



City of Doral Request for Proposals Instructional Tennis Programming at Doral Legacy Park RFP No. 2022-26

NOTICE: Pursuant to the Procurement Ordinance, the City of Doral (the “City”) hereby gives notice of its intent to seek sealed bids from interested parties in response to this Request for Proposal for “**RFP No. 2022-26 – Instructional Tennis Programming at Doral Legacy Park**” (the “RFP”) to provide the services described herein. Proposals must be received by **10:00 a.m. on Thursday, December 8th, 2022.**

All submittals shall be publicly opened and recorded by 10:00 a.m. on Thursday, December 8th, 2022. Late submittals shall not be accepted or considered. Proposals must be submitted electronically through DemandStar or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The city may reject any or all bids and re-advertise.

PROJECT OVERVIEW

The City of Doral is requesting proposals from parties to provide instructional tennis programming for youth, adults, and senior citizens.

All questions and/or comments should be directed to Procurement at the following email at procurement@cityofdoral.com.

All inquiries must reference “**RFP No. 2022-26 – Instructional Tennis Programming at Doral Legacy Park**” in the subject line. No phone calls will be accepted in reference to this RFP.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFP, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com) under Procurement. To obtain the solicitation interested parties must follow the link to download the document.

The City's tentative schedule for this Request for Proposals is as follows:

RFP Advertisement Date: **November 8th, 2022, at 5:00 P.M.**

Mandatory Pre-Bid Meeting: **November 22nd, 2022, at 10:00 A.M.**
From your computer, tablet or smartphone
<https://global.gotomeeting.com/join/393316277>
United States: +1 (571) 317-3112
Access Code: 393-316-277

Cut-off Date for Written Questions: **November 29th, 2022, at 5:00 P.M.**
procurement@cityofdoral.com

Deadline for Submittals & Bid Opening: **December 8th, 2022, at 10:00 A.M.**
From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/493818557>
United States: +1 (646) 749-3122
Access Code: 493-818-557

Evaluation Committee Meeting (Phase I): **December 16th, 2022, at 2:00 P.M.**
From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/122733157>
United States: +1 (872)240-3212
Access Code: 122-733-157

Evaluation Committee Meeting Phase II: **January 10th, 2023, at 2:00 P.M.**
From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/992989941>
United States: +1 (872)240-3412
Access Code: 992-989-941

Notification of Award (by the City Council): **February 8th, 2023, at 10:00 A.M.**

*****Late arrivals will not be permitted to join the conference and therefore forfeits all opportunities to bid on this project.**

During this conference all work will be discussed. The Procurement Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the RFP. All times noted are in Eastern Standard Time (EST).

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Connie Diaz, MMC
City Clerk