



**Request for Proposal
24-48**

for

Tennis Recreational Programming and Camp

ADDENDUM No. 1

Thursday, September 26, 2024

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of three (3) pages including this cover sheet.

Please contact me at 847-866-2935 or lithomas@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

RFP No. 24-48

Tennis Recreational Programming and Camp

Addendum No. 1

Thursday, September 26, 2024

This addendum forms a part of the RFP Documents for RFP # 24-48 and modifies these documents. This addendum consists of the following:

1. **Question:** Do you know the number of participants in the tennis program for 2023? Do you have a breakdown by season and age of participants?

Answer: Winter: 80 participants, Spring: 140 participants, Summer: 220 participants, Fall: 100 participants. Ages range from 4yrs-adults.

2. **Question:** Where is the programming typically held? Will the vendor have an opportunity to choose the location within the Evanston area?

Answer: Programming is held at Lovelace and Leahy Park Tennis Courts. Vendor will need to keep classes at the designated locations.

3. **Question:** Is there a specific expectation around the number and duration of classes/camps offered? If so, do you have a breakdown by season?

Answer: 2-to-4-week sessions of Pee Wee Tennis, Youth Beginner Tennis, Youth Intermediate Tennis, Adult Beginner Tennis, and Adult Intermediate Tennis will need to be offered each season. Classes are typically held on Saturday's. Summers will include youth summer camps which are 9am-4pm, Monday through Friday, from June -August. The City follows the summer vacation schedule of School District 65.

4. **Question:** Is there a specific expectation on the days/times of the week classes/camps are offered?

Answer: Classes will need to be held once a week for an hour for each tennis level, totaling 5 hours a week. Camps will need to be offered 9am-4pm, Monday through Friday, from June-August.

5. **Question:** What is the age requirement for instructors on the courts?

Answer: Lead instructors need to be at least 18yrs of age. An adult instructor 18+ must remain onsite at all times.

6. **Question:** With the Rec. department taking on District 65 sports, is there an opportunity to provide tennis instruction/programming in District 65? Is there funding in the budget for this?

Answer: No, District 65 sports are separate from the instruction provided by the City.

Note: Acknowledgment of this Addendum is required in the Submittal.