



# **Request for Proposals**

## **The Sports Connection**

**1701 East 14<sup>th</sup> Street  
Greenville, NC 27858**

**Potential Building Lease for Basketball Program Services  
and Operations by a Registered  
Non-Profit Organization**

**OWNER: CITY OF GREENVILLE**  
1701 EAST 14<sup>TH</sup> STREET  
GREENVILLE, NORTH CAROLINA 27834

## **The Sports Connection**

***Solicitation of Potential Lease of facility space for the Provision of Basketball Program Services  
and Other Facility Operations of the Sports Connection by a Non-Profit Organization***

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## ANNOUNCEMENT OF REQUEST FOR PROPOSAL

The City of Greenville Recreation and Parks Department is seeking proposals from non-profit organizations for leasing space in The Sports Connection located at 1701 East 14<sup>th</sup> St., Greenville, NC. The City is seeking to partner with a non-profit organization for the provision of various basketball services including but not limited to programming for youth, educational clinics and other facility operations. The programs should focus on utilizing youth basketball and other gym-related activities and programs to foster life skills, initiative, teamwork, skill development, and personal responsibility in area youth.

### Considerations:

1. Lessee will offer various programs within the facility to include but not limited to basketball skill development camps, after school programming, basketball coaching clinics and other leadership based classes.
2. In general, programming should be implemented at the facility daily during mutually agreed upon hours. Programming can be held any day of the week and should be offered at convenient times for the community.
3. The areas of the facility available for the lessee include the gym, multi-purpose room and an area upstairs that provides limited storage. Other areas of the facility can be requested if so desired and can be used during mutually agreed upon times.
4. Lessee will create a "Financial Assistance" program to allow reduction/waiving of any program fees for youth for whom such fees are an obstacle to participation.

Any organization submitting a proposal must be a current, recognized, tax-exempt organization under Federal IRS Regulations. The City will accept proposals until 5:00 PM local time on Thursday, July 22<sup>nd</sup>, 2021 at the Recreation and Parks Department Administrative Offices, 2000 Cedar Lane, Greenville, NC 27858. Proposers shall submit two (2) copies for review.

Parties interested in submitting a proposal may obtain a copy of the Request for Proposal and Statement of Interest from the Recreation and Parks Department by written request (email acceptable) to Director Don Octigan, [doctigan@greenvillenc.gov](mailto:doctigan@greenvillenc.gov).

These forms may also be obtained via download from the City's website, <https://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>

Proposals shall be directed to Mr. Don Octigan, Director of Recreation and Parks, 2000 Cedar Lane, Greenville, NC 27858.

Proposals not in conformance with instructions outlined herein will not be considered. Proposer shall be referred to in the Proposal Requirements section as "the Lessee."

Prospective proposers are strongly encouraged to attend a pre-submittal meeting and on-site tour at the Sports Connection, 1701 East 14<sup>th</sup> Street, Greenville, NC 27858 on Wednesday, July 7<sup>th</sup> at 4:00 p.m. For further information contact Don Octigan at (252) 329-4567.

The City reserves the right to reject any or all proposals received.

## **Proposal Conditions and Requirements**

- **General Description** – The Sports Connection, located at 1701 East 14<sup>th</sup> Street in Greenville, NC, totals approximately 17,000 square feet. It currently consists of a gymnasium, small meeting/multi-purpose room, batting cages, entry hallway, office/reception area, a men's and a women's restroom, and parking lot. An upstairs room is not currently ADA compliant and is therefore unsuited for public purposes, though it could be utilized for storage.
- **Proposers** – Any proposer must be a federally chartered, tax-exempt non-profit organization as defined by the Internal Revenue Service. To be tax-exempt under the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in the code. Such organizations may be referred to as charitable organizations. The organization must not be structured or operated for the benefit of private interests, and no part of the organization's net earnings may go solely to the benefit of any private individual or business.
- **Financial Capability:** Along with submitting the "Statement of Interest," proposers are asked to present satisfactory evidence of their capability of meeting the financial requirements of the proposed lease, and indicate plans acceptable to the City for meeting the lease provisions outlined in this RFP document.
- **Lease Term and Conditions:** If an acceptable lessee can be identified, the City intends to lease portions of the Sports Connection to a non-profit for a minimum of three (3) years, with an option to then renew for another three (3) years. From that point forward, renewal will function on a year-to-year basis. The building is to be leased "as is," with no repairs being made by the City unless otherwise specifically noted in the lease. The Lessee will be required to enter into a contract with the City for this three (3) year term and to address the other conditions of the lease, including renovations, as stated in this document.
- **Lease Requirement; Utilities:** The City will be responsible for payment of all building utilities.
- **Lease Requirement; Insurance:** The City shall require the Lessee to maintain insurance coverage at all times during the life of the contract. Such Public Liability and Property Damage Insurance shall protect the City from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, by the Lessee or by anyone directly or indirectly employed by the Lessee. The amounts of such insurance shall not be less than \$500,000 for injuries, subject to the same limits per person and \$1,000,000 for property damage or as otherwise needed to protect the interests of the City. The City of Greenville shall be named as an additional insured on all coverage.

- **Lease Requirement; Quarterly Reports:** Lessee will provide quarterly reports to the City of Greenville outlining the number of youth served, events and participation figures, and other operational data generated during the previous quarter.
- Establishment of a monthly rental fee to the City of Greenville may be considered during contract negotiations, but operational quality is of a higher priority.
- Lessee will have the opportunity to partner with the Greenville Recreation and Parks Department on various community programs. These programs will be considered “co-sponsored” with both parties providing mutually agreed upon support.

