RTQ NO 2020-010 Professional Tennis Services City of Coral Gables

Kevin Chow

12855 SW 76 Terrace

Miami, Florida 33183

(305) 794-4580

Kmc1975@yahoo.com

06/1/2020

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CITY OF CORAL GABLES, FL

2800 SW 72rd Avenue, Miami, FL 33155 Finance Department / Procurement Division Tel: 305-460-5102 / Fax: 305-261-1601

PROFESSIONAL'S ACKNOWLEDGEMENT

RTQ Title: Professional Tennis Instructors

Electronic submittals must be received prior

to 2:00 p.m., Wednesday June 17, 2020 via

Title: Professional Tennis Instructors	to 2:00 p.m., Wednesday June 17, 2020 via PublicPurchase; and are to remain valid for
RTQ No. 2020-010 A cone of silence is in effect with respect to this RTQ. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.	the specified date and time will not be opened.
Professional's Name: KEV I N C HOW Complete Mailing Address:	FEIN or SS Number: 589 - 42- 17/6 Telephone No.:
12855 SW 76 TENL MEAMI, IC 33183	Cellular No.: 305 - 714 - 4530
Indicate type of organization below: Corporation: Partnership: Individual: Other:	Fax No.:
	Email: KMC 1975 @ Y4 400. COM
ATTENTION: THIS FORM ALONG WITH ALL R COMPLETED, SIGNED (PERFERABLY IN BLUE IN RESPONSE PRIOR TO THE SUBMITTAL DEADLIND PROFESSIONAL AS NON-RESPONSIVE. THE PROFESSIONAL CERTIFIES THAT THIS SUBMITTAL LISTED IN THE RTQ DOCUMENTS AND THAT THE PROFESSIONAL FUR ACCEPTED, THE PROFESSIONAL WILL EXECUTE AN APPURPOSE OF ESTABLISHING A FORMAL CONTRACT PROFESSIONAL AND THE CITY OF CORAL GABLES REQUIREMENTS TO WHICH THIS RTQ PERTAINS. FURTHER BLUE INK, ALL RTQ PAGES ARE ACKNOWLEDGED AND A INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED	INK), AND SUBMITTED WITH THE E. FAILURE TO DO SO MAY DEEM IS BASED UPON ALL CONDITIONS AS SIONAL HAS MADE NO CHANGES IN THE IRTHER AGREES IF THE RESPONSE IS APPROPRIATE AGREEMENT FOR THE TUAL RELATIONSHIP BETWEEN THE FOR THE PERFORMANCE OF ALL R, BY SIGNING BELOW PREFERABLY IN CCEPTED AS WELL AS ANY SPECIAL DEFERY DECLARES OR CEPTIFIES
ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND TH	AT HE/SHE IS AUTHORIZED TO BIND

RTQ 2020-010 Professional Tennis Instructors

œ Authorized Name and Signature

PERFORMANCE OF THIS RTQ FOR THE ABOVE PROFESSIONAL.

