

**THE TOWN OF BAY HARBOR ISLANDS COMMUNITY SERVICES DEPARTMENT**  
**REQUEST FOR PROPOSAL (RFP) 2017**  
**RECREATIONAL PROGRAMS**

Proposals (clearly marked “RFP- Recreational Programs-Town of Bay Harbor Islands” in a sealed envelope) must be received at the office of the Town Clerk, Town of Bay Harbor Islands, 9665 Bay Harbor Terrace, Bay Harbor Islands, FL 33154, no later than 2:00 pm on September 12, 2017 at which time bids will be publicly opened and read aloud.

The Town of Bay Harbor Islands Community Services Department is now accepting proposals from contractors, consultants and vendors interested in operating a recreation program or service at our Community Center facility, located at 1175 – 95 Street, Bay Harbor Islands. Programs may be along the lines of Yoga, Zumba, Fitness Activities, etc. All programs must be tailored to Senior, Youth or Adult Programs. Contracts will be awarded annually, and may be renewed up to three years, based on success and satisfaction for both parties.

Our mission is to enrich the lives of all citizens through diverse and innovative recreational programs and services that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

Proposal must include monthly payment or fee schedule for each program. Contractor will be responsible to provide all materials and staffing needed to provide the program. Contractor shall be a qualified entity and shall conduct criminal background checks on its employees through the Volunteer and Employee Criminal History System (VECHS) program, pursuant to Section 943.0542, Florida Statutes. Contractor shall provide the Town with copies of all criminal background checks performed.

**Proposals:**

All proposals must include the following

- Program(s) you intend to offer? Include description; days per week; hours of operations and identify staffing levels. All programs will be conducted at the Community Center facility.
- Present detailed information on the proposed fee schedule for each specific program(s).
- Please provide any references and work experience.

Questions may be directed to Regine R. Choute – Dumornay, Community Services Director, by email [rchoute@bayharborislands-fl.gov](mailto:rchoute@bayharborislands-fl.gov). The Town reserves the right to consider all proposals and choose the business that will best serve the community. The Town also reserved the right to waive any irregularities and to reject any and all bids.

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