

**Request for Qualifications
for Professional Tennis Instruction
at the Golden Gate Park Tennis Complex**



**Issued: December 17, 2008
Due: January 19, 2008**

SAN FRANCISCO RECREATION and PARK COMMISSION

Commissioner LAWRENCE MARTIN President

Commissioner JIM LAZARUS Vice President

Commissioner GLORIA BONILLA

Commissioner TOM HARRISON

Commissioner DAVID LEE

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Commissioner MICHAEL SULLIVAN

**ALL SUBMITTALS MUST BE RECEIVED BY SUPERINTENDENT OF CITYWIDE
SERVICES LOCATED AT THE RECREATION AND PARK DEPARTMENT NO LATER
THAN 3:00 P.M. ON JANUARY 19, 2009.
LATE PROPOSALS WILL NOT BE ACCEPTED.**

Request for Proposals for Permitted Tennis Professionals

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I. Introduction

The Recreation and Park Department (“Department”) owns and operates the Golden Gate Park Tennis Complex (“Complex”). The Complex is an historic tennis facility consisting of twenty tennis courts and the William M. Johnston Memorial Clubhouse (“Clubhouse”). The Complex is a municipal facility which provides the public with very affordable courts, both paid and free tennis lessons, as well as adult and youth programs and tournaments. These are San Francisco’s only City owned tennis courts where the public pays to play. The Department will continue to offer these programs and more at this facility and extend these services to other court complexes in the City.

The Department wishes to formalize its program structure and course content to expand and improve the consistency and quality of programs at this location and enhance the recreational experience at other locations throughout the City. To this end, the Department seeks to qualify professional instructors (“Instructors”) to provide the services at the Golden Gate Park Tennis Complex (the “Complex”) and other facilities in the City.

Permitted Tennis Professionals will be under the guidance and direction of the Department professional tennis instructors and the Superintendent. Permitted Tennis Professionals will offer group, private tennis instruction and other related programs on designated tennis courts at the Complex on other designated courts in the City.

Permits will be issued for an initial term of six months. The Department shall have an option to extend the term or reissue the permit in increments of three years, which the Department may exercise in its sole and absolute discretion.

The Golden Gate Complex

In cooperation with, and under the direction of the Department, Permitted Instructors (“Permittees”) will have the responsibility of providing group instruction in accordance with a curriculum presented by the Permittee and approved by the Department, at designated times on assigned courts. The Permittee will also be permitted to offer private instruction on assigned courts. The Department retains absolute control of all courts.

Unassigned courts are generally used for walk-on and reserved public play and league and tournament play. However, the Department also offers some free and paid instruction programs on the courts at the Complex and will continue to offer, and may expand, programs that include both free and for fee instruction programs. This site will be limited to four Permitted Professionals. This represents an increase of one additional Permitted Professional. In the past, there have been three Permittees. The department will continue to offer programs from two departmental certified professionals at this location.

Other Department Tennis Facilities

In cooperation with, and under the direction of the Department, Permitted Instructors ("Permittees") will have the responsibility of providing group, semi private and private instruction in accordance with a curriculum presented by the Permittee and approved by the Department, at designated times on assigned courts at various locations in the City including but not limited to Alice Marble, Alta Plaza, Balboa Park, Glen Canyon Park, JP Murphy, John McLaren Park, Julius Kahn, Midtown Terrace, Mission Dolores, Moscone, Mountain Lake Park, Palega, and Parkside Square. The Department retains absolute control of all courts in the City. Generally, the courts mentioned above have been used for walk-on public play. However, the Department has found the need to establish a reserved use of these facilities to curb or eliminate the unauthorized or non-permitted use of the courts by community residents and non-residents. The Department will, from time to time, offer free or for fee programs by recreation director staff at these locations through the recreation center.

II. Scope of Services

The Scope of Services is to be used as a general guide and is not intended to be a complete list of all services necessary. The following are the services necessary to satisfy the terms of the permit agreement.