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Page 3 of 45

SOLICITATION SUBMISSION CHECKLIST

Request to Qualify (RTQ) No. 2020-010

-	
	COMPANY NAME: (Please Print): KEV IN CHOW
L	Phone: 305-794-4580 Email: KMC1975C YA HOD. COM
Ple	ase provide the PAGE NUMBER in the blanks provided as to where compliance information is ated in your Submittal for each of the required submittal items listed below:
	BMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMULALIFICATION REQUIREMENTS.
1)	Title Page: Show the RTQ number and title, your full name, address, telephone number, contact information including telephone, e-mail address, and date. PAGE #
2)	Provide a Table of Contents in accordance with and in the same order as the respective "Sections listed below. Clearly identify the material by section and page number. PAGE #
3)	Fill out, sign, and submit the Professional's Acknowledgement Form. PAGE #
4)	Fill out and submit the Solicitation Submission Check List. PAGE #
5)	Fill out, sign, notarize (as applicable), and submit the Professional's Affidavit and Schedules A through H. $\underline{5-6}$
6)	Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. PAG#
7)	Indicate whether the Professional is a State of Florida and/or County Certified Small Business Minority Business Enterprise. If so, indicate the certifying organization or jurisdiction and include copy of the certification with your submittal. PAGE #
	SUBMITTAL - SECTION II: EXPERIENCE AND QUALIFICATIONS
	Provide a complete history and description of your experience with Tennis Employme including, but not limited to; the number of years in tennis and list of places that you ha worked/coached. Provide the names of at least three (3) references, not related to you to can verify your experience. Including their contact name, company name (if applicable address, telephone number and email. PAGE # 10 - 13
	Provide evidence of any and all Professional Certifications with any and all Tennis organizations, including the United States Professional Tennis Association (USPTA), United States Tennis Association (USTA), and the Professional Tennis Registry (PTR). Evidence can be in the form of certificate copies, organization correspondence, or other organization documents. PAGE #/3 - / 7

RTQ 2020-010 Professional Tennis Instructors

PROFESSIONAL'S AFFIDAVIT

SOLICITATION:

PROFESSIONAL TENNIS INSTRUCTORS - RTQ 2020-010

U I

SUBMITTED TO:

City of Coral Gables Procurement Division 2800 SW 72 Avenue Miami, Florida 33155

The undersigned a cknowledges and understands the information contained in response to this solicitation and the referenced <u>Schedules A through H</u> shall be relied upon by Owner awarding the contract and such information is warranted by the Professional to be true and correct. The discovery of any omission or misstatements that materially affects the Professional's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (Owner, Partner, Officer, Representative or Agent of the Professional that has submitted the attached Response). Schedules A through H are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A STATEMENT OF CERTIFICATION
- SCHEDULE B Non-Collusion and Contingent Fee Affidavit
- SCHEDULE C DRUG-FREE STATEMENT
- SCHEDULE D PROFESSIONAL'S QUALIFICATION STATEMENT
- SCHEDULE E CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE
- SCHEDULE F AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G PUBLIC ENTITY CRIMES
- SCHEDULE H ACKNOWLEDGEMENT OF ADDENDA

This affidavit is to be furnished to the City of Coral Gables with its RTQ response. It is to be filled in, executed by the Professional and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document <u>MUST</u> be submitted with the response.

Authorized Name and Signature

Title

Date

STATE OF Florida COUNTY OF Dade	
	_ ,
On this lo day of Vune , 20 2	②, before me the undersigned Notary Public of
the State of, personally appeared _	nevin M. Chow
And whose name(s) is/are subscribes to within	(Name(s) of individual(s) who appeared before Notary the instrument(s) and acknowledges it's
execution.	(e), and doublineages it's
NOTARY PUBLIC, STATE OF Demos B. Course (Name of hotary Public; Print, Stamp or Type as Commissioned.)	
Personally know to me, or Produced dentification:	NOTARY PUBLIC SEAL OF OFFICE:
FLD2	DEMPSEY B GUERRA Commission # GG 136704 Expires August 21, 2021 Bonded Thru Budget Notery Services
Type of Identification Produced)	Expires August 21, 2021

SCHEDULE "A" - CITY OF CORAL GABLES - STATEMENT OF CERTIFICATION

Neither I, nor the firm, hereby represented has:

- employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the Professional) to solicit or secure this contract.
- agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the Professional) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

	AFFIDAVIT
	L GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
SCHEDULE "R" - CITY OF COR	I CARLES MON COLLISION AND CONTINUENT FEET AND CONTINUENT

1.	He/she is(Owner, Partner, Officer, Representative or Agent)
	of the Professional that has submitted the attached response.
2.	He/she is fully informed with respect to the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3.	Said response is made without any connection or common interest in the profits with any other persons making any response to this solicitation. Said response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Professional's officers of employees are employed by the City, indicate name and relationship below.
	Name: Relationship:
	Name:Relationship:
	No lobbyist or other Professional is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

