



## MEMORANDUM

**TO:** RFP 24-008  
**FROM:** Jennifer R. Madrid, Purchasing  
**DATE:** March 25, 2024  
**RE:** Addendum 3-RFP 23-008-03

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### **I. Changes**

The following will be changes in the RFP packet.

Section VI – Submittal Procedures:

“Sealed PROPOSAL #24-008 to be received by 2:00 PM on Thursday, March 28, 2024.”

### **II. Addition**

Additional documents and information are being provided.

Funding is approved, MOA between City of Las Vegas, New Mexico Highlands University, San Miguel County are to be finalized soon.

Anticipated contract for this RFP is for Mid-April 2024.

Anticipated opening of Golf Course is for May 01, 2024.

In June there will be a week-long Rodeo Tournament, more information will be provided later.

### III. Q&A

Is the City of Las Vegas pumping water?

No, not yet. Anticipated date for Effluent water is April 01, 2024.

Where does the funding come from for maintenance staff as well as utilities?

Wages for maintenance staff and utilities come for the subsidies and revenue generated from operations.

Who oversees the maintenance staff?

The Golf Course Management Committee (GCMC) will oversee the maintenance staff.

What cost is the responsibility of the bidder?

The expenses the Contractor awarded the RFP will be responsible for are for the Pro Shop which include but are not limited to; a point of sale system, reservation system, merchandise, personnel for lessons, staffing of pro shop and general operations excluding maintenance staff.

Can you provide a sample of the Financial Reporting?

Attached, Sample financial reconciliation sheet. This is one report, additional reports will be requested by GCMC.

What are the hours of operation and dates that the Golf Course is open?

This is negotiable, will work with the GCMC.

Does the Golf Course have yearly membership?

Yes, rates will be set by the GCMC.

Can you provide a report with the membership rates?

This is not yet available. Attached are 2022 rates for reference.

What are some challenges from the previous years?

Timing of maintenance on the course, booking issues, and the local play.

What is Highlands looking for from the contractor that is a priority?

Run course as efficiently as possible that will increase profit and that will develop youth golf.

Who provides the Point of Sale (POS) system?

The Contractor is responsible for providing the POS system for the Pro Shop.

Can you provide a sample of a spreadsheet of weekly reports from the POS system for an example?

The POS system is responsibility of Contractor and providing necessary reporting.

What is the process of handling the golf carts? Profit Share?

This is responsibility of Contractor. Any profit share would need to be proposed in RFP if desired and may be negotiated at contract negotiation phase of the RFP.

Are work studies able to work the Pro Shop?

No, they must be employed by the Contractor and there is not a program in place at this time.

Are the sprinklers already replaced for this season?

The maintenance of the golf course is handled by the GCMC. The sprinklers are in good order.

Does the contractor need to provide internet?

No, internet is provided by NMHU as well as one phone line.

Who is responsible of replacing the balls for the driving range?

The contractor is responsible for replacing them.

Has NMHU ever had Hole sponsor for that season or for tournaments?  
**This has not occurred in the past couple of seasons.**

Can we sell package food and beverages in the Pro Shop?  
**Will need to be determined in accordance with existing contracts of NMHU including the restaurant located on the golf course. Small snacks may be allowed but will need prior approval by NMHU.**

**\*Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**