

September 9, 2021

TO: All Bidders under **ITB 21-101425, Maintenance of Mystery Valley Golf Course**
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 1

Invitation to Bid No ITB 21-101425, Maintenance of Mystery Valley Golf Course, is hereby amended as follows:

1. The Bid Due Date has been **extended**. Bids are due on **September 23, 2021 at 3:00 PM EST**.
2. One (1) additional LSBE Meeting date, **September 15, 2021 has been added for this solicitation. Two opportunities are available to attend, 10:00 am or 2:00 pm.**

To attend the 10:00am Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/157231430>

To attend the 2:00pm Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/308537243>

3. **The solicitation has been changed to a Multiyear term for a total of five (5) years.**
4. **Delete: Section L. TERM on Page 11 and Replace with L. TERM below:**

The Contractor shall commence the Work under this Contract within ten (10) days from the Notice to Proceed (“Commencement Date”). As required by O.C.G.A §36-60-13, this Contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on December 31, 2026, unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

5. **Add to: Section N. PAYMENT, number 1:**

As full payment for the faithful performance of this Contract, the County shall pay the Contractor, the Contract Price, which is an amount not to exceed (\$_____), unless changed by written Change Order in accordance with the terms of this Contract. The term “Change Order” includes the term “amendment” and shall mean a written order authorizing a change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract. The Chief Executive Officer or his/her designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original

Contract Price, provided that the total amount of the increase authorized by such Change Order is less than \$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order will require approval by official action of the Governing Authority. Any other increase of the Contract Price shall be by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

Payment is to be made no later than thirty (30) days after submittal of undisputed invoice

6. **Delete Page 26 of Attachment A-2, PRICE SCHEDULE and REPLACE with attached hereto REVISED Page 26.**
7. **Delete Page 28, Attachment B, Required Documents Checklist and REPLACE with attached hereto REVISED, Page 28, Attachment B, Required Documents Checklist.**
8. Questions have been received and their corresponding answers are noted below.

- A. **Question.** Please clarify and confirm the term of the contract plus renewals? Two options to renew or four Options to renew?

Answer: Refer to No. 3 of this addendum.

- B. **Question:** Is the course currently operated by an outside management company? If so, what is the name of the company and how long have they been in place?

Answer: Yes, the course is currently operated by an outside management company. Any additional information requested would need to be submitted via an Open Records Request. You may utilize the link below in order to electronically submit the request:
<https://www.dekalbcountyga.gov/open-records-request-purchasing>.

- C. **Question:** Who owns the current golf course maintenance equipment being used at Mystery Valley?

Answer: The equipment currently at Mystery Valley is not part of this ITB and should not be taken into consideration as it is not relevant to this ITB. The contractor must provide all their own maintenance equipment.

- D. **Question:** What are the current and past two years maintenance budget and actual spends.

Answer: The current contract is a revenue generating contract. Any additional information requested would need to be submitted via an Open Records Request. You may utilize the link below in order to electronically submit the request: <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

E. **Question:** Can you provide acreages for greens, tees, fairways, rough, practice range?

Answer: Greens (2.6), Tees boxes (1.5), Fairways (36), Rough (40), Practice Range (4).

F. **Question:** Please clarify what you want for tree removal pricing – NTE 360 inches per year or 600 inches?

Answer: It is 600 inches measured in caliper inches. Please see Revised Attachment A-2 included in this Addendum.

G. **Question:** Please clarify to the extent that the root ball of a tree must be removed. Is that the same a stump grinding for this discussion, or do you mean complete excavation of the root ball?

Answer: It is not the same as stump grinding. We do not mean complete excavation. Root ball removal would be an uprooted tree, where the root ball is exposed above ground.

H. **Question:** Is stump griding to be priced in diameter inches or caliper inches?

Answer: In caliper inches.

I. **Question:** Price Item 7. To price removing trash and debris from a storm as a Lump Sum (LS), it depends on the severity of the storm. Please identify more precisely the level of storm we should price as the base price.

Answer: Please estimate a lump sum to remove any down trees, debris that has been wash by the storm event itself onto the golf course, remove silt from the cart path and to remove any blockage from creeks and storm water passages.

J. **Question:** Please explain what the county's intent is with this pricing format, and for having each task (mowing, aerification, topdressing etc.) priced on a per time basis?

Answer: The intent is to have a price for each task on a per time basis.

K. **Question:** Will the County consider a five year agreement rather than a one-year with four option years? The Solicitation requires a hefty investment in maintenance equipment since your current vendor owns everything at the property, and this is a significant risk for a new vendor.

Answer: Refer to No. 3 of this addendum.

L. **Question:** Is the County considering operating the pro shop in-house since the current maintenance vendor also operates the pro shop?

Answer: Yes, it is under consideration but not relevant to this RFP.

M. **Question:** Can you share your current maintenance agreement and the current maintenance cost?

Answer: The current contract is a revenue generating contract. Any additional information requested must be submitted via an Open Records Request. You may utilize the link below in order to electronically submit the request: <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

N. **Question:** As noted in the pre-bid meeting, there will be no equipment or supplies remaining at the maintenance facility for the new contractor to utilize. Is that correct?