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Page **39** of **45**

- 3 I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - 1. A predecessor or successor of a person convicted of a public entity crime, or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- 4. I understand that a "person" as defined in Paragraph 287.133(1)(e), <u>Florida Statutes</u>, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Must indicate which statement below applies.]
 Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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SCHEDULE "D" CITY OF CORAL GABLES – PROFESSIONAL'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

GENERAL COMPANY INFORMATION:
Company Name: KEVIV CHOW
Address: 12655 SW 76 TEXC MEANT FL 33/83 Street City State Zip Code
Street City State Zip Code
Telephone No: (3°5) 794- 458δ Fax No: () Email: KMC1915@ YAHOO, U δΝ
How many years has your company been in business under its present name? 25 Years
If Professional is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:
N/4
Under what former names has your company operated?
At what address was that company located?
Is your Company Certified? YesNo If Yes, ATTACH COPY of Certification
Is your Company Licensed? YesNo If Yes, ATTACH COPY of License
Has your company or its senior officers ever declared bankruptcy?
YesNoIf yes, explain:
LEGAL INFORMATION:
Please identify each incident within the last five (5) years where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Professional's rights, remedies or duties under a contract for the same or similar type services to be provided under this RTQ (A response is required. If applicable, please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified):
Has your company ever been debarred or suspended from doing business with any government entity? If Yes, explain

Kevin Chow 12855 SW 76 Terrace Miami, Fl 33183

(305) 794-4580

Kmc1975@yahoo.com

Summary of Objectives

Expert tennis professional with more than 30 years of experience within the U.S.A., Caribbean, and Canada. Conducting classes of instruction, program creation, tournament and camp management. Able to lead players as well as staff, to top performance through tailored skill development and accelerated team training as well as personalized coaching and mentoring. Seeking to work in a dynamic sports environment, recreation facility, as part of a team that shares the same passion for tennis as I do. My goal is to direct and formulate cutting-edge training programs, provide coaching and support, expand the club's current membership and teach others valuable life skills.

Experience

Tier One Tennis Academy

City of Coral Gables

March 2016-Current

High Performance Coordinator

Help organize and conduct all HP clinics. Encourage and promote tennis and the programs throughout the area. Work personally with players, members, and staff through private and group lessons. Help enforce all tennis facility policies, rules, and regulations. Worked with several Collegiate, US National, Sectional, and Designated champions.

Director of Chow Tennis Academy

Crossings Country Club

January 2003- February 2016

In charge of all tennis programming and tennis staff. Conducting private lessons for adults and junior members. Promote and encourage tennis programs in the area. Enforce all tennis facility rules, policies, and regulations. Quickly establish relationships and build trust with members, staff, and students. Worked with High performance juniors, top ranked in Florida, the US, and the world. Coached the Jamaica National Team. Worked with several US national champions.

Director of Tennis for Tamiami Tennis Center and JD Redd Park

January 2011- September 2015

Coordinated the implementation of all Adult and Junior tennis programs. In charge of recruiting, hiring, management of teaching professionals, and office staff. Managed all leagues and tournaments. Oversaw all junior team tennis at each facility. Promoted and generated new business which increased revenues throughout both facilities. Oversaw and ran training days for Special Olympics and worked with athletes representing the USA. Coached several top ranked World, national, sectional junior players.

Assistant Tennis Coach Men and Women Tennis

Saint Thomas University

1997-2005

My responsibilities included organizing practices. Worked closely with Head coach with scheduling matches and travel. In charge of new recruits which involved admission and eligibility. Developed work out routines and diet plans. Worked on goal setting for each player.

