

21 September 2018

## **Request for Proposal**

### **Reaves Park Adult Softball Program Operations**

#### **RFP #1819-37**

The City of Norman Parks and Recreation Department is seeking written proposals for the operations of the adult softball program to be facilitated at the Reaves Park Softball Complex in Norman, Oklahoma. Reaves Parks Softball Complex is located in the northwest corner of Reaves Park and is bordered by Jenkins Avenue and Timberdell Road.

#### **Adult Softball League Provider Requirements**

Each adult sports provider must meet certain standardized minimum requirements in order to provide adult leagues/tournaments to the community. These requirements include:

- Each recognized sports league provider must operate as a non-profit organization.
- Each sports league provider must have published bylaws that provide for the election of board members and officers, as well as overall governance of the organization/association.
- The sports league provider will validate the quality of leadership by requiring national criminal background checks of all board members and any other person acting in an official capacity with the sports league provider directly.
- The sports league/tournament provider will ensure that concession services are provided during league and tournament play.
- Ensure fiscal responsibility by establishing and operating according to generally accepted accounting principles and practices. All income derived from the use of City owned or leased facilities shall be used solely to defray costs and expenses of legitimate activities related to the operation of the Adult Softball Program in Norman.

#### **Submittals**

1. Experience with and knowledge of adult softball league and tournaments along with policies and procedures.
2. Plans for league and tournament play
3. Insurance verification holding the City of Norman harmless.
4. Plans for utilization of revenue
5. Plans for grounds, mowing and building maintenance.
6. Other information pertinent to the bidder's planned operation.

## Insurance Requirements

Selected organization(s) will be required to obtain public liability insurance of the types and the amounts set forth below from an underwriter licensed to do business in the State of Oklahoma.

The insurance shall be the following types in the amounts not less than indicated:

1. Comprehensive General (Public) Liability or its equivalent, including \$500,000 each person, \$1,000,000 each occurrence, and property damage \$250,000 per occurrence of \$1,000,000 combined single limit for bodily injury and property damage.
2. On all insurance required, selected organization shall be required to name the City and their officers and employees as additional insured.

## Contract Term

The organization selected by the City to provide the services of Adult Softball operations and/or tournaments will be required to enter into an agreement with the City prior to offering their services. The term of the agreement for the organization selected to be the youth/ sports provider for baseball/softball league and/or tournaments shall be for a period of five years commencing by a date to be determined by the City. The League will be required to maintain its own equipment. The agreement may be terminated with or without cause by either party by giving thirty (30) days written notice to the other party.

The selected bidder must be able to show Non-Profit Certification, Incorporation Papers, Insurance and a proposed budget before January 2, 2019.

Please direct any questions to Jason Olsen, Recreation Superintendent at 405-366-5479 or [jason.olsen@normanok.gov](mailto:jason.olsen@normanok.gov).

Deadline for proposals will be 5:00 p.m., **14 December 2018**. Send all proposals to:

**City of Norman  
Parks and Recreation Department  
P.O. Box 370  
Norman, OK 73070  
405-366-5479**

Please label all proposals: Reaves Park Softball RFP #1819-23