports management company
- 1998-Present** **Founder and Director of Dade County Sports Foundation. Inc**
A 501 3c Public Charity, Sports Scholarship Fund
- 1994 - Present** **Area Coordinator USTA School Programs, Miami**
- Responsible for introducing tennis through the USTA in an assembly format.
 - Produced workshops for physical education teachers to teach them "how to teach tennis."
- 1994 - 2011** **Managed all Tennis and Pro Shop services and Head Tennis Professional for Coral Reef Park, Miami**
- Responsible for programming and coordination of all tennis activities.
 - Develop, implement and maintain after school programs for children, clinics and leagues for adults and coordinate and promote tournaments for both children and adults.
 - Responsible for successful summer tennis camp programs for 600+ campers.
 - Responsible for management and administration for 6-9 full assistant teaching pros, and oversee pro- shop activities.
 - Work closely with Miami-Dade Parks and Recreation management to ensure proper scheduling of tennis activities and ongoing maintenance of tennis facilities
 - Responsible for all Pro Shop Services, to include stocking with concession items, court rentals, and maintenance of the whole facility.
- 1998-2011** **Managed all Adult and Children's Golf Programs at Killian Greens Golf Course, Miami**
- 1998-2011** **Managed all Tennis Programming at Westminster Christian School, Miami**
- Responsible for elementary school, middle school, in-house tennis programs
 - Responsible for tryouts and coaching Varsity and Junior Varsity high school teams
- 1994-1997** **Managed all Tennis services for Keys Gate Golf and Tennis Club (Homestead)**
- Responsible for starting a tennis membership program for the Homestead Community
 - Managed a Tennis Pro Shop for the Keys Gate Community
- 1989-1993** **Director and Head Professional, Dave and Mary Alper Jewish Community Center, Miami**
- Responsible for programs, hiring, and teaching tennis for a membership of over 7,000 people.
 - Directed summer camp program serving over 900 youngsters.
 - Implemented USTA sanctioned tournaments.
 - Owned and managed a full service pro-shop.
 - Worked closely with Board of Directors and Planning Committee to expand size of complex and increase membership.
 - Developed and implemented after school programs for children, clinics and leagues for adults.
 - Also coordinated membership tournaments for both children and adults.

1988 - 1990 **Head Teaching Pro Dadeland Walk/Coral Reef Park, Miami**
▪ Coached A, B, C and D teams.

Professional Playing Experience:

1980-1989 **Competed on All Circuits:**
▪ United States tennis Association Circuits
▪ International Tennis Federation (satellite)
▪ Grand Slam Circuit
▪ Virginia Slims Circuit
▪ Ranked top 100 in the world as a professional

Honors and Awards:

- World ranked tennis professional: 1980 - 1989
- 4 time NCAA All-American
- 4 time ACC Champion; 3 time MVP
- USTA National Ranking: Top 20 Junior
- Rhode Island Jewish Hall of Fame: 1987
- Rhode Island Jewish Female Athlete of the Year: 1979 and 1980
- Named to the "Top 50 Athletes in the Century in Rhode Island"
- Named to the ALL ACC top athletes of all time
- Named to Clemson University Athletic Hall of Fame
- Named to Rhode Island Interscholastic Hall of Fame

Professional Associations:

- USTA: United States Tennis Association, member
- USTA: Organization member
- USPTA: United States Professional Tennis Association, Member
- Dade Partner for Miami-Dade County Elementary Schools
- Sitting board member: Cancer Support Community Greater Miami
- Sitting board member: The Tina Dailey Foundation

Education:
1984

Bachelor of Arts, Psychology & Sociology, Clemson University



From Martina to Miami: The Inspiring Life of Jane Forman

Imagine creating a perfect tennis role model.

She would have started tennis as a child, started on her college team, competed on center court at a Grand Slam and, upon retirement, turned these experiences into nurturing children and adults in the game. You don't have to imagine this, though, because she already exists. Jane Forman is alive and well and teaching in Miami.

Jane, who played Martina Navratilova on Wimbledon's Center Court in 1986, is in the business of providing programs for public parks, clubs, and high schools. She currently works with the Dave and Mary Alper JCC in Miami, where she oversees 18 USTA teams, tennis education for all ages, and is an energetic advocate of the USTA's 10 and Under Tennis for kids. Her own career traces its roots back to the age of six, when she first showed an aptitude and love for game. She starred on her high school team, and was a four-time All American at Clemson University.