Answer: Yes.

O. **Question:** Will all the areas within the maintenance building be thoroughly cleaned up of all junk? or is that going to be the responsibility of the new vendor if selected?

Answer: Our expectation is that the previous vendor will have removed all their equipment and supplies from the compound and the maintenance building. If additional clean up is needed, DeKalb County will place a 20-30 yard roll off on site for use by the new vendor. The County will also remove and dispose of all material in the roll off.

P. **Question:** Is this opportunity only available to local small business enterprises that are based in Dekalb County? If we are eligible, would there be another opportunity before opening to attend LSBE Meeting?

Answer: No, this opportunity is open to all vendors who can provide the service in accordance with the terms and conditions of the solicitation. Please refer to No. 2 above regarding additional LSBE meeting opportunities.

Q. **Question:** Is DeKalb County responsible for the replacement of the irrigation pumps if irrigation pumps need to be replaced?


Answer: Yes, however, the County will assess and determine whether any issues with the pumps require repair or replacement.

R. **Question:** If a major storm hits Mystery Valley that results in the downing of 500 trees, who is responsible for the cost to remove the downed trees? DeKalb County or the Contractor?

Answer: The County will address removal of downed trees above the requirements and responsibility of the Contractor as outlined in the Agreement.

9. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum with your Bid submission. You may email Jennifer Schofield, Procurement Agent, jjchofield@dekalbcountyga.gov before the Bids are due to confirm the number of addenda issued.

10. All other conditions remain in full force and effect.



Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

**Addendum No. 1
Invitation to Bid (ITB) No.: 21-101425,
Maintenance of Mystery Valley Golf Course**

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF FIRM)

(Name and Signature)

jjjs/DR

(Title)

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE (\$)	EXTENDED PRICE (\$)
6.	CART PATH				
	Blow leaves and debris from cart path daily	LS	1		
	Scoop up silt on cart path when needed	LS	1		
	Repair pot holes and cracks as needed	LS	1		
7.	LAKES, CREEKS, DITCHES, AND OTHER NATURAL AREAS				
	Remove trash and debris after storm events	LS	1		
	Mow or trim lake banks, riverbanks, ditches and creek along with rough	LS	1		
	Remove volunteer trees as necessary to maintain line of sight and playability of golf hole.	LS	1		
8.	CLUBHOUSE GROUNDS AND PRACTICE FACILITY				
	Mow grass areas weekly around clubhouse and practice facility.	LS	1		
	Pick up trash and debris daily around clubhouse and practice range and putting green	LS	1		
	Trim fence lines, curbs, around signs, around the clubhouse, yardage markers, ball washer stands, benches, and around trees weekly	LS	1		
	Maintain trees, shrubs and flowerbeds, including watering, weeding, fertilizing and all things necessary to provide optimum growth and health.	LS	1		
	Remove any downed limbs or debris from around clubhouse grounds	LS	1		
9.	DAILY COURSE PREPARATION				
	Change pin placements	LS	1		
	Empty trash containers	LS	1		
	Service ball washers	LS	1		
	Move tee markers	LS	1		
10.	GOLF COURSE RESTROOMS (2 Units)				
	Clean and stock daily. Cleaning includes, sweeping the floor of all debris, emptying trash cans, mopping floors as necessary and cleaning of toilets and sinks. Hand towels and toilet paper are to be available at all time.	EA	730		
11.	ARBOR CARE				
	Tree removal	IN	600		
	Stump Removal (Grinding)	IN	600		
12.	WORK ALLOWANCE				\$ 65,000.00
13.	TOTAL BASE BID				\$

Grand Total Base Bid (Add extended pricing items 1 thru 12 above)

\$ _____
(In Figures) (State amount in words on the line above)

ATTACHMENT B

REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check If Included With Bid
1, 3, 6, 41	Attendance at Mandatory LSBE Meeting	
1, 3, 20	Attendance at Mandatory Pre-Bid Meeting	
3, 28	One Original, One Copy (USB Flash Drive)*	
9,10	General Terms & Conditions*	
24 - 26	ATTACHMENT A-2 – Price Schedule (separate, sealed envelope)*	
27	Bid Acknowledgement Form*	
28	ATTACHMENT B - Required Documents Checklist*	
29-30	ATTACHMENT C - Contractor Reference and Release Form*	
31	ATTACHMENT D - Subcontractor Reference and Release Form, if applicable**	
33	ATTACHMENT F - Contractor Affidavit*	
34	ATTACHMENT G - Subcontractor Affidavit, if applicable**	
35-43	ATTACHMENT H - LSBE - Exhibits A and/or B*	
44-47	ATTACHMENT I - First Source Jobs Ordinance Information w/ Exhibits 1-4	
48	ATTACHMENT J - Equipment List Table*	
19	Category 24 License*	
19	Resumes of Personnel (Superintendent, Mechanic, Irrigator and Pesticide Applicator) *	
19	Status of Good Standing – Golf Course Superintendents Association of America* (if applicable)	

***If these mandatory forms are not completed and submitted with the bid, the Bidder will be deemed non-responsive.**

****These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the Bidder being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

Printed Name

Signature