

# THE CITY OF SUMMIT

N E W J E R S E Y

SUMMIT DEPARTMENT OF COMMUNITY PROGRAMS

THURSDAY, FEBRUARY 27, 2025

## **REQUEST FOR PROPOSAL** **TENNIS PROGRAMMING**

The City of Summit is seeking written proposals for Tennis Youth Programming, for a term from January through December 2025.

The following list includes, but is not limited to, a general overview expected of the tennis youth program.

### **General:**

The vendor shall provide a comprehensive tennis program, where for each week of the program a different skills are reviewed. Classes shall include skill development and the safety requirements for each sport. At the end of each class there should be a small scrimmage.

- Vendor shall have a minimum of three years' experience in delivering youth sports and youth activity camps in recreation or school settings in New Jersey. A listing of prior experience with agency contact information shall be provided with the bid submission.
- A course description must be provided for public advertisement purposes.
- The course curriculum must be provided with a week by week lesson plan.
- Description must be provided for all staff trainings.
- Must be willing to run the course for a minimum of four students.
- Weekly classes (denoted Weekly) are to be held on the same day and time within the range of dates provided.
- Camps (denoted Camp) are to be held daily within the range of dates provided.
- The vendor shall be responsible for providing all materials and equipment for the course.
- Any damages to the facility caused by the vendor will result in charges deducted from final payment.
- The Summit DCP reserves the right to add or cancel classes, dates, and/or times and/or to alter the schedule at its discretion.

### **Staff:**

- The lead staff provided for the program must be over the age of 21. Additional instructors may be 18 and over. All vendor staff must be age 18 as of the first date of any program said staff will be working.
- A ratio of 1 teacher to 10 students must be maintained for classes for students ages 2-3.
- A ratio of 1 teacher to 10 students must be maintained for classes for students ages 4+.
- A background check, at the vendors expense, must be provided for each staff member coaching any program at least two weeks before the start of the program.
- All vendor staff must have participated in the vendor's training program.
- The vendor shall provide at least one on-site Instructor with First Aid and CPR Certification with certification copies provided two weeks prior to the start of the program.
- The vendor is responsible for advising the DCP when injuries to participants occur and for completing accident reports. Reports shall be filed on the same day of injury by the class supervisor or by the vendors business representative. Blank accident report forms shall be provided to the vendor by the DCP.

### **Schedule:**

- Full schedule is available on page two and three of this document.
- Class schedules must be maintained and adhered to.
- Coaches must arrive 15 minutes prior to the start of the program and remain on site until all participants have been released to an authorized adult.
- Any classes that are not held due to vendor cancellation must be made up in the weeks following the proposed end of class on the same day of the week and at the same time as the original class subject to scheduling approval by the DCP. The DCP must be notified as early as possible for any cancellation.
  - It shall not be acceptable to add time to already scheduled classes to make up time lost during other classes.

## Invoices

- Payments to vendor shall be made per student enrolled in the class.
- Payments shall match the number of students enrolled on the first day of any program.
  - Should any course participant request a refund, this must be approved by both the vendor and the DCP. Refunds that are agreed to must be subtracted from the invoice.
  - Participants requesting to join after the start of a program must be approved by both the DCP and the vendor. Registration amounts will not be prorated and the vendor shall add this student to the count of participants from day one of the program.
- The vendor shall keep attendance records and provide a copy of the attendance roster to the DCP at the conclusion of the program period with the invoice.
- Invoices must be submitted to the DCP within 30 days of the conclusion of the program.

## SPRING SESSION

Ages	Location	Time	Start Date	End Date	Exclude Dates
Beginner Ages 5-8 (Weekly Tuesdays)	Tatlock Courts Tennis	5:30 PM – 6:20 PM	April 26	June 10	
Beginner Ages 8-11 (Weekly Tuesdays)	Tatlock Courts Tennis	5:30 PM – 6:20 PM	April 26	June 10	
Beginner Ages 5-8 (Weekly Tuesdays)	Tatlock Courts Tennis	6:30 PM – 7:20 PM	April 26	June 10	
Beginner Ages 11-14 (Weekly Tuesdays)	Tatlock Courts Tennis	6:30 PM – 7:20 PM	April 26	June 10	
Intermediate Ages 8-11 (Weekly Tuesdays)	Tatlock Courts Tennis	7:30 PM – 8:20 PM	April 26	June 10	
Intermediate Ages 11-14 (Weekly Tuesdays)	Tatlock Courts Tennis	7:30 PM – 8:20 PM	April 26	June 10	

## SUMMER SESSION

Ages	Location	Time	Start Date	End Date	Exclude Dates
Beginner Ages 5-8 (Weekly Tuesdays)	Tatlock Courts Tennis	5:30 PM – 6:20 PM	July 8	August 12	
Beginner Ages 8-11 (Weekly Tuesdays)	Tatlock Courts Tennis	5:30 PM – 6:20 PM	July 8	August 12	
Beginner Ages 5-8 (Weekly Tuesdays)	Tatlock Courts Tennis	6:30 PM – 7:20 PM	July 8	August 12	
Beginner Ages 11-14 (Weekly Tuesdays)	Tatlock Courts Tennis	6:30 PM – 7:20 PM	July 8	August 12	
Intermediate Ages 8-11 (Weekly Tuesdays)	Tatlock Courts Tennis	7:30 PM – 8:20 PM	July 8	August 12	
Intermediate	Tatlock Courts Tennis	7:30 PM – 8:20 PM	July 8	August 12	

