



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, December 2, 2020 7:05 PM
Town Hall Commission Chamber,
535 Park Avenue Lake Park, Florida 33403

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, December 2, 2020 at 7:05 p.m. Present were Mayor O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Town Manager John D'Agostino, Attorney Jamie Gavigan, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor O'Rourke led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

1. Air Purification Technology Making Indoors Safe during COVID-19

Town Manager D'Agostino explained the item. Sean Wahl and Kimberlee Micolo presented to the Commission the Air Purification Technology (see Exhibit "A). Kimberlee Micolo explained how the REME HALO system works, how it would be installed into an existing air conditioning air handler, and that it does not connect to smart device technology.

The Commission asked questions pertaining to the presentation, the equipment and the longevity of the system. The Commission thanked Sean Wahl and Kimberlee Micolo for their presentation. Action would be taken on this item under New Business.

Mayor O'Rourke asked the Commission if they would like to re-ordered the agenda by placing items H6 Discussion of the Award of Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park and Elite Sports & Recreation Management (Request for Proposal 108-2020) before the Consent Agenda.

Motion: Commissioner Michaud moved to re-ordered the agenda by placing items H6 Discussion of the Award of Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park and Elite Sports & Recreation Management (Request for Proposal 108-2020) before the Consent Agenda; Commissioner Linden seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O'Rourke	X		

Motion passed 5-0.

6. Discussion of the Award of Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park and Elite Sports & Recreation Management (Request for Proposal 108-2020).

Town Manager D'Agostino explained the item (see Exhibit "B"). The Commission discussed procedures for moving forward with this agenda item. Special Events Director Riunite Franks explained the purpose of the item and answered questions of the Commission. She clarified that the Town did not receive a protest to this Request for Proposal. Vice-Mayor Glas-Castro suggested that each of the proposers provide a brief presentation of the services they would perform in response to the Request for Proposal. The Commission invited the proposers to speak.

Elite Sports & Recreation Management President Eric Ah-Yuen gave a brief verbal presentation (see Exhibit "B"). He discussed the proposed capital improvements to the Tennis courts and the general Tennis Center at Lake Shore Park. The Commission asked clarifying questions of the attached proposal. The Commission thanked Mr. Ah-Yuen for the presentation.

Mr. Itamar Macedo introduced himself and gave a brief history of his work as the Tennis Professional for the Town of Lake Park. Mr. Macedo gave a brief verbal presentation about his proposal. He explained that before the COVID-19 Pandemic he ran an informal Tennis travel team that competed in Tennis matches, which were advertised through word of mouth. The Commission asked clarifying questions regarding the verbal presentation and his years as the Tennis Professional for the Town. The Commission thanked Mr. Macedo for his presentation.

PUBLIC COMMENT:

1. Alan Rapaport, 486 SW Sundance Trail, Port St. Lucie spoke in support of Elite Sports & Recreation Management and Pickleball.
2. Curtis Alva, Esq., 431 Wilma Circle, City of Rivera Beach, spoke in opposition of Pickleball. He explained that he represents the "Lake Park Residents Opposed to Pickleball at Kelsey Park". He stated that they were formed on www.sunbiz.org. He stated that "if they commence Pickleball, I have been authorized to commence a law suit against the Town to ask that the courts stop the Pickleball because it is a nuisance".
3. Jennifer McMahan, 318 Hawthorne Drive, Lake Park spoke in support of Pickleball.
4. Brain McMahan, 318 Hawthorne Drive, Lake Park spoke in support of Pickleball.
5. William Reitz, 801 Lake Shore Drive, stated that he had signed petitions from residents on Lake Shore Drive opposed to Pickleball. The petitions were not submitted to the Town Clerk.
6. Katie Boeck, 14226 Leeward Way, Palm Beach, Gardens, spoke in support of Itamar Macedo.

- 7. John Meskiec, 327 Park Avenue, Lake Park spoke in support of Itamar Macedo.
- 8. Christian Cassini, 820 3rd Street, Lake Park spoke in support of Itamar Macedo.
- 9. Mark Baker, 532 Riverside Drive, spoke in support of Pickleball.
- 10. Dr. Lisa Schulman, 1043 Grand Isle Ter., Palm Beach Gardens, spoke in support of Itamar Macedo.

The Commission asked additional clarifying questions of staff and they took into consideration the public comments. Special Events Director Franks clarified what was included in the Request for Proposal packet.

Motion: Commissioner Flaherty moved to accept the Evaluation Committee’s recommendation and add the additional Pickleball; Commissioner Michaud seconded the motion.

Vice-Mayor Glas-Castro suggested two (2) separate motions. One for just the Tennis program and the second for the alternate.

Commissioner Flaherty withdrew his motion. Commissioner Michaud withdrew his second.

Motion: Commissioner Flaherty moved to accept staff recommendation for Elite Sports & Recreation Management to run the Tennis Program; Commissioner Michaud seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O’Rourke		X	

Motion passed 4-1.

Motion: Commissioner Michaud moved to accept Pickleball as the secondary proposal; Commissioner Flaherty seconded the motion.

Vice-Mayor Glas-Castro suggested that the language in the proposal state that the primary service was Tennis and that Pickleball not take over. The Commission and staff discussed options for framing another motion.

Mayor O’Rourke stated that the Town was not ready to move forward with Pickleball taking over the four courts. He felt that it was not the time and would much rather see a dedicated facility. He felt it was the wrong way to go about moving forward. The Town was discussing repurposing the park.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O'Rourke		X	

Motion passed 4-1.

The Commission recessed for a five-minute break.
The Commission reconvened the meeting at 10:33 p.m.

CONSENT AGENDA:

2. November 18, 2020 Regular Commission Meeting Minutes

3. Approval of Replacement Refuse Container Purchase

4. Review and Approval of 2020-2021 Town Grantmaking Program Application, Including Language Stipulation Grant Recipients Must Wait One Year Before Applying Again.

Commissioner Linden requested that item 4 be pulled from the Consent Agenda.

Motion: Commissioner Flaherty moved to approve items 2 and 3 on the consent agenda; Commissioner Michaud seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O'Rourke	X		

Motion passed 5-0.

4. Review and Approval of 2020-2021 Town Grantmaking Program Application, Including Language Stipulation Grant Recipients Must Wait One Year Before Applying Again.

Town Manager D'Agostino explained the item. He stated that Commissioner Linden expressed concern with applicants having to wait one year before reapplying for a grant. Commissioner Linden suggested that item be brought back at a future date to discuss other options. Town Manager D'Agostino suggested that the criteria for evaluating submittals change to lower the amounts of points a reapplying applicant would earn. The Commission agreed to bring the item back with new evaluation criteria.

Commissioner Linden expressed concern with the mandatory pre-proposal meeting be scheduled only once. He suggested that the mandatory pre-proposal meeting be scheduled

as a one-on-one with staff. The Commission discussed options for a mandatory pre-proposal meeting. Town Manager D’Agostino suggested that the evaluation criteria state that anyone that does not attend the mandatory pre-proposal meeting would receive lower points for their application. The Commission took no action, as the item would be brought back at a future Commission meeting.

PUBLIC HEARING – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

9. Request to Waive Permit Fees for West Construction and Architecture and Design

Motion: Vice-Mayor Glas-Castro moved to approve the request to waive permit fees for West Construction and Architecture and Design for the CRA Parking lot Construction; Commissioner Flaherty seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O’Rourke	X		

Motion passed 5-0.

11. Resolution 82-12-20 Authorizing and Directing the Mayor to Sign an Interlocal Agreement between Palm Beach County and the Town of Lake Park for the Award of Cares Act Funds to the Town.

Motion: Vice-Mayor Glas-Castro moved to approve Resolution 82-12-20; Commissioner Flaherty seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O’Rourke	X		

Motion passed 5-0.

5. Air Purification Technology Making Indoors Safe during COVID-19.

Town Manager D’Agostino explained the item (see Exhibit “A”). Kimberlee Micolo explained that the REMO HALO single unit are approximately \$1,415 and commercial

units approximately \$3,500. She explained that a business would need one unit per air handler. Therefore, if a business had multiple air handlers it would require multiple REMO HALO units. The Commission discussed how to allocate the grant funds to businesses that applied for funding of these units.

Motion: Vice-Mayor Glas-Castro moved to carryforward \$100,000 from the Fiscal Year 2019-2020 Budget for funding half the cost of purchase and installation of REMO-HALO and Commercial PHI Technologies for all restaurants, all micro-breweries, and commercial businesses in the incorporated Town of Lake Park; Commissioner Michaud seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O'Rourke	X		

Motion passed 5-0.

7. Resolution 81-12-20 Budget Amendment for the 64-Gallon Recycle Container Purchase

Town Manager D'Agostino explained the item. Vice-Mayor Glas-Castro asked if this was the most cost effective piggyback quote the Town found because the shipping fees are \$5,000.

Motion: Commissioner Michaud moved to approve Resolution 81-12-20; Commissioner Flaherty seconded the motion

Commissioner Linden asked how going out to bid would cost for this service. Town Manager D'Agostino was not sure how much it would cost. Mayor O'Rourke asked if the shipping cost would be eliminated or reduced. Town Manager D'Agostino stated that he did not know if the shipping cost would be reduced or eliminated.

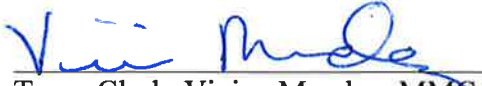
Town Code Section 2-251 Schedule states that all Regular Commission meetings shall be adjourned on or before 11:00 p.m. on the date when the meeting convened. Therefore, no further action was taken on this or any other agenda items this evening because it was 11:00 p.m. All remaining agenda items would be moved forward to the December 16, 2020 Regular Commission meeting agenda.

ADJOURNMENT

The meeting abruptly adjourned at 11:00 p.m.



Mayor Michael O'Rourke



Town Clerk, Vivian Mendez, MMC



Approved on this 16 of December, 2020



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2020,

Agenda Item No.

Agenda Title: Air Purification Technology Making Indoors Safe during COVID-19

- SPECIAL PRESENTATION/REPORTS CONSENT AGENDA
 BOARD APPOINTMENT OLD BUSINESS
 PUBLIC HEARING ORDINANCE ON _____ READING
 NEW BUSINESS
 OTHER: WORKSHOP _____

Approved by Town Manager  Date: 11/23/2020

John O. D'Agostino, Town Manager

Originating Department: Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> New Germ Warfare Hydro-Peroxide for indoor Air Quality Advance Oxidation Test Results Labels for Restaurants Commercial PHI Unit Description
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties with interest in this agenda item are notified of the meeting date and time.	<input type="checkbox"/> Yes, Notified everyone or <input type="checkbox"/> Not applicable in this case Please initial one.

Summary Explanation/Background: Covid-19 disproportionately hit indoor venues such as Restaurants, Micro-Breweries, and indoor Entertainment venues the hardest. The government's initial response was to close down all restaurants, bars, breweries, movie theatres, etcetera. Since then, restaurants, micro-breweries, movie theatres, and other indoor venues are open for business, with some with limited capacities. The virus is very contagious, spreading the virus from person-to-person through respiratory droplets. The primary concern under such transmission circumstances is the indoor seating in an

enclosed environment. Residents, especially the elderly, are not inclined to frequent such venues until they are convinced indoor seating is safe. Safety requires the removal or the elimination of the COVID-19 virus indoors. Restaurants, movie theatres, indoor entertainment venues require an environmental response for residents and patrons to feel safe. We have advertised Lake Park is Safely open in our ad campaigns. Implementing Reme-Halo technology for restaurants, entertainment venues, microbreweries, and other indoor businesses in Lake Park would be a step in the right direction.

The Administration has identified \$100,000 to help with half the cost of the purchase and installation of the Reme-Halo and Commercial PHI Technologies. The Commercial PHI Technology can reduce odors, air pollutants, VOC (chemical odors), smoke, mold, bacteria and viruses. The installation is in the air ducts. The two units mentioned above have different costs based on the tonnage of the air condition units. The Commercial PHI Unit created Advanced Oxidation Processes consisting of Hydro-peroxides, ozonide ions, super oxide ions and hydroxide ions. All of the oxidizers revert to oxygen and hydrogen after the oxidation of the pollutant is eliminated.

Funding will be available on a first-come, first-serve basis until the funding is exhausted. The Reme-Halo technology for up to an eight-ton unit is \$1,200.00 (estimate). The Commercial PHI Unit has a higher cost depending upon the tonnage of the air unit.

Recommended Motion: Move to carry forward \$100,000 from the FY 19-20 budget for funding half the cost of the purchase and installation of Reme-Halo and Commercial PHI Technologies for all restaurants, all micro-breweries, and commercial businesses in the incorporated Town of Lake Park

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FEATURES

- Our #1 selling in-duct air purification system
- Reduces bacteria and viruses in the air and on surfaces
- Reduces allergens, smoke, odors, and VOCs
- Pro-actively provides whole home and building air purification

TECHNOLOGIES

- Proprietary technology, third party tested, validated and proven
- Dual ionizers for increased bi-polar ionization output
- Zinc enhanced catalyst for superior bacteria and virus reduction
- Incorporates an adjustable shroud around the REME cell allowing the customization of the hydro-peroxide output
- Quick release features for easy, no tool, cell replacement



Dust



Pollen



Dander



Bacteria



Virus



Mold Spores



VOCs

**5 YEAR
LIMITED
WARRANTY**

Green Product Average
Uses Only 13 Watts



Scan with your
smartphone
to learn more.



Conforms to: UL 1598:2008-09
CAN/CSA C22.2 No. 250.0:2008
EN60335-2-65:2003/A11:2012

Hydro-Peroxide for Indoor Air Quality!

A new advanced Oxidation Technology utilizing "Ionized Hydro-Peroxide" is brought to the HVAC industry for indoor Air Quality!

By Dr. James Marsden, Ronald G. Fink and Walter B. Ellis

Oxidation is technically defined as the losing or the giving up of an electron. It can involve very complex reactions between molecules and the oxidizers that are produced. For this article we will keep it simple and only look at some of the interactions between oxygen molecules and the different substances that they may contact. Controlled oxidation is an excellent way to destroy organics such as odors, viruses, bacteria, VOC's and mold. Unfortunately, uncontrolled oxidation can also destroy living tissue. Fire is an



example of rapid oxidation. Rust is an example of slow oxidation. As in many things, too much of a good thing can be dangerous. Some oxidizers are classified as "friendly"; which means when these oxidizers react they revert to water, hydrogen, or oxygen. Friendly oxidizers are always oxygen based. They include hydroxyl radicals, low level ozone, hydrogen peroxide, and oxygen.

Table 1

Oxidizing Agents Redox	Potential (v) ⁽¹⁾	Government Safety Limits ^{(1) (2) (3)}
1. Fluorine (F)	2.87	Not recommended
*2. Hydroxyl radical (OH)	2.86	Too fast to measure
*3. Ozone (O ₃)	2.07	.04 ppm
*4. Hydrogen Peroxide (H ₂ O ₂)	1.78	1.0 ppm
5. Chlorine (CL)	1.36	.5 ppm
*6. Oxygen (O ₂)	1.23	19.5-23.5%
*Friendly Oxygen-Based Oxidizers		

Hydroxyl radicals are almost theoretical in that they are so reactive that they are created and decomposed almost instantaneously. They are typically confined to the reaction surfaces of the catalyst where they are made. They can be difficult to control, and accordingly are not always practical to use for indoor air treatment systems.

Ozone was discovered in the late 1800s in France and has been used extensively for water and food purification. Unlike America, Europe prefers ozone over chlorine for water purification. In the 1980s, ozone began to appear in air purification primarily as a way to destroy various odors including smoke.

Commercial ozone generators are still very popular with

fire and flood restoration companies. The use of ozone as an indoor air quality method for occupied spaces quickly was picked up by Sharper Image with a product called "Ionic Breeze", basically an ion generator that produced ozone. Numerous State Attorney Generals filed suit against Sharper Image for false and misleading advertising which ultimately forced the company into bankruptcy.

Ozone is an effective oxidizer, but it carries a health warning at a relatively low dosage. A look at Table 1 of oxidizing agents shows ozone as number 3, just below fluorine and the hydroxyl radical, which are far too dangerous to consider.

Chlorine (CL) is a chemical that creates a byproduct of trihalomethanes that are known carcinogens linked to cancer in humans. Oxygen (O₂) is good, but by raising oxygen levels, fire hazards are created.

This leaves us with Hydrogen Peroxide (H₂O₂), number four on the list, just below ozone, hydrogen peroxide is a compound of two parts hydrogen and two parts oxygen ⁽²⁾, simply water (H₂O) with one extra atom of oxygen. Sounds safe enough! Hydrogen Peroxide has been used by the medical community for 170 years, mostly for disinfection purposes. In the 1920s, the British cut the mortality rate for pneumonia from 80% to 48% using Hydrogen Peroxide therapy. Hydrogen Peroxide (H₂O₂) is considered the safest oxidizer available (after oxygen). It is widely used today in toothpaste, mouthwash and household



Hydrogen peroxide products

cleaners. An old household remedy for children with respiratory problems is to put a tablespoon of hydrogen peroxide in a vaporizer.

Why not use it to disinfect the indoor air we breathe? We know it works in high concentrations as tested by the EPA for use in disinfecting HVAC ducts for Anthrax spores.^{(9) (4)} Should we have another terrorist Anthrax incident or a contaminated hospital, vaporized Hydrogen Peroxide (H₂O₂) has been successfully tested.

Some will say that Hydrogen Peroxide (H₂O₂) in levels over 1 ppm can be a health hazard. This is probably true, but high levels of almost everything can be a health hazard. After all, too much oxygen can cause oxygen toxicity or poisoning, which will lead to cell damage and death.⁽³⁾ Even consuming too much water can be fatal.

Hydroperoxides are known as Mother Nature's natural, enviro-friendly cleaning agent. Maybe mother did know best when she said "Go play outdoors, it's healthier". Ionized hydrogen peroxides are responsible for the air smelling so clean after a thunder storm. The combination of ions from lightning, water and sun increase the natural level of hydrogen peroxide, thereby cleaning the air. Typical outdoor levels of hydroperoxides run between .01 to .03 ppm. The Government safety ⁽²⁾ guideline on hydroperoxide gas is 1.0 ppm, .02 ppm (typical outdoor levels) is 1/50 or well below the Government safety limits.



Hydroperoxides outdoor levels --

.01 ppm to .03 ppm ^{(7) (8) (10)}

Hydroperoxides inside house PHI unit off --

.00 ppm ^{(9) (10)}







Hydroperoxides inside house PHI unit on --

.01 ppm to .02 ppm ^{(9) (10)}

Now, .01 ppm may not sound like a lot, but there are approximately 177,000,000,000,000,000 hydroperoxide gas molecules in a single litre of air, which means they are close to one micron apart. So, bacteria, odors, viruses, VOCs, mold, etc. do not have to go far to be hit with one and destroyed. Hydroperoxide gas at levels of .01 ppm are now recognized by the EPA as an effective infection control and microbial treatment technology.