After 11 years on the women's professional tour, she thought she'd try her hand at teaching, and was in for a pleasant surprise. "I loved being with people," she said. "I loved the initial reaction I'd get from seeing their improvement, and how happy it would make them feel. Their good feelings made me feel good." Hence, a career as a teacher and tennis advocate began.

She founded Jane Forman Sports Management, which has been offering programs that teach the fundamentals of a variety of recreational sports, including tennis, soccer, basketball, and flag football, to athletes of all ages. She's brought the health and wellness benefits of exercising to thousands of people over the years.

Jane, who's currently coaching high school tennis at Riviera Prep, isn't trying to build champions per se; she's trying to teach kids respect for the game and for each other.

"In this day and age, many kids are disrespectful," she says. "Tennis and golf are gentlemen's sports. Not only do kids learn respect, but they enjoy being a part of a team."

While Jane's teaching has touched the lives of kids from ages three to 80, there's no one age group she likes best. "Tennis will never die," she continues, "because it's a lifelong sport. No matter what age, ability, or socioeconomic background you come from, there's a way to play tennis."

Spoken like a true role model.



FINANCIAL CAPACITY

Financial Capacity
of
Jane Forman Tennis Academy

The Jane Forman Tennis Academy
Income/Expense Statement 2015
 January through December 2015

	JCC	Schools	TOTAL
Ordinary Income/Expense			
Income			
400 · Income			
4001 · Lessons	38,802.00	0.00	38,802.00
4002 · Clinic	90,403.50	0.00	90,403.50
4003 · Camp	170,318.29	0.00	170,318.29
4004 · Pro shop	12,499.30	0.00	12,499.30
4010 · Court Rentals	8,507.00	0.00	8,507.00
4012 · School Program	0.00	48,092.90	48,092.90
4014 · Special Events	6,797.50	0.00	6,797.50
Total 400 · Income	<u>327,327.59</u>	<u>48,092.90</u>	<u>375,420.49</u>
Total Income	<u>327,327.59</u>	<u>48,092.90</u>	<u>375,420.49</u>
Gross Profit	327,327.59	48,092.90	375,420.49
Expense			
622 · Dues and Subscriptions	9.95	0.00	9.95
646 · Payroll / Contractor Expenses			
6462 · Payroll Camp	45,020.15	200.00	45,220.15
6464 · Events	295.00	2,410.00	2,705.00
6465 · Payroll Pro Shop	9,056.00	220.50	9,276.50
6466 · Assistant Pros	37,912.50	17,698.50	55,611.00
6467 · Office / Admin	3,621.55	0.00	3,621.55
6468 · Golf Pro	275.00	0.00	275.00
646 · Payroll / Contractor Expenses - Other	20.00	0.00	20.00
Total 646 · Payroll / Contractor Expenses	<u>96,200.20</u>	<u>20,529.00</u>	<u>116,729.20</u>
652 · Postage and Delivery	6,730.70	0.00	6,730.70
654 · Professional Fees	3,450.00	0.00	3,450.00
660 · Rent			
6610 · Rent - JCC	30,330.00	0.00	30,330.00
660 · Rent - Other	125.00	0.00	125.00
Total 660 · Rent	<u>30,455.00</u>	<u>0.00</u>	<u>30,455.00</u>
666 · Repairs & Maintenance JCC	6,511.40	0.00	6,511.40
686 · Camp Expense			
6861 · Camp Transpo	210.00	0.00	210.00
6862 · Camp Lunch	145.25	0.00	145.25
6865 · Camp Field Trip	511.00	0.00	511.00
6866 · Camp Adjunct Program	3,912.00	0.00	3,912.00
6867 · Camp Supplies	5,224.85	0.00	5,224.85
Total 686 · Camp Expense	<u>10,003.10</u>	<u>0.00</u>	<u>10,003.10</u>
687 · League Expense	240.45	0.00	240.45
688 · Equipment - Pro Shop	4,413.02	0.00	4,413.02
690 · Special Events			
6901 · Meals	260.25	0.00	260.25
6902 · Supplies	328.09	0.00	328.09
Total 690 · Special Events	<u>588.34</u>	<u>0.00</u>	<u>588.34</u>
Total Expense	<u>158,602.16</u>	<u>20,529.00</u>	<u>179,131.16</u>
Net Ordinary Income	<u>168,725.43</u>	<u>27,563.90</u>	<u>196,289.33</u>
Net Income	<u>168,725.43</u>	<u>27,563.90</u>	<u>196,289.33</u>

