



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award of Contract for Instructional Classes and Camps (F16-83)

REPORT IN BRIEF

Approval is requested to award a contract for instructional classes and camps offered to the public through the City's Community Services Division of the Library and Community Services Department to Kidz Love Soccer for a two-year period with an option to renew for one additional one-year period.

EXISTING POLICY

Section 2.08.070(b) of the Sunnyvale Municipal Code allows exemptions from competitive bidding in certain circumstances, including professional or specialized services such as recreation instructors.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

Typically, the City contracts with private firms to teach recreation classes and camps. The revenue generated by the program is shared between the City and the contracting firm. On April 09, 2013, Council approved the award of contract to Kidz Love Soccer (RTC No. 13-078) for these services. The contract is due to expire on April 30, 2016, and therefore staff requests the award of a new contract.

The City has successfully contracted with Kidz Love Soccer for a number of years. Kidz Love Soccer is one of four soccer contractors with the City that contribute to meeting the high demand for youth soccer. Over the last contract period, this program has averaged approximately 1,700 participants per year and has received high customer service satisfaction ratings.

FISCAL IMPACT

Customarily, the City establishes not-to-exceed amounts for the purchase of goods and services. As this is a shared revenue contract with a goal of increasing instructional offerings, a not-to-exceed limit does not apply. Kidz Love Soccer will be paid 68% of the resident registration fee for all classes and camps per participant (including Columbia Neighborhood Center camp fees), less refunds. The remaining 32% (and non-resident differential) will be retained by the City to offset administrative costs of providing facilities and equipment, promoting programs, registering participants, contract management and responding to customer inquiries..

Over the most recent two-year period for which complete data is available, the total fee revenue was \$273,612, with approximately \$186,056 going to the contractor and \$87,556 retained by the City.

Funding Source

Recreational programs are funded by the General Fund.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

1) Award a two-year contract to Kidz Love Soccer to provide instructional classes and camps, in substantially the same form as Attachment 1 of the report; and 2) Delegate authority to the City Manager to renew the contract for an additional one-year period, provided pricing and service remain acceptable to the City Manager.

Prepared by: Pete Gonda, Purchasing Officer

Reviewed by: Timothy J. Kirby, Acting Director, Finance

Reviewed by: Cynthia E. Bojorquez, Director, Library & Community Services

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Draft Services Agreement