A technology developed in the late 1990s by RGF Environmental creates hydroperoxides from moisture in the air within an HVAC system, almost like misting the indoor air with a weak hydrogen peroxide solution. Photohydroionization™ (PHI), a patented ionized hydroperoxide technology developed by RGF Environmental simulates the natural hydroperoxides in the outdoor air. The technology works on a rare metal catalyst and a hydrating agent activated by a broad spectrum ultraviolet light reacting with ambient moisture in the air creating hydroperoxides. A later PHI development, also by RGF, ionized the hydroperoxides, basically super charging them. The concept is a proactive, aggressive method of indoor air sanitation instead of a contaminant or microbe being trapped or killed in a filter system. PHI systems kill microbes at the source, in the room before you come in contact with them. Hundreds of independent studies and lab tests have proven Photohydroionization to be a very effective and safe method of controlling airborne organics. A byproduct of this technology actually lowers ambient ozone levels, as when an ozone molecule reacts with the catalyst it is used in the conversion to a hydroperoxide molecule. Other advantages are very low energy consumption, about 12 watts, which is about the same as the light in your refrigerator making it a green product and there is no air flow restriction or back-press on the hvac blower! The air is so clean that you can actually smell the difference as a wide variety of odors are reduced from 55% to 98%⁽¹²⁾.

Typical Test Results PHI Technology Hydroperoxide levels of .01-.02 ppm

	Virus	99%
	Bacteria	99%
	Odors	55% - 98%
	Mold	97% - 98%
	VOCs	80% - 99%
	Smoke	70%

Sneeze Study⁽⁹⁾



Many of these studies and lab tests were done on airborne contaminants as well as surfaces. This is important because, as with the Norwalk Virus, much of the spread of the virus was from touching contaminated surfaces. The ionized hydroperoxide molecules settle on surfaces and continue to kill microbes.

The PHI technology has been extensively employed by the food industry for the last 17 years. Also, medical facilities have embraced it to reduce rates of H1N1, SARS, C-Diff⁽⁹⁾ (11), MRSA, etc. Schools use it as it can reduce absenteeism of students and teachers. One PHI validation study was to destroy the microbes of a sneeze, which it did-99% at three feet.⁽⁹⁾

PHI has been tested and approved by the military and homeland security. Hundreds of cruise ships have installed PHI technology throughout the ship, which has helped eliminate the Norwalk Virus problem plaguing that industry for years. Thousands of hotel rooms, chain restaurants and hospitals also utilize PHI technology.

One of the best features is, with well over one million PHI cells in use worldwide over the past 15 years, PHI has a perfect safety record!

RGF has brought PHI technology to the HVAC industry and has expanded their PHI product line to include residential units.

Footnotes

- (1) Infection Control Today, May 2008
- (2) Health Guidelines for Hydrogen Peroxide, US Dept. of Labor, OSHA
- (3) Oxygen Toxicity, Wikipedia. org
- (4) Peroxide of Hydrogen as a Remedial Agent (Journal of the American Medical Association, March 4, 1988)
- (5) Vaporized Hydrogen Peroxide, Wikipedia.org
- (6) Purified Hydrogen Peroxide, U.S. EPA
- (7) Atmospheric Hydrogen Peroxide, Peking University, Beijing, China 2008
- (8) Measurement of Atmospheric Hydrogen Peroxide, North Carolina State University
- (9) Kansas State University testing results of PHI™ technology, 2000 to 2012

(10) Katz Analytical for RGF Environmental Group, 2010

(11) PHI Study by Kansas City Public Health Dept., 2010,

Dr. L. Franken

(12) PHI odor testing C&W Engineering 2008

Authors:

Dr. James Marsden, Distinguished Regents Professor at Kansas State University, who has conducted research on Advanced Oxidation Technology for the past 15 years. He has authored numerous articles and holds many patents.

Ron Fink, President/CEO, Founder of RGF Environmental Group, Inc., holds a BSME and has been active in nuclear weapon detection for the Defense Intelligence Agency (DIA), the Nuclear Power Industry and Advanced Oxidation. He holds numerous patents, has authored numerous articles and is a Certified Indoor Air Professional.

Walter B. Ellis, Vice President, Research & Development, RGF Environmental Group, Inc., BS Degree in Biology & Marine Biology. Mr. Ellis is a specialist in Advanced Oxidation. He has authored several published technical papers and holds numerous patents. He is an Association of Energy Engineers (AEE) Certified Indoor Air Quality Professional (CIAQP).

ADVANCED OXIDATION TEST RESULTS 2000-2019

RGF[®] first developed its advanced oxidation technology over 20 years ago. Over four million RGF[®] cells are in use around the world. RGF[®] has licensed its technology to many Fortune 500 companies for use in the medical, food, military, residential, commercial, marine, hospitality and government. RGF[®] cells in various products have been tested and/or approved or registered by:

- ETL, TUV, EU, CSA
- Chinese Government
- U.S. Government
- U.S. Military
- Japanese Government (TV commercials)
- European Union
- Electric Power Research Institute
- Canadian Government
- USDA & FSI

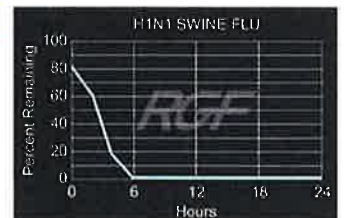
In addition, RGF[®] cells have been specified in the Norovirus & MRSA protection plan of America's largest restaurant chains, hotel chains, theme parks, cruise lines, public schools and hospitals. The following is a summary of some of the testing and studies performed by third party independent labs and universities. RGF[®] products are not medical devices and no medical claims are made.



H1N1 (Swine Flu)

Kansas State University has completed preliminary testing on RGF's Photohydrolyzation[®] (PHI-Cell[®]) and Reflective Electromagnetic Energy (REME[®] Cell) technologies with 99+% inactivation of the H1N1 virus (referred to as "swine flu" early on) on a stainless steel surface. This virus was first detected in people in the United States, April 2009. It is now considered a regular human flu virus, continuing to circulate seasonally worldwide according to the CDC. Flu viruses are spread mainly from person to person through coughing or sneezing. Sometimes people may become infected by touching items such as a surface or object with flu viruses on it and then touching their mouth or nose.

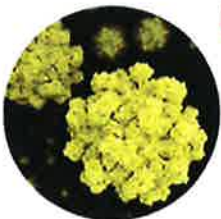
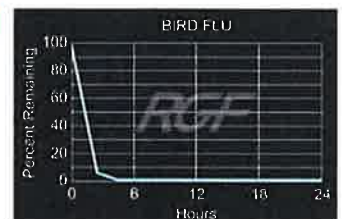
Tested by: Kansas State University Inactivation Rate 99+%



Avian Influenza (Bird Flu)

Avian influenza is an infection caused by avian (bird) influenza (flu) viruses. These influenza viruses occur naturally among birds. Of the few avian influenza viruses that have crossed the species barrier to infect humans, H5N1 has had the largest number of detected cases of severe disease and death in humans.

Source CDC Center for Disease Control and Prevention
Tested by: Kansas State University Inactivation Rate 99+%



Norwalk Virus

Noroviruses are a group of related, single-stranded RNA, non-enveloped viruses that cause acute gastroenteritis in humans. Noroviruses are highly contagious and as few as 10 viral particles may be sufficient to infect an individual. 50% of all food-borne outbreaks of gastroenteritis can be attributed to noroviruses. Chicago schools realized a 20% improvement in attendance after installing RGF's PHI Technology.

Source: CDC Centers for Disease Control and Prevention
Tested by: Midwest Research Institute Inactivation Rate 99+%



Methicillin Resistant Staphylococcus Aureus

Methicillin-resistant Staphylococcus aureus (MRSA) is a type of bacteria that is resistant to certain antibiotics. These antibiotics include methicillin and other more common antibiotics such as oxacillin, penicillin and amoxicillin. RGF[®] participated, along with a major hospital, in a two-year study evaluating PHI Technology, which resulted in a 33.4% reduction in infections.

Source: CDC Centers for Disease Control and Prevention
Tested by: Kansas State University Inactivation Rate 99+%

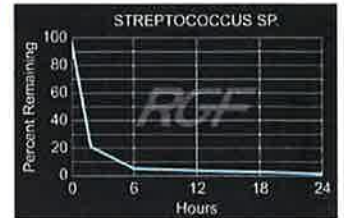




Streptococcus Sp.

Group A Streptococcal (strep) infections are caused by group A Streptococcus, a bacterium responsible for a variety of health problems.

Source: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Tested by: Kansas State University Inactivation Rate 96+%



Pseudomonas Sp.

The bacterial genus Pseudomonas includes plant pathogenic bacteria such as P. syringae, the opportunistic human pathogen P. aeruginosa, the ubiquitous soil bacterium P. putida, and some species that are known to cause spoilage of unpasteurized milk and other dairy products.

Tested by: Kansas State University Inactivation Rate 99+%



Listeria

This is a Gram-positive bacterium, motile by means of flagella. Some studies suggest that 1-10% of humans may be intestinal carriers of L. monocytogenes.

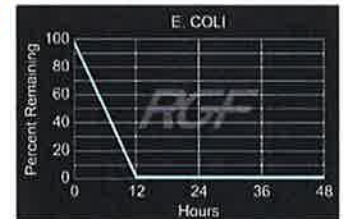
Source: U.S. Food and Drug Administration
Tested by: Kansas State University
Steris Labs
KAG / Eco Labs Inactivation Rate 99+%



Escherichia coli

Escherichia coli, usually abbreviated to E. coli, discovered by Theodor Escherich, a German pediatrician and bacteriologist, is one of the main species of bacteria that live in the lower intestines of mammals, known as gut flora.

Tested by: Kansas State University Inactivation Rate 99+%



Bacillus Globigii

Bacillus globigii lives in soils around the world and can readily be found in samplings of wind-borne dust particles. It is also known as Bacillus subtilis, its more modern name.

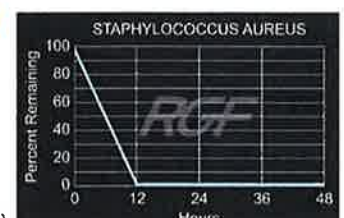
Source: CDC Center for Disease Control and Los Alamos National Laboratory
Tested by: Kansas State University Inactivation Rate 99+%



Staphylococcus Aureus

Staphylococcus Aureus Staphylococcus aureus, often referred to simply as "staph," is a bacteria commonly found on the skin and in the nose of people. Person-to-person transmission is the usual form of spread and occurs through contact with secretions from infected skin lesions, nasal discharge or spread via the hands.

Source: CDC Center for Disease Control and FDA (Food and Drug Administration)
Tested by: Kansas State University Inactivation Rate 99+%



Clostridium difficile (C-Diff)

Many hospitals have been waiting for more information on C-Diff bacteria as it may be as big a problem or bigger than MRSA. Independent university studies tested RGF's REME® Technology with 99% kill rate.

Source: CDC Center for Disease Control and Prevention
Tested by: Kansas State University Inactivation Rate 99+%

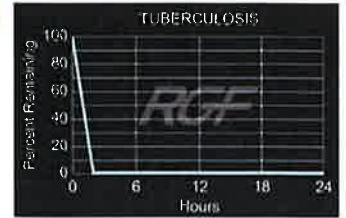




Tuberculosis

Tuberculosis typically attacks the lungs, but can also affect other parts of the body. It is spread through the air when people with infection cough, sneeze, or otherwise transmit their saliva through the air. Most infections are asymptomatic and latent, but about one in ten latent infections eventually progresses to active disease which, if left untreated, kills more than 50% of those so infected.

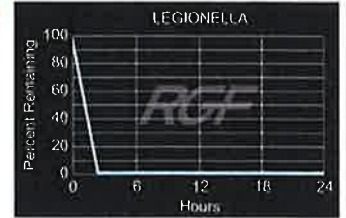
Source: Health and Industry
Tested by: Kansas State University Inactivation Rate 99+%



Legionella

Legionella is common in many environments, with at least 50 species and 70 serogroups identified. The chemical composition of these side chains determine the nature of the somatic or O antigen determinants, which are essential means of serologically classifying many Gram-negative bacteria.

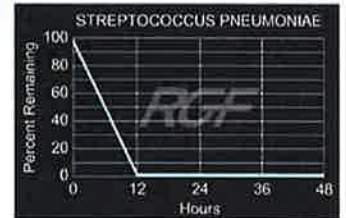
Source: CDC Centers for Disease Control
Tested by: Kansas State University Inactivation Rate 99+%



Streptococcus Pneumoniae

S. pneumoniae is an exclusively human pathogen and is spread from person-to-person by respiratory droplets, meaning that transmission generally occurs during coughing or sneezing to others within six feet of the carrier. Health experts estimate that more than ten million mild infections (throat and skin) like these occur every year.

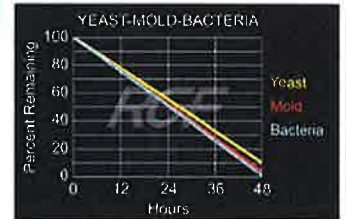
Source: CDC Centers for Disease Control
Tested by: Kansas State University Inactivation Rate 99+%



Mold/Yeast

The purpose of this test was to evaluate the effect the RGF® AOT unit has on mold/yeast bacteria (TPC). This test was performed utilizing a standard 2,000 sq. ft. home and 3,000 sq. ft. simulated home.

Tested by: California Microbiology Center
Bacteria 99% Mold 97-98% Yeast 90+%

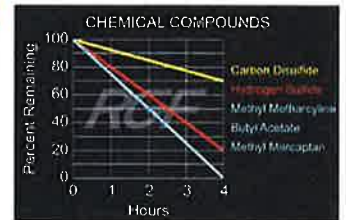


Chemical Compounds

Gas Chromatograph/Mass Spectrometer test performed by Nelap Accredited Lab on airborne chemical compound reduction using RGF's AOT.

- | | | | |
|------------------|---------------------|---------------------|----------------|
| Hydrogen Sulfide | - Rotten eggs | Butyl Acetate | - Sweet banana |
| Methyl mercaptan | - Rotten cabbage | Methyl Methacrylate | - Plastic |
| Carbon Disulfide | - Vegetable sulfide | | |

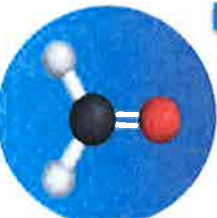
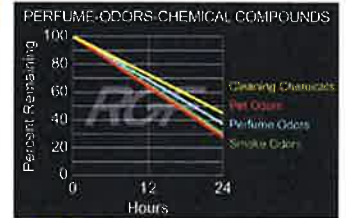
Methyl Methacrylate - Butyl Acetate - Methyl Mercaptan: 100%
Hydrogen Sulfide 80% Carbon Disulfide 36%



Odors

The purpose of this test was to evaluate to what effect the RGF's AOT unit has on cleaning chemicals, pet odors, smoke and perfume odors. This test was performed utilizing two 500 cubic foot test chambers and a ten-person odor panel. The qualitative assessments of the ten-person odor panel were then used as a means to determine the odor reduction.

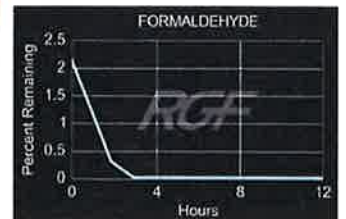
Tested by: C&W Engineering (Independent PE Firm)
Pet Odors 72% Smoke Odors 70% Perfume Odors 63+% Cleaning Chemicals 55+%



Formaldehyde

The purpose of this test was to evaluate the effect the RGF® AOT unit has on formaldehyde.

Tested by: Kansas State University in a Class II Bio test chamber





A testing protocol concept was used which included a "Sneeze Simulation Machine" and "Sneeze" chamber. A sneeze can travel at up to 100 mph, so we had to consider lung capacity, sneeze pressure, and liquid volume to properly simulate a human sneeze. This was accomplished and the test proceeded with outstanding results. An average of 88% reduction of microbials was achieved with PHI in a double blind test, at three feet from the sneeze source. This is clearly not a medically supervised test or protocol. However, from a practical point, it was definitely providing some kill at the source and will provide some level of protection. When RGF® developed the next generation of Advanced Oxidation Technology, REME®, the same testing was performed and an average of 99% reduction of microbials was achieved in the same 3 foot distance.

Tested by: Kansas State University, inactivation 99%
 Simulated Sneeze Lab Test at three feet in a 250 cu ft Bio Test Chamber. An independent PE double blind study.

All the above tests were performed on RGF® advanced oxidation products with advanced oxidation plasma of less than .02 ppm. They were conducted by independent accredited labs and university studies. They were funded and conducted by RGF's major clients to assure third party credibility. RGF® products are not medical devices and no medical claims are made.

*Some products may not be available to be sold in the state of California.



RGF® Environmental Group ISO 9001:2015 Certification

ISO 9001:2015 is an internationally recognized standard that specifies the requirements for an audited Quality Management System (QMS). RGF® developed their QMS to promote continuous improvement in every aspect of their business, including administrative functions, quality control, product development, engineering, production, marketing, sales, logistics and customer service.



RGF's VP/GM Walter Ellis, received ISO 9001:2015 Certification in record time, under budget and received an above and beyond congratulations from the audit team.



ISO 9001:2015 Certification Quality Management Kiosk allows employees to access all pertinent files and procedures.



DIVISIONS



ISO 9001:2015 CERTIFIED COMPANY

1101 West 13th Street (Port of Palm Beach Enterprise Zone) Riviera Beach, Florida 33404
www.rgf.com



LABEL FOR Restaurants



THIS RESTAURANT IS PROTECTED BY

REME • HALO

AIR PURIFICATION TECHNOLOGY

www.rgf.com

**SEE WHAT
WE'RE DOING
TO PROTECT
THE AIR YOU
BREATHE**



SEE
WE'RE
TO PR
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BRE

COMMERCIAL PHI UNIT

A Photohydroionization[®] (PHI) Technology

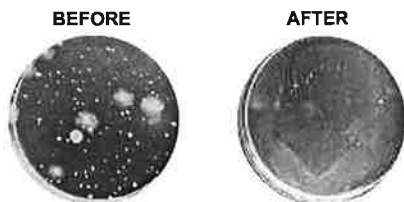


Patent Pending

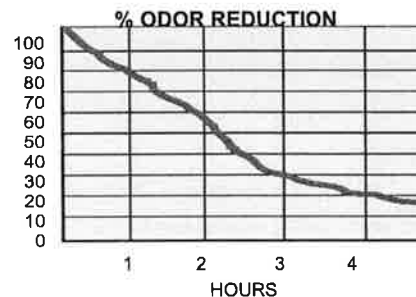
The **Commercial PHI Unit** by RGF[®] is designed to reduce odors, air pollutants, VOCs (chemical odors), smoke, mold bacteria and viruses. The unit is easily mounted into air conditioning and heating system air ducts where most sick building problems start. When the HVAC system is in operation the **Commercial PHI Unit** creates an Advanced Oxidation Process consisting of: Hydro-peroxides, ozonide ions, super oxide ions and hydroxide ions. All are friendly oxidizers. By friendly oxidizers we mean oxidizers that revert back to oxygen and hydrogen after the oxidation of the pollutant. The system is available fully assembled for easy installation.