Case number:
Date
April 20, 2016
Account information
bankofamerica.com

THE JANE FORMAN TENNIS ACADEMY
INC.
12305 SW 90TH AVE
MIAMI, FL 33176

THE JANE FORMAN TENNIS ACADEMY
INC. :

This notice serves as verification of the status of your deposit
account(s) with us:

<u>Type of account</u>	<u>Account number</u>	<u>Current balance</u>	<u>Average balance</u>	<u>Date opened</u>
Checking	3349	\$8,955.03	\$10,971.67	3/16/12
Savings	4049	\$10,012.89	\$34,959.33	5/3/12

What you need to know

The average balance information for accounts, if reported, is based on the previous three months. The average balance information is not available on time deposit accounts, such as CDs.

The information provided is strictly confidential and intended for use solely by the requesting party and in reliance on your statement of intended purpose or use. The information is furnished as a matter of courtesy without a duty to do so and without responsibility, liability or warranty, express or implied, on the part of Bank of America to you or any third party. Information is obtained from electronic data sources, which may not represent all information in Bank of America's possession. Information is not guaranteed to be accurate and may be a matter of opinion. We do not accept any responsibility for errors, omissions or alterations after delivery. The information is constantly changing and therefore subject to change without notice. Bank of America will not update this response unless another written inquiry is received. This information applies to the name of the subject of the inquiry as stated in your request and does not include any indirect or related accounts or obligations, unless expressly specified in our response. Bank of America encourages you to contact more than one credit reference prior to making any credit decision. If you received this response by fax, and you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error, and that any review, dissemination, distribution or copying of the information contained in this message is strictly prohibited. If you have received this communication in error, please notify us immediately and return the message to us by mail.

DEPNSS.CRLN12



ADDENDUM NO. 1

Date: April 19, 2016

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Unsolicited Proposal No. 1516-12-007
Professional Tennis Management – Coral Reef Park

This Addendum forms a part of the Unsolicited Proposal Package Document dated May 6th 2016, with any amendments and/or additions noted below. This addendum also provides answers to the questions proposed in regard to the UP 1516-12-007 Professional Tennis Management – Coral Reef

Jane Foreman, Jane Foreman Tennis

Question: How many copies of the tennis proposal does the Village need?

Respond: We only require one original and 1 electronic copy, either CD or flash drive containing the original

Thank you,

Litsy C. Pittser
Procurement Specialist

9705 East Hibiscus Street, Palmetto Bay, Florida 33157
Tel: 305.259.1234 • Fax: 305.259.1290

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of UP No: 1516-12-007

Title: Professional Tennis Management – Coral Reef Park

Name of Proposer JANE FORMAN

Date Addendum Received 4/19/2016

Total Pages of Addendum including Acknowledgement 2

Print Name Jane Forman

Signature Jane Forman

All other terms and conditions stipulated in the original Village of Palmetto Bay Invitation to Bid shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal from being rejected.



ADDENDUM NO. 2

Date: April 28, 2016

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Unsolicited Proposal No. 1516-12-007
Professional Tennis Management – Coral Reef Park

This Addendum forms a part of the Unsolicited Proposal Package Document dated May 6th 2016, with any amendments and/or additions noted below. This addendum also provides answers to the questions proposed in regard to the UP 1516-12-007 Professional Tennis Management – Coral Reef

Jane Foreman, Jane Foreman Tennis

1. **Question:** How many copies of the tennis proposal does the Village need?

Respond: We only require one original and 1 electronic copy, either CD or flash drive containing the original

2. **Question:** Can you please supply me with the amount court rentals the Village collected in 2015. In addition can you supply the amount of fees the Village collected in all lessons, camps and all tennis programming in 2015.

Respond: Attach in a separate file, please find a copy of our ledger answering your questions about fees and rentals.

3. **Question:** How many copies of the proposal does the Village require? It wasn't stated in the requirements?

Respond: Please view question 1.

9705 East Hibiscus Street, Palmetto Bay, Florida 33157

Tel: 305.259.1234 • Fax: 305.259.1290

Kara Borromeo, Truth N Tennis

4. **Question:** Does the individual/company that submitted the undisclosed proposal have to resubmit a new proposal under the RFP guidelines?

