



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 62
AGENDA DATE: Thu 07/29/2004
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SUBJECT: Authorize negotiation and execution of a five-year service agreement with LOVE TENNIS CENTER, Austin, TX, for tennis pro management services in an amount not to exceed \$78,000, with two five-year extension options in an amount not to exceed \$78,000 per extension option, for a total agreement amount not to exceed \$234,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$2,600 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Parks & Recreation Department. Funding for the original contract and extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Parks and Recreation; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Lydia Torres, Buyer II/530-7615

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: Recommended by the Parks and Recreation Board.

PURCHASING: Best proposal of two proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the management and operation of the Austin High Tennis Center. The Austin High Tennis Center's recommendation for award was delayed due to negotiations between the City and the Austin Independent School District (AISD) for tennis courts usage. Due to the changes in class periods for extracurricular activities, there was a possibility that Austin High School would need the use of the tennis courts at Austin High Tennis Center during the evening hours. This would drastically reduce the potential earnings of the Pro Manager at that site and impact revenues generated to the City. However, the negotiations between the City and the AISD have been resolved and Austin High Tennis Center will be maintained by the City.

The City will be paying a stipend of \$15,600 annually to the Pro Manager in order to provide for the City's operating costs of the tennis centers. The City's operations include receiving and depositing court fees from tennis court reservations for public use. The stipend will allow the Pro Manager to pay wages for counter help of approximately 1,975 hours per year at this tennis center. The stipend is comparable to the wages the City would pay if City staff was hired to maintain counter service at the tennis centers.

As an incentive at the Austin High Tennis Center, the City will pay a bonus up to 30% of court fees received over \$20,000, to be paid to the Pro Manager at the end of the City's fiscal year.

The Austin High Tennis Center will be open daily, except on Christmas Day. The tennis center will offer lessons, clinics, tournaments, leagues and open courts to the general public of all age levels. The Pro



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Manager will also sell merchandise that directly promotes the use of the facilities, as well as food snacks and beverages. The Pro Manager will be responsible for enforcing municipal tennis centers policies and regulations established by the City. In addition, the Pro Manager will be responsible for maintaining the premises in clean condition.

Council requested a process change to include citizen input for Tennis and Golf Pro contracts. PARD and Purchasing worked together to develop a new procedure, which will be used on all PARD concession solicitations. The new process was used for the Tennis Pro Management Services at the Austin High Tennis center. Additional detail is provided in the attached memo.

MBE/WBE solicited: 6/1

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Best proposal of two received.
- b. Twenty-nine notices were sent including six MBEs and one WBE. Three solicitations were issued. Two proposals were received with no MBEs or WBEs responding.
- c. There is approximately a 10% increase from the previous contract years. The increase is due to the Living Wage requirement.

APPROVAL JUSTIFICATION

- a. The recommended Proposer meets the requirements of the solicitation.
- b. Parks & Recreation Department concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.



TO: Mayor and Council

FROM: Warren W. Struss, Acting Director
Parks and Recreation Department

DATE: July 12, 2004

SUBJECT: Austin High Tennis Contract

The Austin High tennis contract is scheduled for action on the July 29, 2004 Council agenda. As you may recall, Council instructed the Parks and Recreation Department (PARD) and the Purchasing Department to develop procedures, which would allow for public input into the concessionaire contract process. Since then, our departments have developed and implemented the following process to include public input:

- PARD posts notice at the site that is to be bid. This notice is posted 21 days prior to the meeting. The notice includes the date, time, and location of the public hearing; an email address to send comments; and a phone number where individuals may call with comments.
- All comments received via email and phone calls are presented to the full Parks and Recreation Board the night of the public meeting.
- Once the Request for Proposal (RFP) is completed, PARD staff meets with the concession sub-committee of the Parks Board to review.
- The purchasing department brings a panel together to evaluate the returned proposals based on the criteria matrix. A candidate is then selected.
- PARD then takes the selected candidate back to the Parks and Recreation Board for review and approval.

The Austin High Tennis concession followed the above stated procedures. There were several comments made by the public. Each of the comments was related to continuing the junior tennis program. This component had been included in the RFP. On June 27, 2004 the Parks and Recreation Board approved the staff's selection of the contractor.

Should you have any questions, please contact me at 974-6717.

Warren W. Struss, Acting Director

Parks and Recreation Department