Why Use RGF's Photohydroionization[®] Technology ?

Germicidal UV light rays have been used for decades by the medical industry as a method for destroying micro-organisms (germs, viruses, bacteria). UV light is dependable and can be easily installed in HVAC ducts or a plenum. Germicidal UV light is effective in reducing only the airborne micro-organisms that pass directly through the light rays. However, germicidal UV light has little to no effect on gases, vapors or odors. Photohydroionization Advanced Oxidation, on the other hand, is very effective on gases, vapors, VOCs and odors.



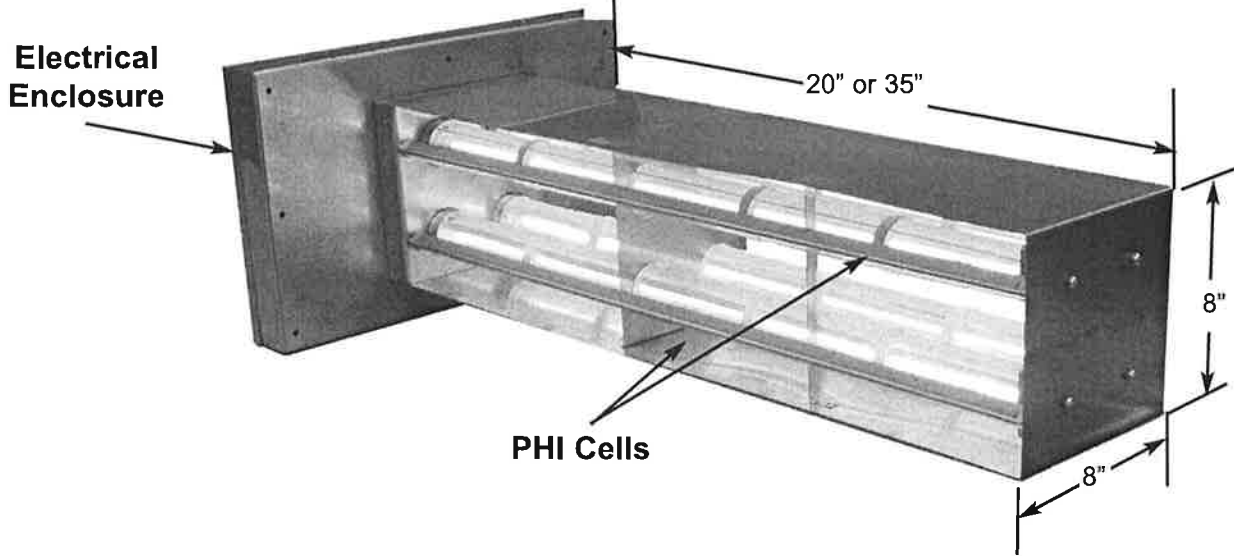
Actual lab tests showing up to 97% reductions of airborne bacteria and mold



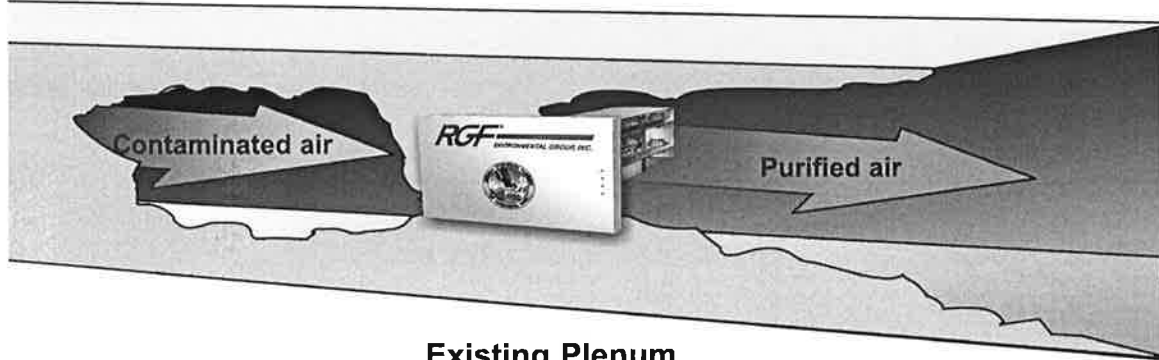
The combination of safe low level ozone (O₃) and UV light enhanced by a hydrated quad-metallic compound target develops an advanced oxidation reaction that creates as well as reduces ozone to safe low levels. This process also produces hydro-peroxides, super oxide ions, ozonide ions and hydroxides. By engineering the proper UV light wavelength, in combination with a triple function, no maintenance unit, The PHI Cell provides safe hydro-peroxides, super oxide ions, ozonide ions and hydroxides to purify the air.

With the RGF HVAC PHI Cell[®] Advanced Oxidation System, micro-organisms can be reduced up to 99.99%. Gases, VOCs and odors can also be reduced significantly, and the room will have ozonide ions, hydro-peroxides, super oxide ion and hydroxides which will help give your room fresh, clean and odor free air.

Commercial PHI



Installation



Existing Plenum

*At 120 VAC 60 Hz

Engineered to fit specific cfm applications in large commercial and industrial environments

Commercial 20 - Housing is 20" L	# of cells	Length of cell	CFM Coverage	Tonnage	*	*
CML-25	1	14"	9,730	25	0.25A	30W
CML-50	2	14"	19,460	50	0.55A	72W
CML-75	3	14"	29,120	75	0.90A	108W
CML-100	4	14"	38,920	100	1.10A	132W
Commercial 35 - Housing is 35" L	# of 35" cells	# of 14" cells	CFM Coverage	Tonnage		
CML-65	1	0	25,020	65	0.60A	72W
CML-90	1	1	34,750	90	0.87A	104W
CML-115	1	2	44,480	115	1.20A	144W
CML-125	2	0	50,040	125	1.10A	132W
CML-140	1	3	54,210	140	1.10A	192W
CML-150	2	1	59,770	150	1.10A	132W
CML-180	2	2	69,500	180	1.80A	216W
CML-190	3	0	75,060	190	1.70A	204W
CML-215	3	1	84,790	215	2.05A	246W
CML-250	4	0	100,080	250	2.15A	258W

RGF Environmental Group, Inc.

1101 West 13th Street (Port of Palm Beach Enterprise Zone) Riviera Beach, Florida 33404
800 842-7771 fax 561 848-9454 www.rgf.com

Exhibit "B"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2020

Agenda Item No.

Agenda Title: Discussion of the Award of Agreement for Tennis Center Management and Maintenance Services between the Town of Lake Park and Elite Sports & Recreation Management (RFP No. 108-2020)

- Checkboxes for SPECIAL PRESENTATION/REPORTS, BOARD APPOINTMENT, PUBLIC HEARING ORDINANCE ON ___ READING, NEW BUSINESS (checked), and OTHER.

Approved by Town Manager [Signature] Date: 11/23/2020
Riunite Franks, Special Events Director Riunite Franks

Name/Title

Table with 3 columns: Originating Department (Special Events), Costs (\$ N/A), Attachments (Copy of Notice of Intent to Award, etc.), Advertised (Not Required), and Yes I have notified everyone (RCF).

Summary Explanation/Background:

On Sunday, August 9, 2020 the Town published its Legal Notice that the Town would be accepting sealed proposals for Tennis Center Management and Maintenance Services Request for Proposals (RFP No. 108-2020) with a submittal deadline September 11, 2020 at 10:00 am eastern time. By that deadline, the following Offerors submitted a proposal:

**Elite Sports & Recreation Management
Itamar B. Macedo
World Class Tennis Academy**

On September 11, 2020 at 2:00 pm, the above proposals were opened and read aloud via Zoom.

On October 8, 2020 at 2:00 pm the Evaluation Committee consisting of the Special Events Director (Chair), the Town Manager and the Recreation Supervisor met in a publicly noticed meeting (via Zoom) for the purpose of evaluating the above proposals. All of the responses were determined to be sufficient and thus were evaluated by the Committee. After careful consideration, Elite Sports & Recreation Management received a total average score of 96%, Itamar B. Macedo received a total average score of 90.6% and World Class Tennis Academy received a total average score of 83.6%.

Based upon the review of the proposal submitted by Elite Sports & Recreation Management and the scores of the Evaluation Committee, staff recommends award of the Tennis Center Management and Maintenance Services Agreement to this Offeror.

As part of RFP 108-2020 all bidders were given the opportunity to submit an alternate proposal outlining a secondary sport as well as the number of courts to be used. For the purpose of the RFP, any proposed secondary sport would require the use of at least one tennis court and is played using a racquet and/or paddle. If the bidder that submitted the alternate proposal received the highest percentage total average score by the Evaluation Committee, the contents of the alternate proposal could become part of the final agreement, at the Town's discretion.

During the proposal process the Town received an alternate proposal from Elite Sports & Recreation Management proposing the sport of Pickleball as a secondary sport.

At this time, staff would like direction from the Commission whether or not to consider the secondary proposed sport of Pickleball as part of the agreement made with Elite Sports & Recreation Management. The final agreement will come before the Commission at a future meeting.

A copy of the Notice of Intent to Award and Bid Evaluation Sheets are attached. As well as, a copy of the proposals submitted by the Elite Sports & Recreation Management and a copy of RFP No. 108-2020.

Recommended Motion: At the Commissions discretion based on the information provided.



NOTICE OF INTENT TO AWARD

Notice is hereby given by the Town of Lake Park of the intent to award a License Agreement for the provision of Tennis Center Management and Maintenance Services pursuant to RFP No. 108-2020 to the following Offeror:

Elite Sports & Recreation Management

The award shall be effective upon approval by the Town Commission at its regular December 2, 2020 meeting which will be held in the Commission Chamber of the Lake Park Town Hall located at 535 Park Avenue, Lake Park, FL 33403, commencing at 6:30 pm.

This Notice of Intent to Award, along with the attached bid evaluation sheet, shall be posted by the Town Clerk on the Town of Lake Park's official website five (5) business days prior to the December 2, 2020 Commission meeting.

All bidders have the right to protest this intent to award pursuant to Section 2-251 of the Town's purchasing Ordinance.

Issued by: Town of Lake Park

Office of the Town Manager

November 6, 2020

John O. D'Agostino
Town Manager

Attachment

RFP 108-2020
TENNIS CENTER MANAGEMENT MAINTENANCE SERVICES
EVALUATION COMMITTEE
OCTOBER 8, 2020

ELITE SPORTS & RECREATION MANAGEMENT	RIUNITE	BRITTANY	JOHN
Qualifications & Experience	15	20	20
Ability & Capability	40	45	45
License Fee	33	35	35
TOTAL SCORE	88%	100%	100%

$$88 + 100 + 100 = 96\%$$

ITAMAR MACEDO	RIUNITE	BRITTANY	JOHN
Qualifications & Experience	15	16	20
Ability & Capability	35	36	45
License Fee	35	35	35
TOTAL SCORE	85%	87%	100%

$$85 + 100 + 87 = 90.6\%$$

WORLD TENNIS ACADEMY	RIUNITE	BRITTANY	JOHN
Qualifications & Experience	2	4	20
Ability & Capability	45	45	45
License Fee	30	35	25
TOTAL SCORE	77%	84%	90%

$$77 + 84 + 9 = 83.6\%$$

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:
Elite Sports & Recreation Management
Eric AH-Yuen, President/Director
119 Country Club Drive
Tequesta, FL 33469

Item No.

YES OR NO

1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number YES NO

2. Table of contents provided outlining in sequential order the major sections of the proposal YES NO

3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services YES NO

4. Operator's Qualifications and Experience:

a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator

b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation

c) Copies of resumes provided

d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional

e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida - No license for Bidder

5. Ability and Capability to Perform Required Services

a) Detailed schedule provided for types of programs offered

b) Detailed description of the rates for individual and group lessons, and league play

c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs

d) Detailed narrative response of the types of equipment that will be provided to perform required services

e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled

EVALUATION CRITERIA:

PERCENTAGE

1. Operator's Qualifications and Experience (Maximum 20%) 15%

2. Operator's Ability and Capability to Perform Required Services (Maximum 45%) 40%

3. License Fee Proposal Amount (Maximum 35%) - \$14,800 Proposed 33%
 \$26,500 - Capital Improvements

TOTAL AMOUNT (Maximum 100%) 88%

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:
Itamar B. Macedo
701 Lake Shore Drive
Lake Park, FL 33403

Item No.

YES OR NO

1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number
 YES NO

2. Table of contents provided outlining in sequential order the major sections of the proposal
 YES NO

3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services
 YES NO

4. Operator's Qualifications and Experience:

a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator *OK Not Detailed*

b) List provided of not less than three (3) ^{OK} references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation — *Did Not Provide The other Items*

c) Copies of resumes provided

d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional

e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida

5. Ability and Capability to Perform Required Services

Answered But Not In Detail

a) Detailed schedule provided for types of programs offered

b) Detailed description of the rates for individual and group lessons, and league play

c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs

d) Detailed narrative response of the types of equipment that will be provided to perform required services

e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled

EVALUATION CRITERIA:

PERCENTAGE

1. Operator's Qualifications and Experience (Maximum 20%)	<u>15%</u>
2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)	<u>35%</u>
3. License Fee Proposal Amount (Maximum 35%)	<u>35%</u>

TOTAL AMOUNT (Maximum 100%) 85%

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:
GMUTC/World Tennis Academy
700 W Hillsboro Boulevard
Suite 3-201
Deerfield Beach, FL 33441

Item No.

1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number
2. Table of contents provided outlining in sequential order the major sections of the proposal
3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services

YES OR NO

YES NO

YES NO

YES NO

Missing Contact Person

4. Operator's Qualifications and Experience:

- a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator
- b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation
- c) Copies of resumes provided
- d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional
- e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida

Barely Included

- Did Not Include

- Did Not Include

- Did Not Include

5. Ability and Capability to Perform Required Services

- a) Detailed schedule provided for types of programs offered ✓
- b) Detailed description of the rates for individual and group lessons, and league play ✓
- c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs ✓
- d) Detailed narrative response of the types of equipment that will be provided to perform required services ✓
- e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled ✓

Exceptional Responses

EVALUATION CRITERIA:

PERCENTAGE

1. Operator's Qualifications and Experience (Maximum 20%)
 2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)
 3. License Fee Proposal Amount (Maximum 35%) *-\$12,000 Proposed - Variable 10% of revenue up to \$3,000 monthly cap*
- TOTAL AMOUNT (Maximum 100%)**

20%
45%
30%
77%

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:

**Elite Sports & Recreation Management
Eric AH-Yuen, President/Director
119 Country Club Drive
Tequesta, FL 33469**

Item No.

YES OR NO

- | | |
|--|---|
| 1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 2. Table of contents provided outlining in sequential order the major sections of the proposal | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 4. <u>Operator's Qualifications and Experience:</u> | |
| a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator | |
| b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation | |
| c) Copies of resumes provided | |
| d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional | |
| e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida | |
| 5. <u>Ability and Capability to Perform Required Services</u> | |
| a) Detailed schedule provided for types of programs offered | |
| b) Detailed description of the rates for individual and group lessons, and league play | |
| c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs | |
| d) Detailed narrative response of the types of equipment that will be provided to perform required services | |
| e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled | |

EVALUATION CRITERIA:

PERCENTAGE

- | | |
|--|---------------|
| 1. Operator's Qualifications and Experience (Maximum 20%) | 20%
_____ |
| 2. Operator's Ability and Capability to Perform Required Services (Maximum 45%) | 45%
_____ |
| 3. License Fee Proposal Amount (Maximum 35%) | 35%
_____ |
| TOTAL AMOUNT (Maximum 100%) | 100%
_____ |

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:

**Itamar B. Macedo
701 Lake Shore Drive
Lake Park, FL 33403**

Item No.

YES OR NO

- | | |
|--|---|
| 1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 2. Table of contents provided outlining in sequential order the major sections of the proposal | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 4. <u>Operator's Qualifications and Experience:</u>
a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator

b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation

c) Copies of resumes provided

d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional

e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida | |
| 5. <u>Ability and Capability to Perform Required Services</u>
a) Detailed schedule provided for types of programs offered

b) Detailed description of the rates for individual and group lessons, and league play

c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs

d) Detailed narrative response of the types of equipment that will be provided to perform required services

e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled | |

EVALUATION CRITERIA:

PERCENTAGE

1. Operator's Qualifications and Experience (Maximum 20%)

1. No Contractual References, all clientele and one store owner

16%

2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)

1. Fundraising tournaments did not have much detail for example, how much money was raised for the past 5 years of tournaments, # of participants involved, any volunteers... ?

36%

3. License Fee Proposal Amount (Maximum 35%)

35%

TOTAL AMOUNT (Maximum 100%)

87%

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:

**GMUTC/World Tennis Academy
700 W Hillsboro Boulevard
Suite 3-201
Deerfield Beach, FL 33441**

Item No.

YES OR NO

- | | | |
|--|--|---|
| <p>1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number</p> | <p>YES _____</p> | <p>NO <input checked="" type="checkbox"/></p> |
| <p>2. Table of contents provided outlining in sequential order the major sections of the proposal</p> | <p>YES <input checked="" type="checkbox"/></p> | <p>NO _____</p> |
| <p>3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services</p> | <p>YES <input checked="" type="checkbox"/></p> | <p>NO _____</p> |
| <p>4. <u>Operator's Qualifications and Experience:</u></p> <p>a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator</p> <p>b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation</p> <p>c) Copies of resumes provided</p> <p>d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional</p> <p>e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida</p> | | |
| <p>5. <u>Ability and Capability to Perform Required Services</u></p> <p>a) Detailed schedule provided for types of programs offered</p> <p>b) Detailed description of the rates for individual and group lessons, and league play</p> <p>c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs</p> <p>d) Detailed narrative response of the types of equipment that will be provided to perform required services</p> <p>e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled</p> | | |

EVALUATION CRITERIA:

PERCENTAGE

<p>1. Operator's Qualifications and Experience (Maximum 20%) ^{4% each}</p> <p><small>1 No Resume 2 No address to the references 3. It is not known of those are contractor references as for there are no reference letters or titles of each individual 3 The USPTA certification and any current license to do business in PBC are not in this section.</small></p>	<p>4%</p> <p>_____</p>
<p>2. Operator's Ability and Capability to Perform Required Services (Maximum 45%) ^{9% each}</p>	<p>45%</p> <p>_____</p>
<p>3. License Fee Proposal Amount (Maximum 35%)</p>	<p>35%</p> <p>_____</p>
<p>TOTAL AMOUNT (Maximum 100%)</p>	<p>84%</p> <p>_____</p>

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:
Elite Sports & Recreation Management
Eric AH-Yuen, President/Director
119 Country Club Drive
Tequesta, FL 33469

- | <u>Item No.</u> | <u>YES OR NO</u> |
|--|---|
| 1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 2. Table of contents provided outlining in sequential order the major sections of the proposal | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| 4. <u>Operator's Qualifications and Experience:</u> | |
| a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator | YES |
| b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation | YES |
| c) Copies of resumes provided | YES |
| d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional | YES |
| e) Current licenses to do business in <u>Palm Beach County, Florida</u> ; Town of Lake Park; and the State of Florida | YES
P. BC |
| 5. <u>Ability and Capability to Perform Required Services</u> | |
| a) Detailed schedule provided for types of programs offered | YES
NOT L.P.K
will have to get BTR FOR TOWN |
| b) Detailed description of the rates for individual and group lessons, and league play | YES |
| c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs | YES |
| d) Detailed narrative response of the types of equipment that will be provided to perform required services | |
| e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled | |

EVALUATION CRITERIA:

1. Operator's Qualifications and Experience (Maximum 20%)
2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)
3. License Fee Proposal Amount (Maximum 35%)

PERCENTAGE

20%
 45%
 35%
 100%

TOTAL AMOUNT (Maximum 100%)

Avg. 96%

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:

**Itamar B. Macedo
701 Lake Shore Drive
Lake Park, FL 33403**

Item No.

