

Exhibit E - Supplier Response



Florida's Warmest Welcome

P-38-18

Supplier Response Pro Serve Concepts, inc.

Event Information

Number: P-38-18
Title: HEAD TENNIS PROFESSIONAL
Type: Request for Proposals
Issue Date: 8/18/2018
Deadline: 10/3/2018 02:00 PM (ET)
Notes: The City of Pompano Beach, Florida invites qualified individuals to submit Proposals, detailing their qualifications and experience for consideration to provide services as Head Tennis Professional for the Pompano Beach Tennis Center.

The City will receive sealed proposals until 2:00 p.m. (local), October 3, 2018. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified, will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the Proposer.

Proposer must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the eBid System as a pdf at: <https://pompanobeachfl.ionwave.net/CurrentSourcingEvents.aspx>. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. Responses will be electronically unsealed in a public forum and read aloud.

Pro Serve Concepts, inc. Information

Contact: Edward Sposa
Address: 814 SW 10 Street
Fort Lauderdale, FL 33315

Phone: (954) 629-3946
Email: Misposa@comcast.net

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

Edward Sposa

Signature

Submitted at 10/2/2018 12:20:15 PM

Misposa@comcast.net

Email

Response Attachments

Edward Sposa -Pro Serve Concepts cover letter.pdf

Cover letter

Edward Sposa -Pro Serve Concepts resume.pdf

Resume

Edward Sposa Qualifications_Of_Bidders_Form.pdf

Qualifications of bidders

img085.jpg

Proposal signature page

img084.jpg

Proposal pricing page

img086.jpg

Proposer information page

Edward Sposa Proposal-Technical Approach and Methodology.pdf

Technical approach and methodology

img087.jpg

Local business exhibit "C"

img088.jpg

Local business exhibit "D"

Bid Attributes

1 Local Business

Is your company a Local Business located within the City of Pompano Beach City Limits as required by the Local Business Program? (A copy of your current City of Pompano Beach Business Tax Receipt may be requested.)

Yes

2 Conflict of Interest

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.) Indicate yes or no below with the drop down menu.

3 Drug-Free Workplace

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual service, a bid received from a business that certifies that it has implemented a Drug-free Workplace Program shall be given preference in the award process. If bidder's company has a Drug-free Workplace Program as outlined in General Conditions, section 32., indicate that by selecting yes in the drop down menu.

4 Vendor Certification Regarding Scrutinized Companies Lists (Any Dollar Amount)

Section 215.4725, Florida Statutes, prohibits agencies from contracting (at any dollar amount) with companies on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel. As the person authorized to electronically sign on behalf of Respondent, I hereby certify by selecting the box below that the company responding to this solicitation is not listed on the Scrutinized Companies that Boycott Israel List. I also certify that the company responding to this solicitation is not participating in a boycott of Israel, and is not engaged in business operations in Syria or Cuba. I understand that pursuant to sections 287.135 and 215.4725, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

5 Terms & Conditions

Check the box indicating you agree to the terms and conditions of this solicitation.

6 Local Business Participation Percentage

If you have indicated local business participation on the Local Business Participation Form Exhibit A enter the percentage of the contract that will be performed by local Pompano Beach businesses.

Edward V. Sposa – Pro Serve Concepts, Inc.

814 SW 10 Street, Fort Lauderdale, FL 33315
954-629-3946 Misposa@comcast.net

October 1, 2018

Ms. Jill Press
Purchasing
1190 NE 3 Avenue
Building C
Pompano Beach, FL
33060

Dear Ms. Press,

I would like to take this time and introduce myself. My name is Edward Sposa, president of Pro Serve Concepts, Inc. I currently have the contract with the City of Pompano Beach to manage the tennis operation at the Pompano Beach Tennis Center. I am responding to the RFP Bid Proposal for the P-38-18 (HEAD TENNIS PROFESSIONAL) position.

Attached for your reference is my resume as well as any other pertinent information needed.

Please feel free to contact me at any time to discuss my submitted proposal. Thank you for your time and consideration.

