

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. 101-2014

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. This will include assuming primary responsibility for the operation of the Lake Park Tennis Center, including fiscal management coordinated with the Parks and Recreation Department, scheduling of tennis courts, providing individual, and group tennis lessons, scheduling league play, and supervision of the Lake Park Tennis Center's facilities and the Tennis Professional's contracted staff employees.

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 2:00 P.M. Eastern Time on January 7, 2014, 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 January 7, 2014. It is anticipated that the award of contract to the Tennis Professional will be made at a Town Commission meeting during the month of February, 2014. The deadline by which any additional information or clarification to the Request for Proposals may be requested is 1:00 P.M. Eastern Time December 31, 2013. 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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