



OFFICE MEMORANDUM

Date: August 26, 2022

COORDINATION — ROUTING

Div.	Name	Initial	Date

To: Gretchen Glenn, Purchasing Specialist
From: Russell Fishbeck, Parks Director
Subject: Tennis Operations & Pro Shop Manager
at SW Regional Park
Re: Request for Proposals - 22RFP112

Return To:

On May 17, 2022, the Purchasing Department was authorized to advertise and receive proposals for the Tennis Operations and Pro Shop Manager at the Southwest Williamson County Regional Park, under 22RFP112. One proposal was received by the June 21, 2022 closing date; from Rippner Tennis.

Respondents were asked to submit a proposal that would be evaluated on the following criteria:

- Experience as a Business Operator/Concessionaire
- Financial strength and stability to sustain the concession as proposed
- Five-Year Business Plan and Business Management, including proposed revenue-sharing plan
- Professional and Community Relationships
- Familiarity with Region (Williamson County and Central Texas)
- References and background checks of all employees.

The Williamson County Parks Department reviewed and evaluated the proposal and conducted a follow-up interviews with the applicant. It was determined that Rippner Tennis satisfactorily met the minimum requirements and demonstrated the knowledge, ability, and necessary experience to successfully operate and manage the concession.

Williamson County Parks Dept.
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www.wilco.org/parks

Wilco Parks Mission: Our mission is to manage and operate a system of parks that will add quality to life, build community pride and spirit, promote physical fitness and self-improvement, evoke an emotional and intellectual response to connections with nature, consider long term open space needs, preserve endangered species, and improve air quality.