Coaching:

- Kelsey Laurente #1 in Florida 10's, 12's, 14's and Nationally, Top 5 nationally in 16's and 18's.
 Top 100 in ITF Juniors. Orange Bowl 16's Finalist 2009. Two-time Super National Champion.
 Current W.T.A. player and University of Miami Hurricane. Ranked In the top 30 in NCAA and #3 in NCAA Doubles.
- Chanelle Van Nguyen #1 in U.S.A. and Florida divisions. Orange Bowl 16 Champion in 2008. Fourtime Super National Champion. Ranked #2 in NCAA Rankings. Played for UCLA and W.T.A. player.
- Monica Chow #1 in Florida in 10's, 12's, 14's, 16's, and #2 in 18's. Top 10 National ranking. A recent graduate Princeton Tiger.
- John Yetimoglu top 5 Florida 18's and top 20 Nationally. A recent graduate of Columbia University.

- Savannah Durkin #4 in Florida 16's, Top 5 in Florida 18's division, and top 500 ITF Junior. Recent graduate of Rice University.
- Juan Bologna #1 in Ecuador, #4 in South America, top 20 U.S.A. Former Clemson Tiger and University of Central Florida Knight.
- Evan Urbina #4 in Florida and Top 40 national ranking. Played #1 at BYU. Assistant Coach at Florida State University and current Assistant at Airforce.
- Jose Ortega top 5 in 10's, 12, 14's and currently #3 in Florida. 2015 High School State Champion. University of Southern Utah.
- Jordana Ossa #4 in 12's, #2 in Girls 16's and #4 in Girls 18's Florida. 2019 High School State Doubles Champion. Current Wisconsin Badger.
- Annie Carrera #25 in Florida and 2019 High School State Doubles Champion. Currently attending Saint Thomas University.
- Julen Morgan Currently Top 10 in the Florida Top 100 in U.S.A
- Carlos Ramirez top 15 in Florida.
- Dylan Chang Currently Top #5 in Florida Boys 14 and Top #50 in U.S.A.
- Brennon Chow Top 15 in Florida Boys 12's. Top 50 boys 14's.
- Caleb Chow Top 30 in Florida Boys 12's.

Playing Experience

- 6.0 NTRP playing rating
- Ranked ITF World Junior and Senior. Top 100 in Singles and #33 in Doubles
- Top 10 National U.S.T.A ranking in 30's, 35's, and 40's division.
- Varsity men's tennis player, St. Thomas University. Played at #1 and #2 singles and #1 doubles in the Florida Sun Conference.
- St. Thomas University ranked top 10 in the country in the (NAIA).
- State Closed Champion Men's 35's and 40's Division
- State Closed Doubles Champion
- Current member of Florida Cup Team. Champions in 2013, 2015, 2017, 2019. Captain in 2019 and 2020.

