

**City of Philadelphia
Procurement Department**

Addendum No. 1

Date: October 6, 2011

Concession RFP # C-102-12

RFP Submission Date: October 11, 2011 [See Part 1, Item 1.1 below.]

NOTICE

It is the sole responsibility of the Respondent to ensure it has received all addenda to the RFP. The Procurement Commissioner may, in the Commissioner's sole discretion, reject any Proposal for which not all the addenda have been executed and returned.

PROPOSAL FOR

**The Management and Operation of the
Burholme Park Golf Center**

RFP # C-102-12

IS AMENDED AS FOLLOWS

Except as expressly amended by this Addendum No. 1, the RFP is unchanged. Except as otherwise defined in this Addendum No. 1, capitalized words and phrases used in this Addendum No. 1 have the meanings assigned to them in the RFP.

Part 1

- 1.1 The “**Deadline for Submitting Proposals**” under the RFP is changed to 10:30 a.m. local time, October 18, 2011.
- 1.2 In addition to the items listed in Section 5.2.4 of the RFP, each Respondent's Proposal must include the appropriate, completed and signed signature page provided in Section 9 of the RFP.
- 1.3 Please see **Exhibit A.1** for a list of equipment owned by the current concessionaire and or the concessionaire's suppliers. The list was prepared by the current concessionaire and was also distributed at the Pre-Proposal Meeting. The current concessionaire would like to sell certain pieces of its equipment and has

provided the price for each piece of equipment on the list. In addition to the equipment described on Exhibit A.1, the current concessionaire informed the City that there are picnic tables and chairs, scaffolding, and some shop equipment, such as a grinder, also available for sale. For additional information or to purchase equipment, Respondents should contact Eddie Lee, Manager of the Burholme Park Golf Center at 215-742-2380 or 267-307-9600.

- 1.4 Each Respondent may, in its sole discretion, contact the firm that designed and constructed the Burholme Park Golf Center building in 1996 for additional information about the building. The firm's contact information is:

Charles Ang
Innovative Construction Systems, Inc.
215-427-8700
cclang@comcast.net

- 1.5. The City believes that the information and data in this Addendum No. 1 is reliable, but the City does not represent or warrant that the information or data is accurate. Potential Respondents are encouraged to conduct their own investigations into any matter of concern to them about the Licensed Premises, the RFP, the Concession Agreement, their Proposal, or this Addendum No. 1.

Part 2

2.1 In accordance with the RFP, the City of Philadelphia conducted a mandatory Pre-Proposal Meeting and Tour on September 9, 2011. At the meeting, potential Respondents asked questions about the RFP. After the Pre-Proposal Meeting and Tour, some potential Respondents submitted additional questions in writing to the City. This Addendum No. 1 incorporates into the RFP the questions from the Pre-Proposal Meeting and Tour, questions submitted to the City in writing after the meeting and tour, and the City's written answer to each of those questions. Each of those questions and the City's answer to them is set forth below.

Question No. 1: For this RFP and future contract opportunities, will the City increase the MBE Ranges and change the language in the RFP to require Respondents to meet "MBE Ranges *and* WBE Ranges", not "MBE Ranges *and/or* WBE Ranges"?

City Answer: The City remains committed to the original MBE Ranges for this RFP and the language concerning MBE *and/or* WBE participation. The City does, however, encourage Respondents to exceed the listed participation ranges when possible. The City is unable to answer at this time how the City will manage future contracts with regard to MBE and WBE ranges.

Question No. 2: How is the monthly payment for the Additional Capital Investments Escrow Account calculated?

City Answer: The Concessionaire shall deposit five percent (5%) of the previous

month's Driving Range Gross Receipts to the Additional Capital Investments Escrow Account. Please see Section 5.9.6 of the RFP for additional information. "Driving Range Gross Receipts" means all the Concessionaire's revenues, sales, fees, and other charges from the driving range.

Question No. 3: Does the City require that the Concessionaire's contractor(s) or subcontractor(s) for repairs, renovations or any other capital improvements to the Burholme Park Golf Center be a union contractor or subcontractor?

City Answer: No, the Concessionaire is not required to use union contractors or subcontractors to perform repairs, renovations or any other capital improvements to the Burholme Park Golf Center.

Question No. 4: If the answer to Question No. 3 is "no," then is the Concessionaire required to pay prevailing wage rates to any contractor or subcontractor pursuant to the Philadelphia Code, Section 17-107?

