



State of Delaware
Department of Natural Resources and Environmental Control
Delaware Division of Parks and Recreation
89 Kings Highway
Dover, Delaware 19901

March 7, 2016

TO: ALL OFFERORS

FROM: SUSAN RISBON
PARALEGAL I, DIVISION OF PARKS AND RECREATION

SUBJECT: ADDENDUM TO RFP NO.: **NAT16002_PUBLIC OUTDOOR TENNIS PROGRAM**

ADDENDUM #1 Q&A

- 1. Does Delaware have any business certification process? As this is a state and not a federal contract, will I have to be certified to do business with Delaware before bidding?**
 - Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may STATE OF DELAWARE Department of Natural Resources and Environmental Control Division of Parks and Recreation be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778. <http://revenue.delaware.gov/services/BusServices.shtml>
 - For any Vendor interested in the State of Delaware Office of Supplier Diversity Certification, they can go to <http://gss.omb.delaware.gov/osd/certify.shtml> and complete the certification process. It is not a requirement of this contract that a Vendor be a State of Delaware Supplier Diversity Certified Vendor.
- 2. What are the utility costs from 2015 for watering the courts and servicing the buildings?**
 - Total 2015 watering cost for 2015 was \$925.00. From April to June, approximately 200,000 gallons of water was utilized (\$650.00). From July to August, approximately 50,000 gallons was utilized (\$175.00). From September to October, approximately 30,000 gallons was utilized (\$100.00). These totals are fairly consistent annually.
 - Trash and electricity were previously not billed and will be \$135.00 per month in the new contract.
- 3. Do the gate fee's/seasonal passes collected from Tennis Center Passholders and program participants count against the yearly \$12,000 Concession Fee?**

- Per Appendix A, Scope of Work (I.)(C.)(2.), “Entrance fees or other fees for participation of the tennis center may be proposed as part of the Fee package submitted by the VENDOR, however, it is the expectation of the Division that all visitors to Bellevue State Park pay daily entrance fees or procure an annual park pass”. The Division expects all park patrons to pay a daily entrance fee or purchase a park pass. If the Vendor would like to offer program participants a credit on their own, that is up to the Vendor and should be included in their proposal. The \$12,000.00 Annual Concession Fee is the minimum fee (*not including* the additional Percentage of Gross Receipts) that the Division shall consider.

4. Due to the tight time frame for executing the RFP will the Concession Fee be prorated for missed operating time?

- The Division anticipates awarding this contract very quickly. We do not anticipate any credits or proration; however, if we feel it is warranted, it will be at the discretion of the Division to determine if we would engage in that. Please note that in the past, this contract has been awarded at the same time and no proration or credit was warranted.

5. Understanding the significant initial capital expense for opening the Bellevue Courts will there be consideration in reducing the Concession Fee for year one of the RFP?

- No, the Division has included in the Request for Proposal what requirements must be met for operating and maintaining the Outdoor Tennis Operation at Bellevue State Park. In the past, this contract has been awarded and no proration or credit was warranted.

6. To the best of your knowledge are there any structural concerns to existing infrastructure that would prevent the facility from being fully operational in the Spring of 2016. ie. plumbing, structural walls, or fencing?

- No, there are no known structural concerns that we are aware of that would prevent the facility from opening. There are minor interior projects being budgeted and scheduled. Those projects (ie. new carpeting) will be coordinated with the Awarded Vendor as we would any ongoing projects. Any major structural concerns or areas of need that the Awarded Vendor becomes aware of during the life of the contract shall be reported to the Park Superintendent immediately for action by the Park in accordance with the terms and conditions of the Contract.