YES OR NO

1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number YES NO
2. Table of contents provided outlining in sequential order the major sections of the proposal YES NO
3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services YES NO
4. **Operator's Qualifications and Experience:**
 - a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator YES
 - b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation YES
 - c) Copies of resumes provided YES
 - d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional YES
 - e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida YES
5. **Ability and Capability to Perform Required Services**
 - a) Detailed schedule provided for types of programs offered YES
 - b) Detailed description of the rates for individual and group lessons, and league play YES
 - c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs YES
 - d) Detailed narrative response of the types of equipment that will be provided to perform required services YES
 - e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled YES

EVALUATION CRITERIA:

Avg. 90.6%

1. Operator's Qualifications and Experience (Maximum 20%)
2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)
3. License Fee Proposal Amount (Maximum 35%)

PERCENTAGE

20%
45%
35%
100%

TOTAL AMOUNT (Maximum 100%)

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES
REQUEST FOR PROPOSALS (RFP) No. 108-2020**



PROPOSER:
GMUTC/World Tennis Academy
700 W Hillsboro Boulevard
Suite 3-201
Deerfield Beach, FL 33441

Item No.

YES OR NO

1. Cover page submitted which included the Operator's name, contact person for RFP, primary office location, local business address (if applicable), business phone and fax numbers, title of RFP AND RFP Number
 YES NO
2. Table of contents provided outlining in sequential order the major sections of the proposal
 YES NO
3. Executive summary provided of not more than (3) pages outlining Operator's overall qualifications and experience, and ability and capability to perform the required services
 YES NO
4. **Operator's Qualifications and Experience:**
 - a) Detailed narrative response of the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator
 - b) List provided of not less than three (3) references within the past five (5) years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation. YES
 - c) Copies of resumes provided *3 Primary People*
 YES FOR Fernando Sulez - Work History
 No for Metzger for Bogarin YES
 - d) Evidence provided that the Operator must be a current United States Professional Tennis Association (USPTA) member and must be certified as a USPTA Professional YES
 - e) Current licenses to do business in Palm Beach County, Florida; Town of Lake Park; and the State of Florida No
5. **Ability and Capability to Perform Required Services** *P.B.C. established Business* NONE PROVIDED / NOT A
 - a) Detailed schedule provided for types of programs offered YES
 - b) Detailed description of the rates for individual and group lessons, and league play YES - No league
Play Rate - Group Rates up to 6
 - c) Detailed narrative response of how the Operator proposes to engage the residents to participate in these programs YES
 - d) Detailed narrative response of the types of equipment that will be provided to perform required services. YES
 - e) Detailed narrative response describing the (2) fundraising tournaments that will be scheduled

EVALUATION CRITERIA:

1. Operator's Qualifications and Experience (Maximum 20%)
2. Operator's Ability and Capability to Perform Required Services (Maximum 45%)
3. License Fee Proposal Amount (Maximum 35%)

PERCENTAGE

20%
 45%
 25%
 90%

TOTAL AMOUNT (Maximum 100%)

Avg: 83.6%



**Town of Lake Park Tennis Center
Management and Maintenance Services**

Request for

Proposal

RFP No. 108-2020



Prepared By:

Elite Sports and Recreation Management

Eric AH-Yuen, President & Director

119 Country Club Drive

Tequesta, FL 33469

602-317-5339

September 11, 2020

Future Logo

We have professionally created a new logo by our designers to identify Lake Park Tennis Club. Our chosen design was carefully crafted to proudly represent our community, our culture and Team Lake Park. We kept it as close to the town logo while maintaining our own identity. Whether we are travelling to competition or hosting tournaments, we are proud to represent our town of Lake Park and associate with local businesses in the area.. The association of the palm trees of South Florida, the intercostal waterways and our landmark clock tower all signifies us in the town of Lake Park.



2. Table of Contents

3. Executive Summary.....	4
4. Operator’s Qualifications and Experience.....	7
a) History	7
b) References.....	11
c) Resumes.....	15
d) USPTA Membership and Affiliated Certifications.....	19
e) Palm Beach County Business Tax Receipt.....	24
5. Ability and Capability to Perform Required Services	25
a) Proposed Lake Park Tennis Center Schedule	25
b) Fee Schedule for Proposed Services.....	26
c) Process in Engaging Community to Participate	27
d) Equipment Provided.....	28
e) Annual Fundraising Tournament Ideas.....	28
6. License Fees	29

3. Executive Summary

The Town of Lake Park desires to engage the services of a Tennis Pro/Organization to direct and oversee the operations and maintenance of the Lake Park Tennis Center (LPTC). As a USPTA Certified Corporate Member, Pickleball Athletics Club dba Elite Sports and Recreation Management (Membership No. 81427) offers the Town a world-class combination of proven facility operations expertise, half a century of personal experience playing tennis at the highest levels, a history of community program successes, and more than 30 years teaching tennis with an earned Professional 1 Designation as a member of the U.S. Professional Tennis Association.

Eric AH-Yuen and his staff at Elite Sports and Recreation Management are seasoned, hands-on management experts and tennis professionals. They work together as a well-coordinated team, able to operate, maintain and grow facilities and their capabilities, while delivering men's, women's and juniors tennis programs that are rewarding and challenging.

Eric AH-Yuen has spent decades helming recreational facilities, creating community leisure programs, teaching everyone from children and weekend warriors to Olympians and professional athletes, and starting and growing successful fitness and wellness centers. His first business endeavor was launched 26 years ago when he opened his own facility, The Winning Circle Martial Arts Fitness and Wellness Center in Ontario, Canada, which still thrives today.¹

In October 2017, Eric AH-Yuen founded Pickleball Athletics Club (PAC) in Palm Beach Gardens. He built it from the ground up until it was so popular it covered three municipalities in Palm Beach County. His integrity, leadership ability and commitment to organizational excellence are so inspiring that club members come from as close as West Palm Beach, Lake Park and Palm Beach, and as far away as Fort Lauderdale, Port St. Lucie, Pompano, Deerfield Beach, Stuart and Delray Beach to play.

PAC is now one of the most successful pickleball programs in the country, having grown from 0 to 339 members in only 18 months. The program has been featured numerous times in the Palm Beach Post² and on ESPN³ and NBC's South Florida TV channels — a media relationship we propose to leverage on behalf of programs at LPTC.

Regarding Eric AH-Yuen's teaching and coaching abilities, they are superlative. He is RacquetFit Certified by the USPTA and holds elite designation as a USPTA Affiliate. RacquetFit is the educational organization sponsored by the USPTA that certifies tennis coaches in the optimal way to increase player performance via a deep understanding of how the body functions during the serve, forehand and backhand, a concept referred to as the Body-Tennis Connection.

¹ <http://winningcircle.com/>

² <https://www.palmbeachpost.com/lifestyles/why-everybody-palm-beach-gardens-going-crazy-for-this-sport/IAA751ksHrTjvxshr8swuM/>

³ <https://youtu.be/og25-SCKvmw>

In addition, Eric AH-Yuen has personally coached and trained more than 1,000 athletes in his career, including amateur, collegiate, and professional athletes from the NFL, CFL, NHL, PGA Tour, National Premier League Soccer, USAPA, Olympics and more. His athletes include Hall of Famers, World Champions, Gold Medalists, Rookies of the Year, National Team Players, Stanley Cup Finalists, and other successful students (See Resume). As one of only two Master Certified Pickleball Instructors in South Florida and 1 of 3 Certified Rating Specialists, he personally certifies other coaches across the nation and recently certified 40 USPTA Tennis Pro Instructors.

Elite Sports and Recreation Management's certified USPTA Tennis Professional Genevieve King (Membership No. 10225) has been playing tennis since she was seven years old. She finished her high school year as the number one ranked tennis player in the State of Florida in the Girl's 18 and Under Division. She won the State Hard Courts tournament in 1980, was named "Player of the Year" by the Miami Herald, and was recruited to several NCAA Division 1 universities including Stanford, UCLA, University of Florida, University of Miami, Clemson, South Carolina, and The University of Texas. She attended The University of Texas at Austin on an athletic scholarship where she played as the number one ranked singles player, and the number two doubles player, with a 64-2 win-loss record her senior year. She graduated with honors in 1985, receiving a Communications degree while being named an All-American Academic and All-American Athlete.

After moving to Coral Gables, Florida to train as a tennis pro, she successfully competed in the U.S. Open from 1978-1981 and again in 1985. She has played on the Jr. Wightman Cup Team, was ranked 150th in the world by the Women's Tennis Association in 1979-1982 and won the National Buick Mixed Doubles Amateur Championship in 1989.

In 1988, she became a Certified USPTA Elite Pro and embraced her passion for coaching men's, women's and junior's tennis full time. She was employed at Avila Golf and Tennis Club in Tampa, Florida from 1988-1990; served as the St. Mary's Episcopal School Tennis Team Coach from 1990-1995; coached at the Palma Ceia Golf and Country Club from 1995-1998; and most recently, she dedicated herself to building up the Tampa Parks and Recreation Department's tennis program where she has been Director of Tennis at Cal Dickson Tennis Center for the last 19 years. In all, Genevieve has been teaching tennis for more than 30 years with an earned Professional 1 Designation as a member of the United States Professional Tennis Association (USPTA).

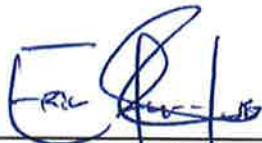
Elite Sports and Recreation Management proposes to engage Lake Park residents with a level of spirited camaraderie and sense of community that sets its program apart from others by offering fun, competitive league play; private, semi-private and group lessons; clinics; round robin events; annual tournaments; social events at area eateries as COVID guidelines allow; and more for players of all skill levels. The public will always retain easy access to the courts.

A sizeable part of our presence in Lake Park will be outreach programs, including: scholarships for students at district schools; dedicated family days; free after school tennis lessons for primary/middle school students and high school students; Free Friday play for youth 16 and under; league play and events discounts for Lake Park residents; no cost play for qualified underprivileged families; and complimentary passes for all Lake Park first responders and wheelchair players.

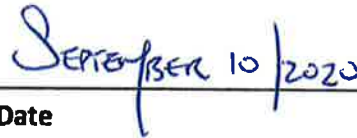
As the proposed Operator, Eric AH-Yuen will be on site every day personally managing all operations, programs, maintenance of the center, courts, grounds and facilities, and overall administration of the LPTC. Locating Eric AH-Yuen on the premises every day ensures a smooth-running operation, seamless communication with the Town, well-groomed maintenance, responsive problem solving, superior guest services, and a positive customer first attitude that provides security and comfort that cannot be matched.

Furthermore, Elite Sports and Recreation Management understands that if successful in our bid, the terms of the contract require appropriate insurance requirements as detailed in the RFP Packet 108-2020 on pages 3-4, under the section marked INSURANCE including subsections a and b. Eric AH-Yuen as President hereby certifies that Elite Sports is fully capable and primed to obtain and maintain all insurance requirements and secure a Town Business Tax Receipt at the earliest possible date following execution of the contract.

Eric AH-Yuen is the main contact for this proposal and will be personally available and readily accessible to the Town of Lake Park staff throughout the terms of any agreement. See contact information below.



Eric AH-Yuen, President
Elite Sports and Recreation Management
602-317-5339



Date

4. Operator's Qualifications and Experience

a) History

Eric AH-Yuen is a resident of Palm Beach County and lives in Tequesta, Florida. He is very familiar with the area and the recreational opportunities and needs of the county's diverse demographic profile. He has 30 years of experience operating recreational facilities, developing leisure programs for the community, and growing successful fitness and wellness centers.

Eric AH-Yuen grew up on the island of Mauritius with very little resources and instruction. But through his unmatched commitment to excellence, personal dedication and perseverance he became a gold medalist and World Champion in Tae Kwon Do. He will bring the same joyful energy and infectious enthusiasm to the Town of Lake Park. He has a passion to provide the kind of community offerings and leadership he lacked growing up. Over the years, Eric AH-Yuen has worked with hundreds of underprivileged families and inner-city kids. He believes strongly in his way of giving back to the community by building a social and positive environment as well as promoting an active and healthier lifestyle for the residents of Lake Park.

From age 16, Eric AH-Yuen worked part-time for the Leisure and Recreation Department in Ottawa, Canada building community leisure programs for underprivileged kids and implementing Sports Camps for serious junior athletes. After graduating from the University of Ottawa, he was offered the full-time position of Recreation & Park Manager for the City of Ottawa. Through hard work, he went from building community programs and instructing local kids to coaching the most accomplished professional athletes around the world, including:

- Kyle Yates – 4-time US Open Champion/#1 Pickleball Player in the World
- John Huh – PGA Tour Player/Rookie of the Year
- Donnie Ruiz – Professional Football Player
- Sayed Najem – Taekwondo Olympic Silver Medalist



Kyle Yates and Eric AH-Yuen



7 John Huh and Eric AH-Yuen



Donnie Rulz



Sayed Najem

Eric AH-Yuen grew up using city programs and facilities like the Boys and Girls Club to develop his athletic career. At the age of 20, he graduated from the University of Ottawa with honors in Communications and a double minor in Leisure Studies and Sports Psychology. He brings a powerful combination of education, accomplished interpersonal and group communication, professional competition, recreational organization, and business acumen that place him head and shoulders

above other managers. After graduation, he continued his studies in Athletic training and Human Performance, earning many accredited national certifications. His current list of certifications includes USPTA RacquetFit, C.H.E.K as a Performance Coach Specialist, F.M.S as a Pro functional movement Coach, TPI-CGFI as a professional athletic trainer, IPTPA Level 2 as a National Master Instructor, and CRS as a certified rating specialist.

After two years in the work force as a government employee, he followed his dream of starting his own Fitness Health and Wellness Centre. The Winning Circle Martial Arts Fitness and Wellness Centre was opened in Ontario and still runs today after 26 years in business. He understands the importance of giving back to the community, developing programs for the younger generation and helping people of all ages through fitness, leisure and active lifestyle. He appreciates the values he developed as a young man and teaching them to others is one of his greatest joys.

As stated in the summary, Eric AH-Yuen started Pickleball Athletics Club (PAC) from the ground up in Palm Beach Gardens three years ago. It is one of the most successful Pickleball programs in the country and enjoys regular notoriety in the local and national media, thanks in large part to Eric AH-Yuen's nationally recognized status as an elite trainer and coach.

Eric AH-Yuen's teaching methodology and system is considered a worldwide leader in coaching and training athletes. Lake Park, therefore, would obtain a world-class athlete, operator and coach who has run exceptional programming in some of the top facilities worldwide and is a proven catalyst for recreational growth in communities throughout South Florida.

To date, the Town of Lake Park has not awarded any contracts to Eric AH-Yuen or Pickleball Athletics Club. But upon a successful bid, Elite Sports and Recreation Management will make Lake Park its flagship location operating 7 days a week out of the LPTC.

Experts at Community Engagement ▼



Eric AH-Yuen Teaching Proper Stroke Mechanics ▼



Eric AH-Yuen Conducting Group Lessons ▼



Genevieve King Wins National Mixed Doubles Tennis Championship, March 1989 ▼

Greiwe-King, Cantrell capture national title

By JOEY JOHNSTON
Tribune Sports Writer

TAMPA — Bill Cantrell and Genevieve Greiwe-King of Tampa both agreed they were highly motivated to win the Buick Amateur Mixed Doubles tennis championship earlier this month in Dallas.

Their source of inspiration? John McEnroe, of all people.

Cantrell and King emerged from a field of 1,800 doubles teams. They advanced through local competition, then an Eastern Regional at the Saddlebrook Resort. The final was held at the Reunion Arena in conjunction with the WCT Finals.

Before Cantrell and King went on though, there was a semifinal match between McEnroe and Ivan Lendl, which McEnroe won in stylish fashion. Beginning their match at nearly midnight local time, Cantrell and King then defeated Louis McKee and Janet McArthur of Weymouth, Mass., 6-2, 7-5.

"I think that McEnroe match fired us up," said King, 25, a former University of Texas All-American who is now an assistant tennis professional at Avila. "It got so good with the crowd roaring so much. It was like a boxing match. I was nervous when we went on, but it was more excited nervous than scared nervous."

"I'm a McEnroe fan, so I was feeling

Tennis

great when our match started," said Cantrell, 30, vice president of regulatory affairs for TECO. "I think we were so ready for the match anyway. Normally it might have been difficult to get ready, with the late hour and all. But after seeing McEnroe win, combined with the excitement we already had, it wasn't difficult at all."

Cantrell and King, both former tennis standouts at Plant High School, competed in a similar national event five years ago, but lost in the semifinals. They have played to gether off and on since then. This year, they decided to try again for the championship.

"I felt fairly confident about our chances actually," Cantrell said. "Gen and I have always played well together. It was a lot of fun. We got to stay in Dallas the whole week and see a lot of good matches. Then we won. That was the biggest highlight. It all came together at the right time."

Not that there wasn't a close call.

"When we were going through the regional at Saddlebrook, I think it dawned on us that, 'Hey, we're close to getting this trip to Dallas,'" King said. "We played the semifinal the next day and it was a 3½-hour struggle. It was bad, ugly tennis. Then we get to the final and we're im-



Special photograph by RUSSELL ADAMS

Genevieve Greiwe-King and Bill Cantrell hold the trophy after winning a national mixed doubles tournament in Dallas.

mediately down 1-love, love-40 on Bill's serve. I looked at him and said, 'I can't go through another match like this. Let's go.' So we won nine straight points and 12

straight games. We got in the zone."

And that zone carried them all the way to Dallas, which was the setting for a memorable week. For them and John McEnroe.

b) References

Below are three (3) references within the past five (5) years whereby Eric AH-Yuen has provided similar services.

i.

Company Name:	The Village of North Palm Beach
Reference Contact Name:	Stephen Poh Recreation Supervisor
Overall Value of the Contract	\$4,800
Term of the Contract	1 Year
Phone Number:	561-841-3386
Address:	603 Anchorage Drive North Palm Beach, Fl. 33408

ii.

