



PALM BEACH GARDENS
"A unique place to live, learn, work & play"

The City of Palm Beach Gardens
10500 North Military Trail
Palm Beach Gardens, FL 33410

PURCHASING DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

RLI2012-001RC RECREATIONAL PROGRAMS

DUE DATE: The First Tuesday of Each Month

TIME: 11:00AM

INSTRUCTIONS

Letters of Interest will be accepted by the City, either by mail or hand delivery, until 11:00 a.m. on the first Tuesday of each month, at the office of the City Clerk, 10500 North Military Trail, Palm Beach Gardens, Florida 33410. Normal City business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. The City will not accept LOIs submitted by email or via fax.

All LOIs will be publicly opened in the Council Chambers at City Hall on the first Tuesday of each month at 11:00AM, or as soon thereafter as practical.

Each LOI submitted to the City Clerk must have the following information clearly marked on the face of the envelope: the proposer's name, return address, and the wording: "Letter of Interest – Recreational Programs". Included in the envelope shall be one (1) original and one (1) copy of the proposal, and one (1) electronic version on CD. The original should be marked "ORIGINAL". The copy must be identical to the original and the file format on the CD should be in Portable Document Format (pdf). Any LOI received after 11:00 a.m. on the first Tuesday of the month will be held by the City Clerk and opened the following month.

BROADCAST

This Request for Letters of Interest will remain open and available on the City's website 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 any further proposals or submittals, as it may determine in its best interests.

CONTACT FOR INFORMATION

Any questions regarding this Request for Letters of Interest should be submitted in writing via email to the Purchasing Department at kmra@pbgfl.com or via telephone (561) 799-4197.



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**The City of Palm Beach Gardens
10500 North Military Trail
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LEGAL ADVERTISEMENT

REQUEST FOR LETTERS OF INTEREST (OPEN)

RECREATIONAL PROGRAMS

The City of Palm Beach Gardens invites submission of Letters of Interest (LOI) from qualified firms and individuals to provide recreational programs for the City's Recreation Division.

The Request for Letters of Interest (Open) will be available beginning Monday, September 17, 2012, at 8:00 a.m. local time on the City of Palm Beach Gardens website at <http://www.pbgfl.com> under the Purchasing Department and Recreation Division links. A copy may also be obtained by visiting the City Clerk's Office at City Hall.

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Letters of Interest will be reviewed by the Program Analysis Committee every second Tuesday of the month. The City will notify proposers in writing of the decision of the Committee.

The City of Palm Beach Gardens reserves the right to accept or reject any or all LOIs, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award an independent contractor agreement on such coverage and terms it deems will best serve the interests of the City.

CITY OF PALM BEACH GARDENS
Patricia Snider, CMC, City Clerk

Publish: Palm Beach Post
Sunday, September 16, 2012

REQUEST FOR LETTERS OF INTEREST

1. PURPOSE

The City of Palm Beach Gardens is seeking independent contractors to provide various recreational or instructional programs to participants in the City's Public Recreation Program.

2. INDEPENDENT CONTRACTOR AGREEMENT

Any contract or agreement resulting from this Request for Letters of Interest shall be executed as an Independent Contractor Agreement 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 Palm Beach Gardens. Where a conflict may exist between this solicitation and any statute, policy or guideline, the higher authority shall prevail.

4. LETTERS OF INTEREST REQUIREMENTS – RECREATIONAL PROGRAMS

- i. Letters of Interest may offer specific or various recreational or instructional programs provided that the programs are consistent with the general nature of recreational programs for the public.
- ii. Letters of Interest s 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.
- iii. Programs proposed can be similar or different to current programs and do not have to emulate the structure of current programs.
- iv. Programs proposed must provide a valuable service to the community at a reasonable price.
- v. Proposers must not rely on the City to provide any additional financial support, other than overhead operation costs, and/or capital expenditure. Overhead costs include facility maintenance, utilities, and basic Recreation Division administrative support.
- vi. Activities and/or programs proposed must utilize a Recreation Division facility or area within the City's park system.
- vii. The City makes no warranty, guarantee or representation as to the success of any program operated as a result of any independent contractor agreement made pursuant to this solicitation.

- viii. 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 LETTER OF INTEREST

A. 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 Palm Beach Gardens' 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:
 - a) Qualifications of the proposer and staff personnel; include resume's and a brief description of the proposer's experience with the program or activity.
 - b) An outline of intended staffing, days and hours for programs, and the proposed age groups.
 - c) A budget of all the costs associated with the program or activity and a proposed fee, if any, that will be charged to participants.
 - d) Any additional information to assist the City in its evaluation of the proposed program or activity.

B. REFERENCES

Include the names and contact information of references who may attest to the proposer's ability and performance.

C. COMPENSATION TO CITY

Explain the proposed relationship desired with the City and if applicable, compensation offered to the City for the program.

6. EVALUATION

Proposals will be evaluated by the Program Analysis Committee for the value and benefit the proposed activity or program may bring to the overall public recreation offering. Each proposer will be notified if their proposal is accepted and subsequent negotiations will occur. If successful negotiations occur, the activity or program will be added to the City's public recreation offering.

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