

**TOWN OF BAY HARBOR ISLANDS  
REQUEST FOR PROPOSAL RFP # BHI-203  
YOUTH SOCCER MANAGEMENT SERVICES**

The Town of Bay Harbor Islands is seeking a qualified contractor (s) to provide youth Soccer Management Services. Sealed bids will be received at the **Office of the Town Clerk at 9665 Bay Harbor Terrace, Bay Harbor Islands, FL 33154 until 3:30 P.M. (EST) on Thursday, May 30, 2019**, at which time bids will be publicly opened and read aloud.

**SCOPE OF SERVICES:**

The Contractor shall provide a safe, high quality and customer-oriented operation with well-maintained equipment and experienced staff. The contractor must be able to instruct youth coed soccer programs, including recreational, travel, summer camp, training soccer services normally associated with the youth soccer industry and pee-wee soccer programs.

**SITE AND PROGRAM DESCRIPTION:**

- The Recreational Youth Soccer League is part of the Town's Aftercare Program and held at the Ruth K. Broad K -8 Center 1155 93rd Street, Bay Harbor Islands, FL 33154, and caters to school age children ages 5 years old to 13 years old. The league holds practices Monday afternoons, Wednesday afternoons from September – June (during school days only). There are 2 tournaments held in the Spring and Fall. Games are usually held on Saturdays but depending on league chosen by Town can change.
- The Pee-Wee Soccer League is part of the Town's Community Center Programs held at the Town's 92nd Street Park and at the 98th Street Scott Winters Park. This program caters to children ages 12 months to 5 years old. The practices dates vary but are in the afternoon. This program begins in October and ends in June.
- The Travel Youth Soccer League is for advanced youth participants school age 5 years to 13 years old. Practices are held Fridays and tournaments for this league are Saturdays or Sundays.
- Summer Camp: During the Town's Summer Camp Program the
- The Town utilizes an automated registration system where residents register for programs in person or via the Town's website.

The Town of Bay Harbor Islands reserves the right to accept any bid deemed to be in the best interest of the Town or to waive any informality in any submittal. Submittals must be received at the above address no later than 3:30 P.M. (EST) on Thursday, May 30, 2019, and clearly marked on the outside of the envelope "RFP

#BHI-203: Youth Soccer Management Services.” Late Submittals will not be accepted and shall be returned unopened.

Contract documents may be downloaded and printed as required from the Town’s website at [www.bayharborislands-fl.gov](http://www.bayharborislands-fl.gov). Enquiries regarding this contract should be directed in writing to Regine Choute, Community Services Director at [rchoute@bayharborislands-fl.gov](mailto:rchoute@bayharborislands-fl.gov) or by calling 786-646-9970 by Wednesday, May 29, 2019.

The Town may reject any or all bids and re-advertise. The Town may elect to award multiple Proposers the services described herein to meet the needs of the Town.

Town of Bay Harbor Islands, Florida  
Marlene M. Siegel, Town Clerk