PROFESSIONAL TENNIS INSTRUCTION

The Department wishes to provide the public with year-round high quality, professional tennis instruction at various skill levels, which reflect a consistent teaching philosophy at reasonable fees. Qualified instructors will be "permitted" to provide paid, professional group and private tennis lessons to the public under the direction and supervision of the Recreation and Park Department as follows:

1. DATES OF INSTRUCTION
 - With prior approval from the Department, the Permittee may schedule and provide lessons any day of the week.
 - The Permittee shall provide lesson availability at least 4 days per week for a minimum of 4 hours per day. This schedule may be modified during the short day seasons.
2. HOURS OF INSTRUCTION
 - The Permittee may provide lessons beginning at 7:00 AM every day of the week or at sunrise, whichever comes later.
 - Tennis instruction must cease by 8:00 PM every day of the week, or by dusk, whichever comes earlier.
3. SCHEDULE AND CURRICULUM

- No less than Ninety (90) days in advance Permittees will be required to submit a proposed curriculum and Schedule of Lessons for posting in the CLASS System. A sample schedule is as follows:

	Session Duration (10 wks max)	Dates for Registration	CLASS Program Information Due
Spring 2009	April - May	Opens March 21, 2009	November 21, 2008
Summer 2009	June - August	TBD: Late May / early June	March 20, 2009
Fall 2009	September - November	TBD: Late August / early Sept	TBD: Early June 2009
Winter 2010	January - mid March	TBD: December	TBD: mid September 2009

4. AREAS OF INSTRUCTION – COURTS

Golden Gate Tennis Complex

- Four Permittees will be assigned courts by the Recreation Director assigned to the Complex. The Department makes no guarantees regarding the ongoing use of specific courts.

Other City Court Complexes

- Permittees will be assigned courts by the Superintendent of Citywide Services and the Recreation Director at the site where applicable. While the Department makes no guarantees regarding the ongoing use of specific courts, it is our intent to provide the tennis community opportunities for use when assigning consistency of permitted professionals.

III. General Information

A. ACCOUNTING AND RECORDS

Registration and payment for all group tennis activities deriving from this RFQ will be completed in the Department’s CLASS registration software to ensure the proper recording and accounting of activity. Sixty percent (60%) of all revenues received for Group Instruction Permitted Activity will be distributed to the Permitted Professional three (3) weeks after the beginning of the activity.

Forty percent (40%) of the revenue received from Group Instruction Permitted Activity provided on Department property shall be retained by the Department for the opportunity to use the courts managed and maintained by the Department, for marketing functions performed by the Department, administrative fees, net replacements, and the use of City owned courts.

To manage the cumbersome nature of the private tennis lessons, approved Permitted Professionals will be required to pay a fee of \$500 per month from April 1 through November 30 and \$300 per month from December 1 through March 31.

Payment of the fee for the period April 1 through November 30 must be received March 30 prior to the initiation of lesson activity. Payment for the period December 1 through March 31 must be received on or before November 1 prior to the initiation of lesson activity.

B. TENNIS INSTRUCTORS – MINIMUM REQUIREMENTS

Verified current certification of the following:

- “Level 3, 2 or 1 Certified Professional” or “Developmental Coach” with the United States Professional Tennis Association (“USPTA”), *or*
- “Professional” or “Instructor” membership level with the Professional Tennis Registry (“PTR”).

Evidence of Instruction:

- A minimum of two years of experience teaching individual and group lessons.
- Evidence of teaching to a variety of age levels and skills including beginner, intermediate, advanced lessons.
- Ability to provide detailed descriptions of lesson plans for each area of skill level.
- Willingness to conduct one or more evaluated lessons to a panel of peers.

| Background Check:

All Permitted Professionals will be required to comply with California Penal Code Section 11105.3 and from the Department of Justice. Records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) will be examined.

In some instances the Permittee will want to have sub-employees assist in the administration of their lessons. In these instances any employees or subcontractors, will be required to comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Permittee, or any subcontractor, in which he or she would have supervisory or disciplinary power over a minor under his or her care.

If Permittee, or any subcontractor, is providing services to minors at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Permittee shall not hire, and shall prevent its subcontractors from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in Cal. Public Resources Code Sec. 5164(2) (A).

If Permittee, or any of its subcontractors, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Permittee shall comply, and cause its subcontractors to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Permittee shall provide, or cause its subcontractors to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian.

Permittee shall expressly require any of its subcontractors with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subcontractor.

