



SANDY SPRINGS™
GEORGIA

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSALS #18-053
CITY OF SANDY SPRINGS TENNIS CENTER OPERATION SERVICES**

**PROPOSALS DUE:
APRIL 12, 2018 NO LATER THAN 2:00 P.M., EST**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Replace Page 28 Section 5. And 6. With the below:

5. **Acceptance of Best Value Offer.** If the highest priced proposal evaluated as Technically Acceptable (taking into consideration all factors to determine reasonableness and realism) is judged to have a "Substantial Confidence" performance confidence assessment, that Proposal represents the best value for the City and the evaluation process stops at this point. Award shall be made to that Offeror without further consideration of any other Proposals.

6. **Award to Other Than Highest Priced Offer.** The City reserves the right to award a Contract to other than the highest priced Proposal (as described above) if the highest priced Offeror is judged to have a performance confidence assessment of "Satisfactory Confidence" or lower. In that event, the City shall make an integrated assessment best value award decision.

Questions:

1. On page 2- Where does the Proposal Signature and Certification Page go in the RFP? [Answer: Volume I Capabilities and Approaches.](#)
2. On page 37- Where does the Corporate Certificate Page go in the RFP? [Answer: Volume I Capabilities and Approaches.](#)
3. In reference to Exhibit C "Phase In Template", are you looking for the key personnel who will help in the transition or each person who will play a role at the tennis center? Can you please define this further? [Answer: The Phase In Template should include the total cost all of the personnel, equipment, etc. that you will need for the month of the phase in period.](#)
4. In reference to page 13 on Proposal Arrangement: What is the total number of USB's needed? [Answer: There should be one \(1\) USB copy for each of the four \(4\) volumes of the submittal.](#)
5. In reference to page 13 under Presentation it states there should be two Volumes but lists four Volumes, how should the Volumes be arranged? How many 3 ring binders should be submitted? Does

Volume I- Capabilities and Approaches and Volume II- Performance and Confidence go in Volume I and Volume III- Cost/Price and Volume IV- Model Contract go in Volume II? **Answer: There should be two (2) hard copies of each of the four (4) volumes of the submittal. Each hard copy should be in its own three (3) ring binder.**

6. Please release the revenue and expenses for 2015-2017. **Answer: Please see the attached Exhibit A.**
7. Will the nets, windscreens, trash receptacles, score cards, etc. remain for the new operator? **Answer: Yes**
8. Exhibit C – Cost Price Template, item 3, please define “retail sales.” **Answer: Goods sold in the Sandy Springs Tennis Center Pro Shop that is located in the Tennis Center.**
9. RFP page 11, paragraph A, Annual Report Please explain what you mean by “list of service delivery matrix and results”. Can you please describe the matrix format and contents and provide examples?
 1. Number of Fulton County users?
 2. Number of USTA, ALTA, etc. teams using SSTC as Home
 3. Number of youth participating in training programs
 4. Number/school/gender of local schools using SSTC
 5. Number of summer camp participants
 6. Number of special needs programs and participants
 7. Number of participants in senior programs
 8. List of facility repairs and costs
 9. List of in-kind donations to local charities and special events
 10. Quarterly report of customer service survey results
10. RFP page 13, paragraph 1, row 10 of matrix please explain what you mean by “Commitment Letters” including format and contents. **Answer: This is signed letter from proposed key personnel to the City that states their intention to work on this contract.**
11. Exhibit C – Cost Price Template, item 2 Please explain what you mean by “capital improvements’ and provide examples. Please confirm, as stated in the preproposal meeting, that this means a major repair or replacement that lasts 5 or more years? **Answer: With the funds allocated by the City (\$20,000 annually) four courts will be resurfaced. The remaining funds will go toward building improvements as approved by the Contractor and Recreation and Parks Director.**
12. Page 9, Section D, 2nd bullet point: Tennis Center operator shall provide for general repair, replacement, rebuilding and restoration of buildings and facility grounds... Is there a maximum amount on what the Operator is expected to spend for these costs? Can you define the word general? (i.e. if the building is severely damaged in storm, is Operator expected to rebuild the building?) **Answer: As a City property, the Tennis Center is covered should there be a natural disaster or Act of God. The Contractor is expected to provide maintenance and upkeep like a business owner to preserve the value of the Tennis Center.**
13. Page 9, Section D, 8th bullet point: Tennis Center operator shall provide and maintain all court cleaning equipment... Does the Operator inherit the current clay court maintenance equipment (i.e. The court roller and other court maintenance equipment)? **Answer: Yes, the equipment will be available for the use of the awarded contractor.**
14. Page 10, Section A, 2nd bullet point: The City resurfaced 16 courts in the last four years. Can you provide a schedule of when each court was resurfaced and when you expect to resurface the other courts? **Answer: Courts 1-4 and 21-24 are currently in need of resurfacing. All other courts were resurfaced within the past four years. Plans are to resurface courts 1-4 in spring/summer 2018.**
15. Page 10, Section D, and 2nd bullet point: HVAC units requiring replacement will be funded 50/50 between the City... Please provide the installation dates and cost of the current HVAC units? **Answer: There are two (2) 2.5 ton units manufactured in 2008 and one (1) 10 ton unit, no date found. The installation date and cost are unknown.**
16. Page 10, Section E, 4th bullet point: Will background checks of current employees/contractors for the awarded Operator suffice or will new ones be needed? **Answer: All contractor employees will be required to pass a City of Sandy Springs background check before they begin work on this contract.**
17. Page 10, Section E, 6th bullet point: All communication materials one month in advance. Many of our smaller events (round robins, pizza parties, special needs clinics) are not scheduled far enough out in advance to give one months’ notice. Can we say “major” events or tournaments? Also, how many days does it take to get approval from the Parks Director for submitted materials? **Answer: This is intended for public notices, flyers, news articles, etc. The City normally has a quick turnaround. The one month requirement is**

