CITY OF NEW YORK
PARKS & RECREATION
THE ARSENAL
CENTRAL PARK
NEW YORK, NY 10021

SOLICITATION #: 02/02

REQUEST FOR PROPOSALS

FOR THE OPERATION OF TENNIS PROFESSIONAL CONCESSIONS

AT VARIOUS LOCATIONS CITYWIDE

ISSUE DATE

February 20, 2002

Michael R. Bloomberg — **Mayor of the City of New York**
Adrian Benepe — **Commissioner of Parks and Recreation**

Joanne G. Imohiosen **Assistant Commissioner for Revenue**

REQUEST FOR PROPOSALS

FOR THE OPERATION OF TENNIS PROFESSIONAL CONCESSIONS AT VARIOUS LOCATIONS CITYWIDE.

NYC Parks & Recreation requests proposals for the operation of tennis professional concessions at facilities citywide. The professional at each site will be permitted to give tennis instruction. **All concessions will be for three (3) seasons as follows:**

> **Commencing on or about April 1 and ending on November 30 of each year. The final date of these concessions will be November 30, 2004.**

IMPORTANT: **Each proposer should inspect the site he or she is interested in prior to submitting a proposal.**

PROJECT MANAGER

The Parks and Recreation project manager for this concession is Richard Sedlisky. All Request for Proposals (RFP) questions and requests for project clarification and information should be directed to him. He can be reached at The Arsenal, Central Park, at the following:

Telephone: 212-360-1397 **e-mail: meadowland@parks.nyc.gov**

> If you have a hearing impairment, please call the following toll free number and leave a message on the Telecommunication Device for the Deaf (TDD). The TDD number is 1-800-281-5722.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for the RFP for the operation of tennis professional concessions at the facilities on the attached list. The schedule is subject to change as circumstances warrant.

RFP Release Date: **Wednesday, February 20, 2002**

Proposals Due: **Wednesday, March 20, 2002 @ 3pm**

PROPOSAL SUBMISSION INSTRUCTIONS

Proposers must comply with all items under the "Proposal Submission Requirements" section, and should comply with all items under the "Proposal Guidelines" section. All proposals should be submitted on one side of 8 1/2 x 11 inch paper only, sealed in an envelope with the following written on the outside of the envelope:

Your name and address
Solicitation #: CWTP 02/02
Citywide Tennis Pro Concession
Wednesday, March 20, 2002 @ 3pm

No proposals should be submitted in plastic sleeves or spiral binders. All proposals will become the property of NYC Parks & Recreation upon submission. Proposers should include a completed copy of the proposal submission form attached to the back of this RFP.

PROPOSAL SUBMISSION REQUIREMENTS

Each proposal submitted must meet the following requirements. Failure to comply will result in the automatic disqualification of a submission from further consideration.

1. Each proposal must contain a fee offer.

2. All proposers are required to submit as a proposal deposit a **certified check, official bank check, cashier's check or money order** in the amount of **five hundred dollars ($500)** with the proposal payable to NYC Parks & Recreation. The proposal deposit is retained only in the event that the successful proposer fails to enter into a contract with Parks. Proposal deposits will be returned to the unsuccessful proposers after the contract is signed with the successful proposer.

2. All proposals must be received in the office of the Assistant Commissioner, Revenue Division, New York City Parks & Recreation, The Arsenal, 830 Fifth Avenue, Room 407, Central Park, New York, NY 10021 **no later than 3pm, March 20, 2002.** Hand delivery **before the deadline** is recommended to ensure consideration of your proposal.

   All proposals must be submitted in sealed envelopes. Proposals received after the time and date listed above will be returned to the proposer unopened and will not be considered for award.

PROPOSAL SUBMISSION GUIDELINES

Each proposal is expected to contain the following information. (Note: The terms of these concessions are for three (3) seasons. Parks expects at least a 5% increase in fee offer for each season of operation). All proposals submitted should clearly indicate which park you are interested in. Separate proposals MUST be submitted for each facility. Since proposers can only be awarded one facility, proposers must therefore indicate the facility of most interest. That is, if you propose on parks A, B & C, you should indicate clearly which park is your first choice, second choice, and so on.