Sincerely yours,

Edward Sposa – Pro Serve Concepts, Inc.
814 SW 10 Street
Fort Lauderdale, FL 33315
954-629-3946
Misposa@comcast.net

Edward V. Sposa – Pro Serve Concepts, Inc.

814 SW 10 Street, Fort Lauderdale, FL 33315
954-629-3946 Misposa@comcast.net

Objective

To continue my tenure as the Director of Tennis at the Pompano Beach Tennis Center where I have had great success and growth over the past eight years.

Experience

November, 2010 to Present

Director of Tennis at the Pompano Beach Tennis Center, Pompano Beach, FL

Oversee the daily operations of the tennis center which includes, all tennis lessons, clinics, team practices, group lessons, facility and court maintenance, and pro shop inventory. I oversee my direct tennis staff of 7 professionals in all tennis related activities.

October, 2004 to October, 2010

Director of Tennis at the Hagen Park Tennis Center, Wilton Manors, FL

Responsibilities included private and group tennis lessons, organization of youth and adult tennis activities which included clinics, socials, camps, and after school programs. I was the director of the Tennis/Sports Camp with over 500 attendees. I coached and trained the ladies in their Iola McCoy and Broward Leagues.

May, 1998 to September, 2004

Head Tennis Professional at Cardinal Gibbons High School, Fort Lauderdale, FL

Held private and group tennis lessons, Organized adult and youth USTA Sanctioned Tennis Tournaments, ran fund raising events for the school, coached internationally and nationally ranked boys and girls.

May, 1992 to April, 1998

Head Tennis Professional at Hagen Park Tennis Center, Fort Lauderdale, FL

Instructed private and group lessons, implemented many programs the City of Fort Lauderdale still use today, Men's Night, Mixed Doubles Night, Tennis/Sports Camp, and the After School Program from students from Bayview Elementary.

Education

Broward Community College
1979-1980 - Business Major

Saint Leo University, St. Leo, FL
1978-1979 – Business Major

Piper High School, Sunrise, FL
1974-1978

Skills & Abilities

Management

I currently manage a staff of seven (7) certified tennis professional on staff at PBTC. I am pleased to say the turnover rate of my staff is minimal due to pleasant work environment and fun atmosphere we stress at the center. I let my staff be creative with their approach to teaching which in turn makes our lessons and clinics the most popular around. I handle my own management of our web site and send out quarterly updates about PBTC to over 2,800 email subscribers.

Tennis Accomplishments

- President of Pro Serve Concepts, Inc. a tennis management company since 2009.
- USPTA member in good standing for 40 years.
Member # 12459
- Member of the USTA in good standing since 1976. Member # 2010000311
- Played collegiate tennis at St Leo's and Broward Community College.
- Ranked in Florida as a junior and adult player
- Coached at both St. Thomas Aquinas and Cardinal Gibbons High Schools to state championships in 1994 and 2004.
- Named "Miami Herald" Coach of the Year in 2003.
- Named "Florida Dairy Farmers" Coach of the Year in 2004.

Personal

Born and raised in Tenafly, NJ. Moved to Florida in 1974. Grew up playing tennis in South Florida. Married for 33 years to my beautiful wife Christine, we have two sons, Jimmy 32 and Nick 24. We also have three rescue dogs, Betty, Gia, and Henry. My hobbies include growing orchids and tending to my salt water reef tank.

Qualifications Of Bidders

To demonstrate qualifications to perform the work, and to be considered for award, each bidder shall submit at least three (3) business customer references. Provide information for business customers for whom you have performed work of this nature which you list as references, excluding the City of Pompano Beach. (Use an attachment if necessary.)

1. Name and address of customer: BBI International School, 1735 E. Atlantic Blvd. Pompano Beach, FL 33060

Contact person name, telephone number and email address: Julia Mussella and Luchiano Mussella - 954-946-2229/954-330-3919 bbiintoffice@gmail.com

Description of services provided and date(s) of service: We currently offer a weekly tennis clinic to the students of BBI at PBTC. This is our third year offering this program to BBI International.

