TO: FIRSTSERVE TENNIS ACADEMY, LLC
2200 WILSON BLVD., SUITE 102
ARLINGTON, VA 22201

DATE ISSUED: August 19, 2013

CURRENT REFERENCE NO: 120-11

PRCR - TENNIS INSTRUCTIONAL SERVICES

PRIOR REFERENCE NO: 163-10

NOTICE OF CONTRACT EXTENSION

THIS IS A NOTICE OF CONTRACT EXTENSION AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been extended. The contract term covered by this Notice of Extension is effective SEPTEMBER 1, 2013. The contract is extended until a new contract is in place.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 91-08 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING AND ATTACHMENTS:

REFER TO CONTRACTOR'S BID FORM

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: STEPHAN SCHLAGENHAUFF
VENDOR TEL. NO.: 703-867-1970

VENDOR PAYMENT TERMS: NET 30 DAYS

EMAIL ADDRESS: STEPHAN@TENNISEVERYONE.NET

COUNTY CONTACT: ERIC LEGG
COUNTY TEL. NO.: 703-228-1835

CONTRACT AUTHORIZATION DISTRIBUTION

VENDOR: 1
BID FOLDER: 2

Delphine Lambert, CPPB DATE 08/19/13
Buyer
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 91-08

BID FORM

SUBMIT TWO SIGNED BID FORMS (ONE FORM SHALL CONTAIN AN ORIGINAL
LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE SIGNED
ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., FEBRUARY 28, 2008

FOR PROVIDING TENNIS INSTRUCTION AND PROGRAMMING FOR YOUTH AND ADULTS
PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

<table>
<thead>
<tr>
<th>Program</th>
<th>Student Cost</th>
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<tbody>
<tr>
<td>Youth Group Tennis Instruction</td>
<td>$16-18/hr</td>
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<tr>
<td>Adult Group Tennis Instruction</td>
<td>$20/hr</td>
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<tr>
<td>Youth Private Tennis Lessons</td>
<td>$22.50-25/hr</td>
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<tr>
<td>Adult Private Tennis Lessons</td>
<td>$22.50-25/hr</td>
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<tr>
<td>Youth Junior Team Tennis Program</td>
<td>$12-16/hr</td>
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PROVIDE POINT OF CONTACT IN CASE OF EMERGENCY:

NAME:  STEPHAN SCHLAGENHAUFF

TELEPHONE:  703/867-1970

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL, TRUE, AND COMPLETE COPY OF THE SOLICITATION DOCUMENTS,
WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, IS THE HARD COPY OF THE
DOCUMENTS AVAILABLE FROM THE OFFICE OF THE PURCHASING AGENT.

AN ELECTRONIC COPY OF THE SOLICITATION DOCUMENTS PROVIDED AT THE
COUNTY'S WEBSITE (HTTP://WWW.ARLINGTONVA.US/PURCHASING) IS SUBJECT TO
AN IMPORTANT DISCLAIMER WHICH MUST BE ACKNOWLEDGED ONLINE BEFORE THE
DOCUMENTS CAN BE DOWNLOADED.

EACH BIDDER IS RESPONSIBLE FOR DETERMINING THE ACCURACY AND
COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE, INCLUDING
DOCUMENTS OBTAINED FROM THE COUNTY BY EITHER OF THE METHODS DESCRIBED
ABOVE, AND DOCUMENTS OBTAINED FROM ALL OTHER SOURCES.
CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THIS BID FORM MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID WILL BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE: STEPHAN SCHLAGENHAUFEF MANAGING PARTNER, FIRSTSERVE TENNIS

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): STEPHAN SCHLAGENHAUFEF TEL. NO.: 703-867-1970

E-MAIL ADDRESS: STEPHAN@TENNISEVERYONE.NET

SUBMITTED BY: (LEGAL NAME OF FIRM) FIRSTSERVE TENNIS ACADEMY LLC

ADDRESS: PO BOX 152, 200 WILSON BLVD, SUITE 102

CITY/STATE/ZIP: ARLINGTON, VA 22201

TELEPHONE NO: 703-867-1970 FAX NUMBER:

TAX ID NUMBER (EIN/SSN): 02-0592672

THIS FIRM IS A: • INSERT NAME OF STATE VIRGINIA CORP. CORPORATION, GENERAL PARTNERSHIP, LIMITED PARTNERSHIP, UNINCORPORATED ASSOCIATION, LIMITED LIABILITY COMPANY, SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? YES

BIDDER STATUS: MINORITY OWNED: WOMAN OWNED: NEITHER: X

91-68
28
Solicitation # 91-08
Metropolitan Washington Council of Governments

Rider Class

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of your bid/proposal.