Company Name:	Jupiter Community High School
Reference Contact Name:	Suzanne Smith Assistant Principal
Overall Value of the Contract	\$5,200
Term of the Contract	1 Year
Phone Number:	561-744-7930
Address:	500 N. Military Trail Jupiter, Fl. 33458

iii.

Company Name:	Palm Beach Gardens Community Centre
Reference Contact Name:	Dan Prieto Leisure Services Administrator
Overall Value of the Contract	\$5,000
Term of the Contract	2 Years
Phone Number:	561-630-1117
Address:	4404 Burns Road Palm Beach Gardens, Fl 33410

(See Letters of Reference following.)

11/6/19



Dear Mayor, Commissioners, and City Manager of Lake Park,

Hello, my name is Brian McMahon and I am a Lake Park resident with my wife, my 4 children and both my parents. We have been living in the area for the past 6 years.

I am also the Head Coach of the Palm Beach Atlantic University Soccer Team in the NCAAII.

Both my wife and I play pickleball frequently and have been members of Pickleball Athletics Club since last year. When we found out that PAC could find itself a possible permanent location close to our home, we were ecstatic.

We have seen first-hand of PAC's dedication and commitment to the community and its members. They have the ability to connect people of all backgrounds in a fun, professional and organized setting. The Club will boost the community by bringing their 300+ members 5 times or more a week to the Lake Park Tennis Centre. Their professionalism, support, and dedication in running an organization is outstanding and will be beneficial to our Town.

Being a father of 4 young children, we are also excited about PAC's Junior Program. We feel it would be a great addition to Lake Park's recreational family program. It would be a positive and safe environment where parents and children can be active and enjoy this beautiful game.

We strongly recommend PAC and we know it would be great addition and a perfect fit to the town of Lake Park.

Thank You for your consideration,

Regards,

Brian McMahon

Brian_mcmahon@pba.edu

561-291-5055



To whom it may concern:

It is my pleasure to recommend Eric AH-Yuen and PickleBall Athletics Club to you. I am the Recreation Supervisor at the Village of North Palm Beach and we have been excited to have an organization with such professionalism and dedication as part of our recreational community in North Palm Beach.

The Pickleball Athletics club would be a great organization to start a pickleball program in any community. Eric and his team have been here for 2 months and have received many compliments from our residents.

PAC organizes games and puts people together to play on a weekly basis. PAC have become a family to many of our North Palm Beach residents as they frequent this professional organized program 2-3 times a week in a fun, safe and social environment.

We recommend Pickleball Athletics Club and we feel they would be a tremendous asset to any recreational programs in the community.

Stephen Poh

Recreation Supervisor | Village of North Palm Beach

Phone: (561) 904-2128

603 Anchorage Drive • North Palm Beach • 33408



www.village-npb.org



Dr. Colleen Lannutti
Principal

Jupiter Community High School
500 N. Military Trail
Jupiter, FL 33458
Phone: 561-744-7900
Fax: 561-744-7978

Dear Mayor, Commissioners and City Manager of Lake Park,

My name is Suzanne Smith and I am the Assistant Principal at Jupiter Community High School-Adult and Community Education.

I would like to take this opportunity to offer a formal recommendation for PickleBall Athletics Club led by Mr. Eric AH-Yuen.

It has been such a pleasure dealing with Eric and his team at the Pickleball Athletics Club. Their professionalism and enthusiasm has been nothing but top notch and I can't think of a better candidate to run the pickleball program in Lake Park.

Eric has the expertise, experience, character and true public partnership dedication to the club and programs.

I believe that having Eric would be a great asset to your community where he can continue to fulfill his vision of expanding the game of pickleball and at the same time promoting the City of Lake Park as the major location and destination for Pickleball in Florida.

His expertise as a nationally recognized Pickleball player, a well-respected coach, a leader, and instructor should be revered. Eric has created a family community club and build a culture that well over 300 people in the community are participating in every week.

I will assure you with Eric's guidance, he will put Lake Park on the map as having the best full time Pickleball program and facility in all of Florida. It will be a benefit to all the Lake Park residents young and old to have someone of his caliber run the Pickleball program and Tennis Centre.

Regards,

Suzanne Smith
Assistant Principal
Jupiter High School

561-744-7930



Partnered with



c) Resumes

Please find below a detailed resume of Eric AH-Yuen's personal experience in the operation of recreational facilities and development of leisure programs for the community. Genevieve King's professional tennis resume follows.

ERIC AH-YUEN

1987-1991 (part-time)
CITY OF OTTAWA PARK & RECREATION DEPARTMENT
110 Laurier Avenue West
Ottawa, Ontario

Leisure programs & Athletics Supervisor

- Helped organize and schedule a variety of leisure activities at multiple Community Centers across the City of Ottawa (population 980,000).
- Arranged athletics junior programs as well as maintaining and upkeep of facilities, equipment's and supplies.
- Organized the logistics of registrations, transportation for hundreds of children across the city for summer and March Break Camps
- Implemented a highly competitive Athletic Junior League Program (Future Stars) in multiple sports such as tennis, hockey, soccer and volleyball.
- Coached several junior teams and athletes in the league who have gone on to full scholarships and became National Champion in their respective sport.

1991-1993 (full-time)
CITY OF OTTAWA PARK & RECREATION DEPARTMENT
110 Laurier Avenue West
Ottawa, Ontario

Recreational Programs and Park Manager

- Supervised, oversee and monitored recreational programs and special events across the city
- Managed multiple facilities and staff while implementing operation policies and procedures at every location
- Recruited, trained and supervised volunteers
- Promoted all community programs through an active community relations campaign
- Assessed the community recreation requirements and plans those needs while always maintaining constant community engagement

1994-2009
PRESIDENT OF WINNING CIRCLE FITNESS & WELLNESS CENTRE
MASTER INSTRUCTOR TAE KWON DO
WORLD CHAMPION ATHLETE
PRO ATHLETIC TRAINER
1565 Maple Grove Rd.
Kanata, Ontario

Owner and Operator of a premiere Martial Arts, Fitness, Performance & Wellness Centre for over 20 years accommodating the general public and serious athletes of all ages. A facility where the emphasis is enhancing people's lives thorough education and promoting an active lifestyle. Professional and amateur athletes receive the most cutting-edge training and technology to enhance and maximize performance.

Responsible for overall branding, day-to-day operations, strategic partnerships, public relations, marketing, staff management, budgeting, payroll and all operational responsibilities.

2009-PRESENT

PRESIDENT IGOLFSTRONG INC.

EXERCISE PHYSIOLOGIST

119 Country Club Dr.

Tequesta, Florida

- Travelled on the PGA TOUR as a high-performance consultant working with the best golfers in the world
- Operated the IGOLFSTRONG private facility in Jupiter during my off weeks and off season
- Recognized and evaluated injuries
- Developed and implemented Strength & Conditioning Programs, and rehabilitation programs for the injured athlete.
- Planned and assisted in the athlete's daily training regimen to prevent injury and illness
- Communicated effectively with Orthopedic Doctors, Mental & Swing Coaches, player's agents and staff personnel on the PGA Tour.

2017-PRESENT

PRESIDENT & DIRECTOR PICKLEBALL ATHLETICS CLUB

CERTIFIED IPTPA TEACHING PROFESSIONAL

CERTIFIED IPTPA RATING SPECIALIST

USAPA AMBASSADOR (SOUTH FLORIDA)

PRO PLAYER

500 Military Trail,

Jupiter, Florida

- Responsible for the management, directing and overseeing the club operations and management at all locations.
- Responsible for the teaching staff, programming, marketing, Round-robin, open play, tournaments and exhibitions.
- Established and implemented the program curriculum for player ratings and development of players.
- Teach private, group instruction lessons and specialty clinics
- Organized and hosted the Florida Open Pickleball Championships



Genevieve Greiwe King

Professional Teaching Experience


Teaching Professional - Tequesta/Jupiter, FL - January 2019 - Present

- Teach private and group tennis and pickleball lessons to players of all skill levels


Head Tennis Director - Cal Dickson Tennis Facility City of Tampa Parks and Recreation, FL - 1997 - 2017

- USPTA ELITE PROFESSIONAL for 30 years
- Oversaw 100 PLUS children and 65 adults yearly
- Taught beginners to 4.5 level players
- Managed leagues for adults and children
- Participated and organized Team Tennis Junior League from inception (2005)
- Implemented Quick Start Junior Program for Under 10 Tennis (2011)
- Oversaw assistant pros and managed payroll
- Maintained and managed 8 hard courts and complete premises including office, locker rooms, lights and grounds



 18600 NE River Ridge Rd
Tequesta, FL 33469

 888-468-3179

 ggking2@pwr.com

Club Tennis Pro - Palma Cera Country Club, Tampa, FL - 1994 - 1997

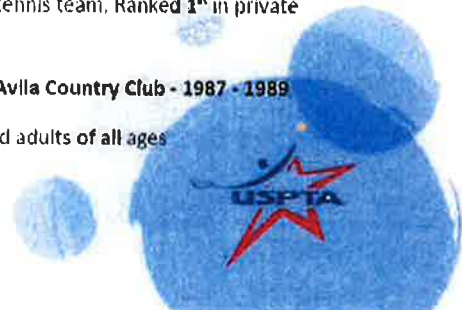
- Organized and instructed private and group lessons
- Implemented Ladies clinics and Junior Program

Head Tennis Professional - St. Mary's Episcopal School - 1989 - 1994

- Taught 50 men and women parishioners and parents
- Taught Youth Program (5-15 year olds)
- Coached the middle school tennis team. Ranked 1st in private school district

Tennis Assistant Professional - Avila Country Club - 1987 - 1989

- Taught tennis to children and adults of all ages





Education

University of Texas, Austin - 1981-1985

- Major: Organizational Communication with added concentration in basic computer language
- Overall GPA: 3.5/4.0; Dean's List 1983-1985

Tennis Playing Experience & Achievements

- USPTA Certified Tennis Professional – ELITE PRO 30 years
- Certified IPTA Level 1 Instructor - June 12, 2019
- Member of the USA LEAGUE TENNIS 4.5 NATIONAL TEAM, 2004
- Buick National Amateur Mixed Doubles Champion, 1989
- Academic & All-American Doubles Team, University of Texas, 1985
- U.S. Open Tennis Championships, 1978-1981
- Member of the All-American Scholastic Team
- Ranked 158 in the World on the WTA, 1981
- Named Player of the Year by the Miami Herald, 1981
- Member of the Junior Wightman Cup Team, 1980
- Held top 20 National ranking since age 15
- Ranked #1 in Florida in the 18's Division at age 16
- Recipient of Rex Baker Jr. Centennial Endowed Scholarship Award
- Member of the Golden Key Honor Society

Charity Work

- Member of Juvenile Diabetes Foundation, Chaired the JDRF 2012 GALA and raised over \$350,000
- Researcher for Teledyne Co. in promotion of diabetic watches
- Member of Chi Omega Sorority

References

Andes Molina

Head Tennis Director - Palm Ceai Golf & Country Club
813-251-3673

Dave Freiman

President - Team Tennis Junior Leagues
813-368-6005

Lauren and Chris Schellman

Long Term Private Clients (over 15 years)
813-924-9322

d) USPTA Membership and Affiliated Certifications

Eric AH-Yuen, Genevieve King and Elite Sports and Recreation Management are certified members in good standing with the USPTA. Copies of USPTA certifications follow.

United States
Professional Tennis Association

Hereby certifies that

Elite Sports and Recreation Management

Pickleball Athletics Club

has fulfilled all requirements, and met the standards for
the USPTA non-teaching category of

Corporate Member

John R. Embree
Chief Executive Officer



Membership No. 81427

Valid through Aug. 19, 2021

United States Professional Tennis Association

Hereby certifies that

Eric Ah-Yuen

Has successfully completed all RacquetFit requirements
necessary for the rating of



Affiliate

RACQUETFIT

John R. Embree

Chief Executive Officer

Membership No. 75542

Valid through August 11, 2021



RACQUETFIT™

In recognition of the successful completion of the Body-Serve Connection requisite course of study and on the nomination by our Advisory Board, Racquet Fit proudly confers upon

ERIC AH-YUEN

June 23, 2018

the distinction of

RacquetFit Certified

given on


Eric Ah-Yuen, President


Eric Ah-Yuen, President

**United States
Professional Tennis Association**

Hereby certifies that

Genevieve Greiwe-King

has successfully completed all requirements, including an extensive examination of teaching, playing and business skills, necessary for the rating of

Elite Professional

John R. Embree
Chief Executive Officer



Membership No 10225
Valid through Dec. 31, 2020

ENR - GPO - 1997 - 8407



**United States
Professional Tennis Association**

Hereby awards this certificate to

Genevieve G King

for

**30 Years of Service
2019**

Tom A. McHale
President USPTA



John R. Embree
CEO

e) Palm Beach County Business Tax Receipt



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving YOU.

P.O. Box 3353 West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

119 COUNTRY CLUB RD
TEQUESTA, FL 33469

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
STAGE: SPORTS - ACTIVITIES INSTRUCTOR	GOLFSTRONG INC.		L26 502464 08/14/20	133.00	B40184869

This document is valid only when receipted by the Tax Collector's Office

PICKLEBALL ATHLETICS CLUB
 1 GOLFSTRONG INC
 COUNTRY CLUB DR
 TEQUESTA FL 33469

STATE OF FLORIDA
PALM BEACH COUNTY
2020/2021 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 2020122571
EXPIRES: SEPTEMBER 30, 2021

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

As stated in the Executive Summary, Pickleball Athletics Club dba Elite Sports and Recreation Management understands the need to obtain a Business Tax Receipt from the Town if their bid is successful, and hereby certifies that they are able and ready to secure the required license at the earliest possible date if awarded the contract.

5. Ability and Capability to Perform Required Services

a) Proposed Lake Park Tennis Center Schedule

The public will have access to the LPTC every day during operational hours from 8 a.m. - 10 p.m. excluding Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day. All players can make court reservations in advance a number of ways, choosing whichever method works best for them personally. Players can reserve courts through our easy online reservation portal system and phone app. This application is tied to our website where players have their own account and can sign up for lessons, receive instant notifications about LPTC programs, view their player profiles and handle payments. Players will also have the option of in-person service in the tennis shop or can simply call the club number. The public will always have access to the courts even without making reservations.

Tennis Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 AM	Cardio Tennis	Adult Division Team Clinic	Hitting Frenzy	Adult Division Team Clinic	Group Tennis	Family Tennis	Family Tennis
8:30 AM						Competitive Juniors	Hitting Frenzy
9:00 AM	Passport League Play	ADULTS (Beginner)	Passport League Play	ADULTS (Intermediate)	Passport League Play	Adults Mixed Clinics	Cardio Tennis
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
3:30 PM	Free Children Clinic (8 & Under)	Free Children Clinic (10 & Under)	Free Children Clinic (11-12 yrs old)	Free Children Clinic (13-14 yrs old)	Free Children Clinic (15-16 yrs old)		
4:00 PM							
4:30 PM	Red Balls (8 under)	Competitive Juniors	Orange Balls (10 under)	Competitive Juniors	Green Balls (11-16)		
5:00 PM							
5:30 PM	ADULTS Instruction (beginner)	Passport League Play	ADULTS Instruction (Intermediate)	Passport League Play	Cardio Tennis		
6:00 PM							
6:30 PM	Men's Round Robin		Women's Round Robin				
7:00 PM							

Start Time **Time Blocks**
 8:00 AM 30m

b) Fee Schedule for Proposed Services**Lake Park Tennis Center Fees**

Rates are designed to maximize cost effectiveness and affordability for the public

Elite Sports and Recreation Management will offer affordable Passport/League play fees that allow players of all ages and abilities to come together and participate in LPTC's organized Open Play sessions, Round Robin events, Mixed Singles/Doubles challenges, Adult Friendly competitions, and Weekly Social get-togethers. This approach has proven to be a great way to get new and former players into the game and build positive, rewarding community bonds.

From young adults to super seniors, the Passport/League will be a fun time for family, friends and teammates to engage each other in playful competition and exciting social opportunities. A UPSTA Certified Tennis Pro and/or staff member will be present at all times to organize the structure of all Passport/League play, schedule the courts, adjust the level of players, and oversee activities.

TENNIS PASSPORT/LEAGUE & EVENT PLAY**Town of Lake Park Residents**

- Adult single \$39/term
- Family \$65/term
- Junior \$15/term

Non-Residents

- Adult single \$59/term
- Family \$95/term
- Junior \$25/term

TENNIS LESSONS

- Private Lesson \$75/hour
- Semi-Private Lesson \$45/hour
- Strategy Group Lesson \$25/hour

c) Process in Engaging Community to Participate

Elite Sports and Recreation Management has in the past and will continue in the future to use its considerable media and sports contacts to promote the LPTC so that it appears in media outlets and is promoted as widely as possible. For example, as recently as September 2020 President Eric AH-Yuen and his Pickleball Athletic Club were featured in *Palm Beach Illustrated* luxury lifestyle magazine, reaching thousands of potential new players. We propose to leverage the same network of media contacts on behalf of LPTC programs.

Even more importantly for the Town of Lake Park is how we will engage the tennis community at the grassroots level and how we plan to employ hyperlocal marketing opportunities. As outlined in the executive summary, a big part of our success metrics includes community outreach programs that drive excitement for our presence in the Town. We will engage the community through our website, social media platforms, fundraisers, free tennis clinics, public school outreach programs, word of mouth, free family days, email blasts and monthly newsletters, as well as by partnering with local businesses, charities and non-profit organizations, and hosting open houses.



Photo: www.pickleball.com

d) Equipment Provided

Elite Sports and Recreation Management will provide racquets, tennis balls, use of ball machines, ball containers, training aids, ball tubes and performance enhancement tools such as bands, cones, grip trainers and more.

All ball machines and training aids will be free to all students taking lessons or classes.

Elite Sports and Recreation Management will be supplying all maintenance equipment to run LPTC such as electric leaf blowers, court sweepers and brushes. Outdoor furniture such as court benches, tables and chairs, additional shade structures will also be purchased and provided for our clients. We will have a TV and video camera for stroke and game analysis to improve their body mechanics, court movements and game strategies.

e) Annual Fundraising Tournament Ideas

Member Guest Fundraiser

Players are encouraged to bring any players from other clubs, friends, family members and neighbors to the LPTC. A round robin format will be played with the eventual winners winning trophies and gift certificates from local businesses. All proceeds will go to the Special Events Department of the Town of Lake Park.

Play the Pro

All players entered will be paired up and get a chance to play with a Tennis Pro, collegiate player or an interesting guest or celebrity. A double elimination format will be used with the last team standing becoming the eventual champion. An option of food purchase such as hotdogs, hamburgers and soft drinks can be available on site. All tournament and food proceeds will go towards the Special Events Department of the Town of Lake Park.

6. License Fees

In exchange for the rights to give private tennis lessons, group lessons, structured league play and host round robin tennis events at the Lake Park Tennis Center, Elite Sports and Recreation Management will provide the Town an annual license fee of **\$16,800** with an additional **\$26,500 for capital improvements**. The license fee is payable to the Town in equal monthly installments of \$1,400. Such installments will be paid to the Town on the first day of the month. After the first year, the fee shall increase by 3 percent for each renewal.