1. All proposers should submit proposals that include all the required information and a fee offer. The fee offer should state the highest sum each proposer is prepared to pay as a license fee, expressed as a guaranteed annual fee, for each year of the license. The City urges that there be an escalation in the guaranteed minimum fee over the license term.

2. Each proposal should show the time specified for receipt, the project number, the site location and the name and address of the proposer on the outside of the envelope.

3. Proposers should include the names and addresses of all individuals and/or corporate officers submitting the proposals.

4. Proposers should submit a financial statement prepared in accordance with generally accepted accounting procedures.

5. Proposers should submit four (4) copies of personal and business entity questionnaires which can be obtained from the Revenue Office at the above address.

6. Proposers should submit a description of how the concession will be run, including the hours of operation.

7. Proposers should submit a description of the proposer's professional experience. All tennis instructors must have training and experience in tennis instruction meeting standards that are satisfactory to Parks. This includes but is not limited to certification by the United States Professional Tennis Association (USPTA) or the United States Professional Tennis Registry (USPTR).

8. Proposers should submit a recommendation letter from **at least** two (2) clients or employers verifying your experience in the field. Proposers should also indicate whether

they have had previous experience working for a City agency, or with City regulatory agencies, and the extent to which they can accommodate City proposers.

9. NYC Parks & Recreation is concerned with improving customer satisfaction with our services. Parks will view favorably all proposals that incorporate self check mechanisms that indicate the quality level of services offered. Such mechanisms include but are not limited to a customer evaluation or survey form filled out on a regular basis. Parks also requests that proposers indicate how they will improve services offered to the public.

10. The successful proposer will be responsible for obtaining all permits and licenses necessary for the lawful operation of the concession.

11. All signs must be approved by NYC Parks & Recreation and all other pertinent agencies.

12. The concessionaire will be obligated to supply all equipment necessary for the operation of this concession.

13. The concessionaire will be required to submit monthly statements of gross receipts in a format provided by Parks.

14. The concessionaire will be responsible for the removal of all rubbish generated by the concession. The concessionaire will be responsible for cleaning the area surrounding the site up to fifty (50) feet.

15. The concessionaire will comply with all City, state and federal laws relating to access for people with disabilities.

REQUIREMENTS DURING THE TERM OF THE LICENSE

A non-renewable term of three (3) seasons is offered. No longer term will be considered.

1. **A sign must be posted with lesson prices in an approved location.** Lesson prices for each of the seasons shall not exceed but may be lower than the following:

YEAR	FULL HOUR	HALF HOUR
2002	$48.00	$28.00
2003	$48.00	$28.00
2004	$48.00	$28.00

3. -Only one court at each site will be designated by Parks for teaching use.
4. -Any change in court designation is subject to Parks' approval.
5. -This court is to be available to the public when no lessons are scheduled.

6. **-All appointments must be reserved no later than a day in advance.**
7. **-The appointment sign up sheet must be made available and posted in a Parks' approved location for viewing by the general public.**
7. It is mandatory that each pro carry an identification card when he or she is giving lessons. Included on this card will be a picture of the pro.

8. A copy of the tennis pro's permit must be posted in an approved location. The permit is solely for the purpose of tennis instruction for the concessionaire at the **awarded** court location (indicated on the tennis permit), which will not be used as a means for personal tennis play at the indicated location or any other tennis court locations. If you are interested in obtaining a tennis play permit for use at all municipal tennis courts, you can apply for one in the basement of The Arsenal or at locations in each borough.

9. **The successful proposer may not sublicense the tennis concession to any party.**

10. Permittee may sell lessons only. No food, tennis wear, equipment or supplies may be sold.

11. Proposers must submit a description of their method of operation for Parks' approval, if they are intending to utilize a ball machine and a net divider.

12. It will be the concessionaire's responsibility to provide off-site storage for their equipment when the tennis instruction is not given.

