

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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November 28, 2022

**ADDENDUM #2
REQUEST FOR PROPOSALS #23-46**

TENNIS COURT MANAGEMENT & PROGRAM SERVICES

THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS:

Q1. Will the sheds be available for use at Newton North and Newton South?

A1. The sheds at the high schools are for school tennis programs. The tennis program manager (TPM) can certainly reach out to the head coaches and see if you can work something out. If not, the department has sheds that can be installed at those locations.

Q2. What company was used for the startup and breakdown of the clay courts?

A2. In past years Cape and Island has performed the start up for the TPM. In the past, the TPM's maintenance provider did the break down.

Q3. What is the approximate cost for starting up the clay courts in the spring?

A3. The startup costs were not and are not required to be reported to the Parks, Recreation & Culture Department (PRC), hence the cost is unknown.

Q4. What time of year do the lights at Newton North and Newton South come on?

A4. The light schedule for both facilities is May 1 – October 31 from dusk until 9:30PM.

Q5. What was the gross and net income of the contractor annually for the last 5 years?

A5. This question is difficult to answer because we changed programs in 2022 and only have records for fiscal year amounts, not calendar year. This means that the totals we have records for are for two different calendar years. A rough estimate of gross and net is as follows: 2022 Gross: \$107,435; 2022 Net income: \$80,000.

Q6. In the bid, the vendor used to have to teach clinics and lessons, does the vendor and their partners have to teach clinics in this coming bid?

A6. TPM can make that decision for itself. If it best fits that the partners do not teach because their attention is need in other area of the management, we will not require they teach.

Q7. Do contractors who had the bid rescinded or not renewed still get to bid for this year?

A7. Yes. The City cannot prohibit anyone from bidding.

Q8. How does the vendor get paid? Seasonally or monthly?

A8. TPM can bill the city 50% of the monthly income per month. At the end of the fall season, when refunds are all set and no more income is being received, TPM can bill the remaining amount as dictated in the contract.

Q9. How many memberships were sold in the clay courts?

A9. 132.

Q10. Does the vendor have to supply Port-a-Potties at the clay courts and/or Newton South or Newton North?

A10. If the TPM feels that a Port-a-Pottie is needed to enhance their offerings, then it is up to it to supply it.

Q11. With high school teams playing in the spring, what is the earliest that the vendor can start clinics on the high school courts?

A11. The high schools have historically had the courts for their spring season, Monday - Friday, 4pm – 7pm and Saturdays from 8am – 2pm. TPM can work with PRC to use any of the times available that the schools are not using during this period.

Q12. Currently, section VI K of RFP #23-46 reads as follows:

K. METHOD OF PAYMENT. All monies collected by the TPM shall be deposited into a City account. The TPM will submit invoices within 15 days of the end of each session, Spring, Summer and Fall and the City shall remit to the TPM its portion of such monies; the monies will be invoiced in a 50/50 split of the revenue received. At the end of each year of the agreement, the TPM shall remit any additional GPM due as governed by the agreement.

Will section K be amended to read "The TPM will submit invoices to PRC at the end of each month, and the City shall remit to the TPM its portion of such monies within 14 days of receipt of each invoice; the monies will be invoiced in a 50/50 split of the revenue received. At the end of each year of the agreement, the TPM shall remit any additional GPM due as governed by the agreement."

A12. Yes, it should read monthly.

Q13. Will Newton PRC grant full administrative access to the TPM and designated TPM staff for <https://newtonma.myrec.com> ?

A13. Yes, for the tennis program specifically.

Q14. Will the TPM be allowed to create and modify programs/rosters and pricing (with the exception of modifications to Clay Court pricing) without prior approval from PRC within <https://newtonma.myrec.com> ?

A14. Yes.

Q15. In order to comply with requirements in #23-46, will the TPM be allowed to use all the finance/reporting/program/account management and special features within <https://newtonma.myrec.com> ?

A15. Yes.

Q16. Will the TPM be allowed to fulfill the terms of RFP #23-46 VI Section P. using the financial reporting functionality of [Newtonma.myrec.com](https://newtonma.myrec.com) ? **BOOKS AND RECORDS-** The TPM shall keep the books of accounts and records of all operations and establish a system of bookkeeping and accounting that is compliant with the PRC's collection of fees policies. This accounting shall be kept in a program equivalent that has the capability to interface City Hall Systems for processing credit card payments City Hall Systems (The contracted vendor by the City's Accounting and Treasury Departments for credit card processing).

A16. Yes.

Q17. Will Newton PRC allow the TPM to post TPM's Customer Service Tel# and email to [Newtonma.myrec.com](https://newtonma.myrec.com) tennis programming webpages?

A17. Yes.

Q18. Will the TPM be allowed to coordinate part time member-volunteer monitoring of the Newton Clay Courts with The Friends of Newton Tennis (if FNT will participate)?

