

OXFORD PARK COMMISSION

REQUEST FOR PROPOSALS

TENNIS PROFESSIONAL SERVICES FOR THE OXFORD PARK COMMISSION FNC TENNIS CENTER

OXFORD, MISSISSIPPI

The City of Oxford will accept proposals at the office of the Oxford Park Commission, 400 Price Street, Oxford Mississippi until December 7, 2022 for Tennis Professional Services for the Oxford Park Commission FNC Tennis Center.

Request for Proposals may be obtained at the administrative office of the Oxford Park Commission, address noted above between 8:00 a.m. and 5:00 p.m. Monday through Friday may be obtained from the Oxford Park Commission website at www.oxfordparkcommission.com or by emailing the Executive Director of the Oxford Park Commission at the below email address.

Proposals will be reviewed by City staff and the Park Commission Board.

The Oxford Park Commission reserves the right to reject any or all proposals received and in the case of ambiguity or lack of clearness to determine the best proposal or to reject the same and waive irregularities and technicalities.

Seth Gaines

Executive Director

Oxford Park Commission

seth@oxfordparkcommission.com

RFP FOR OXFORD PARK COMMISSION

PROCEDURES AND REQUIREMENTS

1. Proposals must be received at the office of the Executive Director on or before December 7, 2022 5:00pm specified in the request for Proposals. Late proposals will not be considered. The filing date and time marked or stamped on the sealed envelope by the Oxford Park Commission shall be conclusive evidence of the time and date each proposal is filed.
2. Proposals must be clearly marked on the outside of the envelope: "RFP FNC Tennis Center, Tennis Professional Services." Proposals shall be submitted to:

Oxford Park Commission
c/o Seth Gaines,
400 Price Street,
Oxford MS 38655.
3. Proposals transmitted to the city facsimile will not be considered.
4. Proposals transmitted to the Executive Director by email will be accepted, but it is the responsibility of the individual/organization to confirm delivery of the proposal.
5. Acceptance of a proposal constitutes a contract and is binding upon both parties.
6. It is the intent of the City of Oxford Park Commission to enter into a contract with a successful proposer for Tennis Professional Services with the terms and conditions of such contract to be subject to the approval of the Oxford Park Commission Board of Commissioners.
7. The City reserves the right to accept or reject any or all proposals.

RFP Oxford Park Commission FNC Tennis Center

TENNIS PROFESSIONAL SERVICES

The Oxford Park Commission is seeking proposals from **qualified USTA Professionals for tennis professional services** at FNC Tennis Courts which consists of twenty tennis courts. The courts are open seven (7) days a week throughout the year. Facilities also include a fully functional tennis pro shop. The court maintenance is the responsibility of the Oxford Park Commission. The FNC Tennis Courts are one of two municipal tennis court complexes in the City of Oxford. The other one is located at Avent Park and is not part of this RFP.

Proposals will be received in the office of the Executive Director, Seth Gaines, 400 Price Street, Oxford MS 38655, until 5:00 p.m. on December 7, 2022.

Proposals shall be sealed and marked clearly on the exterior of the envelope or folder:
"RFP FNC Tennis Center Tennis Professional Services."

Minimum Professional Services Required

1. Operation of the Tennis Pro Shop, which shall include but not be limited to:

- a. Sales of goods and services normally provided by professional tennis shops including sales of tennis equipment, racquet repair, concessions, etc...

2. Management of court play

- a. Enforcement of court rules as set forth by the Oxford Park Commission, regulations and tennis court etiquette to ensure optimum access and minimize slow play and damage to the courts and pertinent facilities.
- b. The capability to run USTA sanctioned tournaments, participate in regional and sectional tennis organizations.
- c. Management and coordination of tournament play will be required.
- d. Cooperation with City officials, including the Mayor, City Administrator, City Board of Aldermen, Oxford Park Commission, and Park Commission Board as will be required.
- e. Furnishing of adequate liability insurance in statutory amounts or as otherwise reasonably required by the city.
- f. Be a positive influence and in good standing with the USTA, MTA and other tennis organizations.

3. Additional Services

- a. The ability to expand services for the City of Oxford in the racket sport industry.

Term of Contract: The Oxford Park Commission will seek to negotiate a Professional Services contract with the successful proposer, the term of which shall be a minimum of 30 months beginning April 1, 2023. The parties may agree on an earlier start date.

Format of Proposals: Proposals shall be typed double space on 8 ½ x 11-inch paper on one side only of each page. It is preferred that each section shall be appropriately tabbed and indexed and the number of pages shall not exceed the maximum number of pages specified for each section.

Proposal

Section I. Qualifications and Experience of the proposer (5 pages maximum).

- A. Proposers shall provide a detailed narrative of their professional qualifications and experience, identifying all positions held as a professional.
- B. Proposers shall provide a photocopy of the **USTA card** and any other such documents as they may deem appropriate to demonstrate their professional qualifications.

Section II. Operations of the Tennis Pro Shop (5 pages maximum).

- A. Proposers shall provide a detailed narrative describing the various services they intend to provide in the Tennis Pro Shop.
- B. Proposers shall provide a letter of credit or other such documentation attesting to their financial ability to provide for and maintain a full-service professional tennis shop in accordance with professional tennis standards.

Section III. Management of court play (5 pages maximum).

- A. Proposers shall address in narrative form how they intend to manage play on the tennis courts to ensure optimum access, enforce court rules, regulations, and court etiquette.
- B. Proposers shall provide a narrative detailing their experience in planning, managing, and implementing tournament play and similar activities.
- C. Proposers shall detail their ideas as to how to further promote recreation on the Municipal Tennis Courts.

Section IV. Financial Terms and Contractual conditions (5 pages maximum).

- A. Proposer shall detail all financial terms and conditions they would propose between themselves and the city.
- B. Proposer shall detail any special non-monetary contractual conditions they would propose between themselves and the city.

EXTRA: Additional criteria or ideas not covered in the previous sections may be proposed here (5 pages maximum)

Evaluation Criteria

Proposals shall be evaluated by a committee comprised of the Park Commission Board.