

CITY OF CHARLOTTESVILLE
Procurement and Risk Management Services



DATE: January 27, 2023
ADDENDUM NO.: #1
NUMBER OF PAGES: 6
SOLICITATION REFERENCE: RFP# 23-47
TITLE: GOLF COURSE CONCESSION SERVICES
PROPOSALS DUE: February 13, 2023

This addendum has been issued to address the following questions:

1. Page 3, Section A, 3. Obtain a license from the Virginia Alcohol Beverage Control Board to sell beer at the Clubhouse for on premises consumption within the building or on the patio. Proof of application of license shall be provided, by the Offeror, to the City within fifteen (15) calendar days after the contract has been awarded.

Question: Are you limiting alcoholic beverages to just beer?

Answer: The City is open to beer, wine and liquor with the appropriate ABC licenses.

2. Page 3, Section A, 7. Furnish a preliminary menu, with prices, to the City's Contract Administrator within fifteen (15) calendar days after the contract has been awarded. The City reserves the right to request changes to items on the menu as the need arises. The City and Contractor will mutually agree to the changes and the pricing.

Question: What specific items would the City request removed or not allow?

Answer: This will be addressed with the awarded contractor.

3. Page 3, Section A, 8. Be capable of providing all menu items daily and menu items shall be readily and easily provided to golfers at the turn (hole 9 to 10) to ensure pace of play is maintained.

Question: All items available all day is unrealistic. I reserve the right to cut off breakfast foods when grill has too many hamburgers, peppers, onions, etc. cooked on it if it effects the quality of the eggs or pancakes.

Answer: The City acknowledges this is not realistic and will allow the contractor to adjust menu items as needed throughout the day.

4. Page 4, Section B, 4. Enforce strict discipline and good order among workers performing the services required by this contract; this includes ensuring employees are respectful of all people with whom they interact, including City employees and customers of the City. The City's Contract Administrator may request the Offeror to remove any employee from providing services, via this contract, that the City's Contract Administrator deems to be incompetent, careless or otherwise objectionable. If such a request is made, the City's Contract Administrator will contact the Offeror in writing and the Offeror shall immediately comply with the request. Both the Offeror and the City will be required to comply with applicable Federal, State and Industry personnel practices.

Question: What is the impetus for this? This should be my responsibility. You certainly can request termination with just cause but they are my staff, not city staff and as such I don't believe you have the right to fire someone you didn't hire and don't employ.

Answer: The City will not terminate a contractor's employee. However, the City may request the Contractor to remove any employee from providing services, via any resulting contract, that the City's Contract Administrator deems to be incompetent, careless or otherwise objectionable. Termination of employment is between the Contractor and their employee; however, the City reserves the right to prohibit contracted staff, customers, and other members of the public from its facilities and properties if warranted.

5. Page 4, Section C, 2. Be open during hours of all tournament play. Offeror shall have the first right of refusal for all tournaments and outings except for City sponsored/operated tournaments or meetings/events. The City, on rare occasions, may utilize a food/beverage sponsor for its tournaments/events.

Question: If outside food is used I still will require the \$5/person fee as has been the policy in the past. I will not allow an outside group to use the kitchen as the health department permit is for my staff, not an outsiders and I will not take responsibility for them. As for the city bringing in OUTSIDE food and beverage the \$5 fee will apply as well. For the record, other than a charitable donation such as pepsi donating coolers full of beverages, the city has never considered an outsider.

Answer: The City would not seek or allow anyone to utilize the kitchen. This would apply to someone who is donating food/beverage as part of a sponsorship package, donation, etc.

6. Page 4, Section D, OPERATING SPACE: The Offeror shall operate in the defined space(s) as outlined in Attachment I.

Question: Tents? Clarification? Diagram only shows outside space as just the gravel area on service window side of patio. We currently use gravel area and cart paths on both sides of patio as well as tents and grassy area between them.

Answer: The operating space also includes a tent area with two tents and tables/chairs.

7. Page 5, Section H. BANDS: The Offeror may utilize outdoor space for bands, subject to approval by the City's Contract Administrator. The Offeror will obtain any necessary permits and pay any applicable fees, if necessary.

Question: What permits are you referring to for bands?

Answer: A permit may be required depending on the size, duration, frequency, hours, etc. of the event.

8. Question: Could you please provide historical data including visitation to the golf course and revenues for the concession stand for the past (5) years?

Answer for Visitations:

2022 – 43,356

2021 – 45,937

2020 – 29,241 (closed for 60 days due to COVID-19)

2019 – 32, 780

2018 – 30, 197

See Exhibit 1 included herein for Revenue data.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Respectfully,

Donna S. Hoy, VCA
Buyer II

Name of Bidder/Offeror

Signature & Title

Date

EXHIBIT 1

Golf Food & Beverage Sales

Year: 2019

Contract Term: 9.9% of Gross Sales

<u>Month</u>	<u>Gross Sales</u>	<u>Notes/Comments</u>
January	\$ 2,468.47	
February	\$ 3,298.44	
March	\$ 7,317.04	
April	\$ 12,675.41	
May	\$ 18,816.35	
June	\$ 19,392.72	
July	\$ 18,671.40	
August	\$ 24,018.58	
September	\$ 17,188.12	
October	\$ 11,272.72	
November	\$ 5,882.80	
December	\$ 4,633.40	
Total	\$145,635.45	

Golf Food & Beverage Sales

Year: 2020

Contract Term: 9.9% of Gross Sales

<u>Month</u>	<u>Gross Sales</u>	<u>Notes/Comments</u>
January	\$ 4,853.94	
February	\$ 5,550.56	
March	\$ 6,645.49	Course Closed due to COVID. F & B Remained Open Outside Only
April	\$ 3,954.51	Course Closed due to COVID. F & B Remained Open Outside Only
May	\$ 10,165.64	Course Partially Closed Due to COVID. F & B Remained Open Outside Only
June	\$ 19,101.02	
July	\$ 20,978.00	
August	\$ 19,456.61	
September	\$ 17,902.92	
October	\$ 15,348.10	
November	\$ 10,105.02	
December	\$ 6,838.46	
Total	\$140,900.27	

Golf Food & Beverage Sales

Year: 2021

Contract Term: 9.9% of Gross Sales

<u>Month</u>	<u>Gross Sales</u>	<u>Notes/Comments</u>
January	\$ 4,840.08	
February	\$ 4,020.33	
March	\$ 12,426.76	
April	\$ 20,177.39	
May	\$ 24,139.10	
June	\$ 22,654.11	
July	\$ 24,469.74	
August	\$ 22,765.05	
September	\$ 14,968.20	
October	\$ 15,189.96	
November	\$ 8,301.44	
December	\$ 4,993.75	
Total	\$178,945.91	

Golf Food & Beverage Sales

Year: 2022

Contract Term: 9.9% of Gross Sales

<u>Month</u>	<u>Gross Sales</u>	<u>Notes/Comments</u>
January	\$ 1,660.51	Operated on front porch due to construction
February	\$ 4,227.74	Operated on front porch due to construction
March	\$ 10,685.51	
April	\$ 17,388.86	
May	\$ 17,661.20	
June	\$ 24,262.10	
July	\$ 26,543.88	
August	\$ 24,159.71	
September	\$ 21,935.62	
October	\$ 14,217.39	
November	\$ 7,573.50	
December	\$ 7,573.50	
Total	\$177,889.52	