C. STANDARD OF CONDUCT

The City owned tennis facilities are public facilities. Instruction offered shall be organized and professional. Permittee will be required to conduct themselves in the most courteous and professional manner at all times. This includes being courteous to Department staff and patrons of the location they are assigned. The Department shall have the right to raise objections to the quality of service(s) provided and Permittee shall have the obligation to address those objections by modifying the causes of those objections until corrected to the satisfaction of the Department. Permittee shall comply with the Tennis Professional Rules and Regulations attached hereto as Exhibit B.

D. INSURANCE

(A) Permittee shall procure and keep in effect at all times during the term of this Permit, at Permittee's expense, insurance as follows:

- (i)** Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Athletic Participants and Products Liability Coverages.

(B) All liability policies required hereunder shall provide for the following:

- (i)** Name as additional insured's the City and County of San Francisco and its officers, agents and employees; and
- (ii)** Specify that such policies are primary insurance to any other insurance available to the additional insured's, with respect to any claims arising out of this Permit and that insurance applies separately to each insured against whom claim is made or suit is brought. Such policies shall also provide for severability of interests and that an act or omission of one of the named insured's which would void or otherwise reduce coverage shall not reduce or void the coverage as to any insured, and shall afford coverage for all claims based on acts, omissions, injury or damage which occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy period.

(C) All policies shall be endorsed to provide thirty (30) days prior written notice of cancellation, to Department.

- (D) Prior to the commencement date of this Permit, Permittee shall deliver to Department certificates of insurance and copies of additional insured endorsements in form and with insurers satisfactory to City, evidencing the coverages required hereunder, together with complete copies of the policies at Department's request. In the event Permittee shall fail to procure such insurance, or to deliver such policies, endorsements or certificates, City may immediately terminate this Permit and all rights granted to Permittee herein.
- (E) Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general aggregate limit shall be double the occurrence or claims limits specified above.

SECURITY DEPOSIT

The selected Proposer shall deposit with the City a security deposit in the sum of Five Hundred Dollars (\$500) in the form of a cashier's check.

TAXES, ASSESSMENTS AND OTHER EXPENSES

Permittee shall pay any and all personal income and property taxes, general and special assessments, excises, licenses, permit fees and other charges against Permittee's personal property, or Permittee's use of the premises.

Without limiting the foregoing, Permittee recognizes and agrees that this agreement may create a possessory interest subject to property taxation and that Permittee may be subject to the payment of property taxes levied on such interest. See Section 11 of the form permit for complete description of taxes, assessments and other expenses

IV. Submittal Requirements

A. Time and Place for Submittal of Proposals

Proposals must be received by 3:00 p.m., on Monday, January 19, 2009. Late submittals will not be considered. Postmarks will not be considered in judging the timeliness of submittals. Proposals submitted by fax will not be accepted.

Proposals must be delivered in person and left at the front desk of McLaren Lodge to the attention of Dr. Terry G. Schwartz or mailed to:

Dr. Terry G. Schwartz, Superintendent of Citywide Services
Recreation and Park Department – ATTN: PRO. TENNIS INSTRUCTION RFQ
McLaren Lodge
Golden Gate Park
501 Stanyan Street
San Francisco, CA 94117

B. Format and Content of Proposals

1) SUBMITTAL PACKAGE AND SECURITY DEPOSIT:

Submit 6 copies of your complete submittal package along with your \$50 non-refundable Application Fee in a sealed envelope. Mark this envelope:

**SUBMITTAL PACKAGE AND
APPLICATION FEE
PROFESSIONAL TENNIS INSTRUCTION RFQ**

Proposals which fail to include the complete submittal package and application fee will be deemed "non-responsive" and rejected. Application fees shall be in the form of a cashier's check payable to the City and County of San Francisco in the amount of \$50.00. Cash or personal checks will not be accepted.

2) SUBMITTAL PACKAGES:

Individuals responding to this RFQ must submit comprehensive, well-written and fully responsive replies to all of the following information, in the exact order and manner specified and detailed below. Failure to do so will be cause to reject the Proposal as "non-responsive".