13. The pro must comply with NYC Parks & Recreation rules governing tennis courts.

14. The concessionaire must cooperate with Parks if directed to move for special events or other unanticipated eventualities.

15. The concessionaire will be required to carry liability insurance in the amount of $500,000, $50,000 property damage insurance and fire insurance equal to the replacement value of the facility. Parks must be named as an additional insured on the certificate of insurance.

16. **A security deposit of at least 25% of the highest year's guaranteed fee will be required upon signing the contract.**

PROPOSAL EVALUATION

In evaluating proposals, a selection committee comprised of members of the Parks Department constituted in accordance with procedures established by the City's Franchise and Concessions Review Committee will use the following criteria:

- **Fee offer to the City**
- **Operating experience, including experience as a City concessionaire, if applicable**
- **Services geared to improve customer satisfaction**

Parks will view favorably any concessionaire who volunteers time during the season to participate in free clinical instruction with Parks' City Youth Tennis Program.

Parks will only consider proposals that meet satisfactory levels of the above criteria. **The city is not required to accept the proposals with the highest fee offer.** In addition, Parks' acceptance of the proposal does not imply that every element of that proposal has been accepted.

Failure to demonstrate extensive experience in the field, or to respond substantially to the requirements of the RFP, will result in the rejection of the proposal.

FREEDOM OF INFORMATION LAW

NYC Parks & Recreation is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by Parks (See Public Officers Law, Sections 87 and 89).

Individuals or firms that submit proposals to Parks may request that Parks except all or part of such proposal from public disclosure, pursuant to Section 87(2)(d) of the Public Officers Law, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for such an exception must be in writing and state, in detail, the specific reasons for the requested exception. It must also specify the proposal or portions thereof for which the exception is requested.

If Parks grants the request for exception from disclosure, Parks shall keep such proposal or portion thereof in secure facilities.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

NYC Parks & Recreation reserves the right to postpone or cancel the RFP or reject all proposals, if in its judgement it deems it in the best interest of the City of New York to do so. Proposals may be withdrawn from consideration at any time before opening upon written notice to Parks.

Proposers are advised that Parks has the option to select the successful proposer without conducting negotiations. Therefore, proposers should submit their best proposal. Parks shall not

be liable for any costs incurred by proposers in the preparation and/or delivery of bids or for any work in connection therein.

Until the proposal submission deadline, a proposer may submit a modified proposal to replace all or any portion of a proposal submitted. The project manager will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation. Parks will not accept telegraphic or FAX proposals.

All Request for Proposal submission materials become the property of the City of New York Parks and Recreation, and will generally be made available for inspection and copying by interested parties upon written request, except when exempted from disclosure by the Freedom of Information Law. Proposers may mark as confidential those portions of a proposal which they believe are not required to be disclosed under NYS Freedom of Information Law.

Technical addenda issued by NYC Parks & Recreation will be the only authorized method for communicating clarificatory information to all potential proposers. Proposers should contact the agency prior to submission of proposals to verify that they received any issued addenda. Proposers must acknowledge the receipt of all the addenda as part of their proposals. Parks will entertain oral inquiries prior to the submission deadline. No communication is permitted between Parks' staff and proposers about any matter related to the RFP which may give any unfair advantage to one proposer over another.

The New York City Comptroller is charged with the audit of concession agreements in New York City. Any person or entity who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007. Telephone 212-669-2323.

Adrian Benepe,
Commissioner

NYC PARKS & RECREATION

THE FOLLOWING COURTS ARE AVAILABLE AS TEACHING CONCESSIONS

BRONX

Property Number	Park and Location
X2-TP	Bronx Park Bronx Park East & Brady Av.
X10-TP	Crotona Park Crotona Av. & East 173 St.
X39-TP	Pelham Bay Park Bruckner Bl. & Middletown Rd.
X93-TP	Van Cortlandt Park/Woodlawn Jerome Av. & E 233 St.
X104-TP	Williamsbridge Oval E 208 St. & Bainbridge Av.

