



Request for Formal Quotation Recreation Program Instructors

CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

PURCHASING DIVISION

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The City of Winter Park is seeking formal quotations for Contracted Recreation Program Instructors.

The City of Winter Park, Florida has several indoor and outdoor recreation facilities, including a newly constructed Community Center located at 721 West New England Avenue near the downtown shopping and dining district. While it is the City's desire to provide a wide variety of affordable recreation programs, it is also extremely important to provide the most qualified and proven instructors for City of Winter Park programs. Therefore the city is seeking recreation program instructors to provide recreational programming on a contract basis that will include a revenue split to be agreed upon by the contractor and the city.

Scope of Services – The selected instructor(s) will provide recreational programs at one or more of the City's recreation facilities. The selected instructor will provide the agreed upon program in compliance with the Parks and Recreation Departments policies and procedures.

Qualifications of Instructors – The instructor must possess all certifications and licenses necessary to lead the proposed program. Instructors will need to meet the minimum insurance requirement set by the City of Winter Park. Instructors should have experience providing a similar program in a public setting.

Formal Quotation Submittal – All contracts are good for one year from the date of execution and can be terminated by either party at any time. Please submit all quotations to:

Jason Seeley, Recreation Chief
City of Winter Park
721 West New England Ave
Winter Park, FL 32789

RE: Recreation Instructor Formal Quotation

The formal quotation should include the following:

- Program Description/Overview
- List of Licenses and Certifications
- Related Experience
- Age Demographic program will target (Youth, Adult, Seniors)
- Proposed Fee
- Proposed Time and Day of program

Questions – Any questions or clarifications should be made in writing to Jason Seeley via fax 407-599-3454 or email jseeley@cityofwinterpark.org