



Interoffice Memorandum

November 4, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes, CFCM, CPPO, NIGP-CPP, C.P.M., Manager, Procurement Division

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

SUBJECT: Selection of Contractor, Request for Proposals, Y21-1021-MV, Tennis Management Services, Lot A

RECOMMENDATION:

Selection of M.G. Tennis Shop, Inc. to provide Tennis Management Services, Lot A, Request for Proposals, Y21-1021-MV. Request authorization for the Procurement Division to negotiate and execute a contract in the total estimated award amount of \$162,000 for a three-year term. Further request authorization to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on September 21, 2021. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

This contract will provide operation of tennis centers, proshops, and program delivery at Lake Cane Tennis Center at Shadow Bay Park.

APPROVALS:

The Parks and Recreation and Business Development Divisions concur with this recommendation.

REMARKS:

Two proposals were received in response to this Request for Proposals. The services being requested are to provide tennis management for the tennis facilities at Ft. Gatlin Recreation Complex and the Lake Cane Tennis Center at Shadow Bay Park. These services include providing recreational tennis leagues, tournaments, and lessons to the citizens of Orange County. In addition to these recreational services the management company will be responsible for operating and supplying inventory for the pro shops, general maintenance and a high level of customer service at each park.

Request for Proposals Y21-1021-MV, Tennis Management Services, Lot A
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The proposal submitted by Central Florida Tennis Management Associates was deemed non-responsive due to non-conformance with the required fee schedule. A timely protest was received and the Procurement Manager held a protest hearing on November 1, 2021. The Protest Committee unanimously voted to deny the protest, confirming the recommendation to award to M.G. Tennis Shop, Inc. No appeal was received. M.G. Tennis Shop, Inc. is the current contractor for these services and has performed satisfactorily.

The Procurement Committee's consensus scores are below.

Procurement Committee Meeting - September 21, 2021
Y21-1021-MV, Tennis Management Services

| CRITERIA | Qual. of Staff | Qual of Firm | Technical Approach | M/WBE | Location | Dislocated Workers (B) | SDV (B) | SDV Prime (B) | Fee Proposal | Total Weighted Points Lot A |
|------------------------|----------------|--------------|--------------------|-------|----------|------------------------|---------|---------------|--------------|-----------------------------|
| Weighted Value | 20 | 20 | 20 | 10 | 10 | 5 | 10 | 5 | 20 | 120 |
| M.G. Tennis Shop, Inc. | 80.00 | 80.00 | 80.00 | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 | 100.00 | 390.00 |



INTEROFFICE MEMORANDUM

September 20, 2021

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y21-1021-MV / Tennis Management Services (Revised)

APPROVED: *Aheena Ferguson*

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

1. M. G. Tennis Shop, Inc.
MAJORITY PRIME

| M/WBE Sub-consultant(s) | M/WBE Classification | Projected % | Sub-consultants Role |
|-------------------------|----------------------|-------------|----------------------|
| *None | | | |

*The Schedule of Sub-Contracting -M/WBE Participation Form list the prime. However, the prime is not an Orange County certified M/WBE. Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 0%
Total WBE Workforce: 0%
Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

| Registered Service-Disabled Veteran(s) (SDV) Sub-consultant | Points | SDV Sub-consultant Role |
|---|--------|----------------------------|
| * | | |

*The Schedule of Sub-Contracting – SDV Participation Form indicates “N/A”
Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0

*The Dislocated Worker Form is blank.

Therefore, the evaluator cannot assess Dislocated Worker bonus points.

Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Displaced workers)