City Answer: No, Philadelphia Code Section 17-107 does not apply to contracts awarded by the Concessionaire for building or construction on behalf of the Concessionaire, including repair, alteration and remodeling.

Question No. 5: Please provide the current concessionaire's schedule upon which its minimum annual guaranteed payments or percentage of gross revenue payments to the City are determined under the existing concession agreement.

City Answer: The City understands this question as asking for information about the current concessionaire's receipts and its payments to the City based on those receipts. Please see the table in Section 2.2 of the RFP for the current concessionaire's receipts from various elements of its operations of the Center. The last column of the table lists the current concessionaire's fee payments to the City. The concession agreement between the City and current concessionaire requires the current concessionaire to pay a monthly concession fee payment that is the greater of (A) one-twelfth of the amount set forth in the far right column of the table, for the then-current year, or (B) 15% of gross revenues for the then-current month.

Question No. 6: Can the City provide the current concessionaire's financial statement (i.e., an income statement or profit and loss statement) for the last 10 years?

City Answer: The current concessionaire submits its annual financial statement, including an income statement, to the City by providing a copy of its annual federal tax return. The City is unable to provide a copy of any portion of the current concessionaire's federal tax returns because those returns are confidential. Please see the table in Section 2.2 of the RFP for the concession fees paid by the current concessionaire. Also, please see the answer to Question No.17 below for information about the current concessionaire's utility expenses for the three most recent calendar years.

Question No. 7: Will you make the sign-in sheet for the Pre-Proposal Meeting available for public review?

City Answer: Yes. Please see **Exhibit A.2** of this Addendum No.1 for a list of Pre-Proposal Meeting attendees who signed the meeting sign-in sheet.

Question No. 8: How many driving range stalls are heated?

City Answer: There are 13 heated driving range stalls at the Center.

Question No. 9: Does the driving range have an irrigation system? If so, is the system operable? If not, why, and do you have available quotes to replace or repair the system?

City Answer: The driving range has an irrigation system that was installed in 1996. The well pump for the irrigation system is currently not operating, and the irrigation system is not working. The current concessionaire has informed the Department of Parks and Recreation staff that the concessionaire believes that the electrical system for the irrigation system has been damaged due to water infiltration in the electric junction boxes. The City does not have quotes to replace or repair the system.

Question No. 10: Does the driving range currently have drainage issues?

City Answer: The City is not aware of any drainage issues at the driving range.

Question No. 11: Are all of the lights for the driving range operational?

City Answer: There are six light standards for the driving range with up to six lamps on each standard. All of the standards have some functioning lamps, but each standard needs some lamps to be replaced.

Question No. 12: Are the upstairs stalls for the driving range in use? If not, why? Do the issues, if any, relate to structural damage or safety?

City Answer: The current concessionaire has informed the Department of Parks and Recreation staff that it does not operate the upstairs driving range stalls for security and safety reasons. The City, however, is not aware of any structural problems with the upstairs driving range deck. Please note that in previous years there were nets hanging from the back of the upstairs stalls to prevent people from climbing onto the roof of the Center building.

Question No. 13: Is the recirculating pump system for the miniature golf course pond operable? If not, why? Has the City obtained quotes to replace or repair the system?

City Answer: The pump and motor for the recirculating pump system are not operating and need to be replaced. The City does not have a quote of the cost to replace the pump and motor.

Question No. 14: How old are the batting cages? Are they functioning? If not, for how long have they not been functioning, and do you have a quote to replace them?

City Answer: There are nine pitching machines in the batting cage. Three of the pitching machines were replaced in 2003. Only two pitching machines work currently. The other seven pitching machines failed at various times over the past two years. Please see **Exhibit A.3** for a quote of the cost to replace all nine pitching machines and other related pieces of equipment.

Question No. 15: How old is the roof of the indoor facility? Does that roof have any major issues?

City Answer: The roof of the indoor facility was installed in 1996. The roof is made of asphalt shingles. The shingles appear to be in good condition as they are not curled or cracked; but the roof does leak in spots, such as at the cupola and at some ridge lines. The leaks may be due to a flashing problem, but City officials do not know that for certain. Please note, the roof has received minor repairs since 1996, but the City believes that no major work has been done on it since 1996.

Question No. 16: How old is the indoor facility's HVAC system? Does the HVAC system work currently?

