TO:       HONORABLE CITY COUNCIL
FROM:     CITY MANAGER       DEPARTMENT: COMMUNITY SERVICES
DATE:     MAY 21, 2007                    CMR: 246:07

SUBJECT:  APPROVAL OF A CONTRACT WITH JOHN T. WHITLINGER IN AN AMOUNT NOT TO EXCEED $288,999 FOR TENNIS CLASSES, INDIVIDUAL LESSONS FOR YOUTH AND ADULTS, AND SUMMER CAMPS FOR YOUTH

RECOMMENDATION
Staff recommends that Council:
1. Approve and authorize the Mayor to execute the attached contract with John T. Whitlinger in the amount of $93,500 for tennis classes, individual lessons and summer camps for July 1, 2007 thru June 30, 2008 (Year 1)
2. Authorize the City Manager or his designee to negotiate and execute one or more amendments to the contract with John T. Whitlinger for additional but unforeseen increases in enrollment which may develop during the year, the total value of which shall not exceed $9,350 for Year 1
3. Authorize the City Manager or his designee to exercise the option to renew the contract for the second and/or third year provided the proposed cost of the renewal contract does not exceed the Consumer Price Index for all urban consumers (San Francisco - Oakland - San Jose, CA) or 3 percent which ever amount is less; the consultant is responsive to the City's needs; and the quality of the consultant's work is acceptable during the first year of the contract; and/or other conditions which will determine the City's willingness to renew the contract.

DISCUSSION
Consultant Services Description
The work to be performed under the contract is for tennis instruction services. John T. Whitlinger provides instructors for tennis programs conducted through the City’s Recreation Division. For over thirteen years, Whitlinger has consistently provided high quality tennis classes for the City. This contractor offers similar services to a number of neighboring cities, which allows them to maintain a very low instructor turnover rate.

Selection Process
Staff sent a request for proposals to eight tennis instruction providers on March 9, 2007. Firms were given twenty-one days to respond to the request. Staff personally contacted other vendors to encourage them to respond. However, only one tennis instruction provider, John Whitlinger, the City’s current provider, responded.
A selection advisory committee consisting of Community Services and Purchasing staff reviewed the proposal received and made the determination that it was responsive and responsible. Whitlinger provides a wide range of tennis classes and individual tennis lessons for adults and youth at all skill levels, as well as providing summer camps for youth. Residents continue to fill the classes offered each quarter, creating an ongoing demand for more tennis programs. Customer evaluations are consistently positive and rate the instructors and the service provided with a good to excellent ranking. In addition, John T. Whitlinger is on the coaching staff at Stanford University, which has further developed his reputation in the community.

**FISCAL IMPACT**
The contract will be in the amount of $288,999 and funds for the first year in the amount of $93,500 are included in the FY 2007-2008 Operating Budget. Contract expenditures based on the specific revenue split between the City and the contractor (Attachment A) after successful provision of services based on demand for services by customers. The contract total reflects a 3 percent increase for Year 2 ($96,305) and Year 3 ($99,194).

**ENVIRONMENTAL ASSESSMENT**
Approval of this contract amendment does not constitute a project under California Environmental Quality Act (CEQA). Therefore, no environmental assessment is required.

**ATTACHMENTS**
Attachment A: Contract

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