meant to encourage the contractor to plan well in advance of need and not expect a hurried approval by the City.

18. Page 11, A. Annual Report, 5th bullet point: What is included in a “list of service delivery matrix”? [Answer: See #9 above](#)
19. Page 11, Section C at top of page: Does the replacement of bulbs also include capacitors and ballasts? [Answer: Yes](#)
20. Page 13, Section a. states that “Offerors shall submit the two (2) volumes shown above...” There are four (4) volumes that need to be submitted, correct? [Answer: There should be two \(2\) hard copies of each of the four \(4\) volumes submitted.](#)
21. Page 13, 1. In the chart it says Volume III is called “Price Proposal”. Below the chart in a. iii. it says Volume III is titled “Cost/Price”. Which title do you prefer? [Answer: Please use “Cost / Price”.](#)
22. Page 17, Section iv: Changes. Can you give us some examples or ideas on how this would be applicable to this contract? If we enter into a contract, we don’t anticipate being able to make changes to the contract... is that a correct assumption? [Answer: We anticipate no changes, but should something unforeseen occur there is a process to address the request.](#)
23. Page 23 Section 5, B.1.a.i. 3rd bullet point, Changes: Can you give us some examples or ideas on how this would be applicable to this contract? If we enter into a contract, we don’t anticipate being able to make changes to the contract... is that a correct assumption? [Answer: See #22](#)
24. Page 21, Section F. 4. Disclose the basis of estimates for all.... Can you give us some examples or ideas on how this would be applicable to this contract? [Answer: Each prospective bidder has their own costing model / methodology that they use to create estimates. Your accountant may be able to provide you a model or template. The City requires that you convey your methodology behind the projections, rates, ratios, percentages and factors that you submit.](#)
25. Page 28, 5. Acceptance of best value offer... If multiple offerors are judged to have a “substantial confidence” performance assessment, then will the offeror paying the highest price be awarded the contract? [Answer: Please see the revised wording of page 28, 5. above.](#)
26. Page 28, 6. Award to other than the lowest priced offer... Since this is not a typical Performance Price Tradeoff (PPT) situation (where Sandy Springs is paying someone to do work), shouldn’t this read, “Award to other than the highest priced offer? [Answer; Yes.](#)
27. Exhibit C Cost/Price Template, 3. The City would like to share in retail sales. Can we see what retail sales have been in the Sandy Springs Tennis Center Pro Shop for the last 2 – 3 years? [Answer: The City does not contract directly with the third party vendor that runs the Sandy Springs Tennis Center Pro Shop and as such does not have access to this information. Direct contact with the Tennis Center Pro Shop vendor is recommended.](#)
28. Exhibit C Cost/Price Template, 7. Pickleball Program Fees... Does Sandy Springs currently offer Pickleball classes? [Answer: No. There is however a Pickleball league running at Hammond Park.](#)
29. Page 64 of Model Contract, Section S Insurance: Contractor shall procure and maintain for the duration of this Contract, and for three (3) years thereafter.... Can we remove the phrase “and for three (3) years thereafter”? [Answer: Yes, this may be removed.](#)
30. Page 84 of Model Contract, Exhibit G, 5 Environmental Insurance.... Can this section be removed from the contract? [Answer: Yes this may be removed.](#)
31. After one of the offerors is chosen to be the operator of Sandy Springs Tennis Center, will all proposals be accessible for review if requested? [Answer: Yes](#)
32. Can we see a copy of the most recent certificate of insurance for the current operator? [Answer: Please see the attached Exhibit B.](#)
33. Can we see a copy of the current operator’s insurance policies? [Answer: The City only requires that a certificate of insurance be provided and as such does not have the full insurance copies to provide.](#)

