



Legislation Details (With Text)

File #: 16-0350 **Name:** AUTHORIZATION TO 1) AWARD A CONTRACT TO PROVIDE COURT MAINTENANCE AT THE TENNIS FACILITY; 2) ENTER INTO INDEPENDENT CONTRACTOR AGREEMENTS WITH TENNIS PROFESSIONALS TO PROVIDE PRIVATE LESSONS, CONDUCT CLINICS, TENNIS SUMMER CAMPS, ETC.; 3) UTILIZE VENDORS

Type: Purchasing/Contract **In control:** Village Council

On agenda: 9/27/2016 **Final action:** 9/27/2016

Title: AUTHORIZATION TO 1) AWARD A CONTRACT TO PROVIDE COURT MAINTENANCE AT THE TENNIS FACILITY; 2) ENTER INTO INDEPENDENT CONTRACTOR AGREEMENTS WITH TENNIS PROFESSIONALS TO PROVIDE PRIVATE LESSONS, CONDUCT CLINICS, TENNIS SUMMER CAMPS, ETC.; 3) UTILIZE VENDORS FOR THE PURCHASE OF TENNIS PRO SHOP INVENTORY; AND (4) PURCHASE PRO-SHOP INVENTORY FROM CHEATHAM, INC.

Code sections:

Attachments: 1. 1. RFP Opening Checklist and Pricing, 2. 2. Revised Proposal, 3. 3. Notice of Intent - Tennis, 4. 4. Independent Contractor Agreement - Tennis Pros (Sample), 5. 5. Tennis Professionals List, 6. 6. Tennis Vendors List, 7. 7. Hyperlink to Bid Documents

Date	Ver.	Action By	Action	Result
9/27/2016	1	Village Council	approved	
9/26/2016	1	Village Council Workshop		

ITEM: AUTHORIZATION TO 1) AWARD A CONTRACT TO PROVIDE COURT MAINTENANCE AT THE TENNIS FACILITY; 2) ENTER INTO INDEPENDENT CONTRACTOR AGREEMENTS WITH TENNIS PROFESSIONALS TO PROVIDE PRIVATE LESSONS, CONDUCT CLINICS, TENNIS SUMMER CAMPS, ETC.; 3) UTILIZE VENDORS FOR THE PURCHASE OF TENNIS PRO SHOP INVENTORY; AND (4) PURCHASE PRO-SHOP INVENTORY FROM CHEATHAM, INC.

REQUEST: Authorization to 1) Award a contract to K&B Maintenance Services, LLC, DBA Professional Tennis Court Services, to provide court maintenance at the tennis facility in the amount of \$92,327.64 annually; 2) Enter into independent contractor agreements with tennis professionals to provide private lessons, conduct clinics, tennis summer camps, etc.; 3) utilize vendors for the purchase of tennis pro shop inventory; and 4) purchase pro shop inventory from Cheatham, Inc. in the amount of \$31,070.11.

EXPLANATION: Effective October 1, 2016, the Village will manage and operate the Wellington Tennis Facility. As part of the transition, staff is seeking authorization to:

1. Award a contract to Professional Tennis Court Services, in the amount of \$92,327.64 annually, to provide court maintenance at the Wellington Tennis Facility. On July 31, 2016, RFP# 024-16/DZ was released, seeking qualified firms interested in providing such services. On August 31, 2016, one proposal was received from Professional Tennis Court Services in the amount of \$98,327.64. Staff subsequently negotiated with the Professional Tennis Court Services, the lone bidder, and they have agreed to provide tennis court maintenance services for \$92,327.64 annually, or \$6,000 less than their original bid amount. Professional Tennis Court Services, a Western Communities local vendor, is the current provider of court maintenance at the Wellington Tennis Facility, and has

provided superior service to the Village since 2010.

Staff recommends awarding a contract to Professional Tennis Court Services in the amount of \$92,327.64 annually, for three years, effective October 1, 2016, with two additional one year renewal options.

2. Enter into independent contractor agreements with tennis professionals to provide private lessons, conduct clinics, tennis summer camps, etc. The tennis center currently employs seven (7) tennis professionals to provide such services. In order to maintain continuity of service, staff is recommending entering into independent contractor agreements with the existing seven tennis professionals (list of names attached), who currently provide this service at the facility. In all of these contracts, the Village will collect all fees and pay the provider 75% and retain 25%. In addition, as is the case with all athletic programs, all facility costs are borne by the Village. The Village expects this to exceed \$25,000 in revenue; therefore, pursuant to Purchasing policies and procedures, Council approval is required (sample agreement attached). The term of each agreement will be for three years effective October 1, 2016, with two additional one year renewal options.
3. Utilize multiple vendors for the purchase of tennis pro shop inventory. The tennis center pro shop carries a variety of tennis apparel for both men and women. In order to maintain continuity of service during this transition period, staff recommends continued use of existing vendors to provide pro-shop inventory (list of vendors attached). The amount of purchases by vendor will vary depending on pro shop sales. During the next several months, the Village will open new accounts with these vendors while the existing tennis facility contractor (Cheatham, Inc.) will close accounts with the same vendors. The Parks and Recreation Department will continuously evaluate the quality and service provided by the existing vendors and determine whether there is a need to purchase from alternate vendors. All purchases will be in compliance with Village policies and procedures.
4. Purchase pro-shop inventory directly from Cheatham, Inc. in the amount of \$31,070.11. The tennis pro-shop is currently stocked with men and women's apparel, tennis balls, tennis rackets, etc. On September 14, 2016, staff conducted a full inventory of all pro shop merchandise located in the tennis facility and determined the cost of such merchandise to be \$31,070.11. In order to ensure a seamless transition, staff is recommending purchasing all existing pro shop inventory, at a cost of \$31,070.11. The cost to purchase such merchandise will be offset with revenue generated by the sale of the merchandise. All merchandise will be sold to the Village by Cheatham Inc. at cost, with no markup.

Staff recommends 1) Awarding a contract to Professional Tennis Court Services to provide tennis court maintenance at an annual cost of \$92,327.64; 2) Entering into independent contractor agreements with seven tennis professionals to provide lessons, conduct clinics, summer camps, etc.; 3) Authorizing use of multiple vendors for the purchase of pro shop inventory; and 4) Purchase pro-shop inventory from Cheatham, Inc. at a cost of \$31,070.11.

All related bid documents may be found by clicking on the following link:

<http://wellingtonfl.gov/Home/Components/RFP/RFP/259/203> .

BUDGET AMENDMENT REQUIRED: NO

PUBLIC HEARING: NO **QUASI-JUDICIAL:**

FIRST READING: **SECOND READING:**

LEGAL SUFFICIENCY: YES

FISCAL IMPACT: Funds are budgeted in the FY 2016-2017 Tennis Program Budget.

WELLINGTON FUNDAMENTAL: Responsive Government

RECOMMENDATION: Authorization to 1) Award a contract to K&B Maintenance Services, LLC, DBA Professional Tennis Court Services, to provide court maintenance at the tennis facility in the amount of \$92,327.64 annually; 2) Enter into independent contractor agreements with tennis professionals to provide private lessons, conduct clinics, tennis summer camps, etc.; 3) utilize vendors for the purchase of tennis pro shop inventory; and 4) purchase pro shop inventory from Cheatham, Inc. in the amount of \$31,070.11.