City Answer: The indoor facility's HVAC system was installed in 1996. The system consists of four units located in the attic space of the facility. The system is powered by electric, forced air. Currently, three of the four units appear to function properly. One unit does not heat or cool, although the blower still works. That unit needs to be repaired or replaced.

Question No. 17: Can you provide a breakdown of utility costs for the last three years (e.g., water, sewer, heat, gas and propane)?

City Answer: Yes, the City can provide the costs for electric and gas and for water and sewer charges at the Center for the past three years. Propane is not required at the Center.

Electric and gas for the past three years:

2008 – \$23,713
2009 – \$17,844
2010 – \$22,785

Water and sewer for the past three years:

2008 – \$3,976
2009 – \$4,623
2010 – \$6,268

**ADDENDUM NO. 1
ACKNOWLEDGEMENT OF RECEIPT**

_____, 2011

**PHILADELPHIA DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR PROPOSALS FOR THE MANAGEMENT AND OPERATION OF THE
BURHOLME PARK GOLF CENTER**

I have carefully read Addendum No. 1 to the Request for Proposal for the Management and Operation of the Burholme Park Golf Center, and I certify that I have received all pages and exhibits listed in Addendum No. 1.

Name of Respondent

Signature of Individual or Authorized signer

Signature/Title of signer

Exhibit A.1

EQUIPMENT OWNED BY THE CURRENT CONCESSIONAIRE

Item No.	Equipment Description	Manufacturer's Name	Model No.	Comment
1	John Deere Gator 6x4	John Deere	jd-tx	\$9,000.00 (651 hrs)
2	John Deere Gator 6x4	John Deere		\$2,000.00 (2,821 hrs) with snowplow
3	Exmark Triton	Exmark	Triton 66	\$7,000.00 (295 hrs)
4	Ball Dispenser (17,000)	Ezpicker		\$1,700.00
5	Ball Dispenser (17,000)	Ezpicker		\$1,700.00
6	Ball Dispenser (15,000)	Ezpicker		\$1,500.00
7	Mower	Yard Machine	11A-A44E000	\$100.00
8	Hedge trimmer	Weed Eater	Excalibur 22	
9	Hedge trimmer	Stihl		\$100.00
10	Weed Trimmer	Echo	srm210	\$100.00
11	Weed Trimmer	Stihl	fs85	\$100.00
12	Power Washer	Honda	exhp2630	\$100.00
13	Snow Blower	Toro	PowerThrow 724	\$300.00
14	Blower	RedMax	eb6200-1	\$100.00
15	Blower	Stihl		\$100.00
16	Cash Register	Sanyo	ECR-338	\$200.00
17	Cash Register	Sanyo	ECR-338	\$200.00
18	Cash Register	Sharp	XE-A401	\$200.00
19	Cash Register	Sharp	ER-A320	\$200.00
20	Cash Register	Sharp	ER-A320	\$200.00
21	Soft Serve Ice Cream	Taylor Crown	8756P-27	\$9,000.00
22	Two Door Refrigerator	True MFG.	TS-49	\$1,500.00
23	Cappuccino Machine	Cecilware	NB17A	\$500.00
24	Stainless Prep Table 2 x 2-1/2			\$100.00
25	Stainless Prep Table 5 x 2			\$150.00
26	Stainless Prep Table 3 x 2-1/2			\$100.00

Item No.	Equipment Description	Manufacturer's Name	Model No.	Sold To
27	Stainless Table 5 x 2-1/2			\$150.00
28	Ice Maker	Manitowoc	S400	\$900.00
29	Freezer	Kenmore	253 16582	\$300.00
30	Coffee Maker	Bunn	VP17-2	N/A
31	Pizza Warmer	Doyon	DRP3R	N/A
32	Hot Dog Grill	Star MFG. International Inc.	45	N/A
33	Freezer	Frigidaire	MFC 15M4FWI	N/A
34	Oven	Comstock-Castle	PO18N	N/A
35	Pretzel Display Case	J&J Snack Foods	2000	Property of Jack & Jill
36	Water Ice Case	Jack & Jill		Property of Jack & Jill
37	Novelty Ice Cream Case	Jack & Jill		Property of Jack & Jill
38	Fountain Soda Dispenser	Pepsi		Property of Pepsi
39	Range Balls (60,000)	with "BURHOLME" logo		\$21,000.00 (@ \$0.35/ea)
40	Club Sets (35)	Apache R-Flex		\$14,000.00 (@ \$400/set)
41	Club Sets (56)	Samos R-Flex		\$11,200.00 (@ \$200/set)
42	Iron Sets (48)	ProTec R-Flex		\$9,600.00 (@ \$200/set)
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52				

