TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: COMMUNITY SERVICES
DATE: MARCH 1, 2004 CMR: 143:04

SUBJECT: APPROVAL OF CONTRACT WITH JOHN T. WHITLINGER IN AN AMOUNT NOT TO EXCEED $265,000 FOR TENNIS CLASSES AND INDIVIDUAL LESSONS FOR YOUTH AND ADULTS

RECOMMENDATION
Staff recommends that Council:
1. Approve and authorize the Mayor to execute the attached contract with John T. Whitlinger in an amount not to exceed $97,166 for the first year for tennis classes and individual lessons.
2. Authorize the City Manager or his designee to renew the contract for the (second and/or third year) provided the proposed cost of the renewal contract does not exceed the prior contract year amount plus 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 ten years, Whitlinger has consistently provided high quality tennis classes for the City. This contractor offers similar services to a number of our neighboring cities, which allows them to maintain a very low instructor turnover rate.

Selection Process
Staff sent a request for proposal (RFP) to four tennis instruction providers on November 18, 2003 and posted the RFP at City Hall. 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, responded.
A selection advisory committee consisting of Minka Van der Zwaag, Sharon Eva and Laura Pearce reviewed the proposal and determined it was appropriate to award the contract to John Whitlinger. Whitlinger provides a wide range of tennis classes and individual tennis lessons for adults and youth at all skill levels. 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 our community.

**FISCAL IMPACT**
The contract will be in an amount not to exceed $97,166 per year, plus the Consumer Price Index or 3 percent whichever amount is less. Funds for the first year in the amount of $97,166 are included in the FY 2003-2004 Operating Budget.

**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

PREPARED BY: ____________________________
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DEPARTMENT HEAD: ____________________________
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CITY MANAGER APPROVAL: ____________________________
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