1. A cover letter including an introduction and description of your experience providing private paid lessons and group lessons: Include:
 - Do you presently have a client list?
 - How many group lessons do you anticipate scheduling in any given week and in the periods illustrated on page 3 of this document?
 - What hours do you desire to schedule lessons?
 - Describe the lesson plan you intend to use for private lessons (one example is necessary, it is your option as to whether you submit an example for the beginner, intermediate or advanced player).
 - Describe the lesson plan you intend to use for group lessons (one example is necessary, it is your option as to whether you submit an example for the beginner, intermediate or advanced players).
 - Describe the focus of your lessons and what unique tennis instruction techniques you will employ.
 - All Permitted Professionals that are instructing at GGTC will be booked with the Recreation Director at the GGTC. Permitted Professionals will be assigned to other locations by the Athletic Office.
 - In addition to publication of private lesson opportunities in the departmental brochure, what other means will be used by the public to contact you to schedule private lessons? (Include: what ways can they contact you. You will be required to respond to public inquiries within 24 hours.)
2. A typewritten resume that reflects experience, education, and certifications.
3. Three (3) reference letters from people who have an understanding of, and experience with your tennis and teaching skills.

4. A sample proposed curriculum and Schedule of Lessons for posting in the CLASS System.

V. Evaluation and Selection Criteria

A. Minimum Qualifications

Any proposal that does not demonstrate that the proposer meets these minimum requirements will be considered non-responsive and will be rejected.

B. Selection Criteria

The submittals will be evaluated by a selection committee comprised of parties with expertise in public recreation and professional tennis instruction. The City intends to evaluate the submittals generally in accordance with the following criteria:

The selection committee will be instructed to evaluate the proposals based upon how fully and completely respondents provide data in response to the requested information, the quality, professionalism, and appropriateness of such responses, the level of experience and expertise demonstrated by the responses and the willingness to work with the City of San Francisco professional staff, tennis instructors and administration to ensure tennis becomes a World Class product of the tennis program.

The top 20 candidates may be asked to participate in a skills test and demonstration. Candidates will be evaluated on their ability to:

- Effectively communicate teaching goals
- Enthusiasm
- Ability to demonstrate skills and explain tennis skills to players of various skill levels.

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VI. Schedule

A. Pre-Proposal Conference

Proposers are strongly encouraged to attend a pre-proposal conference on Tuesday, December 30, 2008 at the William Johnston Memorial Clubhouse in Golden Gate Park from 2:00 to 3:30. A second meeting will be held on the same date and location from 5:00 to 6:30. All questions will be addressed at this conference and any available new information will be provided at that time.

B. Schedule

The anticipated schedule for selecting Professional Tennis Instructors is shown below:

<u>Proposal Phase</u>	<u>Date</u>
RFQ is advertised and issued by the City	<u>December 17, 2008</u>
Pre-proposal conference	<u>December 30, 2008</u>
Deadline for submission of written questions or requests for clarification	<u>January 9, 2009</u>
Proposals, Qualification Questionnaire and application fee due	<u>January 19, 2009</u>
Testing and interviews of potential instructors	<u>Week of January 26, 2009</u>
Target Permit Award Date	<u>February 9, 2009</u>
Date data is due for summer program brochure Publication	<u>March 20, 2009</u>

C. Permit Award

The top 4 ranked respondents that request Golden Gate Park Tennis Facility will be offered permits by the Department to that location.

Additional awards will be granted to instructors based qualification and the number of other sites that are available to Permitted Professionals.

If a respondent’s submittal is accepted, and the respondent is awarded a permit and the respondent fails to execute the Permit in accordance with all of its terms within thirty (30) days after receiving written notice of the Award to respondent, the Recreation and Park Department may, at its option, determine that the respondent has abandoned its Submittal and award the Permit to the next highest ranked respondent.

