

CITY OF MIAMI SPRINGS
REQUEST FOR PROPOSALS NO. 01-23/24



PUBLIC NOTICE

RFP Name: Professional Tennis Management and Operations Services for the Miami Springs Tennis Center
RFP No.: 01-23/24
Pre-Proposal Conference: MANDATORY
January 30, 2024 at 10:00am,
City Hall Chambers 2nd floor
201 Westward Drive, Miami Springs, FL 33166
Proposal Deadline: February 21, 2024 at 2:30pm

NOTICE IS HEREBY GIVEN that the City of Miami Springs (“City”) is soliciting proposals for Professional Tennis Management and Operations Services for the Miami Springs Tennis Center. Interested companies, firms, and individuals (“Respondents”) may obtain a copy of Request for Proposals No. 01-23/24 (the “RFP”) to be issued on January 24, 2024 through the Onvia DemandStar portal (www.demandstar.com). The RFP contains detailed information about the scope of services, submission requirements, and selection procedures.

The proposal shall be uploaded onto DemandStar and marked “Proposal to City of Miami Springs RFP No. 01-23/24 for Professional Tennis Management and Operations Services for the Miami Springs Tennis Center. Proposals must be received by the City by no later than February 21, 2024 via DemandStar at which time the Proposals will be opened publicly. Any proposal received after this time and date, whether by mail or otherwise, will be returned unopened. Respondents are responsible for ensuring that their proposal is received in the Clerk’s Office by the deadline.

Interested Respondents may obtain the full RFP through the Onvia DemandStar portal (www.demandstar.com). If Respondents elect to use DemandStar, it is strongly encouraged to register with the website to receive notifications pertaining to this solicitation. All notices and any addenda issued by the City with respect to the RFP will be made available through the DemandStar portal. It is the Respondent’s sole responsibility to ensure receipt of any issued notice or addenda relating to this RFP once posted to DemandStar.

A mandatory pre-proposal conference will be held on January 30, 2024, 10: 00A.M, at City of Miami Springs, City Hall, 2nd Floor City Clerk’s Office, 201 Westward Drive, Miami Springs, FL 33166. All Respondents planning to submit Proposals must attend this meeting. Respondents should allow sufficient time to ensure arrival prior to the indicated time.

Pursuant to subsection (t) “Cone of Silence” of Section 2-11.1 “Conflict of Interest and Code of Ethics Ordinance” of Miami-Dade County, public notice is hereby given that a “Cone of Silence” is imposed concerning this solicitation. The “Cone of Silence” prohibits communications concerning RFP’s, RFQ’s or Bids, until such time as a written recommendation is presented to the City Mayor and Council concerning the transaction. Procedures regarding the Cone of Silence can be found in the RFP documents.

Any questions, requests for information, or clarification pertaining to this RFP must be made in writing by no later than February 1, 2024 to: Aemed Jaime, Procurement Specialist, City of Miami Springs, 201 Westward Drive, Miami Springs, FL 33166, Telephone 305-805-5054, Email: jamea@miamisprings-fl.gov.

Dated: January 24, 2024

Published: January 24, 2023 (DemandStar)