



ADDENDUM #1

Request for Proposals 2018-157

Village Greens Golf Course Management

TO: All Respondents
FROM: Colby Wattling
CLOSING DATE: November 27, 2018 at 3:00 PM (UNCHANGED)
REF NO.: 2018-157 RFP
DATE: November 15, 2018

The below are **questions** and **answers** that were received during the open question period. Additional financial documents will be provided online at <https://spf.kitsapgov.com/das/Pages/Online-Bids.aspx>

Q1. What are the current contractual arrangements for the golf course operations? This would include any concessionaires or existing contracts.

A1. There are no carry over contracts for this agreement. The only contracts were for a golf pro and first tee has used VGGC.

Q2. Who owns all the equipment, furniture, and fixtures and will that be available to the successful proposer for use at the facility?

A2. The County owns all equipment, furniture and fixtures. Most equipment will be reallocated throughout the park system with the exception of a greens mower. Interior items can be negotiated.

Q3. Is there a Pre-Bid meeting scheduled for prospective proposers and is it mandatory?

A3. We will arrange to be at VGGC on Tuesday November 20th from 10:00a-11:00a for a walk through. If other arrangements are needed, KC Parks Department can attempt to work with vendors directly. It will not be mandatory.

Q4. The RFP states that there are two required forms: REQUEST FOR PROPOSALS ACKNOWLEDGEMENT AND CONFLICT OF INTEREST QUESTIONNAIRE. At the front of the RFP we see a form called "REQUEST FOR PROPOSALS ACKNOWLEDGEMENT AND ANTI COLLUSION CERTIFICATION." Does this form cover both forms you are requesting or is there another form for the "CONFLICT OF INTEREST QUESTIONNAIRE"?

A4. The provided form is sufficient in this area

Q5. There is a good description of the golf course facility, could we get a general understanding of the clubhouse in terms of size, amenities, scope of the food & beverage operation, including a menu.

A5. Food and beverage service has not been provided beyond vending items and a few freezer kept snacks and sandwiches. The clubhouse is a two-room building with restrooms. Dimensions were not immediately available.

Q6. Is the clubhouse large enough to host events between indoor and outdoor seating?

A6. The clubhouse is not currently set up to host many events. However, it could be used in some instances for small gatherings.

Q7. The Proposers Scope of Responsibilities and Contract Compliance section indicates that “Proposer should submit a detailed financial agreement with this response form.” This is not specifically listed in the Proposal Section detailing what must be submitted by the proposer. Are you seeking an outline of proposed financial terms or an actual draft contract for review?

A7. A proposed outline of terms is sufficient for this proposal

Q8. The language of the RFP reads similar to that of a lease. Is the county seeking a payment from the management company and have said company be at risk?

A8. This would be a lease from the County. There is not an established minimum or maximum established threshold

There are no other changes to the original specifications other than what is changed by Addendum.

END OF ADDENDUM # 1