VII. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFQ

Respondents are responsible for reviewing all portions of this RFQ, including all terms of the form permit. Respondents are to promptly notify the Department, in writing, if the respondent discovers any ambiguity, discrepancy, omission, or error in the RFQ or form Permit. Any such notification should be directed to the Department promptly after discovery, but in no event later than ten working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of intent to request written clarification of the RFQ, must be directed to:

Dr. Terry G. Schwartz
Superintendent of Citywide Services
Recreation and Park Department
McLaren Lodge, Golden Gate Park
501 Stanyan Street
San Francisco, CA 94117
PHONE: (415) 831-2746
EMAIL: terry.schwartz@sfgov.org

C. Objections to RFQ Terms

Should a respondent object on any ground to any provision or legal requirement set forth in this RFQ, the respondent must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a respondent to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

Without limiting the generality of the foregoing, the information provided in or in conjunction with this RFQ is provided solely for the convenience of the interested parties. It is the responsibility of parties to assure themselves that any information contained in or related to this RFQ is accurate and complete. No representations, assurances, or warranties pertaining to the accuracy of such information are, or will be, provided by the Department and no claim may be brought against Department as a result of the presentation of such information, irrespective of its accuracy, completeness or general utility.

D. Addenda to RFQ

The Department may modify the RFQ, prior to the submittal due date, by issuing written addenda. Addenda will be sent via email, facsimile (fax) or regular, first class U.S. mail to the last known address of each person listed with the Department as having received a copy of the RFQ for proposal purposes. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFQ. Notwithstanding this provision, the proposer shall be responsible for ensuring that its submittal reflects any and all addenda issued by the Department prior to the submittal due date regardless of when the submittal is submitted.

E. Revision of Proposal

At any time during the submittal evaluation process, the Department may require a respondent to provide written clarification of its submittal.

F. Respondent's Obligations under the Campaign Reform Ordinance

Respondent must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (I) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

- 1) Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

- 2) Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
- 3) Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

G. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts or permits shall be open to inspection immediately after a contract or permit has been awarded. Nothing in this provision requires the disclosure of a private person's or an organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

H. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any permit will actually be issued by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all submittals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for submittals, modify all or any portion of the selection procedures, including deadlines for accepting responses, services to be provided under this RFQ, or the requirements for contents or format of the submittals; .

I. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a Respondent to observe any provision of this RFQ.

Exhibit A

Statement of Qualification

Exhibit B
Tennis Rules and Regulations

1. Permittee must return calls of all potential clients (referrals) in a courteous and timely manner.
2. Any misappropriation of lesson revenue will result in termination of permit.
3. All lesson fees will be collected by the recreation director or through the CLASS registration software. Distribution of income from those lessons will take place through the finance office.
4. All court times for private tennis instruction by Permittee must be reported regardless of whether or not recreation staff is on site at time of lesson. Failure to do so will be considered misappropriation of lesson revenue, thereby resulting in immediate termination of permit.
5. If for any reason recreation staff is not on duty at time of lesson, payment for court time must be paid. – to whom?
6. On site solicitation by Permittee of clients to be instructed off-site, will be considered misappropriation of lesson revenue, thereby resulting in termination of permit.
7. Any referrals of clients to Permittees from recreation staff that are solicited for off site instruction will be considered misappropriation of lesson revenue, thereby resulting in termination of permit.
8. Permittee is responsible to book courts with recreation staff for his/her lesson for private lessons. Group lessons will be booked at the time the activities are posted with CLASS registration software.
9. It is the responsibility of Permittee to inform recreation staff at least one hour in advance of any cancellation of booked courts. The advance court reservation fee will be charged for any non-notification.
10. No office access, including telephone is provided.
11. Permittee must commit to a four-day work week and must be available for instruction a minimum of four hours per day.
12. Failure by Permittee to accept a referral in the designated window of availability will result in written warning. *Three written* warnings will result in termination of permit.
13. Permittee must at all times conduct him/herself in a professional manner.
14. Permittee must have on file at all times with recreation director current phone number, including cell phone and pager.

15. Permittee agrees to abide by Park Code Article 3, Section 308 which states no lessons may be taught on public tennis courts for compensation without obtaining written permit.

Exhibit C

Park Code Sec. 12.41 Professional Tennis Lesson Rates:

60 minute individual:	\$50.00
30 minute individual:	\$30.00
60 minute – two person:	\$30.00 (per person)
60 minute – Group, Adult	\$20.00 (per person)
60 minute – Group, Junior	\$16.00 (per person)

Note 1: These rates are subject to change for the FY 2009/2010

Note 2: The amount to be charged the Permitted Tennis Professional for Private Lessons is subject to be approved by the Recreation and Park Commission in March.

