



## Town of Lantana, Florida

### **Advertisement for Letters of Interest**

#### **Baseball Athletic League Services/Sports Provider**

The Town of Lantana is accepting Letters of Interest (LOI) for Baseball Athletic League Services/Sports Provider located at the Town of Lantana's Sports Park (903 N. 8<sup>TH</sup> Street, Lantana, FL 33462). If interested, then submit your LOI to the Town of Lantana Operations' Department, 510 W. Pine Street, Lantana, Florida 33462, **until 3:00 P.M. on November 2, 2018**. Any LOI received after the designated closing time will be returned unopened.

All LOI shall be submitted with an original and two (2) copies in a sealed package addressed to the Parks and Recreation Supervisor, and marked "**LETTER OF INTEREST – ATHLETIC LEAGUE SERVICES/SPORTS PROVIDER.**"

The Town reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The Town further reserves the right to award the contract to that proposer whose proposal best complies with the LOI requirements. No proposer may withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof. Please see the following criteria for the Letter of Interest

- Contractor shall submit a proposal with complete Town's (LOI) application, which can be picked up at the Operations' Department.
- Contractor shall provide and coordinate Recreational and Travel Co-ed Youth Baseball Leagues for T-Ball, Coach Pitch, 10/U and 12/U.
- Town will make available two baseball fields (fields 2 & 3) for Recreational and Travel Co-ed youth baseball leagues and provide one baseball field (field 1) for T-Ball, Coach Pitch, Recreational Teams and Lantana Residents Family Recreation.
- Town will make available batting cages and the concession stand at the Sports Park for the programs seasons.
- Contractor must secure certified and trained, official, staff and volunteer coaches.
- Must be a Not-for-Profit Contractor incorporated for two (2) years or more.
- Contractor shall provide proof of Liability Insurance with the Town being named as additionally insured.
- Contractor shall compensate the Town for the agreed upon percentage of all registration fees received.
- Town will advertise league on the Town website, Town Facebook Page, Town Twitter Page and through flyers that the contractor provides the Town.

Please Contact Nadine Shawah at [nshawah@lantana.org](mailto:nshawah@lantana.org) for any questions or an electronic copy of the proposal.

**Nadine Shawah**  
**Parks and Recreation Supervisor**

**Dated:**

**Published:**

## **Proposal Request**

The Town of Lantana, hereinafter referred to as "the Town", is seeking proposals together with any additional information relative to this request for provision of services described below:

### **Request for Letters of Interest (RLI)- Athletic League Services/Sports Provider**

#### **Background:**

The Operations' Department is responsible for co-ed recreational activities and programs, including the coordination of athletic leagues. The Town is presently seeking Letters of Interest (LOI) for a not-for-profit Athletic League Services/Sports Provider for co-ed youth Baseball.

#### **General Scope of Work:**

The Contractor will be required to coordinate and provide sufficient staff for the Athletic Leagues (Baseball) at Town facilities. The Town will provide scheduled field access to Town facilities at no charge. However, all other costs incidental to the athletic programs, including but not limited to, equipment, uniforms, supplies, trophies, and awards shall be provided at no additional cost to the Town or participants. The Contractor will register all participants, verify age, residency, and collect registration fees and will in all respects be responsible for the management and operation of its leagues. As compensation, the Town shall be paid a negotiated percentage of revenue collected by the Contractor, less any refunds, upon the successful completion of the league. The resident and non-resident fees for each athletic league and a comprehensive schedule of meetings, practices, and games will also be negotiated and established in agreement between the Town and Contractor.

The Contractor will be required to obtain and utilize trained and certified officials, staff and volunteer coaches, all of whom must pass a background check. The Contractor shall also ensure that all parents, players, and coaches adhere to the Town's Code of Conduct, as well as the Town's Code of Ethics for Contractors. The Contractor shall maintain insurance coverage throughout the term of the anticipated agreement at minimum limits of \$100,000 personal & advertising injury, \$300,000 property insurance coverage with a general liability of \$1,000,000 and a general aggregate of \$2,000,000.

#### **Qualifications:**

Not-for-Profit Contractors incorporated for two (2) years or more, may submit a response to this RLI which must include the following information for consideration:

1. Completed Proposer Qualifications form (see page 6).
2. Completed Professional References form (see page 7) with a least two (2) references.
3. Certificate of Liability Insurance, naming the Town as an Additional Insured.
4. A summary letter with details on the company and the capabilities to provide the services described. Please describe types of leagues company provides and what youth ages.

#### **The Town of Lantana will receive proposals at the Department of Operations'**

**Office, 510 W. Pine Street Lantana, Florida 33462, until 3:00 p.m. on November 2, 2018.** The Town reserves the right to reject any or all proposals or portion thereof, and to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to award in whole or in part to one or more proposals, or take any other such actions that may be deemed to be in the best interests of the Town.

Questions regarding the proposal requirements and selection process should be submitted in writing to Nadine Shawah, Parks and Recreation Supervisor, until eight (8) days prior to the submittal date at

the address listed above or via facsimile at (561) 540-5759. Town personnel are authorized only to direct the attention of prospective proposers to various portions of the proposal request document so that they may read and interpret such for themselves. No employee of the Town is authorized to interpret any portion of this document or give information as to the requirements of the proposal request document in addition to what is written in the document.

The Town may record its response to inquiries and any supplemental instructions in the form of written addenda. The Town may mail written addenda up to seven (7) calendar days before the date fixed for receiving proposals. Proposers shall contact the Town to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the proposal deadline will not be binding.

**General Information:**

The Town is seeking to contract with a Company to provide the above-listed services.

