



**TOWN OF WINDERMERE**  
**REQUEST FOR PROPOSALS**  
**BUTLER BAY RECREATIONAL FACILITY**  
**LEASE/LICENSE**

**RESPONSES ARE DUE BY: 5PM FEBRUARY 3, 2012**

**MAIL, E-Mail, OR DELIVER RESPONSES TO:**

ATT: Robert Smith, Town Manager  
614 Main St.  
Rsmith@town.windermere.fl.us  
Windermere, FL 34786

**CONTACT:**

Robert Smith, Town Manager  
614 Main St.  
Windermere, FL 34786  
Phone: (407) 876-6480, Fax (407) 876-0103  
Email: rsmith@town.windermere.fl.us

# RFP #2012-01 Butler Bay Recreational Lease

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## 1. OVERVIEW

The Town of Windermere is considering whether to lease or license the facilities at the town's Butler Bay Recreational Facility (located at 11465 Park Avenue in Windermere) to a private-sector person or entity either for the management of the facility or as a vendor for tennis goods and services. Therefore, the Town is accepting written proposals from all qualified and interested professional recreational activity providers to lease or otherwise contract (*i.e.*, obtain a license) for the use of the Butler Bay Recreational Facility. All successful parties will demonstrate qualifications, recreational experience, term of lease or use contract, amount of rent or other contract consideration, and a statement to abide by terms of scope included in this RFP.

Those firms interested in leasing or contracting for the use of the Butler Bay Recreational Facility are required to submit such proposals by not later than 5 p.m. on February 3, 2012, to the attention of Robert Smith, Town Manager 614 Main St. Windermere, FL 34786. Proposals received after this date and time will not be considered. The Town of Windermere reserves the right to reject any and all proposals received, to reject all proposals and solicit new proposals or statements of interest or qualification, or take any other actions that may be deemed to be in the best interest of the Town of Windermere, including the right to opt not to lease or otherwise contract for the use of the Butler Bay Recreational Facility with any party. The Town of Windermere is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. The Town of Windermere strictly enforces open and fair competition.

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## Scope of Services

### PROJECT SCOPE

The Town of Windermere is accepting written proposals from all qualified and interested professional recreational activity providers to lease or otherwise contract for the use of the Butler Bay Recreational Facility located at 11465 Park Ave Windermere, FL 34787.

**Proposals shall include the following terms and conditions of proposed lease:**

- 1. The proposal for the lease or license ("Lessee") should indicate clearly whether the proposal is (i) to lease and manage, operate, and maintain all or a portion of the Butler Bay Recreational Facility or (ii) instead to obtain a license or contract to serve only as a vendor for tennis goods and services, without responsibility for management of any part of the facility.**
- 2. Lessee must set forth the amount of rent the Lessee offers to pay and should agree to pay the entire first year's rent up front.**
- 3. Lessee understands that the facility would need some improvement to open and meet ADA accessibility standards. If Lessee is awarded the lease, a move-in date would be negotiated between the parties.**
- 4. Lessee should set forth the lessee's required minimum term of the lease or license. Lessee will be responsible for the rental amount for the full term of lease or license. Any subletting would need the approval of the Town Council.**
- 5. Lessee will be required to obtain accident and liability insurance for the facility.**
- 6. Lessee will be required to sign a hold harmless agreement with the Town.**
- 7. Lessee will be responsible for all utilities within the facility.**
- 8. Lessee will be responsible for the upkeep of the inside of the structure.**
- 9. The Town will hold the appropriate property insurance for the structure.**
- 10. Tennis courts must remain open to the public. If the proposal includes use by the Lessee of tennis courts for the Lessee's commercial purposes, Lessee would need to demonstrate when the courts would be used by the Lessee and how the use would benefit the community. At least one court must be open to use by the public at all times.**

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- 11. Lessee understands that the Butler Bay facility is located within a public park. The park is open to the public and would therefore include shared parking and open spaces.**
- 12. Lessee will include hours of operation within proposal.**
- 13. All restrooms will be made available for public use.**

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## **Submission Requirements**

- Submission can be mailed, faxed, emailed to

Robert Smith, Town Manger

Re: RFP-2012-01: Butler Bay Recreational Lease

614 Main St.

Windermere, FL 34786

Phone: (407) 876-6480, Fax (407) 876-0103

Email: [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us)

## **Indemnification and Insurance**

### **Indemnification and Hold Harmless**

The Respondent agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

### **Insurance Requirements**

Respondent must provide a certificate of insurance with their response.