Exhibit A.2

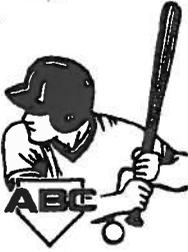
LIST OF ATTENDEES FOR THE PRE-PROPOSAL MEETING

Company Name	Contact Name	Street Address	City	State	Zip Code	Phone	E-Mail
Scotlandserv Scotlandserv	Garnett Littlepage Harford Jones	2243 W. Allegheny Ave	Pink	PA	19132	215-430-0400	littlepage1@aol.com Harford Jones@gmail.com
Kaymore financial	Kevin Lee	200 Chatham Ct Maple Glen Pa	Maple Glen	Pa	19002	267-987-6010	kaymorefinancial@gmail.com
John Kuech	Barry Yachs	400 Greenwood Ave	Wyncote	PA	19095	215-884-9029	barryyac@bellatlent.net
Bustleton services	Chc Holligan	735 Birch Avenue	Bensalem PA	PA	19020	215-447-3149	CHolligan@Bustletonservices.com
Pennwinton Golf Center	Rick Lutzow	29 RT 31 SOUTH	Pennwinton N.J.		08534	609-737-2244	PENNINGTONGOLF CENTER @COMCAST.NET
Billy Casper Golf	Steve Brandy	10171 RT 10	Prospect Park PA 10	PA	19076	302-985-7757	Sbrandy & Billy Casper Golf.com
Billy Casper Golf	Darrel Wondolowski	7400 Lansdowne Ave	Philadelphia	PA	19151	609-498-9576	dwardolowski@golfphilly.org
Play-a-Round Golf	Steve Gauer	245 Lancaster	Malvern	PA	19355	610-225-9155	Steve@playaroundgolf.net

Exhibit A.3

QUOTE TO REPLACE THE BATTING CAGE EQUIPMENT

Order Number B74737-A



AUTOMATED BATTING CAGES CORP.
 8811 HUFF AVENUE NE
 SALEM, OR 97303

Telephone: 503/390-5714

Customer 0683

Bill To:

BURHOLME GOLF INC.
 401 W. COTTMAN STREET
 PHILADELPHIA, PA 19111-2121

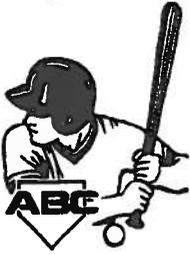
Ship To:

BURHOLME GOLF INC.
 401 W. COTTMAN STREET
 PHILADELPHIA, PA 19111-2121

THIS IS A BID/ESTIMATE

Date		Ship Via		F.O.B.		Terms		
07/14/10		RDWAY PP&ADD		OREGON		50% DEPOSIT DUE/BALANCE UPON SHIPMENT		
Purchase Order Number				Order Date	Salesperson	Our Order Number		
Verbal-Eddie				07/14/10	DOUG	None		
Reg.	Quantity	Ship	B.O.	Item Number	Description	Tax	Unit Price	Amount
	6	0		1500	PITCHING MACHINE, (PASTIME-BASEBALL)	N	2195.00	13170.00
	2	0		1501	PITCHING MACHINE, (PASTIME-SOFTBALL SLOWPITCH)	N	2195.00	4390.00
	1	0		1502	PITCHING MACHINE, (PASTIME-SOFTBALL FASTPITCH)	N	2195.00	2195.00
	2	0		330	MOTOR, HOPPER (1LPP5)	N	330.00	660.00
	1	0		315	MOTOR, CONVEYOR (6K352)	N	525.00	525.00
	1	0		340	SHROUD, FIBERGLASS	N	245.00	245.00
	9	0		183	PINCH ROLLER ASSEMBLY (BB) (SB)	N	127.00	1143.00
	9	0		411	MOTOR, VIBRATOR	N	50.00	450.00
	9	0		412	BRACKET, VIBRATOR MOTOR MOUNT	N	12.00	108.00
	3	0		5075	LIGHTBOX ASSEMBLY, WARNING PT-7 (SINGLE CAGE)	N	795.00	2385.00
	3	0		5076	LIGHTBOX ASSEMBLY, WARNING PT-7D (DUAL CAGE)	N	895.00	2685.00
	6	0		1020	COIN BOX ASSEMBLY, 1.125 (CB1000)	N	365.00	2190.00
	1	0		5000	DISPLAY PANEL, PT-5 & ABOVE (NEW PGM 10/01/06)	N	2800.00	2800.00
	7	0		MISC	#96 Twine 2pc Stall Divider Net	N	345.00	2415.00

