



MANATEE COUNTY FLORIDA

February 23, 2011

TO: All Interested Proposers
SUBJECT: **Request For Proposal # 11-0481-BG: Public Golf Course Operations**

ADDENDUM # 1

The following items are issued to add to, modify, and clarify the proposal document.

The deadline for clarification of questions has been removed at this time, but will be re-established with Addendum #2.

At the Non-Mandatory Information Conference held at Buffalo Creek Golf Course and Manatee Golf Course on February 17, 2011, the following additional information was requested of the County.

The addendum and the PDF documents have been directly emailed to proposers, and: All of the proposal documents, inclusive of this addendum #1 and the PDF documents included in this addendum #1 are available for direct download from :

<http://www.mymanatee.org>. All Proposal documents are available for download in a portable document format (.PDF) file on this Manatee County web page on the Purchasing tab under "Bids and Proposals".

The Pdf documents provided with this Addendum #1 are:

- Existing agreements for services at the courses (6 pdf documents)
Note: The County believes that these existing service agreements may be assigned or terminated as necessary.
- Staff's Fiscal Summary (two years) and the detailed revenue reports for 2010 (3 pdf documents)
- CAFR report on loan as published in the County Annual Budget Report (1 document)
- Staff's Rounds of Golf report (1 document) Note additional information in Q/A #10.
- Site Plan for Manatee Golf Course Maintenance Building (1 document)
- County Employee Job Descriptions and Salary Ranges (11 documents)

Finance Management Department
Mailing Address: Purchasing Division: 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205
PHONE: 941-749-3045 * FAX: 941-749-3034
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In addition to the information provided in the attached documents, the following questions were presented:

- Q.1. Is the vendor permitted to operate the club with longer hours than currently running?
A.1 Please refer to page 15, Item B.04.10.
- Q2. At Manatee Municipal Golf Course, the golf course operations shares a compound with the Parks and Recreation Department, Is there a separate facility to operate out of and how will this be coordinated with non-County employees?
A2. A site plan is attached in this Addendum. The shared use of the space by County employees will cease upon entry in to a agreement resulting from this solicitation.
- Q3. Some of the equipment looks like it is shared with the parks and recreation department, do you have a complete equipment list that will be provided and how is capital purchases for equipment to be handled in the future
A3. Current golf course equipment, for the most part, is not shared with other Parks and Recreation Divisions. An equipment list detailing the equipment and its original purchase price and depreciated value is forthcoming in Addendum #2 to this Request For Proposals. Proposers are encouraged to consider making an offer with regard to the purchase of existing County equipment as part of their proposal.
- Q4. It was stated in the RFP that there were future capital improvement plans for the courses, is this going to stay in the schedule and how do we budget for the costs/scope of work to be performed?
A4. The unfunded Capital Improvements project list in the RFP was included as a good faith effort to bring Proposers attention to those issues the County is aware of that could affect future profit and loss statements.
- The County makes no implication of preference as to the maintenance or improvements needed at the courses. The County expects Proposers to consider operational and maintenance needs that will attribute to a successful and profitable operation and propose accordingly including applicable detail in its five year projected budget (see B.05.1, page 16).
- Q5. The County pumps water out of the effluent treatment facility, do you have the results of recent water testes to show the quality of the water being produced.
A5. This report is being complied and will be forthcoming in Addendum #2 to this Request For Proposals.
- Q6. Does the County have recent soil tests to show pH and N:P:K ratios and sodium and calcium levels?
A6. This report is being compiled and will be forthcoming in Addendum #2 to this Request For Proposals.

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- Q7. Do you have current wage/compensation structure of the employees that are to be considered for hiring during this process.
- A7. Please see the attachment County Employee Job Descriptions and Salary Ranges (11 documents) which is included in this Addendum #1.
- Q9. Who is responsible for the pumping station for the effluent? How much is utility (electric) breakdown for pump station, maintenance facility?
- A9. The selected golf course operator is responsible for the pump station. Though a breakdown is not attainable, a grand total of \$33,916.00 was spent on electric at Manatee Golf Course and a grand total of \$50,506.00 was spent on electric at Buffalo Creek.
- Q10. How many rounds were member rounds or discounted golf?
- A10. For Manatee Golf Course, in 2010 there were 20,512 rounds discounted. For Buffalo Creek, in 2010, there were 23,945 rounds discounted.

END OF ADDENDUM # 1

The deadline for submitting sealed Proposals at the Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, Florida 34205 is until 4:00 pm on March 4, 2011.

Sincerely,



R. C. "Rob" Cuthbert, CPM, CPPO
Purchasing Official

/ma

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