



MEMORANDUM

TO: RFP 22-004

FROM: Aaron Flure, Purchasing

DATE: May 11, 2022

RE: Addendum -RFP 22-004-002

I. Clarification Section IV Item 8

The section has been changed from being Item 8, to **Item 7b**, to provide clarification that this relates to Insurance requirements. In addition, wording in paragraph has been changed from “provisions listed below” to “**provisions listed**”, deleting the word “below”.

II. Question and Answers

1. **Need copies of P&L from last 3 years in business.**

NMHU is providing revenue and expenses in fiscal years (fiscal years run July 1 through June 30). However, due to loss of access to system, NMHU is not able to provide detailed information (i.e. – rounds of golfs, driving range fees, memberships, etc.). Attached document in Vendor Registry.

2. **Maintenance staff, is that budget covered under NMHU or GCMC funding?**

Maintenance of the course will be the sole decision of the GCMC with consultation of the Awardee.

3. **Maintenance staff, are they strictly used on Golf Course or will they be shared on the NMHU campus?**

To be determined by GCMC

4. **Is there a proposed structure for Restaurant Operations and if so, what does that look like?**

Restaurant space is not directly tied to Golf Course operations.

5. **Is it a definite requirement to offer individual lessons during 1st year of operation?**

No

5a. I would propose conducting group lessons to generate more people onsite during the 1st year of operation.

Up to Successful Awardee decision

6. Should we offer group classes to NMHU during the Spring/Fall semesters?

This is not part of the requirement of the RFP

7. Will I have access to work-study students for labor?

Will have to follow NMHU Policies and Procedures regarding access to work-study students.

8. Golf Range:

- Is there a mechanical golf picker available?

Yes, however, will have to be coordinated with GCMC to identify if there is an additional cost or liability.

- Is the Golf Ball machine operational - leased - owned?

Yes, NMHU owned, and is a token-based system

- Estimated # balls available for the driving range

Awardee will make a recommendation to the GCMC for the number of range balls necessary to conduct successful operations

9. Please clarify how funds are handled for retail merchandise sales.

Successful Awardee will be responsible for any revenues coming into the pro shop for the golf course not limited to green fees, range fees, cart fees or merchandise fees. The GCMC will determine the point of sale systems to be utilized in the pro shop and any other financial obligations deemed necessary to run the pro shop or management of the course.

10. Current inventory: Sell in Golf Shop, and remaining inventory sell at the end of season.

No current inventory for the Pro Shop. However, NMHU does have old merchandise that it is willing to sell awardee at a fair market value rate.

11. Golf Cart Maintenance: Batteries/Tires - who is responsible? Golf course maintenance or Golf Shop?

NMHU has leased 36 gas operated carts and the maintenance of these carts will be provided by the Vendor.

12. Section IV: 3. Period of Performance: 60 days & NMHU can terminate the contract?

The intent of the performance period is to maximize the amount of play for golfers after the original operational decisions have been made. NMHU has no intention of terminating the contract after 60 days unless it is determined by the GCMC to do so.

12a) Can this be extended to 1 season?

Yes

13. Section IV: 4. Budget: What is the proposed budget?

This is for the awardee to provide to meet the requirements of the RFP

14. Section IV: 8. Please explain this whole paragraph. I am unable to understand what you are requiring here.

Please see changes made in this Addendum, Item I

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