

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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January 14, 2022

ADDENDUM #3
INVITATION FOR BID #22-31

RFP TENNIS COURT MANGEMENT SERVICES

NOTE: PROPOSALS FOR THE ABOVE REQUEST FOR PROPOSALS (RFP) ARE DUE ON JANUARY 20, 2022. If you have already submitted your proposal and this Addendum 3 requires you to modify it, you may withdraw and resubmit or submit an amendment. Whether or not you elect to change your proposal, please acknowledge receipt of this Addendum #3 by email to purchasing@newtonma.gov. The email subject line should read "RFP 22-31 Tennis Court Management Addendum #3."

THIS ADDENDUM IS TO: PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

Q1. Are there any block-out dates on larger public facilities or events that would interfere with tennis programming?

A1. High school teams have use of NNHS and NSHS March 21 – June 20 2022 Monday - Friday 4 – 7 pm and Saturdays from 8:00 am to 1:00PM.

MIAA Championship will be held at NSHS May 7, 8, 14 & 15, 2022. The Department of Parks, Recreation & Culture (PRC) and Friend of Newton Tennis FoNT will be running a double tournament October 1, 2022 with a rain date of October 8, 2022 at NSHS. Additional tournaments may be added throughout the season but PRC will work close with TPM to provide alternatives for these and any additional dates if there is conflict.

TPM has priority to all courts but there are a handful of private schools that reserve courts for their practices in the spring. These are usually weeknights from 4 – 6pm on smaller less used courts.

We work closely with TPM in scheduling courts.

Q2. We are interested in learning a little more about the clay courts. Does the City of Newton cover all maintenance (fences, windscreens, storm damage, etc.) or does this fall 100% under the vendor?

A2. TPM is responsible for the startup & close down of the courts including clay, tapes, nets and continual maintenance of the clay courts. PRC will turn on the water but is up to TPM to adjust any irrigation zones during the season as needed. PRC is also responsible for any fence repairs and windscreens.

Q3. The flow of revenue goes through the City. This would be for all aspects including coaches, paying officials, tournament directors, league coordinators? Or would the money come back to USTA New England for us to payout? Please let us know what the turnaround time is for reimbursement.

A3. TPM can expect a check 10 to 14 day after they invoice the City.

Q4. What town certificates are required to operate?

A4. No town certificates are required other than CORIs of staff prior to working. All staff must fill out the City's CORI form at least 2 weeks prior to working.

Q5. Are you able to share with us where revenues from the past two years were generated? All from lessons? Were there any leagues or tournaments? Membership fees?

A5. In past years lessons have been the primary revenue generator. Leagues and tournaments were not offered by past TPM. However, we would like to see this moving forward.

Q6. Are you able to share who currently handles the clay-court maintenance?

A6. Since 2003 maintenance has been the responsibility of the TPM.

Q7. While there are some discrepancies regarding revenue collections in the RFP, it does appear that all revenues must be received by the City first and that the TPM will not receive any earned revenues until after the end of the spring season. Presumably, then, this will require TPM to cover 100% of operational expenses (salaries, instructor fees, etc.) for the first two months of the contract with pre-revenue capital. How will the City determine the TPM's portion of collected monies to be remitted at the end of each season?

A7. All revenue collected minus credit card fees and the TPM's bid percentage. The last payment to TPM will be handled the same way unless money must be withheld to meet the TPM's minimum guaranteed payment amount per year.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM OR SEPARATE EMAIL. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read
Chief Procurement Officer