D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

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<tr>
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<th>Alexandria, Virginia</th>
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<td>Alexandria Public Schools</td>
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<td>Alexandria Sanitation Authority</td>
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<td>Fauquier County Schools &amp; Government, Virginia</td>
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<td>Loudoun County, Virginia</td>
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<td>Loudoun County Public Schools</td>
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Vendor Name: FIRSTSERVE TENNIS ACADEMY LLC

Revised 2/2/08
SPECIFICATIONS

BEST VALUE CONTRACT

This solicitation is issued under the "Best Value" concept, as it is defined in the Arlington County Purchasing Resolution. Under this concept, in determining "lowest responsible bidder", the County may consider, in addition to price, any of the following:

A. The ability, capacity, skill and financial resources of the bidder to perform the contract or provide the services required;

B. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

C. Whether the bidder provides goods or services that are the best value for the County;

D. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and

E. The quality of performance of previous contracts or services

BID SUBMISSION REQUIREMENTS

In addition to the completed and properly executed Bid Form, Bidders shall provide the following information in a separate paper with their bid:

A. A brief description of the organization, including its philosophy/mission

B. A short statement that shows the applicant understands the scope of services.

C. A plan as to how the Contractor will carry out the scope of services including identification of staff assignments and task timelines.

D. Proposed costs/expenses - the cost shall include the pricing details.

E. Include an attachment that includes names and contact information for three references for similar services performed for another local government.

F. What is the maximum number of students per instructor.

G. What will be the cost to the students.

H. Provide a statement related to instructors training records and certifications, and any plans to train additional staff.

I. Provide a list of programs that the organization is proposing from the list below, for outdoors and indoors: (More specific details are not required, but may be included)

• Youth Group Tennis Instruction
• Adult Group Tennis Instruction
• Youth Private Tennis Lessons
• Adult Private Tennis Lessons
• Youth Junior Team Tennis Program
• Youth Tennis Socials
• Adult Tennis Socials
• Youth Managed Drop-In Play
• Adult Managed Drop-in Play
• Youth Tennis Tournaments
• Adult Tennis Tournaments

AWARD
At the time of the bid opening a Bid Evaluation Form, enclosed in a sealed envelope, will be made a public record. The Bid Evaluation Form shall include criteria applicable to this contract, weighed according to their value under this contract.

For each bid received, and for each criterion listed, County staff will assign a number of points reflecting, in their sole opinion, the degree by which the bid satisfies the criterion. The assigned number of points will then be multiplied by the weight assigned to that criterion. A sum of the resulting numbers will identify the bid which represents the best value under this solicitation.

GENERAL SPECIFICATIONS
Tennis instruction has traditionally been provided in-house through the Arlington Department of Parks, Recreation and Cultural Resources (PRCR) class coordinator. A review of the current program as well as a benchmark against other local municipal programs suggests that it would be more efficient to contract out these services. Additionally, PRCR would like to expand its tennis offering, making it all the more necessary to provide contractor services.

Tennis instructional activities are offered at courts throughout Arlington County. Traditionally, classes have been offered only in the spring, summer, and fall. However, bids for winter classes will also be considered.

Rainout classes will be made up, preferably at a date within the same quarter.

PROGRAM DESCRIPTION
Arlington County is soliciting proposals for the provision of providing tennis instruction and programming for youth and adults through PRCR. The proposal may address any of the following services in whole or in part.

These services include group instruction, private instruction, tennis team play and other tennis related special events as determined by PRCR.

PRCR will administer the registration and fee collection process for all classes and programs, provide marketing for the program, and will provide all indoor facilities and facilities scheduling.

SERVICES REQUIREMENTS:
• The Contractor shall provide qualified and trained instructors to teach the scheduled classes.
• The Contractor shall provide the necessary supplies (i.e. tennis balls, racquets and/or any teaching aids the instructor wish to use) to operate the program except in those situations and for those items where a specific supply fee is charged by the Department as part of the registration fee.
- The Contractor shall respond to complaints from the students regarding the quality of instruction and take remedial action where deemed necessary by the Department;
- The Contractor shall ensure that Instructors or other program staff are at the scheduled site and ready to conduct the program at least 15 minutes prior to the start of the class;
- The Contractor shall conduct background checks on all proposed instructors and shall submit the documentation of a criminal history background check to the County Project Officer upon request. The County has the right to reject proposed instructors;
- The County will provide the Contractor 24 hour notice of non-weather related cancellations by telephone;
- The Contractor will work with a designated liaison within the Department of Parks, Recreation, and Cultural Resources to develop an appropriate mix of instructional classes and/or programs approximately six (6) months in advance of the proposed class or program.