In addition, if our bid is successful, Elite Sports and Recreation Management proposes making an additional investment of capital improvements of \$26,500 to repaint all the courts and repair all the cracks as well as fixing the bird baths where water is being collected within the first 2 years. The first phase of the capital investment of \$10,000 will immediately be used to purchase multiple shade structures, seating, a practice wall court, windscreens, tables, chairs, outdoor furniture, electric court blowers. We will also remodel and upgrade the LPTC Pro Shop/Office. The second phase of \$16,500 will be used within 2 years for the maintenance and upgrade of the facility. To expedite capital improvements to the LPTC, benefit the community, and ensure Elite Sports and Recreation Management's ability to recoup investments in the Town's infrastructure, we propose a 10-year lease with a 10-year renewal option. Elite Sports Recreational Management is open to negotiate other alternative terms, length, duration and capital investments with the town upon a successful bid. We are committed to fund this agreement at the same rate proportional to any change in term.



**Town of Lake Park Tennis Center
Management and Maintenance Services**

Request for

Alternate Proposal

RFP No. 108-2020



Prepared By:

**Elite Sports & Recreational
management**

Eric AH-Yuen, President & Director PAC
119 Country Club Drive
Tequesta, FL 33469
602-317-5339

September 11, 2020

Alternate Proposal Future Logo

We have professionally created a new logo by our designers to identify Lake Park Tennis & Pickleball Club. Our chosen design was carefully crafted to proudly represent our community, our culture and Team Lake Park. We kept it as close to the town logo while maintaining our own identity. Whether we are travelling to competition or hosting tournaments, we are proud to represent our town of Lake Park and associate with local businesses in the area. The association of the palm trees of South Florida, the intercostal waterways and our landmark clock tower all signifies us in the town of Lake Park.



2. Table of Contents

3. Executive Summary	4
4. Qualifications and Experience	7
a) History	7
b) References	12
c) Resumes.....	16
d) USPTA Membership and US Sports Association Certifications.....	18
e) Business Licenses.....	22
5. Ability and Capability to Perform Required Services	23
a) PICKLEBALL Schedule at Lake Park Tennis Center:	23
b) Fee Schedule for the Pickleball secondary program	24
c) Process in Engaging Community to Participate	26
d) Equipment Provided	29
e) Fundraising Tournament Ideas	29
6. Alternate Proposal License Fee	30

3. Executive Summary

The Town of Lake Park desires to engage the services of an alternate secondary sport Pickleball to the operations and maintenance of the Lake Park Tennis Center (LPTC). In addition, Palm Beach County and the Town of Lake Park have a shared vision to be a nationally recognized leader in parks and recreation services and facilities.¹ As a nationally recognized professional with extensive first-hand experience delivering the core services and exhibiting the values needed from the LPTC Director, Eric AH-Yuen President of Elite Sports and management & Director of Pickleball Athletics Club (PAC) is the ideal teammate for Pickleball at Lake Park.

Eric AH-Yuen is a proven, highly skilled Facility Manager and Coach with decades of experience operating recreational facilities, creating community leisure programs, teaching everyone from children and weekend warriors to Olympians and professional athletes, and starting and growing successful fitness and wellness centers. His first business endeavor was launched 26 years ago when he opened his own facility, The Winning Circle Martial Arts Fitness and Wellness Center in Ontario, Canada, which is still thriving today.² He is capable of developing facilities that accommodate the county and town's desire for the latest in leisure trends, while delivering health and wellness opportunities and youth enrichment and sports/athletic programs that are exciting, rewarding and challenging.

Among the latest and most well-established leisure trends is pickleball. Pickleball is one of the fastest growing sports in the nation and is enjoyed by players of all ages and skill levels especially seniors and retirees.³ It is governed by the USA Pickleball Association (USAPA).⁴ It is inexpensive and requires minimal gear. And because most pickleball is played on retrofitted tennis courts, it is quick and easy for parks and rec departments to offer to communities. Eric AH-Yuen founded Pickleball Athletics Club in Palm Beach Gardens in October 2017. He built it from the ground up until it now boasts locations in two other municipalities: Jupiter and North Palm Beach. His integrity, leadership ability and commitment to excellence are so inspiring that some PAC members come from as far away as Fort Lauderdale, Port St. Lucie, Pompano, Deerfield Beach, Stuart and Delray Beach to play. However, Pickleball Athletics Club is proud that 80 percent of its members are locals from West Palm Beach, Lake Park, Jupiter, Palm Beach, Jupiter Island, Palm Beach Gardens, Tequesta, Singer Island and Lake Worth.

PAC is now one of the most successful pickleball programs in the country, having grown from 0 to 339 members in only 18 months. PAC has been featured numerous times in the Palm Beach Post⁵, the recent September 2020 issue of Palm Beach Illustrated luxury lifestyle magazine and

¹ <http://discover.pbcgov.org/parks/General/About-Us.aspx>

² <http://winningcircle.com/>

³ <https://www.nbcnews.com/better/lifestyle/pickleball-fastest-growing-sport-you-ve-never-heard-ncna992106>

⁴ <https://www.usapa.org>

⁵ <https://www.palmbeachpost.com/lifestyles/why-everybody-palm-beach-gardens-going-crazy-for-this-sport/IAA751ksHrTjvxshr8swuM/>

on ESPN⁶ and NBC's South Florida TV channels as the Top Pickleball Club in South Florida. PAC was also featured as the host of the first Florida Open Championship. We want Lake Park to become the hub of our ongoing success.

Regarding Eric AH-Yuen's teaching and coaching abilities, they are superlative. He has personally coached and trained more than 1,000 athletes in his career, including amateur, collegiate and professional athletes from the NFL, CFL, NHL, PGA Tour, National Premier League Soccer, USAPA, Olympics and more. His athletes include Hall of Famers, World Champions, Gold Medalists, Rookies of the Year, National Team Players, Stanley Cup Finalists and other successful students (See Resume).

Eric AH-Yuen currently trains Kyle Yates, the #1 ranked pickleball player in the world, and others. If PAC's bid is successful, Kyle Yates and other athletes will come to Lake Park frequently for their training regimen at the PAC Academy. Eric AH-Yuen is one of only 2 Master Certified Pickleball Instructors in South Florida and 1 of 3 Certified Rating Specialists. He certifies other pickleball teachers across the nation and recently certified 40 USPTA Tennis Instructors. He is the current USA Pickleball Association Head Ambassador for West Palm Beach and all of Palm Beach County, and well positioned and able to significantly grow the sport in Lake Park.

The Tennis Program will be the main program at Lake Park and pickleball will be secondary. Our tennis Professional Genevieve King is fully certified as an Elite Professional Coach and Head Director. She recently won an award for having 30 years of outstanding service with the USPTA. She is a highly qualified Tennis Director and Pro who has run many tennis centers and has worked with all levels of players from top-ranked professionals, ladies and men's interclub teams, USTA teams and juniors. Most recently she dedicated herself to building up the Tampa Parks and Recreation Department tennis program where she has been the Head Director at Cal Dickson Tennis Centre for the last 19 years. Her 30+ years of teaching and managing director experience coupled with 15 years as a professional tennis player on Tour makes her a natural fit as our LPTC tennis pro and director. As a professional player, she played in 5 U.S OPEN with and against the best tennis players in the world.

There have been a surge of tennis clubs and communities across the nation incorporating pickleball into their facilities. Both sports co-exist in perfect harmony as it is a perfect fit for the growth of the community as it provides a multigenerational activity for the whole family. It is quite often to see parents, children and grandparents all playing together on the same court. It is now common practice for all new tennis facilities, city parks and private recreation communities to include multi-purpose courts to their facilities to provide both programs and maximize court usage. The older generation of tennis players who can no longer play tennis due to the larger court, heavier racquet, past injuries and lack of mobility all eventually migrate

⁶ <https://youtu.be/og25-SCKvmw>

to pickleball to keep them healthy and active longer. Seventy percent of pickleball players are above the age of 60 hence, the growth of 3.8 million players in the past 2 years according to USAPA our national governing body. The United States Tennis Association (USPA) is currently building a pickleball facility at their National Tennis Headquarters in Orlando. PTR the largest professional tennis registry for Tennis professionals has now started a professional pickleball registry PPR which boasts over 1000 pickleball instructors in 50 states and 11 countries. Due to its rise and popularity, Lake Park will now be able to offer both tennis and pickleball to its residents and community.

The courts will be reserved in an equitable fashion with Tennis always receiving priority at LPTC. There will be 2 out of the 4 Tennis courts always be available for Tennis at all times. Elite Sports Management will also be donating 4 pickleball courts to the 2 additional public courts in Kelsey Park which will always remain free for the public to use at all times.

Due to its strong base and friendly members, PAC can immediately engage the Lake Park community with its spirited camaraderie and offer passport league play; private, semi-private and group lessons; day passes; clinics; open play; round robin events; tournaments, and more for members and non-members. The public will always retain easy access to the courts. A sizeable part of our presence in Lake Park will be our outreach programs, including: PAC scholarships for students at district schools; free family days; after school programs for primary/middle school students and high school students; free youth clinics, discounts for Lake Park residents; free family memberships to qualified underprivileged families; discounted memberships for all Lake Park first responders and wheelchair players.

PAC is also proud to make a promise that differentiates our proposal from others. Eric AH-Yuen will be on site every day personally managing all operations, programs, maintenance and administration of the LPTC. Locating Eric AH-Yuen on the premises every day ensures a smooth-running operation, seamless communication with the Town, well-groomed maintenance, responsive problem solving, superior guest services, and a positive customer first attitude that provides security and comfort that cannot be matched.

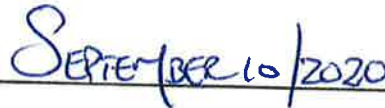
PAC proposes a 10-year term with a 10-year option to renew with \$35,000 of capital improvements in 2 phases to LPTC over the term of the lease. Phase 1 will be adapting four (4) LPTC tennis courts into multi-sport courts to be used for mainly tennis and secondary pickleball play. PAC will add pickleball lines to the existing infrastructure and introduce 8 rollaway pickleball nets that can be easily moved for tennis play and instruction. In addition, PAC will be also donating another 4 pickleball courts to Kelsey Park for the public to use at all times free of charge by adding multi-sports court lines. The Phase 1 work will be done immediately within the first 3 months totalling a cost of \$10,000. Within the first 3 years, PAC will spend an additional \$25,000 in capital improvements. The work will be converting, and resurfacing the 4 Tennis courts and installing 8 dedicated pickleball courts with permanent posts and nets on 1

pod. Tennis will continue to be the main priority over pickleball as 2 Tennis courts will always be available for play at all times. Some of the detail work to be done will be repainting of the courts, pressure clean and remove all mildew, dirt and oil, fill out the cracks and low spots that hold water on the court. Additional immediate work to be done within the first year will be to remodel and upgrade the office, add additional shade shelters for players, provide additional windscreens, supply outdoor benches and seating, purchase office furniture, tables, court sweepers, electric court blowers, chairs and television. (See details in License Fee section.)

Eric AH-Yuen is the main contact for this proposal and will be personally available and readily accessible to the Town of Lake Park staff throughout the terms of any agreement. See contact information below.



Eric AH-Yuen
President & Director Elite Sports
Management
602-317-5339



Date

4. Qualifications and Experience

a) History

Eric AH-Yuen is a resident of Palm Beach County and lives in Tequesta, Florida. He is very familiar with the area and the recreational opportunities and needs of the county's diverse demographic profile. He has 30 years of experience operating recreational facilities, developing leisure programs for the community, and launching and growing successful fitness and wellness centers.

Eric AH-Yuen grew up on the island of Mauritius with very little resources and instruction. But through his unmatched commitment to excellence, personal dedication and perseverance he

became a gold medalist and World Champion in Tae Kwon Do. He will bring the same joyful energy and infectious enthusiasm to the Town of Lake Park. He has a passion to provide the kind of community offerings and leadership he lacked growing up. Over the years, Eric AH-Yuen has worked with hundreds of underprivileged families and inner-city kids. He believes strongly in his way of giving back to the community through the enjoyment of Pickleball, building a social and positive environment as well as promoting an active and healthier lifestyle for the community of Lake Park and its residents.

From the age of 16, Eric AH-Yuen worked part-time for the Leisure and Recreation Department in Ottawa, Canada helping to build community leisure programs for underprivileged kids and implementing Sports Camps for serious junior athletes. After graduating from the University of Ottawa, he was offered the full-time position of Recreation & Park Manager for the City of Ottawa. Through his hard work and effort, he went from building community programs and instructing local kids to coaching some of the most accomplished professional athletes around the world, including:

- Kyle Yates – 4-time US Open Champion/#1 Pickleball Player in the World
- John Huh – PGA Tour Player/Rookie of the Year
- Donnie Ruiz – Professional Football Player
- Sayed Najem – Taekwondo Olympic Silver Medalist



Kyle Yates and Eric AH-Yuen



John Huh and Eric AH-Yuen



Donnie Rulz



Sayed Najem

Eric AH-Yuen grew up using city programs and facilities like the Boys and Girls Club to develop his athletic career. At the age of 20, he graduated from the University of Ottawa with honors in Communications and a double minor in Leisure Studies and Sports Psychology. He brings a powerful combination of education, accomplished interpersonal and group communication, professional competition, recreational organization, and business acumen that place him head and shoulders

above other managers. After graduation, he continued his studies in Athletic training and Human Performance, earning many accredited national certifications. His current list of certifications includes C.H.E.K as a Performance Coach Specialist, F.M.S as a Pro functional movement Coach, TPI-CGFI as a professional athletic trainer, IPTPA Level 2 as a National Master Instructor, and CRS as a certified rating specialist.

After two years in the work force as a government employee, he followed his dream of starting his own Fitness Health and Wellness Centre. The Winning Circle Martial Arts Fitness and Wellness Centre was opened in Ontario and still runs today after 26 years in business. He understands the importance of giving back to the community, developing programs for the younger generation and helping people of all ages through fitness, leisure and active lifestyle. He appreciates the values he developed as a young man and teaching them to others is one of his greatest joys.

As stated in the summary, Eric AH-Yuen started Pickleball Athletics Club (PAC) from the ground up in Palm Beach Gardens two years ago. The club continues to expand and is currently operating in 2 other municipalities in Jupiter and North Palm Beach. It is one of the most successful Pickleball programs in the country and enjoys regular notoriety in the local and national media, thanks in large part to Eric AH-Yuen's nationally recognized status as an elite trainer and coach. (See PAC photos on the following page.)

Eric AH-Yuen's teaching methodology and system is considered a worldwide leader in coaching and training athletes. For this reason, he is one of only 2 Master Certified Pickleball Instructors in South Florida and 1 of 3 Certified Rating Specialists. As stated, he is currently certifying other pickleball teachers across the nation and recently certified 40 USPTA Tennis Instructors. He is the current USA Pickleball Association Head Ambassador for West Palm Beach and all of Palm Beach County. Lake Park, therefore, would obtain a world-class athlete, operator and coach who has run exceptional programming in some of the top facilities worldwide and is a proven catalyst for recreational growth in communities throughout South Florida.

To date, the Town of Lake Park has not awarded any contracts to Eric AH-Yuen and Pickleball Athletics Club.



Pickleball Athletics Club



Eric AH-Yuen, Pickleball Group Lessons



PAC Brings Tournaments to South Florida

b) References

Below are three (3) references within the past five (5) years whereby Pickleball Athletics Club provided similar services.

i.

Company Name:	The Village of North Palm Beach
Reference Contact Name:	Stephen Poh Recreation Supervisor
Overall Value of the Contract	\$4,800
Term of the Contract	1 Year
Phone Number:	561-841-3386
Address:	603 Anchorage Drive North Palm Beach, Fl. 33408

ii.

Company Name:	Jupiter Community High School
Reference Contact Name:	Suzanne Smith Assistant Principal
Overall Value of the Contract	\$5,200
Term of the Contract	1 Year
Phone Number:	561-744-7930
Address:	500 N. Military Trail Jupiter, Fl. 33458

iii.

Company Name:	Palm Beach Gardens Community Centre
Reference Contact Name:	Dan Prieto Leisure Services Administrator
Overall Value of the Contract	\$5,000
Term of the Contract	2 Years
Phone Number:	561-630-1117
Address:	4404 Burns Road Palm Beach Gardens, Fl 33410

(See Letters of Reference following.)

11/6/19



Dear Mayor, Commissioners, and City Manager of Lake Park,

Hello, my name is Brian McMahon and I am a Lake Park resident with my wife, my 4 children and both my parents. We have been living in the area for the past 6 years.

I am also the Head Coach of the Palm Beach Atlantic University Soccer Team in the NCAAII.

Both my wife and I play pickleball frequently and have been members of Pickleball Athletics Club since last year. When we found out that PAC could find itself a possible permanent location close to our home, we were ecstatic.

We have seen first-hand of PAC's dedication and commitment to the community and its members. They have the ability to connect people of all backgrounds in a fun, professional and organized setting. The Club will boost the community by bringing their 300+ members 5 times or more a week to the Lake Park Tennis Centre. Their professionalism, support, and dedication in running an organization is outstanding and will be beneficial to our Town.

Being a father of 4 young children, we are also excited about PAC's Junior Program. We feel it would be a great addition to Lake Park's recreational family program. It would be a positive and safe environment where parents and children can be active and enjoy this beautiful game.

We strongly recommend PAC and we know it would be great addition and a perfect fit to the town of Lake Park.

Thank You for your consideration,

Regards,

Brian McMahon

Brian_mcmahon@pba.edu

561-291-5055



To whom it may concern:

It is my pleasure to recommend Eric AH-Yuen and PickleBall Athletics Club to you. I am the Recreation Supervisor at the Village of North Palm Beach and we have been excited to have an organization with such professionalism and dedication as part of our recreational community in North Palm Beach.

The Pickleball Athletics club would be a great organization to start a pickleball program in any community. Eric and his team have been here for 2 months and have received many compliments from our residents.

PAC organizes games and puts people together to play on a weekly basis. PAC have become a family to many of our North Palm Beach residents as they frequent this professional organized program 2-3 times a week in a fun, safe and social environment.

We recommend Pickleball Athletics Club and we feel they would be a tremendous asset to any recreational programs in the community.

Stephen Poh

Recreation Supervisor | Village of North Palm Beach

Phone: (561) 904-2128

603 Anchorage Drive • North Palm Beach • 33408



www.village-npb.org



Dr. Colleen Iannitti
Principal

Jupiter Community High School
500 N. Military Trail
Jupiter, FL 33458
Phone: 561-744-7900
Fax: 561-744-7978

Dear Mayor, Commissioners and City Manager of Lake Park,

My name is Suzanne Smith and I am the Assistant Principal at Jupiter Community High School-Adult and Community Education.

I would like to take this opportunity to offer a formal recommendation for PickleBall Athletics Club led by Mr. Eric AH-Yuen.