Respond: Please note that this is not an RFP, this is an unsolicited proposal that although the procedures for procurement are similar to the RFP, we are following the guidelines of Florida Statute 287.05712. They have the right before the deadline to choose to resubmit their proposal.

5. **Question:** Are you requiring the release of financial information from all those who submit an RFP?

Respond: Please note that this is not an RFP, any information submitted to the Village will eventually become public knowledge.

Thank you,

Litsy C. Pittser
Procurement Specialist

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 2

Amendment of UP No: 1516-12-007

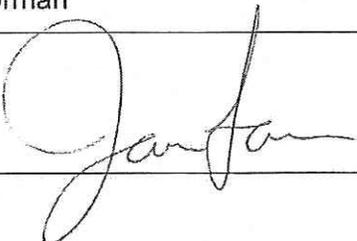
Title: Professional Tennis Management – Coral Reef Park

Name of Proposer Jane Forman

Date Addendum Received 4/28/16

Total Pages of Addendum including Acknowledgement 3

Print Name Jane Forman

Signature 

All other terms and conditions stipulated in the original Village of Palmetto Bay Invitation to Bid shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal from being rejected.

Revenue Status Report

revstat.rpt
04/28/2016 9:26AM
Periods: 0 through 14

VILLAGE OF PALMETTO BAY
10/1/2014 through 9/30/2015

0001 GENERAL FUND

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total THALATTA ESTATE	0.00	5,849.07	5,849.07	-5,849.07	0.00
34720500 LUDOVICI PARK					
34720501 LP-FILM LOCATION FEE	0.00	0.00	0.00	0.00	0.00
34720502 LP-LEAGUE FEE	0.00	4,500.00	4,500.00	-4,500.00	0.00
Total LUDOVICI PARK	0.00	4,500.00	4,500.00	-4,500.00	0.00
34750100 CORAL REEF PARK					
34750101 CRP-REC ROOM RENTALS	20,000.00	13,958.27	13,958.27	6,041.73	69.79
34750102 CRP-OAK HAMMOCK 1 RENTAL	0.00	7,140.00	7,140.00	-7,140.00	0.00
34750103 CRP-OAK HAMMOCK 2 RENTAL	0.00	3,990.00	3,990.00	-3,990.00	0.00
34750104 CRP-OAK HAMMOCK 3 RENTAL	0.00	5,460.00	5,460.00	-5,460.00	0.00
34750105 CRP-GAZEBO RENTAL	0.00	13,597.50	13,597.50	-13,597.50	0.00
34750106 CRP-BALLFIELD RENTAL	0.00	4,944.28	4,944.28	-4,944.28	0.00
34750107 CRP-TOURNAMENT/BALLFIELD RENTAL	0.00	0.00	0.00	0.00	0.00
34750108 CRP-OPEN FIELD RENTAL	0.00	770.00	770.00	-770.00	0.00
34750109 CRP-MEDITATION GARDEN RENTAL	0.00	310.00	310.00	-310.00	0.00
34750110 CRP-TENNIS COURT RENTAL	30,000.00	47,053.18	47,053.18	-17,053.18	156.84
34750111 CRP-RACQUETBALL COURT RENTAL	0.00	3,094.00	3,094.00	-3,094.00	0.00
34750112 CRP-VOLLEYBALL COURT RENTAL	0.00	0.00	0.00	0.00	0.00
34750113 CRP-TENNIS GROUP LESSONS	60,000.00	36,259.52	36,259.52	23,740.48	60.43
34750114 CRP-TENNIS PRIVATE LESSONS	90,000.00	60,030.14	60,030.14	29,969.86	66.70
34750115 CRP-MISCELLANEOUS RENTAL	0.00	0.00	0.00	0.00	0.00
Total CORAL REEF PARK	200,000.00	196,606.89	196,606.89	3,393.11	98.30



Village of Palmetto Bay
Procurement Division - Village Manager's Office
RECOMMENDATION TO AWARD

To: Mr. Edward Silva, Village Manager

From: Litsy C. Pittser, Procurement Specialist

Date: 8/15/2016

UP#: 1516-12-007 Item/Service: Professional Tennis Management-Coral Reef Park

Attached please find the score tabulation sheets with all the proposers that took part of this open bid.

I. Procurement Comments:

During the examination process of this UP, we had a selection committee composed of (3) examiners. Based on their expertise they graded the proposals based directly on the scope requirements stated on UP# 1516-12-007.

