



**Minutes
Evaluation Committee Meeting**

Town of Lake Park, Florida

Request for Proposal

108-2020 Tennis Center Management
And Maintenance Service

Thursday, October 8, 2020 2:00 p.m. Via Zoom

The Evaluation Committee meeting to evaluate Request for Proposal 108-2020 Tennis Center Management and Maintenance Services on Thursday, October 8, 2020 at 2:00 p.m. Present were Town Manager John D'Agostino, Recreation Supervisor Brittany Freeman, Special Events Director Riunite Franks and Town Clerk Vivian Mendez.

Attendees:

Eric Ah-Yuen

Itamar Macedo

Luda Pak

Mark Baker

Stephen Chaukin

Special Events Director Franks explained the process that the Evaluation Committee would follow. She stated that we have received three proposals for the Tennis Center Management and Maintenance Service RFP from the following bidders: Elite Sports & Recreation Management, Itamar B. Macedo and World Tennis Academy. Bid criteria sheets were provided for the three proposals. The criteria includes information in regards to the bidders qualifications and experience, ability and capability to perform the required services and the proposed license fee amount. Each committee member will give their percentage scores which will then be added up to give the average total score out of 100% for each bidder. We also received an alternate proposal from Elite Sports & Recreation Management. We will not evaluate the alternate proposal during today's meeting. As listed on page 13 of the RFP, if the bidder that submitted the alternate proposal receives the highest percentage score, the contents of the alternate proposal may become part of the contract, at the Town's discretion.

The Evaluation Committee explained their evaluations of the submittals. See attached.

Special Events Director Franks announced that the total evaluation score for each submittal as follows:

Elite Sports & Recreation Management total average score was: 96%

Itamar B. Macedo total average score was: 90.6%

GMUTC/World Tennis Academy total average score was: 83.6%


Motion: Special Events Director Franks moved to submit recommend that Elite Sports & Recreation Management be award the contract at a future Town Commission meeting; Town Manager D'Agostino moved to second the motion. The vote was unanimous.

Special Events Director Franks explained that the next steps were to bring the recommendation to a Regular Commission Meeting. In addition, the Town Code Purchasing Ordinance has a strict Cone of Silence policy with respect to Request for Proposals. The Cone of Silence information can be found on page 8 of the RFP. No other Town staff or Commission (other than the Town Clerk) can be contacted until after the Town Commission makes its final decision. All questions regarding RFP 108-2020 should be addressed to the Town Clerk.

ADJOURNMENT:

The meeting adjourned at 2:20 p.m.

**Vivian
Mendez, MMC**



Digitally signed by Vivian Mendez, MMC
DN: cn=Vivian Mendez, MMC, o=Town of
Lake Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.gov,
c=US
Date: 2020.10.12 16:23:32 -04'00'

Town Clerk Vivian Mendez, MMC