



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Award of Contract for Various Youth Sports Classes and Camps (F18-236)

#### **REPORT IN BRIEF**

Approval is requested to award a contract for Recreational Instructed Sports Programs and Camps to Sportzania Inc dba Skyhawks Sports Academy (Skyhawks Sports Academy) of Redwood City, CA for a two-year period with an option to renew for one additional one-year period.

#### **EXISTING POLICY**

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of services are awarded pursuant to a Request for Proposals (RFP) best value process unless otherwise exempt from competitive bidding. Further, City Council approval is required for contracts exceeding \$100,000.

#### **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**

As part of the course of providing recreation services, the City contracts with private firms to teach recreation classes and camps. The revenue generated by the programs is shared between the City and the contracting firm. The City has successfully contracted with Skyhawks Sports Academy for more than a decade, during which time the contractor has established a solid following. The contractor currently offers 25-30 summer camps and youth sports classes each year in a range of sports, including basketball, baseball, flag football, volleyball, track and field, and soccer. Enrollment in the programs significantly increased over the last few years and likely will continue to increase during the next few years.

A minimum of 12 and a maximum of 60 participants per class/camp are required and classes may be cancelled if the minimum is not met before the first class. The instructors are responsible for planning and conducting classes, providing all equipment, and seeking approval from the City on any marketing materials for posting. The City will handle all registration, provide facility space, marketing online, and marketing in the seasonal Activity Guide.

On October 26, 2017, RFQL No. F18-145 was released seeking professional services for Recreational Instructed Sports Programs. Skyhawks Sports Academy was one of seven vendors that responded. Their response provided information demonstrating their qualifications to teach the

various youth sports and the company is currently teaching for Sunnyvale. In addition, they have met all City administration requirements.

### **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. Skyhawks Sports Academy will be paid 71% of the resident registration fee per participant for all classes and camps, less refunds. The remaining 29% (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. The initial contract term is for a two (2) year period, commencing from the date of execution through May of 2020, with an option to renew for an additional one (1) year provided pricing and service remain acceptable to the City.

Over the most recent two-year period for which complete data is available, the total fee revenue was \$481,407, with \$336,985 going to the contractor and \$144,422 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 Sportzania Inc dba Skyhawks Sports Academy in accordance with the agreed upon compensation structure to provide instructional classes and camps, in substantially the same form as Attachment 1 of the staff report, and authorize the City Manager to execute the contract when all necessary conditions have been met; and 2) Authorize the City Manager to renew the contract for an additional one-year period, provided pricing and service remain acceptable to the City.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

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

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENT**

1. Draft Services Agreement