2. Name and address of customer: 10-S Tennis Supply, 1400 NW 13 Ave., Pompano Beach, FL 33069

Contact person name, telephone number and email address: Todd Dettor, Trimmer Dettor, Rich Buerkle 1-800-247-3907 rich@10-s.com

Description of services provided and date(s) of service: I have known and dealt with 10-S Supply and Fast Dry corp. for over 30 years. All my tennis supplies, balls, equipment, teaching aids, etc. are bought from this local Pompano Beach company. The Dettor families also play tennis out of PBTC.

3. Name and address of customer: Arete Athletics, Inc. 360 SE 6th Terr., Pompano Beach, FL 33060

Contact person name, telephone number and email address: Randy Kenyon 561-436-5285 rkenyon@search5staff.com.

Description of services provided and date(s) of service: I have known Randy and Kerri Lynn Kenyon for eight years both as students and a sub contractor. Randy is currently a certified tennis professional.

REQUEST FOR PROPOSALS P-38-18

PROPOSAL SIGNATURE PAGE

To: The City of Pompano Beach, Florida

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) EDWARD SPOSA Title PRESIDENT

Company (Legal Registered) PRO SERVE CONCEPTS, INC.

Federal Tax Identification Number 20-2352542

Address 814 SW 10TH ST.

City/State/Zip PORT LAUDERDALE, FL 33315

Telephone No. 954-629-3946 Fax No. -

Signature  Date 10/1/18

REQUEST FOR PROPOSALS P-38-18

PROPOSAL PRICING PAGE

For the privilege of obtaining the contract for Head Tennis Professional, the following amounts will be paid to the City of Pompano Beach:

Minimum Fee to be Paid to City Per Year \$ 70,000.00

-- and --

Percentage of Gross Annual Income \$ 80/20 % split

Describe payment schedule proposed for Minimum Yearly Fee to be remitted to the City (monthly, quarterly, etc.):

Based on the current estimate of adult and junior lessons, clinics, camps, group lessons, tournaments, and activities,

Pro Serve Concepts, Inc. guarantees a minimum remitted to the City of \$5,833.33 per month, or \$70,000.00 per year.

Describe payment schedule proposed for Percentage of Gross Income:

The payment schedule would be on a bi-monthly basis. The following is the proposed percentage of gross:

80/20% of all adult and junior private and group lessons, adult clinics, adult liveball, adult socials, adult team practices,

and adult tournaments, junior after school programs, junior clinics, junior camps, junior tournaments, and

junior academies. A monthly fee would be negotiated in terms of renting the pro shop for merchandise sales.

The city retains 100% of all fees collected for daily court fees and yearly memberships.

Signature Edward V. Sposa Digitally signed by Edward V. Sposa
Date: 2018.10.01 21:43:51 -04'00' Date 10/1/2018

COMPLETE THE PROPOSER INFORMATION FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE THE FORM IN ITS ENTIRETY AND INCLUDE THE COMPLETED FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RFP IN THE EBID SYSTEM.

PROPOSER INFORMATION PAGE

RFP P-38-18 HEAD TENNIS PROFESSIONAL
(number) (RFP name)

To: The City of Pompano Beach, Florida

The below named company hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) EDWARD SPOSA Title PRESIDENT
Company (Legal Registered) PRO SERVE CONCEPTS, INC.
Federal Tax Identification Number 20-2352542
Address 814 SW 10TH ST.
City/State/Zip FORT LAUDERDALE, FL 33315
Telephone No. 954-629-3946 Fax No. -
Email Address MISPOSA@COMCAST.NET

Technical Approach and Methodology

Private Lessons: Currently at PBTC we charge \$60.00 per hour for an adult or junior private lesson and \$35.00 for a half hour. When I started as Director of Tennis back in November of 2010 the rates were at \$50.00 for an hour and \$28.00 per half hour. I implemented a \$5.00 increase to \$55.00 in 2014 and then to the current \$60.00 in 2016. These rates are consistent with local tennis municipalities.

Group Lessons: Our current rates are \$60.00 for an hour and \$90.00 for an 1 ½ hr. For example, if 3 people split an hour group lesson then they pay \$20.00 per person.