I hereby acknowledge receipt of Addendum Number 1 for #18-053 City of Sandy Springs Tennis Center Operation Services and have incorporated the changes into my response for the abovementioned Request for Qualification.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____

Exhibit A

GTS, Inc DBA Sandy Springs Tennis Center
Profit & Loss

Cash Basis

January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
Adult Group Clinic Income	66,015.79
ALTA/USTA League Play Income	94,887.98
Concessions Income	14,105.77
Junior Summer Camp Income	92,979.74
Junior Tennis Academy Income	128,459.68
Misc. Item Income	0.00
Misc. Services Income	5,113.47
Open Court Booking Income	49,630.12
Private Instruction Income	251,734.23
Rent Income	38,000.00
School Practice Income	3,632.80
Service Income Deposits	58,837.86
Special Event Income	12,505.50
Sponsorship Income	2,500.00
Tennis Ball Sales	15.00
Tournament Court Rental	5,946.00
Tournament Fees	1,550.23
Utility Income	3,000.00
Youth Tennis Instruction	206,339.57
Z Refunds and Discounts	-5,896.83
Total Income	1,027,356.91
Expense	
Accounting Fees	2,365.00
Advertising and Promotion	580.22
Bank Service Charges	59.00
Camp Supplies	392.71
CC/Merchant Account Fees	23,206.34
Computer Expenses	1,360.35
Contract Labor	
Fitness	2,565.00
Instructors	2,881.00
Contract Labor - Other	60,678.63
Total Contract Labor	66,124.63
Copy, Printing & Postage	102.37
Equipment	8,983.96
Facility Supplies	6,372.34
Gifts	446.64
Insurance Expense	9,671.47
Landscaping	18,000.00
Meals and Entertainment	582.97
Merchandise Expense	8,063.56
Misc. Expense	2,253.50
Office Supplies	2,480.25
Payroll Expenses	
Payroll Service Fee	4,401.83
Salaries-Other	558,348.54
Salary- Manager Salary	86,662.16
Taxes- State Unemployment	3,006.06
Taxes-Federal Unemployment	992.03
Taxes-SS&Med ER Expense	60,109.12
Total Payroll Expenses	713,516.74

GTS, Inc DBA Sandy Springs Tennis Center
Profit & Loss

Cash Basis

January through December 2015

	Jan - Dec 15
Postage	101.33
Professional Fees	1,037.50
Rent Expense	60,000.00
Repairs and Maintenance	6,889.73
Sales Tax Expense	5.43
Telephone and Internet Expense	3,060.82
Tennis Program Expenses	1,085.91
Tournament Expenses	1,959.24
Utilities	37,429.61
Website	1,720.00
Total Expense	977,851.62
Net Ordinary Income	49,505.29
Net Income	49,505.29

GTS, Inc DBA Sandy Springs Tennis Center

Profit & Loss

January through December 2016

Cash Basis

	Jan - Dec 16
Ordinary Income/Expense	
Income	
Adult Group Clinic Income	70,866.24
ALTA/USTA League Play Inco...	91,637.30
Concessions Income	17,623.49
Junior Summer Camp Income	99,776.87
Junior Tennis Academy Income	157,679.76
Misc. Item Income	4.00
Misc. Services Income	6,290.79
Open Court Booking Income	51,544.63
Private Instruction Income	321,803.24
Rent Income	33,000.00
School Practice Income	3,343.00
Service Income Deposits	156,153.22
Special Event Income	16,916.00
Sponsorship Income	1,500.00
Tournament Court Rental	525.00
Tournament Fees	0.00
Utility Income	2,750.00
Youth Tennis Instruction	197,988.29
ZRefunds and Discounts	-8,288.92
Total Income	1,221,112.91
Expense	
Accounting Fees	2,795.00
Advertising and Promotion	1,950.86
Bank Service Charges	29.00
CC/Merchant Account Fees	28,078.43
Computer Expenses	974.85
Contract Labor	
Instructors	866.00
Contract Labor - Other	62,220.33
Total Contract Labor	63,086.33
Donation	1,915.30
Equipment	4,762.02
Facility Supplies	17,684.25
Gifts	302.17
Insurance Expense	11,761.85
Interest Expense	202.61
Landscaping	18,000.00
License and Permits	92.50
Licenses and Permits	2,094.16
Meals and Entertainment	500.15
Medical Costs	934.50
Merchandise Expense	10,883.04
Office Supplies	3,515.46
Payroll Expenses	
Payroll Service Fee	4,530.87
Salaries-Other	663,310.30
Salary- Manager Salary	110,819.50
Taxes- State Unemployment	3,827.67
Taxes-Federal Unemployment	1,153.18
Taxes-SS&Med ER Expense	57,597.67
Total Payroll Expenses	841,239.19
Postage	124.86
Professional Fees	1,338.50
Rent Expense	60,000.00
Repairs and Maintenance	8,490.66
Sales Tax Expense	2,182.75
Telephone and Internet Expe...	3,316.89
Tournament Expenses	5,927.04
Utilities	45,062.61
Website	2,086.75
Total Expense	1,139,331.73

