

**TOWN OF LAKE PARK
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be accepting sealed proposals for:

**TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 103-2016**

The Town of Lake Park desires to engage the services of a Tennis Professional or Professionals to direct and oversee the operations and maintenance of the Lake Park Tennis Center (Tennis Center). The services to be provided would be operating the operation of the Lake Park Tennis Center and the supervision of all of its activities and professionals or employees, including: responsibility for the fiscal management of the Tennis Center to be coordinated with the Town's Finance Department; scheduling of tennis courts for individual and league play; providing individual, and group tennis lessons..

In order to be considered for an award of contract, **four (4) sealed proposals for TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES must be received no later than 10:00 A.M. Eastern Time on July 21, 2016**, at the Town of Lake Park Town Hall, located at 535 Park Avenue, Lake Park, FL 33403. Proposals received after this time will be returned unopened.

Request for Proposal Documents

The Request for Proposals (RFP) document is available upon payment of a **ten (\$10.00) dollar**, non-refundable fee for each RFP packet. To obtain a RFP packet, contact the Town Clerk's Office, 535 Park Avenue, Lake Park, Florida 33403-2603. The facsimile number is (561) 881-3314. If you have any questions regarding this proposal, please call the Town Clerk's Office at (561) 881-3311.

All proposals must be submitted in a sealed envelope with the Tennis Professional's name, RFP name, RFP number, and opening date, clearly stated on the outside of the envelope.

RFP's will be opened and read aloud in the Town of Lake Park Town Commission Chamber at 2:00 P.M. on July 21, 2016. It is anticipated that the award of contract to the Tennis Professional will be made at a Town Commission meeting during the month of August 2016. The deadline by which any additional information or clarification to the Request for Proposals may be requested is 1:00 P.M. Eastern Time on July 5, 2016. Such requests must be submitted in writing to the Town Clerk's Office, Town of Lake Park as specified in the section of this RFP entitled "General Conditions and Instructions". In the event that any portion of the RFP is modified based upon the additional information or clarifications asked for, the Town shall issue a formal written amendment to the original RFP.

**Vivian Mendez, Town Clerk, CMC
Town of Lake Park, Florida
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