



ADDENDUM No. 3

OCTOBER 11, 2017

Solicitation Title: Operations and Management of a City Owned Tennis Facility
Solicitation No.: RFP 63-16-17 Opening Date: **Friday, October 20, 2017**
by 3:30PM (LOCAL TIME)

Attention all potential bidders:

- SHOULD Addendum: Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City's Contract Form A-5, Acknowledgement of Addendum(s), and submitted as part of your Proposal.

Please note the following changes and clarifications:

1. SECTION 5.0 PROPOSAL FORMAT is replaced with the REVISED SECTION 5.0 PROPOSAL FORMAT included as Attachment "F" of this Addendum.

Request for Information, Questions, and Clarifications: (Note: The following list includes questions received by the City's Purchasing Department and questions asked during the pre-bid conference and subsequent facility walk-thru):

Q.1 "I am requesting the following information in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility, Penny Sugarman Tennis Center at Sans Souci: Breakdown of programs offered, fees and participation for the year 2016 and current year 2017."

A.1 **Please refer to Attachments "B1-B8" for the requested information.**

Q.2 "I am requesting the last 2 years of revenue and expense information for the Penny Sugarman Tennis Center at Sans Souci in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility."

A.2 **Please refer to Attachment "C" for the requested information.**

Q.3 "I am requesting the following information in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility, Penny Sugarman Tennis Center at Sans Souci: 2016 and current year 2017 Tennis court rental statistics, including court rental fees and daily rental patterns."

A.3 **The information below represents the rental statistics for individuals that paid a fee for usage of the courts.**

April 2017 – 480 players
July 2017 – 381 players

May 2017 – 425 players
August 2017 – 300 players

June 2017 – 375 players
September 2017 – 350 players

The current rental fees are:

Resident: \$2.50 per hour for daytime rental and \$3.50 per hour for nighttime rental

Non-Resident: \$3.50 per hour for daytime rental and \$4.50 per hour for nighttime rental

Q.4 “I am requesting the following information in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility, Penny Sugarman Tennis Center at Sans Souci: Itemization (breakdown) of expenses for 2015-2016 and 2016-2017.”

A.4 Please refer to Attachment “B” for the requested information.

Q.5 “I am requesting the following information in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility, Penny Sugarman Tennis Center at Sans Souci: Explanation behind the decline in revues of almost \$150,000 from 2015-16 to 2016-17.”

A.5 There are many factors behind the decline of revenues at the Tennis Facility. The first would be the rainy season and/or the frequency of bad weather South Florida has experienced this calendar year. The second would be the reduced number of tennis tournaments held at the facility this calendar year.

Q.6 “I am requesting the following information in reference to RFP No. 63-16-17 Operations and Management of a City Owned Tennis Facility, Penny Sugarman Tennis Center at Sans Souci: Guaranteed Annual Rent and Participation Rent Percentage in effect under the current agreement. Regarding the same please provide the amount of these payments on a monthly basis as received for 2015-16 and 2016-17.”

A.6 The City does not currently have an Operations and Management Agreement that pays a Guaranteed Annual Rent and a percentage of Participation Rent.

Q.7 “Pursuant to the above-referenced RFP, Section 2.12, please respond to the following by Addendum to the RFP: 2016 and 2017 to date financials of all revenue and expenses related to the Penny Sugarman Tennis Center at San Souci.

A.7 Please refer to Attachment “B” for the requested information.

Q.8 “Will the City owned vacant lot across the street be available for tennis customer parking through the term of the Contract?”

A.8 Yes, this vacant lot can be used for overflow parking.

Q.9 “When will the facility bathrooms be improved?”

A.9 Improvements to the facility restrooms are scheduled for Fiscal Year 2018-19. The calendar dates are between October 1, 2018 and September 30, 2019.

Q.10 “Will the fencing and any missing or inoperable lights be fixed by the time the winning proposal is under contract?”

A.10 **Yes.**

Q.11 “Are the current vending machines in the pro shop under contract? If so, with whom?”

A.11 **The vending machines are not under contract and are filled monthly by the City. The City will relinquish all vending machine rights to the awarded Respondent.**

Q.12 “Is there any restrictions prohibiting banners for sponsors?”

A.12 **There are no prohibition on the placement of banners, however, in accordance with Section 3.7 of the RFP, the City reserves the right to inspect the facility for Compliance with acceptable sponsorships to the City.**

Q.13 “There appears to be an inconsistency in Section 4.3, Category 1 and 2 (20 points each) and Sections 5.1.4 and 5.1.5 (25 points each).”

A.13 **Section 5.0 has been revised and incorporated into the RFP via this addendum.**

Q.14 “What is the court rental rate (clay and hard) (resident and non-resident)?”

A.14 **Please refer to Answer A.3 for the requested information.**

Q.15 “Do you sell annual membership at San Souci? If so, what are rates?”

A.15 **Yes, the City has an Annual Pass. Please refer to Attachment “D” for the requested rate information.**

Q.16 “Does the City have a schedule to resurface the courts?”

A.16 **The City resurfaced the courts in April-May 2016. The City does not have any plans to resurface the courts again in the foreseeable future.**

Q.17 “What current contracts/agreements does the City of North Miami presently have pertaining to Penny Sugarman Tennis Center at San Souci that will require the selected vendor to continue to fulfill? If there are current agreements that will need to be honored, when do these contracts expire?”

A.17 **With the exception of the agreements with tennis professionals, the City does not have any contracts or agreements pertaining to the Penny Sugarman Tennis Center at San Souci. The awarded Respondent will not be required to hire any tennis professional currently under contract with the City.**

Q.18 “How long are the terms of agreements for tennis professional subcontractors? For example, are they annual agreements?”

A.18 **Tennis professionals’ contracts are annual.**

Q.19 “What have the average annual expenses to run Penny Sugarman Tennis Center at San Souci been over the last three years?”

A.19 Please refer to Attachment “E” for the requested information.

For any other questions, clarification can be found in the specifications.
All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum