

3H-15

Agenda Item #:

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 21, 2008 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a Concessionaire Service Agreement with Tennis Insights, Inc. for operation of the Tennis & Racquetball Center located in South County Regional Park.

Summary: The Parks and Recreation Department desires to continue to provide services for the operation of the tennis and racquetball center at South County Regional Park through a concession operation. The current vendor, Tennis Insights, Inc., operates under a contract for concession services issued through the County's Purchasing Department which expires on October 31, 2008. In August 2008, PREM advertised a Request For Proposals for the continuation of this concession. Proposals were received from three (3) respondents, Tennis Insights, Inc., Palm Tennis Management Group, LLC and Euro Tennis, Inc. A Selection Committee, consisting of four (4) representatives from the Parks and Recreation Department and one (1) from the Property and Real Estate Management Division, reviewed the proposals and ranked Tennis Insights, Inc.'s proposal the highest. Tennis Insights, Inc. shall provide services consisting of the operation of a 2,000 SF pro shop, nineteen (19) tennis courts and twelve (12) racquetball courts. The initial term of the Agreement is for three (3) years, ending October 31, 2011, with three (3) options to renew each for one (1) year. The annual rent is \$13,200, to be paid in equal monthly installments of \$1,100 with annual four percent (4%) increases. Tennis Insights, Inc. has posted a \$1,000 security deposit. The sole shareholder and principal of Tennis Insights, Inc., Peter Davis, has executed a personal guaranty of the Concessionaire Service Agreement. (PREM) District 5 (JMB)

Background and Justification: The RFP was advertised in the Palm Beach Post on August 3, 2008 and August 10, 2008. This RFP was also listed on PREM's webpage and the County's Channel 20 television station. On August 28, 2008, the Selection Committee met, reviewed and ranked the proposals. A table setting forth the points assigned by the Selection Committee to each proposal is attached as Attachment 3. The Committee reviewed the proposals and ranked them based on the following criteria: Revenue Proposal - 25 points; Experience/Qualifications - 20 points; Operational Plan/Business Plan - 25 points; Financial Ability - 20 points; Small Business Enterprise - 5 points; and Local Business - 5 points. Tennis Insights, Inc.'s annual rental rate proposal of \$13,200 is \$4,080 (44.7%) greater than the next highest proposal received by Palm Tennis of \$9,120.

(continued on page 3)

Attachments:

- 1. Location Map
- 2. Budget Availability Statement
- 3. Selection Committee Evaluation tabulation
- 4. Concessionaire Service Agreement
- 5. Disclosure of Beneficial Interest

**Agenda item is more than 50 pages;
may be viewed in Administration.**

Recommended By: [Signature] Department Director Date: 9/29/08
Approved By: [Signature] County Administrator Date: 10/14/08

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	(12,100)	(13,684)	(14,231.36)	(1,189.76)	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	(12,100)	(13,684)	(14,231.36)	(1,189.76)	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes No Revenue Source Code

Budget Account No: Fund 0001 Dept 580 Unit 5250 4726

Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Revenue received from this Agreement will be deposited in Parks' general operating account, specifically South County Regional Park

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

Michelle 10.7.08
OFMB 10/10/08 10/7/08 10/6/08 10/6/08

Dr. J. Jacobs 10/8/08
Contract Development and Control 10/8/08

B. Legal Sufficiency:
James Brub 10/16/08
Assistant County Attorney

This Contract complies with our contract review requirements.
FBO will obtain the negotiated additional part of insurance prior to 11/1/08.

C. Other Department Review:
[Signature]
Department Director

This summary is not to be used as a basis for payment.

Background and Justification, continued:

Tennis Insights, Inc. demonstrated superior experience and qualifications as an operator of a tennis pro shop. Although, the operational and business plans of the highest ranked proposers were relatively equal in services/goods offered and pricing; Tennis Insights, Inc. was the only respondent to provide a plan for regulating use of the courts offered to the public for complimentary play.

The Committee assigned Tennis Insights' proposal 443 points, Palm Tennis Management Group's proposal 369.35 points and Euro Tennis' proposal 284.55 points. As such, the Selection Committee unanimously voted to recommend selection of Tennis Insights, Inc. The current vendor is Tennis Insights, Inc. and its contract expires on October 31, 2008. No interruption of concession service will occur if Tennis Insights, Inc. is awarded this Concessionaire Service Agreement which will commence on November 1, 2008. Tennis Insights, Inc. has pledged to set aside for complimentary public play, except during special events when all courts may be needed, a minimum of three (3) tennis courts and two (2) racquetball courts. Tennis Insights, Inc. has provided the attached Disclosure of Beneficial Interests. The Disclosure identifies Peter Davis as holding a 100% beneficial interest in Tennis Insights, Inc.