Clinics: We currently run 10 very active adult clinics and 7 junior clinics weekly. Below is the pricing:

Adult Liveball Clinics (1 ½ hrs.) - \$20.00 per person

Adult Instructional Clinics (1 ½ hrs.) - \$20.00 per person

Adult Drill and Play Clinics (1 ½ hrs.) - \$20.00 per person

Pee Wee (ages 4 to 6yrs – 1 hr.) - \$13.00 per class with a monthly commitment

PBTC Junior Academy – (ages 7 and up – 1 ½ hrs.) - \$18.00 per class with a monthly commitment.

Christophe Jean's Junior Academy – (tournament players – 2hrs.) - \$30.00 per class.

Camps: Since my start back in 2010 we have run junior camps at every school break, which is 2 weeks at Christmas break, 2 weeks at Spring/Easter break, and 10 weeks during the summer break. My pricing is as follows:

1 week full day (8:00 am until 5:00 pm) - \$225.00 per week

1 week half day (8:00 am until 12:30 pm) - \$150.00 per week

We offer daily rates at \$60.00 for full day and \$45.00 for half days. And we also offer an early drop (7:30 am) and late pickup (6:00 pm) for an additional \$25.00 per week.

League participation: When I started in 2010 there were 3 teams playing out of PBTC, today we are up to 9 teams. I also implemented a policy where all team players need to be PBTC members. This was to help build the membership base. The current membership rates are \$300.00 for a single resident and \$480.00 for a single non-resident.

LOCAL BUSINESS EXHIBIT "C"
LOCAL BUSINESS UNAVAILABILITY FORM

RFP # P-38-18

I, EDWARD SPOSA
(Name and Title)

of PRO SERVE CONCEPTS, INC, certify that on the 1 day of

OCTOBER 2018, I invited the following LOCAL BUSINESS(s) to bid work
(Month) (Year)

items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
<u>PRO SERVE CONCEPTS, INC IS CURRENTLY THE SUB CONTRACTED TENNIS COMPANY THAT RUNS THE DAILY TENNIS OPERATIONS FOR THE CITY. THE CITY CONTRACTS COMPANIES FOR EVERYTHING BUT THE DAILY TEACHING OF TENNIS, IE. SUPPLIES, FURNITURE, OFFICE SUPPLIES, ETC.</u>		

Said Local Businesses:

- ☐ Did not bid in response to the invitation
- ☐ Submitted a bid which was not the low responsible bid
- ☐ Other: _____

Name and Title: EDWARD SPOSA, PRESIDENT

Date: 10/1/18

Note: Attach additional documents as available.

LOCAL BUSINESS EXHIBIT "C"

LOCAL BUSINESS EXHIBIT "D"
GOOD FAITH EFFORT REPORT LOCAL BUSINESS PARTICIPATION

RFP # P-38-18

1. What portions of the contract have you identified as Local Business opportunities?

PRO SERVE CONCEPTS, INC BUYS ALL TENNIS TEACHING EQUIPMENT, PRACTICE TENNIS BALL, CACTS, HOPPERS, ETC FROM 10-S SUPPLY LOCATED IN POMPAHO BEACH, FL. MONAGRAMS PLUS FOR CAMPER SHIRTS

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

10-S SUPPLY IN POMPAHO BEACH IS THE ONLY COMPANY LOCALLY THAT SELLS TENNIS TEACHING SUPPLIES. WE USE MONAGRAM PLUS IN POMPAHO BEACH FOR ALL OUR CAMPSHIRTS.

3. Did you send written notices to Local Businesses?

☐ Yes ☒ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

☐ Yes ☒ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

AS STATED, 10-S SUPPLY IS THE ONLY LOCAL COMPANY THAT SELLS TENNIS TEACHING SUPPLIES

7. List the Local Businesses you will utilize and subcontract amount.

<u>10-S SUPPLY</u>	\$ <u>5,000.00</u>
<u>MONAGRAMS PLUS</u>	\$ <u>1,000.00</u>
_____	\$ _____

8. Other comments: _____