BROOKLYN

Property Number	Park and Location
B28-TP	Dyker Beach/Lucille Ferrier Plgd Bay 8 St. & Cropsey Av.
B32-TP	Fort Greene Park DeKalb & S. Portland Avs.

B58-TP	McCarren Park Bedford, N. 12 & Lorimer Sts.
B82(2)-TP	Shore Road Park/Promenade Plgd. 95 St. & Shore Rd.
B214-TP	Linden Park Linden Bl. & Vermont St.

MANHATTAN

Property Number	**Park and Location**
M72B-TP ***Available 07/01/02**	Riverside Park/W119 St.
M217-TP	Howard Bennett Playground W 135-W 136 Sts., 7-Lenox Avs.

QUEENS

Property Number	**Park and Location**
Q7-TP	Michaelis-Bayswater Park Bay 32 St. & Dwight Av.
Q12-TP	Crocheron Park 215 Pl. & 33 Av.
Q15-TP	Forest Park Park La. S. & 89 St.
Q20-TP	Highland Park Highland & Jamaica Avs.

Q24-TP	Kissena Park Rose Av. & Parsons Bl.
Q86-TP	Flushing Memorial Park 149 St. & 25 Av.
Q102-TP	Juniper Valley Park Parsons Bl. S. & 80 St.
Q121-TP	Keith L. Williams Park (Liberty Park) Liberty Av. & 173 St.
Q371-TP	Edgemere Park Between B 51 & B 54 Sts.
Q413-TP	Rochdale Park Guy Brewer Bl. & 134 Av.

STATEN ISLAND

Property Number	**Park and Location**
R15-TP	Randolph Walker Park Baird Av. & Delafield Pl.
R22-TP	Silver Lake Park Hart Bl. & Revere St.
R30-TP	Willowbrook Park Richmond Av. & Eton Pl.

THE CITY OF NEW YORK DEPARTMENT OF PARKS AND RECREATION

REVENUE DIVISION

THE ARSENAL, CENTRAL PARK
NEW YORK, NY 10021 - ROOM 407

PROPOSAL FORM FOR THE OPERATION OF A TENNIS CONCESSION
(PLEASE TYPE OR PRINT)

PLEASE USE A SEPARATE FORM FOR EACH LOCATION YOU ARE APPLYING FOR AND PLEASE LIST YOUR PREFERENCE ON THE FORM (SEE BELOW)

NAME _____ *SOCIAL SEC. # ___-___-_____
LAST FIRST MI ***Must be included**

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE #: BUSINESS _____-_____-_____ HOME _____-_____-____

PARK NAME: _____

PARK LOCATION: _____

PROPERTY NUMBER: _____ **THIS PARK IS MY _____ CHOICE**
(eg. first, second, etc.)

****

FEE OFFER

YEAR 1 (Start date through 11/30/02):
MINIMUM GUARANTEED PAYMENT $_____

YEAR 2 (2003):
MINIMUM GUARANTEED PAYMENT $_____

YEAR 3 (2004):
MINIMUM GUARANTEED PAYMENT $_____

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LIST ALL PERMITS, LICENSES, LEASES AND FRANCHISES ISSUED BY CITY OR STATE AGENCIES HELD BY YOU OR ANY ENTITY YOU CONTROL.

NY STATE SALES TAX #: _____ EXP. DATE: _____
EXP. DATE: _____
EXP. DATE: _____
EXP. DATE: _____

HAVE YOU PREVIOUSLY OPERATED UNDER A LICENSE WITH THE PARKS DEPARTMENT? YES___ NO____

IF SO, LIST THE PERMIT NUMBERS AND TYPES OF CONCESSION(S):

_____
_____

BRIEFLY DESCRIBE EXPERIENCE AND QUALIFICATIONS:

_____
_____

BRIEFLY DESCRIBE HOW YOU WILL IMPROVE CUSTOMER SERVICES (USE EXAMPLES):

_____
_____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS BID PROPOSAL ARE TRUE TO THE BEST OF MY KNOWLEDGE.

_____ _____
SIGNATURE DATE