

CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street

P.O. Box 5004

Tarpon Springs, Florida 34688-5004

Phone (727) 942-5615

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REQUEST FOR LETTERS OF INTEREST # 190013-R-RS RECREATIONAL PROGRAMS

GENERAL INFORMATION:

The City of Tarpon Springs invites submissions of Letters of Interest (LOI) from qualified independent contractors and individuals to provide recreational programs for the City's Recreation Division.

Letters of Interest will be accepted on a continuous basis and reviewed monthly (at a minimum). Responses will be classified in one (1) of three (3) ways:

1. Acceptable, ready for immediate action
2. Acceptable, not ready for immediate action
3. Not acceptable

Responses found to be acceptable by the City, but not ready for immediate action, will be kept on file for possible future scheduling.

INSTRUCTIONS:

Each LOI submitted should include the Response Coversheet contained herein and be submitted to Rhonda Simmons, Procurement Analyst, by email to rsimmons@ctsfl.us, faxed to (727) 937-1766 or by mail to City of Tarpon Springs, Procurement Services, PO Box 5004, Tarpon Springs, Florida 34688-5004.

BROADCAST:

The Request for Letters of Interest will remain open and available from the City for as long as the City is accepting LOIs. The City may, in its sole discretion, close the Request for Letters of Interest at any time, and not accept further proposals or submittals, as it may determine in its best interests.

CONTACT INFORMATION:

Any questions regarding this Request for Letters of Interest should be submitted in writing via email to Rhonda Simmons, Purchasing Analyst, rsimmons@ctsfl.us or faxed to (727) 937-1766

REQUEST FOR LETTERS OF INTEREST

1. Purpose:

The City of Tarpon Springs is seeking independent contractors to provide various recreational or instructional programs to participants in the City's Public Recreational Program.

2. Special Services Contract

Any contract or agreement resulting from this Request for Letters of Interest shall be executed as a Special Services Contract between the City and the proposer.

3. Legal Requirements

Proposers are advised that this Request for Letters of Interest is subject to all legal requirements contained in all applicable Federal and State Statutes, City Ordinances, and to the Standard Terms and Conditions and the purchasing policies and guidelines of the City of Tarpon Springs. Where a conflict may exist between this solicitations and any statute, policy or guideline, the higher authority will prevail.

4. Letters of Interest Requirements – Recreational Programs

- a.** Letters of Interest should offer specific recreational or instructional programs that are consistent with the general nature of recreation or instructional programs available for the public.
- b.** Any qualified firm or individual may submit multiple responses for multiple recreational or instructional programs, however, each submittal should be submitted separately, using a separate Response Coversheet.
- c.** Letters of Interest are encouraged for, but not limited to, the leisure activity areas of youth and adult athletics, wellness and exercise, art instruction, dance, education, and other related areas that are acceptable as public recreation offerings.
- d.** Programs proposed can be similar or different to current programs and do not have to emulate the structure of current programs.
- e.** Programs proposed must provide a valuable service to the community at a reasonable price.
- f.** Proposers must not rely on the City to provide any additional financial support, other than overhead operation costs. Overhead costs include facility maintenance, utilities, and basic Recreation Division administrative support.
- g.** Activities and/or programs must utilize a Recreation Division facility or area within the City's park system.
- h.** The City makes no warranty, guarantee or representation as to the success of any program operated as a result of any Special Services Contract made pursuant to this solicitation.
- i.** The City will not approve any program or a part of any program if it is contrary to laws, statutes, ordinances, policies or procedures of the City or is deemed by the City to not be in its best interests.

5. Information to Include in the Letter of Interest

- a. Response Coversheet (included herein)
- b. Services Proposed
 - i. The Letter of Interest should clearly describe the scope of activities or programs proposed, including details of the approach and plan. A statement should be included which explains why the approach and plan would be effective and beneficial to the City of Tarpon Springs' Recreation Division.
 - ii. The proposal should include information on the following, to assist the City to make an informed decision whether the program proposed is of any value to City residents:
 1. Qualifications of the proposer: Include resume' and/or a brief description of the proposer's experience with the proposed program or activity.
 2. Proposed age groups: List proposed age groups. Please note, if the class will include children under the age of 18 you will be required to pass a Level II background check and provide proof of such to the City. If you have already passed a Level II background check, please feel free to submit with you Letter of Interest.
 3. Current classes: Please list if you have a current established class if you intend to move a current class to our location. Please include class size and current fees.
 4. Any additional information to assist the City in its evaluation of the proposed program or activity.
 - iii. References
Include the names and contact information of references who may attest to the proposer's ability and performance.

6. Evaluation

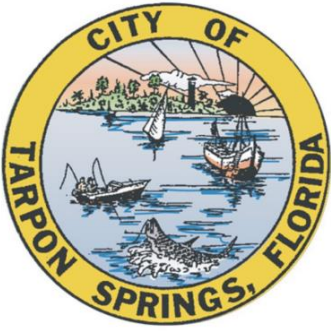
Proposals will be evaluated by the City Recreation Department for the value and benefit the proposed activity or program may bring to the overall public recreation offering. Each proposal will be classified in one (1) of three (3) ways:

1. Acceptable, ready for immediate action
2. Acceptable, not ready for immediate action
3. Not acceptable

Each proposer will be notified of the classification of their proposal. If the proposed activity or program is classified as "Acceptable, ready for immediate action" subsequent negotiations will occur. If successful negotiations occur, the activity or program will be added to the City's public recreation offering. If successful negotiations do not occur, the proposal will be re-classified as "Not acceptable".

If the proposed activity or program is classified as "Acceptable, not ready for immediate action" the proposal will be kept on file for possible future negotiations and scheduling.

Acceptance of proposals does not guarantee that the offering will be added to the City's public recreation offerings. Additionally, once added, no guarantees are made that the program will be successful or that the City will automatically continue offering the activity or program.



**Letter of Interest # 190013-R-RS
Recreational Programs**

RESPONSE COVER SHEET

Proposers Name: _____

Proposers Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Program Name: _____

Percent (%) of fee to be retained by Proposer: _____ %

Percent (%) of fee to be given to City: _____ %
(Must equal 100%)

**** ACTUAL DISTRIBUTION OF FEE SHALL BE NEGOTIATED BETWEEN THE PROPOSER AND
THE CITY (IF THE PROGRAM IS ACCEPTED) ****

Have you submitted to a Level II background check in the last five (5) years?

_____ Yes

_____ No