It has been such a pleasure dealing with Eric and his team at the Pickleball Athletics Club. Their professionalism and enthusiasm has been nothing but top notch and I can't think of a better candidate to run the pickleball program in Lake Park.

Eric has the expertise, experience, character and true public partnership dedication to the club and programs.

I believe that having Eric would be a great asset to your community where he can continue to fulfill his vision of expanding the game of pickleball and at the same time promoting the City of Lake Park as the major location and destination for Pickleball in Florida.

His expertise as a nationally recognized Pickleball player, a well-respected coach, a leader, and instructor should be revered. Eric has created a family community club and build a culture that well over 300 people in the community are participating in every week.

I will assure you with Eric's guidance, he will put Lake Park on the map as having the best full time Pickleball program and facility in all of Florida. It will be a benefit to all the Lake Park residents young and old to have someone of his caliber run the Pickleball program and Tennis Centre.

Regards,

Suzanne Smith
Assistant Principal
Jupiter High School

561-744-7930



Partnered with



c) Resumes

Please find below a detailed resume of Eric AH-Yuen's personal experience in the operation of recreational facilities and development of leisure programs for the community.

ERIC AH-YUEN

1987-1991 (part-time)
CITY OF OTTAWA PARK & RECREATION DEPARTMENT
110 Laurier Avenue West
Ottawa, Ontario

Leisure programs & Athletics Supervisor

- Helped organize and schedule a variety of leisure activities at multiple Community Centers across the City of Ottawa (population 980,000).
- Arranged athletics junior programs as well as maintaining and upkeep of facilities, equipment's and supplies.
- Organized the logistics of registrations, transportation for hundreds of children across the city for summer and March Break Camps
- Implemented a highly competitive Athletic Junior League Program (Future Stars) in multiple sports such as tennis, hockey, soccer and volleyball.
- Coached several junior teams and athletes in the league who have gone on to full scholarships and became National Champion in their respective sport.

1991-1993 (full-time)
CITY OF OTTAWA PARK & RECREATION DEPARTMENT
110 Laurier Avenue West
Ottawa, Ontario

Recreational Programs and Park Manager

- Supervised, oversee and monitored recreational programs and special events across the city
- Managed multiple facilities and staff while implementing operation policies and procedures at every location
- Recruited, trained and supervised volunteers
- Promoted all community programs through an active community relations campaign
- Assessed the community recreation requirements and plans those needs while always maintaining constant community engagement

1994-2009
PRESIDENT OF WINNING CIRCLE FITNESS & WELLNESS CENTRE
MASTER INSTRUCTOR TAE KWON DO
WORLD CHAMPION ATHLETE
PRO ATHLETIC TRAINER
1565 Maple Grove Rd.
Kanata, Ontario

Owner and Operator of a premiere Martial Arts, Fitness, Performance & Wellness Centre for over 20 years accommodating the general public and serious athletes of all ages. A facility where the emphasis is enhancing people's lives thorough education and promoting an active lifestyle. Professional and amateur athletes receive the most cutting-edge training and technology to enhance and maximize performance.

Responsible for overall branding, day-to-day operations, strategic partnerships, public relations, marketing, staff management, budgeting, payroll and all operational responsibilities.

2009-PRESENT

**PRESIDENT IGOLFSTRONG INC.
EXERCISE PHYSIOLOGIST**

119 Country Club Dr.
Tequesta, Florida

- Travelled on the PGA TOUR as a high-performance consultant working with the best golfers in the world
- Operated the IGOLFSTRONG private facility in Jupiter during my off weeks and off season
- Recognized and evaluated injuries
- Developed and implemented Strength & Conditioning Programs, and rehabilitation programs for the injured athlete.
- Planned and assisted in the athlete's daily training regimen to prevent injury and illness
- Communicated effectively with Orthopedic Doctors, Mental & Swing Coaches, player's agents and staff personnel on the PGA Tour.

2017-PRESENT

**PRESIDENT & DIRECTOR PICKLEBALL ATHLETICS CLUB
CERTIFIED IPTPA TEACHING PROFESSIONAL**

**CERTIFIED IPTPA RATING SPECIALIST
USAPA AMBASSADOR (SOUTH FLORIDA)**

PRO PLAYER

500 Military Trail,
Jupiter, Florida

- Responsible for the management, directing and overseeing the club operations and management at all locations.
- Responsible for the teaching staff, programming, marketing, Round-robin, open play, tournaments and exhibitions.
- Established and implemented the program curriculum for player ratings and development of players.
- Teach private, group instruction lessons and specialty clinics
- Organized and hosted the Florida Open Pickleball Championships

d) USPTA Membership and US Sports Association Certifications

Eric Ah-Yuen is in good standing and certified member of the USPTA. Eric AH-Yuen is a professional member with membership number 75542 until August 11, 2021.

**United States
Professional Tennis Association**

Hereby certifies that

Eric Ah-Yuen

Has successfully completed all RacquetFit requirements
necessary for the rating of



Affiliate

RAC UETFIT

John R. Embree
Chief Executive Officer

**Membership No. 75542
Valid through August 11, 2021**

United States
Professional Tennis Association

Hereby certifies that

Elite Sports and Recreation Management

Pickleball Athletics Club

has fulfilled all requirements, and met the standards for
the USPTA non-teaching category of

Corporate Member

John R. Embree
Chief Executive Officer



Membership No. 81427

Valid through Aug. 19, 2021

SPON • PLOR • ODU • MAP

Pickleball Athletics Club is currently certified with the International Pickleball Teaching Professional Association (IPTPA), the world leader in developing teaching certifications and standards in the sport of Pickleball. Eric Ah-Yuen and Pickleball Athletics Club also holds these current and valid certifications:

Highest Certification Level 2 Certified Elite Teaching Professional



Certified Rating Specialist



USAPA West Palm Beach Head Ambassador

USA PICKLEBALL
ASSOCIATION
Eric Ah-yuen "Ninja"
Ambassador
West Palm Beach FL
Phone: 602-317-5339
Alt. Phone: 561-480-0085
Email: Eric@igolfstrong.com
www.ERICAHYUEN.com



WWW.USAPA.ORG

e) Palm Beach County Business Tax Receipt



ANNE M. GANNON
 CONSTITUTIONAL TAX COLLECTOR
 Serving Palm Beach County
 Serving YOU.

P.O. Box 3353 West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 565-2264

"LOCATED AT"
 119 COUNTRY CLUB RD
 TEQUESTA, FL 33469

TAXPAYER BUSINESS	CITY	CERTIFICATION #	RECEIPT DEDUCTION	AMT PAID	DATE
61-1821 SPORTS ACTIVITIES INSTRUCTOR	GLA PSTATE		720 502484 08 1400	\$33.00	08/18/2021

This document is valid only when receipted by the Tax Collector's Office

PICKLEBALL ATHLETICS CLUB
 1 GOLFSTRONG INC
 COUNTRY CLUB DR
 TEQUESTA, FL 33469

**STATE OF FLORIDA
 PALM BEACH COUNTY
 2020/2021 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 2020122571
 EXPIRES: SEPTEMBER 30, 2021**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

5. Ability and Capability to Perform Required Services

a) PICKLEBALL Schedule at Lake Park Tennis Center:

All players can make court reservations in advance. The public will always have free access to 4 pickleball courts at Kelsey Park donated by PAC without making reservations.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
PASSPORT LEAGUE PLAY 9AM - 11AM		PASSPORT LEAGUE PLAY 9AM -11AM		PASSPORT LEAGUE PLAY 9AM -11AM	FAMILY PICKLEBALL 8AM -9AM	FAMILY PICKLEBALL 8AM -9AM
	PASSPORT LEAGUE PLAY 5:30PM - 7:30PM		PASSPORT LEAGUE PLAY 5:30PM - 7:30PM			

b) Fee Schedule for the Pickleball secondary program**Pickleball Rates**

Rates designed to maximize cost effectiveness and affordability for the public.

	RESIDENTS	NON-RESIDENTS
Guest Drop-In Court Usage (Adults)	\$5	\$10
Junior Kids (ages 5-12, must be accompanied by an adult)	\$15	\$25
Teens (ages 13-17)	\$15	\$25
Adult Passport League & Event Play	\$39	\$59
Group Private Lessons	\$25	\$35
Individual Private Lessons	\$65	\$75

The Passport/League play fee will allow players of all ages and abilities an exciting option to come and participate in all of our organized Open Plays, Round robins, mixed challenges, adult fun competitions and weekly socials. It will be a great way to get new and former players into the game. From young adults through super seniors the passport league will be a fun time for family, friends, team mates with competition and social. A certified Pro and/or staff will be present at all times to organize the structure of all the passport/league play, schedule the courts, adjust the level of players and oversee the activities.

All fees have been designed to be cost effective and affordable with a significantly reduced rate for all Lake Park residents. Drivers' license will be used as a valid proof of identification and residency.

c) Process in Engaging Community to Participate

PAC has in the past and will continue in the future to use its considerable media and sports contacts to promote the Club so that it appears in media outlets and is promoted as widely as possible. Due to the uniqueness of our program, the growth of Pickleball, the superior qualifications of our instructors and world class competitors who trains at the Club, we have appeared in several media avenues such as ESPN, NBC local news, the front page of the Palm Beach Post and other local magazines.

Even more importantly for the Town of Lake Park is how we plan to engage the community at the grassroots level and how we plan to leverage hyperlocal marketing opportunities. We will engage the community through our website, social media platforms, fundraisers, free tennis clinics, public school outreach program, word of mouth, free family days, email blast and monthly newsletters, partnering with local businesses and open houses.

As outlined in the summary, a big part of the Pickleball Athletics Club will be community outreach programs. Here are some of our current on-going community outreach programs:

- ✓ Free Scholarships Programs for students at Lake Park district schools to our academy;
- ✓ Free family days;
- ✓ After school programs for primary/middle school students and high school students with great attitudes and a minimum 3.5 GPA;
- ✓ Free Fridays for inner city youth kids 16 and under
- ✓ Discounts for Lake Park residents
- ✓ Free family memberships to qualified underprivileged families
- ✓ Discounted rates for all Lake Park Juniors and Teens drop in's (must be accompanied with an adult)
- ✓ Free social and bring a friend Introductory Trial Pickleball classes.

PAC will reach out to the Athletic Directors and Phys. Ed Teachers in the nearby schools to schedule pickleball demonstrations in gym classes and thereby reach all the kids in the community. This year we



have already trained and taught over 150 Phys. Ed teachers in the Palm Beach County district about pickleball. They have started to implement it as part of their special activities curriculum with students in gym classes.

As part of the Teach the Phys. Ed Teacher Program, our goal is to target all primary, middle and high school students in the Lake Park area. We also have a full professional website with multiple social media pages and online marketing tools that we can leverage for hyperlocal marketing.

We plan to partner up with a few of the Lake Park Community charities and non-profit organizations in the area such as the Wounded Warriors of South Florida, Amateur Athletic Union of the United States and Lake Park Community Development Corporation.

Current Community Outreach Events



La Posada a Kisco Community



La Posada a Kisco Community



Riviera Beach Community Center

d) Equipment Provided

The Club will fund all equipment needed such as pickleball nets, balls, ball hoppers, paddles, electronic ball machines, leaf blowers, ball carts and learning aid tools. Pickleball Athletics Club will also purchase court benches, front desk, tables and chairs, television, signage and all items needed to run a professional facility.

e) Fundraising Tournament Ideas

One of our fundraising tournaments will be **"DINK FOR DOLLARS"** where players from all over the County and the State of Florida will compete in a 1 day fun double elimination Pickleball tournament. Players will range from age 10 to 89 years old at all different levels.

Another Fundraising event will be a **"PRO SEMINAR EVENT"** event where multiple nationally ranked Pro Players will arrive at our Lake Park facility to run a 1 day training Camp. It will be open for all players at all levels to participate for a fee. Camps details will be coordinated with the activities city supervisor.

Our next event is a **"PRO AM EVENT"** fundraiser where an amateur player pairs up with a professional player in a fun family atmosphere tournament. Amateurs can bid for the Professional players at an auction the night before the event. For those who didn't get an opportunity to buy a PRO, there will still be opportunities to listen to their strategies and spend time with them after the tournament is over.

Not only will all these events bring visitors and players from all over the state to Lake Park but it will have an economic impact in the Lake Park community with hotels, restaurants and transportation. More importantly the net proceeds will go towards the fundraising revenue for the special events department.

6. Alternate Proposal License Fee

Elite Sports Management proposes a 10 year term with a 10 year option to renew with \$35,000 of capital improvements in 2 phases to LPTC over the term of the lease. Phase 1 will be adapting four (4) LPTC tennis courts into multi-sport courts to be used for mainly tennis and secondary pickleball play. ESM will add pickleball lines to the existing infrastructure and introduce 8 rollaway pickleball nets that can be easily moved for tennis play and instruction. In addition, ESM will also be donating another 4 pickleball courts to Kelsey Park for the public to use at all times free of charge by adding multi-sports court lines to the 2 courts. The Phase 1 work will be done immediately within the first 2 months totalling a cost of \$10,000. Within the first 3 years, ESM will spend an additional \$25,000 in capital improvements totalling \$35,000. The work will be converting and resurfacing the 4 Tennis courts and installing 6-8 dedicated pickleball courts with permanent posts and nets on 1 pod. Tennis will continue to be the main priority over pickleball as there will always be 2 tennis courts available at all times. Some of the detail work to be done will be repainting of the courts, pressure clean and remove all mildew, dirt and oil., fill out the cracks and low spots that hold water on the court. Additional work within the first year will be to remodel and upgrade the office, add additional shade shelters for players, provide additional windscreens, supply outdoor benches and seating, purchase office furniture, tables, court sweepers, electric court blowers chairs and television. ESM is completely open to negotiate and adjust the length, term and capital investments with the town upon a successful bid. . ESM is fully committed to fund this agreement at the same rate proportional to any change in term.

In exchange for the rights to give private lessons and to conduct a secondary sport programs at the Lake Park Tennis Center, the operator shall pay to the Town an annual license fee of **\$19,200 with \$35,000 in capital improvements**. License fee is payable to the Town in equal monthly installments to be due on the first day of each month. After the first year, the fee shall increase by 3 percent for each renewal.

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) 108-2020

The Town of Lake Park desires to engage the services of a professional or an organization (hereinafter the Operator) to direct and oversee the operations and maintenance of the Lake Park Tennis Center (LPTC). The services solicited are for the operation of the LPTC and the supervision of the activities which occur at the LPTC. The selected Operator of the LPTC would be responsible for the hiring and supervision of any professionals or employees; its fiscal management; scheduling courts for individual and league play; and providing certified professionals for 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 September 11, 2020** 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.

The Request for Proposals (RFP) which contains the specifics of the services to be provided are available from the Office of the Town Clerk, located at 535 Park Avenue, Lake Park, Florida 33403-2603. You can request an RFP packet by emailing townclerk@lakeparkflorida.gov . All questions concerning the RFP shall be emailed to the Office of the Town Clerk at townclerk@lakeparkflorida.gov .

All responses to the RFP shall be submitted in a sealed envelope with the Operator's name, the name and number of the RFP, and the opening date of the RFP clearly presented on the outside of the envelope which contains the Operator's response to the RFP.

RFPs will be opened and read aloud in the Town's Commission Chambers at 2:00 P.M. on September 11, 2020. It is anticipated that the Town Commission will select and award a contract to an Operator at a public meeting during the month of November 2020.

Vivian Mendez, Town Clerk, MMC
Published on: August 9, 2020, Palm Beach Post
Town of Lake Park, Florida

GENERAL CONDITIONS AND INSTRUCTIONS

The Town of Lake Park (Town) desires to engage the services of a Professional or Organization (hereinafter referred to as "Operator") to direct and oversee the operations and maintenance of the Lake Park Tennis Center (LPTC) located at 701 Lake Shore Drive, Lake Park, Florida 33403. The responsibilities of the selected Operator include the operation of the LPTC and its fiscal management; hiring, employing and supervising any professionals or employees; scheduling the use of the tennis courts for individual and league play; and offering individual, and group tennis lessons.

The Operator is expected to offer instruction by certified professionals to individuals and groups; schedule league play; and operate and promote the general use of the LPTC.

All the duties and responsibilities set forth as part of this solicitation shall be performed by the Operator and are subject to the advice and direction of the Town's Special Events Director, excluding the fiscal management of the LPTC which shall be the responsibility of the Town's Finance Department. Although the Operator will have oversight of and responsibility for the day-to-day operations of the LPTC, the Town reserves the right to determine whether the Operator's performance is strictly in accordance with this solicitation and any standards established by the Town's Special Events Director pertaining to the quality of the services provided.

The Town operates two sets of tennis courts. There are two courts at Kelsey Park which are designated for unlimited public use on a first come first serve basis. There are four tennis courts at Lake Shore Park. The courts which are the subject of this solicitation are only the courts at Lake Shore Park.

ACCEPTANCE OR REJECTION OF RFP Prior to the date established for the submission of responses to the RFP, the Town reserves the right at any time to modify, waive, or vary any of the terms and conditions of this RFP including, but not limited to, deadlines for submission, the submission requirements, and the services being solicited. The Town further reserves the right to reject any or all submittals, or cancel or withdraw this RFP at any time prior to the Commission making an award. After the award to the successful Operator, the exact terms of the contract shall be the subject of a mutually acceptable contract between the Town Manager and the successful Operator.

ADDITIONAL INFORMATION Each Operator shall examine all parts of the RFP and evaluate the adequacy and accuracy of it. The Town shall not be responsible for any oral interpretations made by any Town employee, representative, or others as to the contents of the RFP. No plea of ignorance by the Operator of RFP shall be considered due to the failure or omission of the Operator to evaluate the requirements expressed in the RFP. In the event a proposed Operator, after evaluation of the RFP requires any additional information, explanation or clarification of the terms of the RFP, or the interpretation thereof, such inquiries or questions or comments shall be submitted by 1:00 P.M. Eastern Time on August 21, 2020 to:

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403-2603
Telephone: (561) 881-3311
Facsimile: (561) 881-3314

The RFP title and number, Operator's name, address, phone number, email address, and if it has one, a facsimile number shall be referenced on all correspondence directed to the Town. Should any questions or responses require revisions to the specification of services as originally published in the RFP, such revisions shall be provided to all respondents by the Town Clerk as a formal amendment. Any questions regarding this RFP shall be in writing or via email directed to the Town Clerk at townclerk@lakeparkflorida.gov. The questions and answers directed to the Town Clerk shall be provided to Operators who have submitted a proposal.

The issuance of a formal written amendment is the only official method whereby interpretation, clarification, or additional information shall be provided by the Town. If any amendments are issued to this RFP, the Town shall notify all proposed Operators of the amendment.

PROFESSIONAL OR ORGANIZATION CERTIFICATION Submission of a signed proposal is the proposed Operator's certification that it will accept an award, if made by the Commission.

PROPOSAL WITHDRAWAL No proposal may be withdrawn after it has been submitted unless the proposed Operator makes a written request or email to the Town Clerk prior to the time set for the opening of proposals, or unless the Commission fails to award a contract within 90 days after the date fixed for opening proposals.

