



## Legislation Text

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**File #:** 21-4, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** February 24, 2021

**COUNCIL DISTRICT(S):** 6, 7

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a two-year service contract, with one three-year renewal option, for tennis center pro/manager operational management for the Park & Recreation Department - Impact Activities, only proposer - Estimated Net Revenue Amount: \$42,000 - General Fund (\$23,100) and Golf Improvement Trust Fund (\$18,900)

### **BACKGROUND**

This service contract will provide for the tennis center pro/manager operational management of two City tennis centers namely L.B. Houston Tennis Center and Samuell Grand Tennis Center. For the past 41 years, the Park & Recreation Department has utilized public and private partnerships to manage and operate the City's tennis centers which operate 364 days per year. The pro shop operations at each tennis center will be managed by a certified tennis professional through this contract. The tennis professional will be responsible for the management, operation, staff, programs and marketing of each facility. Activities conducted by the tennis professional will include tournaments, leagues, lessons, merchandising and concessions. The Park & Recreation Department staff will maintain the grounds.

A six-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Aviation (1)
- Fire-Rescue Department (1)
- Park & Recreation Department (2)
- Office of Economic Development Business Workforce and Inclusion Division (1)
- Office of Procurement Services (1)

\*The Office of Procurement Services only evaluated cost and the Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following:

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|---|-----------|
| • Overall approach                          | 30 points |
| • Financial consideration                   | 30 points |
| • Capability and expertise                  | 25 points |
| • Business Inclusion and Development Policy | 15 points |

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

#### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On December 13, 2017, City Council authorized a five-year concession service contract, with one three-year renewal option, for tennis center pro/manager management with TOPS Tennis, LLC, The Dallas Tennis Association, Lifetime Tennis, Inc., and Rains Tennis Works, Inc. by Resolution No. 17-1944.

On January 28, 2021, the Park and Recreation Board authorized a two-year service contract, with one three-year renewal option, for tennis center pro/manager for operational management with Impact Activities formerly known as Lifetime Tennis, Inc.

#### **FISCAL INFORMATION**

Estimated Net Revenue Amount: \$42,000.00

General Fund \$23,100.00

Golf Improvement Trust Fund \$18,900.00

#### **M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$42,000.00	Revenue	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Revenue contracts.				
• Impact Activities - Local; Workforce - 20.00% Local				

## **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"><li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li><li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li><li>• Always involves a team evaluation</li><li>• Allows for negotiation on contract terms, including price</li></ul>
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The Office of Procurement Services received the following proposal from solicitation number BYZ20-00012021. We opened it on April 2, 2020. We recommend the City Council award this service price agreement in its entirety to the only proposer.

<b><u>Proposer</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
Impact Activities	3253 Alma Road McKinney, TX 75070	74.25	\$42,000.00

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

## **OWNER**

### **Impact Activities**

Matt Hanlin, President