GTS, Inc DBA Sandy Springs Tennis Center
Profit & Loss

January through December 2016

Cash Basis

	<u>Jan - Dec 16</u>
Net Ordinary Income	81,781.18
Net Income	<u>81,781.18</u>

GTS, Inc DBA Sandy Springs Tennis Center

Profit & Loss

04/02/18

January through December 2017

Cash Basis

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Adult Group Clinic Income	61,918.90
ALTA/USTA League Play Income	7,862.00
Concessions Income	17,438.14
Junior Summer Camp Income	40.00
Junior Tennis Academy Income	11,965.00
Misc. Item Income	2.00
Misc. Services Income	5,056.00
Open Court Booking Income	47,257.25
Private Instruction Income	337,872.84
Rent Income	39,000.00
School Practice Income	8,996.00
Service Income Deposits	762,266.79
Special Event Income	16,977.00
Sponsorship Income	5,000.00
Tournament Court Rental	0.00
Tournament Fees	0.00
Utility Income	3,250.00
Youth Tennis Instruction	125.00
ZRefunds and Discounts	-12,108.80
Total Income	1,312,918.12
Expense	
Accounting Fees	2,850.00
Advertising and Promotion	2,297.93
Bank Service Charges	44.00
CC/Merchant Account Fees	33,425.90
Computer Expenses	415.43
Contract Labor	
Instructors	125.00
Contract Labor - Other	19,177.11
Total Contract Labor	19,302.11
Donation	300.00
Equipment	6,075.66
Facility Supplies	7,632.93
Insurance Expense	19,167.85
Interest Expense	112.04
Landscaping	15,529.00
License and Permits	14.99
Licenses and Permits	2,002.75
Meals and Entertainment	946.69
Merchandise Expense	14,616.78
Misc. Expense	55.00
Office Supplies	3,580.17
Payroll Expenses	
Payroll Service Fee	4,546.25
Salaries-Other	694,207.53
Salary- Manager Salary	117,324.50
Taxes- State Unemployment	3,363.02
Taxes-Federal Unemployment	1,117.91
Taxes-SS&Med ER Expense	62,272.28
Total Payroll Expenses	882,831.49
Postage	98.00
Professional Fees	
Legal Fees	5,000.00
Professional Fees - Other	4,501.50
Total Professional Fees	9,501.50
Rent Expense	60,000.00
Repairs and Maintenance	11,431.07
Sales Tax Expense	2,457.72

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GTS, Inc DBA Sandy Springs Tennis Center

04/02/18

Profit & Loss

Cash Basis

January through December 2017

	<u>Jan - Dec 17</u>
Telephone and Internet Expense	2,912.01
Tournament Expenses	1,325.71
Utilities	40,265.48
Website	2,392.50
Total Expense	<u>1,141,584.71</u>
Net Ordinary Income	171,333.41
Other Income/Expense	
Other Expense	
GTS/TAS Income Payable	75,821.20
Total Other Expense	<u>75,821.20</u>
Net Other Income	<u>-75,821.20</u>
Net Income	<u><u>95,512.21</u></u>

Exhibit B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K INSURANCE GROUP, INC. P.O. BOX 2338 FORT WAYNE, IN 46801	CONTACT NAME: RECREATION
	PHONE (A/C, No, Ext): (877) 355-0315 Ext 5161 FAX (A/C, No): 312-381-7744
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A: NATIONAL CASUALTY COMPANY	NAIC # 11991
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
 GROSLIMOND TENNIS SERVICES, INC.
 DBA : TENNIS ACADEMY OF THE SOUTH
 500 ABERNATHY ROAD
 ATLANTA, GA 30328

COVERAGES

CERTIFICATE NUMBER: C77890

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		KKO0000021626100	2/9/2018 12:01 AM	2/9/2019 12:01 AM	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
	PARTICIPANT ACCIDENT						AD&D	
							Primary Medical	
							Excess Medical	
							Weekly Indemnity	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED PER FORM CG2011 MANAGER OR LESSOR OF PREMISES.

CERTIFICATE HOLDER CITY OF SANDY SPRINGS 500 ABERNATHY ROAD ATLANTA, GA 30328	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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