- The Town shall require proof of any applicable insurance and/or license, if applicable, before award of contract.
- The Town makes no warranty or guarantee as to the success of any program or service operated as a result of a contract award.
- The Town shall not approve any proposal or a part of any proposal if it is contrary to laws, statutes, ordinances, policies, or procedures of the Town or is not in the best interest of the Town, as determined by the Town's sole discretion.

**Submission Elements:**

Proposals shall contain each of the following elements in order to be considered complete and valid.

- A. Services Proposed:** Proposals shall clearly describe the scope of services proposed. Include a statement that explains how the proposal would be effective and beneficial to the Town.

The following areas must be presented in detail:

- Qualifications: Proposals shall present evidence that the Contractor is fully qualified and has substantial experience in the field covered by the proposal.
- Operation: Proposals shall provide a detailed outline of the equipment and services provided.
- Budget: Proposal must include itemized pricing of all of the costs associated with the program, activity, or service.
- Additional information: Present any further relevant information that may assist the Town in its evaluation of the proposal, as well as any optional additions to the base proposal.

- B. References:** Provide a list and description of any similar work satisfactorily performed and completed within the past two (2) years. For each reference listed, include the name and

telephone number(s) of a representative for whom the work was provided in order to verify satisfactory performance.

**Submission of Proposals:**

In the best interests of the Town, the Town reserves the right and option to accept or reject any and all proposals or portions of proposals, or to waive any minor irregularities or technicalities in any proposals received at the Town's sole and absolute discretion.

One (1) original and two (2) copies of the proposal should be submitted to Nadine Shawah, Parks and Recreation Supervisor. The Town must receive all proposals by 3:00 P.M. on November 2, 2018.

**Acceptance of Proposals:**

**A selection committee, consisting of Town personnel, will convene, review and discuss all proposals submitted.** The Committee will evaluate the proposals for the value and benefit the proposed activity, program, or service will bring to the Town. The Committee will evaluate proposals to determine the best value to the Town based on a combination of qualifications, proposed solution offerings, and pricing. If a proposal is accepted and approved by the Committee, then the submitter will be notified and negotiations shall begin on contract terms. Contractors may be required to enter into a written contract with the Town.

Acceptance of proposals does not guarantee that the Town will automatically continue offering the activity, program, or service.

**Indemnification**

- A. General indemnification:** To the fullest extent permitted by law, the selected proposer shall indemnify, defend, save, and hold harmless the Town, its officers, agents, and employees, from any and all claims, damages, losses, liabilities and expenses, direct, indirect, or consequential arising out of or alleged to have arisen out of or in consequence of the services furnished by, or operations of, the approved proposal submitter or his/her subcontractors, agents, officers, employees, or independent contractors pursuant to the contract, specifically including, but not limited to, those caused by or arising out of any act, omission, negligence, or default of the approved proposal submitter and/or his/her subcontractors, agents, servants, or employees in the provision of the services under the contract.
- B. Patent and copyright indemnification:** The selected proposer shall also indemnify, defend, save and hold harmless the Town, its officers, agents, and employees, from any and all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights, and/or the unauthorized or unlicensed use of any material, property, or other work in connection with the performance of the contract.



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**PROPOSER QUALIFICATIONS**

The Proposer, as a result of this proposal, MUST hold a Business Tax Receipt in the area of their fixed business location. Each proposer MUST complete the following information and submit with their proposal in order for the proposal to be considered:

1. Legal Name and Address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

The length of time (continuous) in business under the above stated legal name: \_\_\_\_\_ years.

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, complete:

Date of Incorporation: \_\_\_\_\_ State in which Incorporated: \_\_\_\_\_

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: \_\_\_\_\_

5. The length of time (continuous) in business: \_\_\_\_\_ years

6. Length of time (continuous) in business in Florida: \_\_\_\_\_ years

**Name and Title of Principal Officers:**

**Date Elected:**

_____	_____
_____	_____
_____	_____

*Note: Information requested herein and submitted by the Proposers will be analyzed by the Town of Lantana and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Proposer, in the sole opinion of the Town of Lantana, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract.*



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**PROFESSIONAL REFERENCES**

Complete the form below with at least two (2) *current and pertinent* professional references that the Town can contact in relation to proposer's qualifications and experience in completing similar projects. Failure to furnish this information may be grounds for rejection of the proposal.

<b>1. Name and Address of Firm, City, County, or Agency</b>	<b>Date(s):</b>	
	<b>Status:</b>	
	<b>Bid Number:</b>	
	<b>Contact:</b>	
	<b>Telephone No:</b>	
	<b>Email:</b>	
<b>Scope of Work/ Project Description:</b>		

<b>2. Name and Address of Firm, City, County, or Agency</b>	<b>Date(s):</b>	
	<b>Status:</b>	
	<b>Bid Number:</b>	
	<b>Contact:</b>	
	<b>Telephone No:</b>	
	<b>Email:</b>	
<b>Scope of Work/ Project Description:</b>		

<b>3. Name and Address of Firm, City, County, or Agency</b>	<b>Date(s):</b>	
	<b>Status:</b>	
	<b>Bid Number:</b>	
	<b>Contact:</b>	
	<b>Telephone No:</b>	
	<b>Email:</b>	
<b>Scope of Work/ Project Description:</b>		

<b>4. Name and Address of Firm, City, County, or Agency</b>	<b>Date(s):</b>	
	<b>Status:</b>	
	<b>Bid Number:</b>	
	<b>Contact:</b>	
	<b>Telephone No:</b>	
	<b>Email:</b>	
<b>Scope of Work/ Project Description:</b>		