



NOVEMBER 7, 2022

ADDENDUM NO. 1

ANNUAL COORDINATOR OF GOLF PROGRAMS

RFP 2023-013

Bidders are directed to revise and incorporate into their responses the following answers to questions posed during the allowed bid timeframe:

QUESTIONS & ANSWERS:

Please provide/clarify the following:

Question 1: When do I fill out the 1295 form? Is my name ok as the entity on this form?

Answer: Per the Conflict-of-Interest Questionnaire it states the following: PLEASE DO NOT COMPLETE FORM 1295 UNTIL YOU HAVE BEEN NOTIFIED OF CONTRACT AWARD AND REQUESTED TO ELECTRONICALLY FILE FORM 1295 WITH THE TEXAS ETHICS COMMISSION. You will enter your name, company name and date on the form.

Question 2: When or do I need to sign and notarize the Non-Exclusion Affidavit for General Contractors?

Answer: Per the Special Provisions section, the Non-Exclusion Affidavit for General Contractors is a required form and must be notarized and included with your submittal.

Question 3: Do I need to sign Prohibition on Contracts with Companies Boycotting Israel?

Answer: Per the Special Provisions section, the Prohibition on Contracts with Companies Boycotting Israel form must be included with your submittal. Per the form, the exceptions are listed on the form.

Question 4: What will the 30-40hr have to consist of and am I compensated for the hours I'm not generating money (scheduling, planning, messaging, and so forth) If so, how will that be tracked?

Answer: This is being clarified through Addendum 1. See Scope of Work page attached.

Question 5: What does the renewal process entail and what happens after the 5th year?

Answer: Per the General Clauses and Conditions section, prices quoted shall prevail for the entire term of the contract; one (1) year starting after bid is awarded by City Council to the successful bidder. A renewal option is included as a part of this bid for an additional four (4) one-year periods, renewable on anniversary of the original date, provided bidder can maintain bid prices and both parties are in mutual agreement. Once the four (4) one-year periods have expired, then we must go out for a new solicitation.

Question 6: What is page 20 and what is custodial? What is the Hourly and billed rate? Is this hourly pay for when I'm not teaching and doing other things?

Answer: The word custodial was an error and should be disregarded.

- Question 7: Do I need to sign the certification statement when turning in proposal?
Answer: Per the Special Provisions section, the Certification Statement and Signature page must be included with your submittal.
- Question 8: I'm assuming my references can be my students?
Answer: Yes, references can be students.
- Question 9: I need to understand on page 25 Payment for Services and Change In Services better? Is there a budget for advertising, equipment, and other things?
Answer: Supplies and equipment are the responsibility of the Golf Coordinator. The City will provide advertising on social media, city web pages, flyers, and posters. Anything outside of this will be at the Coordinator's expense.
- Question 10: Can everything be submitted online on the Periscope Holdings website, if so, how do you do so?
Answer: if you choose to submit your solicitation on-line via Periscope Holdings, please call them at 800-990-9339 for support.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201, or email purchasing@cityofmesquite.com.

Ryan Williams

Ryan Williams
Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to RFP No. 2023-011; Transfer Station Compactor Replacement.

Company Name

Authorized Signature

Date

Introduction, Purpose, and Intent

The City of Mesquite is seeking to enter into a contract with a golf teaching professional to manage a comprehensive lesson program and activities at the Mesquite Golf Club.

II. Scope of Services

The City of Mesquite seeks to establish a one-year personal services contract with a golf teaching professional to manage lessons, summer camps, special clinics, and a junior golf team. Expectations include, but may not be limited to:

- Schedule lessons in conjunction with driving range operational hours.
- Organize and schedule a minimum of two summer camps for youth ages 9-17.
- Organize and schedule a minimum of three clinics each for both youth and adults.
- Organize and schedule a junior golf team for ages 9-17.
- Organize and offer a free clinic for both of the City sponsored employee golf tournaments.
- Encourage and ensure a friendly and inclusive environment benefiting all levels of golfers.

The selected golf teaching professional will agree to the following terms and conditions:

- Revenue split with the City of 80/20 for all collected fees.
- All programing and fee collection will be completed through the City of Mesquite's point of sale system. (Violations of this requirement will result in immediate termination of contract).
- Report incidents and accidents to the golf course manager.
- Meet and obtain the City of Mesquite's standard for insurance.
- Operate as an independent contractor and receive a 1099 for services.

The City and golf teaching professional will agree to the following terms and conditions:

- Monday through Friday, two driving range stalls will be reserved to conduct lessons.
- Saturday and Sunday, six driving range stalls will be reserved to conduct lessons.
- On Saturday and Sunday, the golf teaching professional will reimburse the City of Mesquite for driving range balls.
- All marketing must be pre-approved by the City of Mesquite and have a city logo attached. The City will assist with marketing efforts including flyers and social media posts.

III. Golf Teaching Professional Minimum Qualifications

To be considered for this position, the Golf Teaching Professional must have a minimum of five verifiable years of experience running summer camps, clinics, junior golf teams and daily lessons for both youth and adults.