Education, Certification, and Awards

Bachelor of Art in Biology, St. Thomas University

Certified by Professional Tennis registry – Professional

Certified by the United States Professional Tennis Association – Professional

2020 U.S.P.T.A District Professional of the month for March

2013 U.S.T.A Florida Outstanding Tennis Facility

2014 U.S.P.T.A District Professional of the year

2014 USTA Florida Junior Competitive Coach of the year

Net Generation Certified

Red Cross Adult and Pediatric First Aid/CPR/AED Certified

Coach on Florida's Coaches Commission

USTA Florida Tournament Evaluator

References

Mark Dickson

Professional Tennis Operations Supervisor, Crandon Park Tennis Center

7300 Crandon Boulevard, Key Biscayne, FL

Work:305-365-2300

Cell: 941-356-2286

Bruce Carrington

Men and Woman Head Coach, St. Thomas University

16401 NW 37th Ave, Miami Gardens, FL 33054

Work: 305-474-6816

Cell: 305-496-0236

E-mail: bcarrington@stu.edu

Paige Yaroshuk-Tews

Women's Head Coach, University of Miami

1320 S Dixie Hwy, Coral Gables, FL 33146

Work: 305- 284-5174

Cell: 305-301-6863

E-mail: pyaroshuk@miami.edu



RECEIPT

Wednesday, June 26, 2019

Kevin Chow

12855 SW 76th Ter

Miami, FL 33183-4204

Member # 42639

Membership Expires: 08/31/2020

Additional Insurance: Sep 1, 2019 thru Aug 31, 2020 \$80.00

Membership: September 1, 2019 thru August 31, 2020 \$159.00

Liability Insurance: September 1, 2019 thru August 31, 2020 \$49.00

PAYMENT DATE: 06/26/2019

PAYMENT TYPE: VISA

CREDIT CARD NUMBER: *********8463

AUTHORIZATION #: 125760

AMOUNT: \$288.00

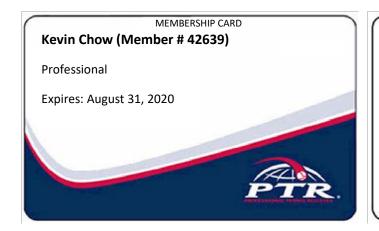
Professional Tennis Registry
PO Box 4739 Hilton Head Island SC 29938
843-785-7244 fax 843-686-2033 www.ptrtennis.org
ptr@ptrtennis.org



Thank you for your PTR membership.

PTR is the largest international tennis coaching organization and offers member the best training and educational opportunities available.

Take advantage of the many sponsor discounts and online resources for PTR members by using the membership number on your card.



PTR's mission is to educate, certify and service tennis teachers and coaches around the world in order to grow the game. The bearer of this card is a member of Professional Tennis Registry in good standing as noted on the front of this card.

Professional Tennis Registry

PO Box 4739, Hilton Head Island SC 29938 USA phone 843.785.7244 •fax 843.686.2033 ptr@ptrtennis.org • www.ptrtennis.org



certifies that according to the guidelines and standards established

Kevin Chow

has completed all tests and examinations and qualifies for PTR Certification of

Professional

and is a member in good standing

May 2002 - August 2020

Karl Hale President

Dan Santorum, CEO

CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYYY 07/29/2019			
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMA' BELOW. THIS CERTIFICATE OF INS REPRESENTATIVE OR PRODUCER, IMPORTANT: If the certificate holde if SUBROGATION IS WAIVED, subje	URANC AND TH	E DO	DES NOT CONSTITUTE A CERTIFICATE HOLDER.	END OR A	T BETWE	EN THE ISS	E AFFORDED BY THE P UING INSURER(S), AUT	DER. THIS OLICIES HORIZED	
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PRODUCER Coastal Plains Insurance				CONTACT NAME:	Erica Ja	mes, AINS			
PO Box 6869				PHONE (A/C, No, E E-MAIL	erica@c	668-8082 coastalplains.c	FAX (A/C, N	lo):	
Hilton Head Island				ADDRESS			ORDING COVERAGE		NAIC#
NSURED		-	SC 29938	INSURER		Iphia Indemni	ty Insurance Company		18058
Professional Tennis Registry				INSURER I	-				
Professional Pickleball Regi	stry			INSURER					
Hilton Head Island			SC 29938	INSURER E					
COVERAGES C	ERTIFIC	ATE	NUMBER: CL 107150704	INSURER F	TO THE RESERVE		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY RECERTIFICATE MAY BE ISSUED OR MAY PEEXCLUSIONS AND CONDITIONS OF SUCH SR TYPE OF INSURANCE	RTAIN, TI POLICIE	HE IN	SURANCE AFFORDED BY THE MITS SHOWN MAY HAVE BEEN	POLICIES REDUCED	DESCRIBE BY PAID C	R DUCUMENT	ABOVE FOR THE POLICY PE	ERIOD I THIS MS,	
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AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A						PER OTH- STATUTE ER		
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City of Coral Gables PO Box 100085- CE				SHOULD A THE EXPIR ACCORDA	NY OF THE RATION DAT NCE WITH	ABOVE DESI TE THEREOF, THE POLICY I	CRIBED POLICIES BE CAND NOTICE WILL BE DELIVERE PROVISIONS.	ELLED BEF	ORE
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