



ADDENDUM NO. 1

Date: November 16, 2010

Bid Date: November 23, 2010
3:00 P.M. (Local Time)

Bid Name: Request for Proposals for Professional
Tennis Services at City Facilities including
Joyce Oransky Tennis Center and Pro Shop
(REBID)

Bid No.: RECX110013-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on November 9, 2010.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), November ~~16~~ 17, 2010. **Note: This is a correction to the date listed in the RFP (from October 16, 2010 to November 16 17, 2010).** Questions may be submitted as follows:

Faxed (352) 334-3163

Attention: Diane Holder

or

Email: holderds@cityofgainesville.org

2. Please find attached:

- a) Copy of the Pre-Bid sign-in sheet for your information.

3. Diane Holder, Purchasing Division, discussed bid requirements.

- City staff and attendees introduced themselves.
- Sign-in Sheet was circulated.
- Questions/answers and any clarifications discussed at the pre-proposal meeting will be sent in an addendum. The addendum will be available electronically at website for Onvia at Demandstar.
- Bids are to be received by the Purchasing office no later than 3:00 p.m. on November 23, 2010. Any bids after 3:00 p.m. on that date will not be accepted.

Send questions in writing to Diane Holder via fax or email. Her contact information is located in the document. Any communication

regarding this project must be through the Purchasing office. Any communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person may be the basis for disqualification of your bid.

See Section 1, E. CONTACT PERSON page 2 of the bid document:

A. CONTACT PERSON

The contact person for this RFP is Diane Holder at (352) 334-5021 or holderds@cityofgainesville.org in Purchasing. Explanation(s) desired by proposer(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process, City officials or employees except the purchasing designated staff contact in the purchasing division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

- Living Wage does not apply to this project. This contract is not a covered service.
- Local Preference does apply to this project.
- Discussed the Invitation to Bid Submission Checklist. It is important that you include required documents with your proposal. Use the checklist as your guideline, however, "...The checklist cannot be construed as identifying all required submittal documents for this project. Bidders remain responsible for reading the entire bid document to insure that they are in compliance..." If required documents are not submitted with your bid, your bid may be deemed non-responsive and rejected.

Note: Section K is included in this list; review to make sure all required documents are included with your proposal

- Discussed evaluation process on pages 22 and 23. Evaluations are conducted in accordance with the City's Professional Services Evaluation Handbook.
- Discussed Proposal Format (page 21)

- Addenda – Bidders/ Proposers are to include the completed certification page of any addenda with their proposals (acknowledging receipt of the addendum/ addenda). It is the proposer’s responsibility to ensure all addenda were received. You may find the information by visiting [www. Demandstar.com](http://www.Demandstar.com) or the City of Gainesville Purchasing Office.

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

4. Question: In regards to maintaining records, page 6 states records should be kept for a minimum of 3 (three) years and pages 13 and 17 state a minimum of 7 (seven) years. Which is correct?
Answer: Records shall be maintained for a minimum period of seven (7) years.
5. Question: Page 7 makes reference to Davis-Bacon Act and DOL regulations? Is this required for this project?
Answer: Not for this project.
6. Question: pp. 24-25 of the RFP – states the Contractor shall provide proof of insurability...My client has insurance through the USTA . How should this be handled prior to award (regarding requirements for public & auto liability)? Can some type of notice/ letter be attached/ included with proposal?
Answer: Proof of insurance is a condition of the terms and conditions of the contract and will be required at the time of the execution of a contract.
7. Question: Page 26, A.1.4 references an Attendant Hut, which is no longer there.
Answer: Delete A.1.4.
8. Question: Are all courts opened 7 am – 11pm?
Answer: Yes.
9. Question: It is stated on pages 18 and 30 an increase by the amount of the CPI index will be effective October 1 of each year. This contract will not be effective until January, 2011.
Answer: The increase will be effective annually from the date of the execution of a contract.
10. Question: I included letters of recommendation in the first proposal. Can I submit them again?
Answer: You may, if you feel it is appropriate.

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

11. Question: On page 19 K.3.6 of the RFP- Can you define what exactly is meant by Proposer demonstrates a track record of success directing a municipal tennis program? What is the City's definition of "directing"?

Answer: A demonstrated track record of success is defined as having experience in management of municipal tennis programs that have shown growth in participation and diversity of programs. The City defines "directing" as being responsible for the overall management of a municipal tennis program to include but not limited to: hiring, training, scheduling and supervising staff; promoting and marketing the programs; maintaining all related facilities including courts, pro shop, restrooms, etc.; collecting and recording revenues; submitting and filing required reports and tax documents; etc.

12. Question: Same for K3.7- What is meant by proposer has directed a teaching and recreation tennis program which has two or more different locations ? What do you consider as "directed" two different locations? Please explain the two different location requirements?

Answer: This requirement describes the proposer's ability to offer tennis lessons and related programs at two different tennis court complexes such as Albert Ray Massey Westside Park and Northeast Park in Gainesville. The definition of "as directed" at two different locations includes being responsible for the overall management of tennis programs at two different tennis complexes to include but not limited to: hiring, training, scheduling and supervising staff; promoting and marketing the programs; maintaining all facilities including courts, pro shop, restrooms, etc.; collecting and recording revenues; submitting and filing required reports and tax documents; etc. As stated in the RFP the City is interested in expanding tennis programs to as many tennis complexes as possible, at least two of the four the City has to offer.

13. Question: Can you explain the difference between the "supervisor" and a "director" as referred to on page 19?

Answer: The term "supervisory" on page 19 in K.3.4 refers the oversight of staff such as hiring, training, scheduling and supervising staff. The term "directing" includes being responsible for the overall management of tennis programs to include but not limited to: hiring, training, scheduling and supervising staff; promoting and marketing the programs; maintaining all facilities including courts, pro shop, restrooms, etc.; collecting and recording revenues; submitting and filing required reports and tax documents; etc.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____