II. Recommendation:

a. Which bid is being recommended to proceed to Award? Jane Foreman Tennis Academy, Inc.

b. Does the response being recommended to proceed to award meet the specifications as per the request and as advertised? Yes No

If No, is the variance considered: Minor Major

c. Is the recommendation the lowest bid received? Yes No (Not Applicable)

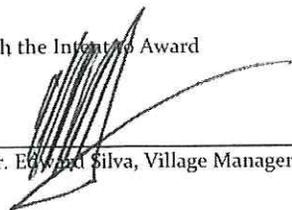
The results of the recommendation are attached.

III. Procurement Action/Recommendation(s):

Based on the results of the scoring sheets I recommend to the Village Manager to Award Jane Foreman Tennis Academy, Inc. and present selection to the Council for approval of selection and continue on to Contract approval.

IV. Recommendation Approval:

Acceptance to Move Forward with the Intent to Award



 Mr. Edward Silva, Village Manager

Village of Palmetto Bay
Ranking Score Tabulation Breakdown
Professional Tennis Management for Coral Reef
Bid Open Date: May 6, 2016 at 3:00pm



TOTAL SCORING SHEET

PROPOSERS	Jane Foreman	Miami Elite Tennis Academy	Friends of Miami Tennis
<i>Proposal Checklist</i>			
Ability, capacity and skill of the Proposer to perform the contract (managerial and responsibility)	59	35	39
Professional Qualifications	59	51	48
Curriculum of Classes (Masterplan for all different Tennis Programs)	57	53	58
Marketing Strategies	58	43	47
Percentage of Gross revenue to the Village	45	32	60
TOTALS	278	214	252

Village of Palmetto Bay
 Ranking Score Tabulation Breakdown
 Professional Tennis Management for Coral Reef
 Bid Open Date: May 6, 2016 at 3:00pm



EVALUATORS NAME Fanny Carmona

PROPOSERS	Jane Foreman	Miami Elite Tennis Academy	Friends of Miami Tennis
Proposal Checklist			
Ability, capacity and skill of the Proposer to perform the contract (managerial and responsibility) 20pts	19	15	19
Professional Qualifications 20pts	19	16	18
Curriculum of Classes (Masterplan for all different Tennis Programs) 20pts.	17	15	18
Marketing Strategies 20pts.	18	15	17
Percentage of Gross revenue to the Village 20pts.	15	12	20
TOTALS	0 88	0 73	92 0

Total of
 Score sheets 276 7/19/16

Professional Qualifications/Activity
 Personnel - Who will be running
 Rewards at CR? Unclear



Village of Palmetto Bay
 Ranking Score Tabulation Breakdown
 Professional Tennis Management for Coral Reef
 Bid Open Date: May 6, 2016 at 3:00pm 305 254 1240

EVALUATORS NAME Beth Adler *discusses no finan and connections to applicants

PROPOSERS	Jane Foreman	Miami Elite Tennis Academy	Friends of Miami Tennis
Proposal Checklist			
Ability, capacity and skill of the Proposer to perform the contract (managerial and responsibility) 20pts	20	0	0
Professional Qualifications 20pts	20	15	10
Curriculum of Classes (Masterplan for all different Tennis Programs) 20pts.	20	20	20
Marketing Strategies 20pts.	20	10	10
Percentage of Gross revenue to the Village 20pts.	15	10	20
TOTALS	95	55	60

Major Weakness - no in depth financial budget to support
 Ability to perform contracts
 Gross Revenues projections

In "Robust or Overused" scenario. 2 of the applicants did not directly mention having a certain amount of pts open for play. A Marketing strategy...

Village of Palmetto Bay

Ranking Score Tabulation Breakdown
 Professional Tennis Management for Coral Reef
 Bid Open Date: May 6, 2016 at 3:00pm



EVALUATORS NAME

Dorinda Chin

PROPOSERS	Jane Foreman	Miami Elite Tennis Academy	Friends of Miami Tennis
Proposal Checklist			
Ability, capacity and skill of the Proposer to perform the contract (managerial and responsibility) 20pts	20	20	20
Professional Qualifications 20pts	20	20	20
Curriculum of Classes (Masterplan for all different Tennis Programs) 20pts.	20	18	20
Marketing Strategies 20pts.	20	18	20
Percentage of Gross revenue to the Village 20pts.	15	10	20
TOTALS	950	860	1000