### **INSTRUCTION TO PROPOSERS**

- (1) Proposers shall complete and submit the attached “Statement of Interest” for the leasing of the Sports Connection at 1701 East 14<sup>th</sup> Street.
- (2) Completed Statements of Interest will be evaluated to assure that (a) the proposed use meets the RFP’s criteria, (b) that it is consistent with the mission of the non-profit, and that (c) the program plan being proposed will meet the requirements of the impactful basketball services envisioned.
- (3) It is assumed that any proposer is willing to enter into a lease agreement with the City of Greenville stipulating that the lessee will provide the relevant services during the agreed upon time.

# **RESPONDING TO THE RFP**

## **The Sports Connection**

### ***Solicitation of Potential Lease for the Provision of Basketball Program Services and Other Facility Operations of the Sports Connection by a Non-Profit Organization***

Greenville Recreation and Parks Department  
2000 Cedar Lane  
Greenville, NC 27858

The STATEMENT OF INTEREST that follows is to be completed by any IRS-approved "501(c)" Non-Profit Organization (NPO) responding to the City of Greenville's Request for Proposals (RFP) related to the leasing, renovating and operating the Sports Connection (located at 1701 East 14<sup>th</sup> Street), by said Non-Profit.

Completion and submission of this form to the address above by Thursday, July 22<sup>nd</sup>, at 5 p.m. will provide the City of Greenville with a responding NPO's plan for meeting the requirements and obligations of the lease, including addressing all the costs associated with the required renovations and ongoing use, maintenance and operation of the Sports Connection facility.

#### **NOTES**

- (1) The NPO's proposed use of the facility must meet the criteria outlined in the RFP.
- (2) The NPO's proposed use of the facility must be consistent with its established mission; and
- (3) The City must consider the building improvements proposed by the NPO to be of a sufficient nature to enable the provision of the high quality basketball and related services envisioned.
- (4) Evaluation criteria that will be utilized in the selection of the lessee include:

Qualifications – The experience, expertise, desire and skills needed to provide a high quality service of direct or indirect benefit to the Citizens of Greenville. (25%)

Financial solvency – The financial ability to meet the initial and on-going costs associated with programming plan submitted with proposal. (25%)

Quality and quantity of services and programs that the proposer has previously and/or is currently providing that are similar in nature and purpose to those envisioned at the Sports Connection. (25%)

Creativity and effectiveness of proposed marketing initiatives. (25%)

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Questions? Email Mr. Don Octigan, Director of Recreation and Parks, doctigan@greenvillenc.gov

SUBMIT COMPLETED STATEMENT OF INTEREST FORM AND ALL REQUESTED ATTACHMENTS TO:

Greenville Recreation and Parks Department

Attn: Mr. Don Octigan, Director

2000 Cedar Lane

Greenville, NC 27858

## STATEMENT OF INTEREST

SUBMIT TO: Greenville Recreation and Parks Department  
Attn: Mr. Don Octigan, Director  
2000 Cedar Lane  
Greenville, NC 27858  
(252) 329-4567

[Note: Use whatever space is needed to adequately respond to the questions or request.]

NAME OF NON-PROFIT ORGANIZATION PROPOSING TO LEASE THE SPACE

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PLEASE ATTACH IRS DOCUMENTATION VERIFYING THE ORGANIZATION'S 501(C) DESIGNATION.

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NAME/ADDRESS/PHONE OF ORGANIZATION'S REPRESENTATIVE:

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PURPOSE OF THE NON-PROFIT ORGANIZATION:

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PROPOSED PROGRAMS TO BE IMPLEMENTED WITHIN LEASED SPACE – PROVIDE PROGRAM NAME AND BRIEF DESCRIPTION:

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HOW WILL THESE PROGRAMS BE FUNDED?

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DESCRIPTION OF TARGETED PARTICIPANT GROUP(S):

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EXAMPLES AND NUMBERS OF PROGRAMS AND SERVICES TO BE PROVIDED FOR VARIOUS AGE GROUPS WITHIN THE TARGETED PARTICIPANT GROUP(S):

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HOW WILL YOU PROMOTE THESE SERVICES TO YOUR TARGETED PARTICIPANT GROUPS?

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ANTICIPATED HOURS FOR PROGRAMS TO BE OFFERED, ON AVERAGE (RANGE ACCEPTABLE)

WEEKDAYS:

WEEKENDS:

SEASONAL FLUCTUATIONS? Y N

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ANTICIPATED NUMBER OF INDIVIDUAL PARTICIPANTS EACH MONTH, ONCE PROGRAMS BEGIN:

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ESTIMATED NUMBERS OF “UNITS OF SERVICE” PER MONTH, ONCE PROGRAMS BEGIN. (Note: A “unit of service” is 1 individual child participating in 1 session. Five children who each participate in 6 individual sessions would equal 30 units of service, as would 1 child participating in 30 individual sessions.)

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PLEASE SUBMIT YOUR ORGANIZATION’S BUDGET FOR THE CURRENT OPERATIONAL YEAR AND TWO (2) PRECEDING YEARS, INCLUDING ANTICIPATED AND/OR ACTUAL REVENUES AND REVENUE SOURCES. NOTE WHETHER OR NOT REVENUE SOURCES ARE AUTOMATICALLY RENEWALABLE IN FUTURE YEARS.

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PLEASE SUBMIT A COPY OF A RECENT BANK STATEMENT (Please conceal any sensitive information such as account numbers, etc.)

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PROPOSER’S ADDITIONAL COMMENTS:

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Organization Representative’s Signature / Printed Name:

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Date Submitted:\_\_\_\_\_