



# City of Pensacola

222 West Main Street  
Pensacola, FL 32502

## Memorandum

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**File #:** 17-00624

City Council

11/9/2017

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### **LEGISLATIVE ACTION ITEM**

**SPONSOR:** Ashton J. Hayward, III, Mayor

**SUBJECT:**

AWARD OF CONTRACT FOR RFP #17-024 OPERATION AND MANAGEMENT OF ROGER SCOTT TENNIS CENTER

**RECOMMENDATION:**

That City Council approve the Mayor's award recommendation to Gulf Coast Tennis Group, LLC for RFP #17-024 Operation and Management of Roger Scott Tennis Center.

**HEARING REQUIRED:** No Hearing Required

**SUMMARY:**

In May 2017, the City issued RFP # 17-024 "Operation and Management of Roger Scott Tennis Center," which stipulated that the Mayor may make an award recommendation to City Council. In July 2017, the City received four responses to the RFP. A six member selection committee comprised of persons involved with the local tennis community was established to evaluate the RFP responses. The six committee members were: Tara Dominguez, Tennis Program Coordinator- Panhandle, USTA Florida; Christy Francis, parent of a youth tennis player; Peter Nowak, local business owner; Ray Palmer, Executive Director, Pensacola Sports; Mike Pitou, Professor of Business Law and Government Contracts, Regis University and Webster University; and Linda Stanfield, President, Greater Pensacola Ladies Tennis League. The committee members met on September 11, 2017 in a publicly noticed meeting to discuss, evaluate and rank the proposals. Gulf Coast Tennis Group, LLC's proposal was ranked the highest. The selection committee unanimously voted to recommend Gulf Coast Tennis Group, LLC to the Mayor as the top ranked firm for the provision of services.

A memo with the rankings and committee's recommendation was sent to all respondents. Premier Tennis Management and CLMJPW submitted a protest to the award. The Purchasing Manager and the City Attorney met with both respondents on September 25, 2017 to hear the concerns raised in their protest letters. After consideration of the protests, staff's recommendation to the Mayor was to move forward with the selection committee's ranking and recommendation of Gulf Coast Tennis Group, LLC.

**PRIOR ACTION:**

None

**FUNDING:**

Budget: \$312,200

Actual: N/A

**FINANCIAL IMPACT:**

The City will receive a minimum annual guaranteed revenue of \$125,000, which staff estimates will fund the City's cost of operations as outlined in the RFP.

**CITY ATTORNEY REVIEW:** Yes

11/7/2017

**STAFF CONTACT:**

Eric W. Olson, City Administrator  
Brian Cooper, Parks and Recreation Director  
George Maiberger, Purchasing Manager

**ATTACHMENTS:**

- 1) RFP No. 17-024 Selection Committee Ranking Matrix
- 2) RFP No. 17-024 Tabulation Sheet
- 3) RFP No. 17-024 Final Vendor Reference List
- 4) Gulf Coast Tennis Group, LLC Proposal

**PRESENTATION:** No