



**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** September 16, 2014

**TITLE:** Motion to award a one-year contract for gymnastic program instruction  
services – Request for Proposal (RFP) 545-11445 - \$135,020 (revenue)

---

**Recommendation**

It is recommended that the City Commission approve a one-year contract for gymnastic program instruction services with Fort Lauderdale Stars, Inc. (Stars) in substantially the form attached in the estimated annual revenue amount of \$135,020 and authorize the City Manager to approve three, one-year renewal options.

**Background**

The Parks and Recreation Department is requesting City Commission approval for an annual contract with Stars for gymnastic program instruction services.

The company is responsible for providing all necessary staffing, the purchase and maintenance of gymnastics equipment, and providing their own liability insurance. The Parks and Recreation Department provides the overall building and structural maintenance such as air conditioning and fire/security alarms.

Stars will pay the City an annual amount of \$130,020 plus 10% of gross product concession receipts estimated at \$5,000 for total estimated revenue of \$135,020.

RFP 545-11445 was released on July 7, 2014. Upon the scheduled opening date of July 28, 2014, a single proposal was received. In an attempt to obtain additional competitive proposals, the opening date was extended. One additional vendor, Innova Services, was initially interested but ultimately chose not to respond and would not respond to staff's inquiry as to why they did not submit a proposal.

The RFP was opened on August 5, 2014 with the single proposal received. Stars has met all requirements of the RFP specifications and has been deemed the single, responsive and responsible proposer.

### **Resource Impact**

The will be no current fiscal year impact to the City. There will be a positive fiscal impact to the City in the estimated amount of \$135,020 for FY 2015.

### **Strategic Connections:**

This item is a Press Play Fort Lauderdale Strategic Plan 2018 initiative, included with in the Internal Support Cylinder of Excellence, specifically advancing:

- Goal12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We Are United*.

### **Attachments**

Exhibit 1 - Bid Tabulation 545-11445

Exhibit 2 - Fort Lauderdale Stars Inc. proposal

Exhibit 3 - Agreement

---

Prepared by: AnnDebra Diaz, Procurement Specialist II  
Elizabeth Cohen, Administrative Assistant I

Department Director: Phil Thornburg, Parks and Recreation