Ages 11-14 (Weekly - Tuesdays)	Courts	PM			
Entering Grades K-9	Tatlock Tennis Courts	8:30 AM – 12:30 PM	July 14	July 17	
Entering Grades K-9	Tatlock Tennis Courts	8:30 AM – 12:30 PM	July 28	July 31	

#### FALL SESSION

Ages	Location	Time	Start Date	End Date	Exclude Dates
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Tennis Courts	5:30 PM – 6:20 PM	September 16	November 4	
Beginner Ages 8-11 (Weekly - Tuesdays)	Tatlock Tennis Courts	5:30 PM – 6:20 PM	September 16	November 4	
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Tennis Courts	6:30 PM – 7:20 PM	September 16	November 4	
Beginner Ages 11-14 (Weekly - Tuesdays)	Tatlock Tennis Courts	6:30 PM – 7:20 PM	September 16	November 4	
Intermediate Ages 8-11 (Weekly - Tuesdays)	Tatlock Tennis Courts	7:30 PM – 8:20 PM	September 16	November 4	
Intermediate Ages 11-14 (Weekly - Tuesdays)	Tatlock Tennis Courts	7:30 PM – 8:20 PM	September 16	November 4	

Proposals should be submitted to David Guida via email at [dguidajr@cityofsummit.org](mailto:dguidajr@cityofsummit.org), fax at 908-277-2978, or hard copy at 100 Morris Ave, Summit, NJ, 07901 by 4:00 pm prevailing time, March 19, 2025. Proposals must contain full vendor contact information, completed Vendor Response Form, pages 4 and 5 of this RFP, including a detailed description of all costs with breakdown if applicable, as well as any additional documentation to provide full information and description of proposed program, and NJ State Contract or approved New Jersey cooperative pricing system contract number and Vendor number if applicable.

The City may or may not award a contract as a result of this Request for Proposal and reserves the right to pursue alternative procurement methods pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. Multiple contract awards may be made as a result of this RFP. Contracts will be awarded with a “not-to-exceed” amount to be determined by the City. The awarded not-to-exceed amount does not guarantee the full amount will be expended during the term of the contract. In the event all proposals result in cost/s in excess of the City’s current bid threshold without NJ State Contract or approved New Jersey cooperative pricing system contract, no contract will be awarded and the City will be required to formally bid this offering if the City chooses to proceed.

If awarded, successful vendor will be required to provide a current completed IRS Form W-9, and comply with the requirements of any and all applicable Federal, State and local laws, regulations and requirements, including but not limited to: N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action); 42 USC S12101 et seq. (Americans w/ Disabilities Act); N.J.S.A. 52:32-44 (Business Registration), and any subsequent amendments thereto; and the City’s adopted minimum standard insurance requirements on page 6.

Inquiries regarding this RFP must be submitted **in writing** to [dguidajr@cityofsummit.org](mailto:dguidajr@cityofsummit.org) no later than Tuesday, March 12, 2025.

REQUEST FOR PROPOSAL: **TENNIS PROGRAMMING**  
VENDOR RESPONSE FORM

Vendor Name		Vendor Address	
Individual Completing Response		Alternate Contact	
Phone Number		Alternate Phone Number	
Email		Alternate Email	

The program offerings that are selected by the Department of Community Programs (DCP) from responses to this RFP will be scheduled at the discretion of DCP and subject to facility availability between January 1, 2025 and December 31, 2025. Should the registration for any program exceed the maximum enrollment identified in this RFP as of the start date of the program, a wait list will be established by DCP, and the scheduling of additional program session/s may be offered if agreed to by the vendor below at the rates submitted in response to this RFP. Check yes or no.

Spring 2025	<input type="checkbox"/> Yes, Vendor agrees to consideration of additional scheduling.	<input type="checkbox"/> No, Vendor does not agree to consider additional scheduling.
Summer 2025	<input type="checkbox"/> Yes, Vendor agrees to consideration of additional scheduling.	<input type="checkbox"/> No, Vendor does not agree to consider additional scheduling.
Fall 2025	<input type="checkbox"/> Yes, Vendor agrees to consideration of additional scheduling.	<input type="checkbox"/> No, Vendor does not agree to consider additional scheduling.