A18. TPM can use volunteers as long as all staff has had a CORI

Q19. Will PRC allow use of Clay and Hard Courts from 8:00 am during Spring, Summer & Fall tennis seasons? (currently RFP #23-46 shows 9:00 am start time)

A19. Yes

Q20. Will PRC allow staggered watering of the Clay Courts so that some of the courts can stay open during the hours of noon to 3:00 pm (in the past, courts have been closed during these hours).

A20. TPM needs to determine the best maintenance schedule. Hours of operation can be discussed to best meet TPM and members.

Q21. Will PRC be responsible for repairs and maintenance to Clay Court irrigation system, fencing, shed, net posts, nets, backboard, and surrounding walkways/benches/fields?

A21. Yes.

Q22. Will TPM be allowed to accept credit card payments (in addition to cash/checks) on site at Clay Courts for guest fees and program registrations such as Round Robin fees?

A22. Yes, Credit cards can be entered manually through MyRec.

Q23. Will PRC provide individual numbered permits to each teaching staff member of the TPM so that teaching staff can be properly credentialed when conducting group clinics and private lessons?

A23. Any form of identification for the teaching staff can be discussed and implemented.

Q24. Will TPM staff members be allowed to use hard courts at designated locations across Newton for private lessons?

A24. Private lessons for TPM staff are requested by and managed by PRC.

Q25. Will TPM staff be allowed to approach non-permitted tennis instructors and ask them to refrain from tennis teaching when TPM staff encounters same?

A25. Staff can inquire in a respectful and professional manner and report any issues to PRC staff to manage

Q26. Will PRC sponsor the TPM's summer tennis half and full day programs?

A26. The City will support TPM in summer half and full day programs but the City does not sponsor.

Q27. Will the TPM have the right to assign enrolled students upon assessment during the first class of a series, from group clinics and classes, if the teaching professional determines that the individual student does not meet the criteria of being able to reasonably and appropriately conduct themselves during class activities?

A27. TPM can do whatever it needs to provide positive experiences for the public. If special classes need to be formed to best provide services, it will be supported by PRC.

Q28. Will PRC assist TPM with email campaigns promoting TPM programs?

A28. We can and will send email blasts to our entire data base.

Q29. Private and semi-private lessons are often requested and scheduled within tight time frames - sometimes 1 week in advance, sometimes 1 or 2 days in advance. In cases where courts will be used by the TPM for private lessons, what procedure for reserving the court is acceptable? Would it be ok to designate specific courts across the city as "teaching courts" with signage that alerts the public that they may play on the court if it is unoccupied, but if a permitted teaching professional has a scheduled lesson, that the teaching professional has priority use of the court?

A29. This issue can be discussed and worked out between the awarded TPM and PRC to best fit needs.

Q30. In RFP attachment C, the clay courts rates were set for 2023. Can the rates be changed?

A30. Yes. This was just an example of the rates used in 2022. Recommendations of changes to the Clay Courts cost and times must go before the PRC Commission for their approval.

Q31. Historically, what has been the total revenue generated by the TPM for the past 5 years by year?

A31. See answer to Q5.

Q32. Do the Permit Fees for access to the clay courts become part of the revenue generated by the TPM, or are the collected by and kept by the city?

A32. If you are referring to membership fees, yes. Membership fees are included in the total income by TPM. TPM will bill the city its share per contract.

Q33. If the Permit Fees are provided to the TPM, what did those fees total for 2022?

A33. \$38,245.00

Q34. What % of the program participants are residents versus non-residents?

A34. I do not have that data in hand but we encourage non-resident participation in the TPM programs.

Q35. What methods does the city have to work with the TPM to push notices of tennis programs to the residents of the city? Email, SMS, etc.? (The goal being to aid in the marketing of the tennis programs each season or session.)

A35. PRC has in the past sent email blasts to all the members registered in the MYRec system. PRC has also used the Mayor's newsletter which reaches most of the citizens in Newton.

Q36. Does the operating system MyRec have an app for end users? (For booking purposes, pushing notifications, confirmation of reservations, etc.)

A36. MyRec can be used on any electronic device and has the ability for booking, notifications and receipts.

Q37. Within the RFP, Section VII., F. Existing Programs: Item 5: Current enrolled spots is approximately 2,000 per year. For clarification - does the number 2,000 refer to actual spots within programs or individual souls participating in different programs?

A37. Individual souls.

Q38. What additional tennis programs are being run by the city or other third party outside vendors during the year?

A38. PRC /FoNT runs an annual doubles tournament in the Fall. There is also a six week winter modified program held at Newton South HS. PRC will not let any other agency run tennis programs in the City.

All other terms and conditions of this bid remain unchanged.

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

Thank you.



Nicholas Read
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