Exhibit D
History of the Golden Gate Park Tennis Complex

The tennis courts at Golden Gate Park were established in 1901, the year the first automobile permit was issued in San Francisco, five years before the Great Quake and Fire of 1906 reshaped the City of San Francisco. The first tennis clubhouse was constructed onsite in 1917 and the current clubhouse was built in 1959. The new clubhouse was named the “William M. Johnston Memorial Clubhouse” in honor San Francisco tennis great, William “Little Bill” Johnston.

Since its construction in 1901, it is estimated that more than a million people from all over the world have enjoyed playing the game of tennis at the Golden Gate Park tennis complex. Other tennis greats that refined their games at the storied Golden Gate Park tennis courts include Alice Marble, Helen Wills, Art Larson, Rosie Casals and “Peanut” Louie.

TESTIMONIAL ABOUT THE COMPLEX

“The 21 court facility found at Golden Gate Park is by far the granddaddy of all public courts in this area. This facility, complete with two hitting walls and a clubhouse, is fantastic for a public facility. Although these are the only public courts in the City where you have to pay to play, the nominal fee is well worth it. The courts are meticulously maintained; the other players are friendly; because the facility is surrounded by trees wind in not a problem; and you can always find a game”.

- From KTVU.com (Channel 2)

WILLIAM “LITTLE BILL” JOHNSTON

William Johnston learned to play tennis on the Golden Gate Park tennis courts. He was ten times Pacific Coast Champion, twice the U.S. men’s single titlist, Davis Cup playing partner with “Big Bill” Tilden during the 1920’s and was the 1923 Wimbledon men’s singles Champion. He was inducted into the International Tennis Hall of Fame in 1958.

Johnston ranked in the World Top Ten eight straight years from 1919 on and in the U.S. Top Ten 12 times between 1913 and 1926, No. 1 in 1915 and in 1919.

The topspin forehand drive he hammered with the western grip was one of the most famous and effective shots in tennis history. No other player executed it as well as he did, taking the ball shoulder high and leaping off the ground on his follow-through. He was also one of the best volleyers the game has known, despite meeting the ball near the service line, where he stationed himself because of his small stature. He used the same face of the racket for backhand and forehand.

A right-hander, Johnston was born November 2, 1894, in San Francisco and developed his skills on public parks courts. His whole game was aggressive and he played to win on the merit of his strokes rather than on the opponent's errors. Though he did not have a big serve, overhead he was secure and angled his smash effectively. He had as much fight as any professional player ever to take the court.

Following the 1927 season, Johnston retired from competition. His health had not been robust from the time he served in the Navy in World War I. He died May 1, 1946, and 12 years later was enshrined in the Hall of Fame. Little Bill had made a big name in tennis.

Exhibit E

Standard Forms

Before the City can award any contract to a contractor, that contractor must file four standard City forms (items 1-4 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (See note under item 3.) on the chart, the contractor should not do so again unless the contractor's answers have changed. To find out whether these forms have been submitted, the contractor should call Purchasing at (415) 554-6702.

If a contractor would like to apply to be certified as a disadvantaged business enterprise, it must submit item 5. To find out about item 5 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/oca/purchasing/forms.htm http://www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City's City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
2.	Business Tax Declaration http://www.sfgov.org/oca/purchasing/forms.htm	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6718

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://www.sfgov.org/oca/purchasing/forms.htm - In Vendor Profile Application	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the contractor's answers on this form. (Note: Contract-to-Contract Compliance status vendor must fill out this form each time contracting with the City.)	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500
4.	DBE Ordinance Compliance Declaration http://www.sfgov.org/oca/purchasing/forms.htm	HRC Form 3	The City's Disadvantaged Business Enterprise Utilization Ordinance requires all contractors to sign this form, stating that they will abide by the Ordinance, and with Chapter 14A of the Administrative Code.	Office of Contract Admin. Purchasing Division City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702

Where the forms are on the Internet:

Office of Contract Administration

Homepage: <http://www.sfgov.org/oca/>

Purchasing forms: <http://www.sfgov.org/oca/purchasing/forms.htm>

Human Rights Commission

Search for HRC forms under HRC Homepage:

http://www.sfgov.org/site/sfhumanrights_index.asp