The following are required as a part of this submission:

	A listing of prior experience with agency contact information shall be provided with the bid submission.
	Course Curriculum
	Description of Staff Training

**SPRING SESSION**

Course Name & Description						
Equipment to be Provided						
Ages	Location	Time	Start Date	End Date	Exclude Dates	COST PER STUDENT
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis 5:30 PM – 6:20 PM	April 26	June 10		
Beginner Ages 8-11 (Weekly - Tuesdays)	Tatlock Courts	Tennis 5:30 PM – 6:20 PM	April 26	June 10		
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis 6:30 PM – 7:20 PM	April 26	June 10		
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Intermediate Ages 8-11 (Weekly - Tuesdays)	Tatlock Courts	Tennis 7:30 PM – 8:20 PM	April 26	June 10		
Intermediate Ages 11-14 (Weekly - Tuesdays)	Tatlock Courts	Tennis 7:30 PM – 8:20 PM	April 26	June 10		

**SUMMER SESSION**

Course Name & Description						
Equipment to be Provided						
Ages	Location	Time	Start Date	End Date	Exclude Dates	COST PER STUDENT
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis 5:30 PM – 6:20 PM	July 8	August 12		
Beginner Ages 8-11 (Weekly - Tuesdays)	Tatlock Courts	Tennis 5:30 PM – 6:20 PM	July 8	August 12		

Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis	6:30 PM – 7:20 PM	July 8	August 12		
Beginner Ages 11-14 (Weekly - Tuesdays)	Tatlock Courts	Tennis	6:30 PM – 7:20 PM	July 8	August 12		
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Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis	5:30 PM – 6:20 PM	July 8	August 12		
Beginner Ages 8-11 (Weekly - Tuesdays)	Tatlock Courts	Tennis	5:30 PM – 6:20 PM	July 8	August 12		

#### FALL SESSION

Course Name & Description							
Equipment to be Provided							
Ages	Location		Time	Start Date	End Date	Exclude Dates	COST PER STUDENT
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis	5:30 PM – 6:20 PM	September 16	November 4		
Beginner Ages 8-11 (Weekly - Tuesdays)	Tatlock Courts	Tennis	5:30 PM – 6:20 PM	September 16	November 4		
Beginner Ages 5-8 (Weekly - Tuesdays)	Tatlock Courts	Tennis	6:30 PM – 7:20 PM	September 16	November 4		
Beginner Ages 11-14 (Weekly - Tuesdays)	Tatlock Courts	Tennis	6:30 PM – 7:20 PM	September 16	November 4		
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Intermediate Ages 11-14 (Weekly - Tuesdays)	Tatlock Courts	Tennis	7:30 PM – 8:20 PM	September 16	November 4		

Construction, Goods or Services:

The coverage listed below must be provided through an insurance company which carries a minimum A.M. Best Rating of A, VIII. A certificate of insurance with a separate Additional Insured Endorsement shall be submitted to the City of Summit prior to the commencement of any work, and shall provide for thirty (30) days written notice of cancellation or reduction of coverage.

a. General Liability, including Premises Operations, Products/Completed Operations, Personal and Advertising Injury Liability, Contractual Liability and Property Damage Liability

Combined Single Limit of \$1,000,000.00 Each Occurrence and a \$2,000,000.00 General Aggregate and a \$2,000,000.00 Products- Completed Operations Aggregate, with City of Summit to be named as additional insured using Forms CG2010 and CG2037 or their equivalents (a blanket additional insured endorsement is not an equivalent). The General Liability Policy may not contain a "third- party over action" exclusion, therefore a copy of the vendor's general liability policy may be requested for review. Property damage coverage shall be extended to cover damage to underground wires, ducts, pipes, conduits, etc.

b. Workers' Compensation and Employer's Liability Insurance

Statutory Limits of Workers' Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Each subcontractor shall provide Statutory Limits of Workers' Compensation and Employer's Liability Insurance for the latter's employees, unless such employees are covered by the protection afforded by Contractor's insurance.

Employers Liability Insurance shall have limits not less than \$500,000 per accident.

c. Automobile Liability Insurance to include "Non-Owned and Hired Automobiles" with City of Summit to be named as additional insured by endorsement.

One person in any one occurrence .....\$500,000. Two or more persons in any one occurrence.....\$1,000,000. Property damage in any one occurrence.....\$250,000.

OR

Combined Single Limit.....\$1,000,000.

The policies shall remain in effect until all work has been completed. The vendor shall ascertain the cost of all required insurance before preparing and submitting the bid.

Certificates of the Required Insurance

Certificates of Insurance for those policies required above shall be submitted to and accepted by the City of Summit before the contract can be fully executed. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City of Summit as an additional insured.

The certificate of General Liability insurance furnished by the vendor shall indicate that contractual liability is included. The certificate shall also state that the vendor's insurance for general liability, public personal injury liability and property damage liability (in paragraph b. above) and automobile liability (in paragraph c. above) names the City of Summit as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the City of Summit as an additional insured.

Insurance shall be issued on a primary and non-contributory basis; and a waiver of subrogation in favor of the City of Summit shall be included by endorsement.

Indemnification

Successful vendor shall indemnify and hold harmless the City of Summit, its officers, agents, and employees, from all claims, suits or actions and damages or costs of every name and description to which the City of Summit may be subjected or put by reason of injury to the person or property of another, or the property of the City of Summit, resulting from negligent acts or omissions on the part of the contractor, its agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under this contract.