OPERATOR'S RESPONSIBILITY Before submitting the proposal, each Operator shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the Town in the RFP.

EXPENSES INCURRED IN PREPARING PROPOSAL The Town accepts no responsibility for any expenses incurred by the proposed Operator in its preparation of its proposal to the Town.

INSURANCE As part of the terms of the contract the successful Operator will be required to execute with the Town, the Operator will be expected to retain and maintain during the term of the contract, the following insurance coverages and minimum limits of liability:

- a. WORKERS' COMPENSATION INSURANCE for all employees of the CONTRACTOR for Statutory Limits in compliance with the applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the CONTRACTOR and all subcontractors. EMPLOYERS LIABILITY limits are required to be not less than \$1,000,000.00 EACH

ACCIDENT; \$1,000,000.00 DISEASE-POLICY LIMIT; AND \$1,000,000.00 DISEASE-EACH EMPLOYEE.

b. **COMPREHENSIVE GENERAL LIABILITY** with the minimum limits of \$1 million, Per Occurrence, Premises and Operations, Independent contractors, Products and Completed Operations, Personal and Advertising Injury, and including evidence of coverage limits for Abuse and Molestation of no less than \$1 million. \$2 million aggregate.

LATE RFP REJECTION The Town is not responsible for the delivery of any proposal. All proposals received by the Town Clerk after the time stated in the RFP, shall be returned unopened, and shall not be considered.

LICENSES AND REGISTRATIONS The successful Operator is expected to obtain and maintain any licenses required to perform the services described within the RFP pursuant to the laws of Palm Beach County, the Town, or the State of Florida. Every proposer submitting a proposal shall include a copy of its Business Tax Receipt or a written statement on company letterhead indicating the reason a Business Tax Receipt is not necessary. The successful Operator will be expected to obtain a Business Tax Receipt from the Town.

PUBLIC ENTITY CRIMES No proposal shall be accepted from an Operator, or any person or affiliate employed by it who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal.

RELATION OF TOWN The successful Operator shall be legally considered an independent contractor and its employees shall not be considered employees or agents of the Town.

1.0 SCOPE OF WORK

The Town is soliciting proposals from a qualified and experienced professional or organization (hereinafter Operator) to direct and oversee the operations and maintenance of the Lake Park Tennis Center (LPTC) located at 701 Lake Shore Drive, Lake Park, Florida 33403. This will include assuming primary responsibility for the operation of the LPTC, to include fiscal management coordinated with the Finance Department, scheduling of courts, offering of individual and group lessons, scheduling league play, and supervision of the LPTC's facilities and the Operator's contracted staff.

The Town operates under a Town Commission/Town Manager form of municipal government and provides the following services as authorized by its Charter: public works (streets, urban beautification, trees), community development (economic development, planning-zoning, building inspections), sanitation, parks, culture-recreation, stormwater control, public improvements, a public library, and general administrative services. The Town's estimated population is 8,645 (US Census estimate).

1.1 Instructions

This entire set of documents constitutes the RFP. The proposed Operator shall submit its response to the RFP with all information requested information. The proposed Operator's notes,

exceptions, and comments may be submitted as an attachment, provided the same format of this RFP text is followed. All proposals shall be submitted in a sealed envelope with the proposed Operator's name, RFP name, number, and opening date, clearly stated on the outside of the envelope. The proposed Operator shall provide a response to each requirement of the RFP.

1.2 Employees

The Operator shall identify all employees it anticipates employing for the performance of the services. The failure to list all employees who will be employed by the Operator may be grounds for disqualification in the event an award of a contract is made by the Commission. The Town retains the right to accept or reject any employee proposed in the response of successful Operator prior to the execution of the contract. Any and all liabilities regarding the Operator's employees are the responsibility of the successful Operator and insurance for its employees shall be maintained as described hereinabove throughout the duration of the contract. The successful Operator's employees are not employees of the Town. The Operator shall include in the proposal shall provide a list confirming the contractual staff employees it intends to utilize to perform the services solicited in the RFP.

1.3 Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) shall be promptly reported in writing to the Town Clerk. Should it be necessary, a written addendum will be incorporated into the RFP.

1.4 Disqualification

The Town reserves the right to disqualify proposals before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Operator.

1.5 Acceptance or Rejection of Proposals

The Town reserves the right to waive any immaterial defect or informality in any proposals or to reject any or all proposals in whole or in part, or to reissue an entirely new Request for Proposals.

1.6 Receipt of Proposals

The Town will accept sealed Proposals no later than 10:00 a.m. Eastern Time on September 11, 2020 at the Town of Lake Park Town Hall, located at 535 Park Avenue, Lake Park, Florida 33403. Four sealed Proposals shall be submitted to the Town Clerk. Proposals submitted after this deadline will be rejected and returned unopened.

2.0 SERVICES / RESPONSIBILITIES

The Operator shall be generally responsible for the overall operation of the LPTC, including, its fiscal management, the scheduling of courts, providing individual and group lessons, scheduling league play, and the maintenance of the facilities. More particularly, the Operator shall:

- Maintain membership as a United States Professional Tennis Association (USPTA) be certified as a USPTA Professional or Organization.

- Provide sufficient qualified staff to support the programs offered.
- Maintain and manage a schedule for the use of the courts.
- Establish the rates for individual and group tennis lessons, and league play.
- Provide individual and group tennis lessons and schedule league play.
- Provide the Town's Special Events Director with a monthly schedule, one week in advance of each month within one week of the next month. If there are any changes in the monthly schedule, provide the Special Events Director with as much written advance notice as possible.
- Supervise any professional instructors or employees.
- Coordinate two annual fundraising tournaments, in cooperation with the Special Events Director, the net proceeds of which will be deposited as a revenue to the Special Events Department budget to be used for purchase of materials and equipment for the maintenance of the LPTC.
- Schedule a minimum of five free one hour lessons per week for children between the ages of 6 and 16 who are residents of the Town (proof of residency is required). During the school year, the lessons will be conducted after school. During the summer, the timing of the free lessons shall be the discretion of the Operator.
- Coordinate and schedule two half day events for the Town's summer camp program.
- Maintain an office schedule consisting of a minimum of 10 hours per week for administrative functions and duties.
- Maintain the following Hours of Operation of 8:00 a.m. to 10:00 p.m. as follows:
 1. Open every day throughout the year, weather permitting, at hours which are consistent with industry practices and the Town's needs, as determined by the Special Events Director.
 2. The LPTC shall be closed on Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.
- Maintain the restrooms located in Lake Shore Park and Kelsey Park by opening them at 8:00 a.m. and closing them at 10:00 p.m.
- Court Schedule: At all times, a minimum of two courts shall be available for general public use. This schedule may be revised from time to time by the Town.
- Provide all equipment, including balls, ball machines, racquets and any other necessary equipment, required to conduct individual and group lessons, and league play.
- Secure and maintain all licenses necessary to do business in Palm Beach County, Florida, the Town of Lake Park, and the State of Florida. The cost of the licenses shall be the Operator's responsibility.

- THE OPERATOR SHALL BE RESPONSIBLE FOR THE PAYMENT OF ANY FEDERAL, STATE, OR LOCAL TAXES, WORKERS' COMPENSATION AND ANY INCOME TAXES OF THE OPERATOR.

2.1 Maintenance Responsibilities of the Operator:

The maintenance of all tools, materials, screens, and necessary equipment for the LPTC consisting of the following:

1. The daily removal of all leaves from all six tennis courts with a leaf blower.
2. Periodically throughout the day as necessary, and at the end of each day, all trash and balls shall be removed from the courts. All trash shall be deposited into trash containers.
3. Zip-tying and/or replacing any windscreen or nets for the courts that may have become loose or ripped.
4. Unlock all gates at 8:00 a.m. and lock all gates at 10:00 p.m.
5. Unlock the restrooms at Lake Shore and Kelsey Park at 8:00 a.m. and lock them at 10:00 p.m. daily.
6. Perform a weekly inspection of the LPTC and identify any areas or facilities in need of maintenance or repairs. In the event there is a need for repairs or maintenance, promptly inform the Special Events Director.

2.2 Maintenance Responsibilities of the Town

1. Pay for water and sewer services, trash collection, telephone, internet, and cable television.
2. As budgeted, make repairs and capital improvements including but not limited to:
 - a. Fences
 - b. Light fixtures
 - c. Irrigation system for the courts
 - d. Pressure wash concrete and canopies twice per year
 - e. Maintain clean public restrooms.

2.3 Management Compensation

The Operator's direct earned revenues from operation of the LPTC are limited to compensation received for private lessons, and league play.

3.0 GENERAL TERMS AND CONDITIONS OF THE RFP

3.1 Acceptance/Rejection

The Town reserves the right to: accept or reject any or all proposals; to select an Operator who, in the opinion of the Town, will be the most advantageous to the Town or to reject an Operator who, in the sole opinion of the Town is not in a position to perform the requirements of this RFP.

The Town further reserves the right to waive any irregularities and technicalities and may, at its discretion, withdraw and/or re-advertise the RFP.

3.2 Legal Requirements

This RFP is subject to all applicable Federal, State, County, and town laws, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge of applicable laws, rules or regulations shall in no way be cause for relief from responsibility.

3.3 Business Tax Receipt Requirement

The selected Operator is expected to obtain a County and Town Business Tax Receipt.

3.4 Review of Proposals for Responsiveness

Each Proposal shall be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A “responsive” proposal is one which follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is of timely submission, and has appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive. A responsible Proposer is one that has the capability in all respects to fully perform the requirements set forth in the Proposal, and that has the integrity and reliability, which will assume good faith performance.

3.5 Collusion

By submitting a proposal, the Proposer certifies that its Proposal is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a proposal for the same services, or the Town. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and Code of Ethics laws. The Town shall investigate all situations where collusion may have occurred and the Town reserves the right to reject any and all Proposals where collusion may have occurred.

4.0 CONE OF SILENCE

A PROPOSER SHALL NOT COMMUNICATE WITH ANY TOWN ELECTED OR APPOINTED OFFICIAL OR EMPLOYEE OTHER THAN THE TOWN CLERK PRIOR TO THE TIME AN AWARD HAS BEEN MADE BY THE TOWN COMMISSION. ALL COMMUNICATIONS BETWEEN THE PROPOSER AND THE TOWN SHALL BE SUBMITTED TO THE TOWN CLERK. ANY VIOLATION OF THE CONE OF SILENCE SHALL BE GROUNDS FOR DISQUALIFICATION.

5.0 INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The following information and documents are required to be provided with Operator’s response to this RFP. Failure to do so may deem the Proposal non-responsive. When responding to this RFP, all Proposers shall adhere to the guidelines defined below. Any Proposal that does not follow the prescribed format may be disqualified at the discretion of the Town.

6.0 PROPOSAL FORMAT

Proposers shall follow the format and instructions outlined below, observing all formatting requirements where indicated. Proposals must contain the information itemized below and in the

order indicated. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award. The Proposer shall submit one (1) original and three (3) copies of your Proposal.

The response to this solicitation shall be presented in the following format. Failure to do so may deem the proposal non-responsive.

1. Cover Page

The cover page must include the Operator's name; Contact Person; Primary Office Location; Local Business Address, if applicable; Business Phone and Fax Numbers; Title of RFP; RFP Number.

2. Table of Contents

The table of contents shall list, in sequential order, the major sections of the Proposal as listed below, including all other relevant documents requested for submission. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

3. Executive Summary

A signed and dated detailed narrative summary of not more than three pages containing the Operator's overall qualifications and experience, and ability and capability to perform required services must be contained in the submittal. The Operator shall include the name of the organization, business phone and contact person and provide a detailed narrative summary of the work to be performed.

4. Operator's Qualifications and Experience

- a) **Describe** in a detailed narrative response the Operator's organizational history, including years the Operator has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Operator.
- b) **Provide** a list of not less than three references within the past five years for whom similar services were performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference provided as part of the evaluation.
- c) **Provide** copies of resumes.
- d) **Provide** evidence that the Operator shall be a current United States Professional Tennis Association (USPTA) member and shall be certified as a USPTA Professional.
- e) **Provide any** current licenses held by the Operator to do business in Palm Beach County, Florida; Town; and the State of Florida.

5. Ability and Capability to Perform Required Services

- a) **Provide** a detailed schedule of the types of programs to be offered.
- b) **Provide** a detailed description of the rates for individual and group lessons, and league play.
- c) **Describe** in a detailed narrative response the process of how the Operator proposes to

engage the residents of the town to participate in the programs to be offered.

d) **Describe** in a detailed narrative response of the types of equipment that will be provided to perform required services.

e) **Describe** in a detailed narrative response the two annual fundraising tournaments that will be scheduled.

7.0 LICENSE FEE

In exchange for the right to give private lessons and to conduct tennis programs at the LPTC, the Operator shall pay to the Town an annual license fee of _____, to be paid in monthly installments, such installments to be due and paid to the Town on the first day of each month. After the first year, the fee shall increase by 3 percent for each renewal.

8.0 RESPONSE FORMAT

One (1) original and three (3) copies of the complete proposal must be submitted to:

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403-2603

Responses must be sealed and clearly marked on the outside of the package referencing:

- **RFP NO.: 108-2020 - TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES**
- **Name of Proposer; and**
- **RFP Opening Date**

Responses received after that date and time shall not be accepted and shall be returned unopened.

Proposals received at any other location than the aforementioned or after the proposal submission date and time shall be deemed non-responsive.

Proposals shall remain valid for at least 180 days.

Following the award of the RFP, a contract will be prepared and submitted to the Operator selected for signature.

9.0 EVALUATION CRITERIA

Proposals shall be evaluated based upon the following criteria and weight:

CRITERIA

PERCENTAGE

Proposer’s Qualifications and Experience	20	%
License Fee Proposal Amount	35	%
Proposer’s Ability and Capability to Perform Required Services	45	%
	100	%

10.0 ALTERNATE PROPOSALS

Multiple proposals submitted by a proposed Operator SHALL be clearly identified as “ALTERNATE PROPOSAL” and displayed as such on the front of the sealed envelope. The Town reserves the right to accept or reject “Alternate” proposals for any reason or no reason at all. All alternate proposals shall clearly identify the secondary proposed sport as well as the number of courts that will be used. For the purpose of this RFP, an alternate proposal is one that requires the use of at least one tennis court and is played using a racquet and/or paddle, including, but not limited to: Badminton, Pickleball and Soft Tennis. If multiple proposals from the same Operator are received and there is no distinguishing markings indicating which the “alternate” proposal is, then the first proposal opened shall be considered as the proposal. Alternate proposals shall comply with the terms and conditions specified in the RFP.

11.0 INSTRUCTIONS FOR SUBMITTING ALTERNATE PROPOSAL

The following information and documents are required to be provided with any Alternate proposal to this RFP. Multiple proposals submitted by an Operator shall not be accepted, unless said additional proposals are identified as “Alternates”. The Town may accept or reject ‘Alternate’ proposals, in its best interest. All Alternate proposals must acknowledge tennis as the main program and any additional sport or program as secondary. Alternate proposals must comply with the terms and conditions of the RFP and must contain all required documents as specified in the RFP.

12.0 ALTERNATE PROPOSAL FORMAT

The following documentation shall be included as a minimum in the alternate proposal submission:

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Alternate Proposals must contain the information itemized below and in the order indicated. Alternate Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award. The Proposer must submit one (1) original and three (3) copies of your Alternate Proposal.

The response to this solicitation shall be presented in the following format. Failure to do so may deem the proposal non-responsive.

1. Cover Page

The cover page must include the Operator’s name; Contact Person for the RFP; Primary Office Location; Local Business Address, if applicable; Business Phone and Fax Numbers; Title of RFP; RFP Number.

2. Table of Contents

The table of contents must outline, in sequential order, the major sections of the alternate proposal as listed below, including all other relevant documents requested for submission. All pages of the alternate proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

3. Executive Summary

A signed and dated detailed narrative summary of not more than three (3) pages containing the Operator's overall qualifications and experience, and ability and capability to perform the secondary sport or program must be contained in the submittal. The Operator shall include the name of the organization, business phone and contact person and provide a detailed narrative summary of the work to be performed by the Operator.

4. Professional's or Organization's Qualifications and Experience

a) **Describe** in a detailed narrative response the Operator's organizational history, including years the Operator has been in business providing the secondary sport or program, and indicate whether the Town has previously awarded any contracts to the Operator.

b) **Provide** a list of not less than three references within the past five years for whom the secondary sport or program was performed. Include the overall value of the contract, the term of the contract, and include the address, phone number(s) and contact persons within each organization. The Town reserves the right to contact any reference as part of the evaluation.

c) **Provide** copies of resumes of the Operator and employees.

d) **Provide** evidence that the Operator is a certified member of the United States Association that is affiliated with the proposed secondary sport or program.

e) **Provide** current licenses necessary to do business in Palm Beach County, Florida; Town; and the State of Florida.

5. Ability and Capability to Perform Required Services

a) **Provide** a detailed schedule for the proposed secondary sport or program.

b) **Provide** a detailed description of the rates for individual and group lessons, and league play of the proposed secondary sport or program.

c) **Describe** in a detailed narrative response the process of how you will engage the residents of the Town to participate in the secondary sport or program.

d) **Describe** in a detailed narrative response the type of equipment that will be provided to perform proposed secondary sport or program.

e) **Describe** in a detailed narrative response the two annual fundraising tournaments that will be scheduled for the secondary sport or program

13.0 ALTERNATE PROPOSAL LICENSE FEE

In exchange for the right to give private lessons and to conduct secondary sport programs at the LPTC, the Operator shall pay to the Town an annual license fee of _____, to be paid in

monthly installments, such installments to be due and paid to the Town on the first day of each month. After the first year, the fee shall increase by 3 percent for each renewal.

14.0 ALTERNATE PROPOSAL RESPONSE FORMAT

One (1) original and three (3) copies of the complete proposal must be submitted to:

Vivian Mendez, MCMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403-2603

Responses shall be sealed and clearly marked **ALTERNATE PROPOSAL** on the outside of the package referencing:

- **RFP NO.: 108-2020 - TENNIS CENTER MANAGEMENT AND MAINTENANCE SERVICES**
- **Name of Proposer; and**
- **RFP Opening Date**

Responses received after that date and time will not be accepted and shall be returned unopened.

Alternate proposals received at any other location than the aforementioned or after the RFP submission date and time shall be deemed non-responsive.

Alternate proposals shall remain valid for at least 180 days. Upon award of a contract, the contents of the Alternate proposal of the successful Operator may become part of the contract, at the Town's discretion.

The Operator shall provide a response to each issue. Alternate proposals shall be prepared in a concise manner with an emphasis on completeness and clarity.

15.0 ALTERNATE PROPOSAL EVALUATION CRITERIA

Alternate Proposals shall be evaluated based upon the following criteria and weight:

<u>CRITERIA</u>	<u>PERCENTAGE</u>	
Proposer's Qualifications and Experience	20	%
Amount of the License Fee Proposed	35	%
Proposer's Ability and Capability to Perform Required Services	45	%
	100	%