Order Number B74737-A



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Date		Ship Via		F.O.B.		Terms	
07/14/10		RDWAY PP&ADD		OREGON		50% DEPOSIT DUE/BALANCE UPON SHIPMENT	
Purchase Order Number				Order Date	Salesperson	Our Order Number	
Verbal-Eddie				07/14/10	DOUG	None	
Req.	Quantity	B.O.	Item Number	Description	Tax	Unit Price	Amount
	Ship						
1	0		MISC	Over Hitting Stalls Net - Complete	N	750.00	750.00
1	0		MISC	Machine Protector Net	N	575.00	575.00
6	0		MISC	Backstop Net #96 Twine	N	215.00	1290.00
12	0		508	TWINE, NETTING (475 FT)	N	12.00	144.00
1200	0		499	ROPE, BLACK 1/4"	N	0.20	240.00
6	0		502	BACKSTOP, W/ROPE 3' X 4' (RUBBER)	N	90.00	540.00
1	0		5003A	SPLICE BOARD, PT-7	N	115.00	115.00
1	0		MISC	WARNING SIGN SET W/MOUNT BRACKETS	N	1020.00	1020.00
1	0		755	SIGN, 24"X 36" MAIN WARNING (1Per Range)	N	0.00	0.00
6	0		818	SIGN, 24"x36" PLAIN WARNING (1Per Stall)	N	0.00	0.00
6	0		760	SIGN, "BASEBALL"	N	0.00	0.00
3	0		765	SIGN, "SOFTBALL"	N	0.00	0.00
4	0		771	SIGN, SLOW "RED"	N	0.00	0.00
2	0		776	SIGN, MEDIUM "RED"	N	0.00	0.00
3	0		781	SIGN, FAST "RED"	N	0.00	0.00
1	0		786	SIGN, VERY FAST "RED"	N	0.00	0.00
1	0		790	SIGN, "1"	N	0.00	0.00

Order Number B74737-A



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Date		Ship Via		F.O.B.		Terms	
07/14/10		RDWAY PP&ADD		OREGON		50% DEPOSIT DUE/BALANCE UPON SHIPMENT	
Purchase Order Number				Order Date	Salesperson	Our Order Number	
Verbal-Eddie				07/14/10	DOUG	None	
Req.	Quantity	B.O.	Item Number	Description	Tax	Unit Price	Amount
	Ship						
1	0		792	SIGN, "2"	N	0.00	0.00
1	0		793	SIGN, "3"	N	0.00	0.00
1	0		794	SIGN, "4"	N	0.00	0.00
1	0		795	SIGN, "5"	N	0.00	0.00
1	0		796	SIGN, "6"	N	0.00	0.00
1	0		811	SIGN, NO ONE UNDER 6	N	0.00	0.00
1	0		812	SIGN, NO ONE UNDER 16	N	0.00	0.00
2	0		815	SIGN, "OUT OF ORDER"	N	0.00	0.00
1	0		853	DECAL, 8"X 11' "HELMET WARNING" (3 DECALS)	N	0.00	0.00
7	0		817	SIGN, MOUNT BRACKET ASSY(24"X36")	N	0.00	0.00
6	0		808	SIGN, "FACE GUARD WARNING"	N	0.00	0.00
1	0		MISC	3 DAY EQUIP/NET INSTALL-PRO INSTALL	N	3200.00	3200.00

THESE PRICES DO NOT INCLUDE YOUR STATE, LOCAL OR OTHER APPLICABLE SALES TAXES OR ANY OTHER TAXES THAT MAY BE REQUIRED. PURCHASER IS RESPONSIBLE FOR ALL TAXES ASSOCIATED WITH THIS INVOICE AND MUST TAKE ALL STEPS REQUIRED TO PAY DIRECTLY ALL TAXES DUE.

Shipping Subtotal	2200.00
Nontaxable Subtotal	43235.00
Taxable Subtotal	0.00
Tax	0.00
Total Order	45435.00

Customer Original

+ \$3,180.45 tax. Page 3