



SUN 'N LAKE
GOLF & RECREATION

RFAI Addendum #1 RFP #20-07

Management, Operation, and Maintenance of Sun 'n Lake Golf Club & Restaurant

*** There were no specific questions in regards to the RFP wording or requirements from any proposers by the set deadline. The questions received and answered below are outside the scope of services and do not prohibit any proposer from submitting their bids.

1. What is your current employee roster by department, position, hire date, full-time or part-time and pay rate?

- See attached Organization Chart per most recent budget process. Certain information unable to be disclosed as proprietary to current management company.

2. What is the employee benefit offering and amount funded by the club?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District. All RFP proposers must include and disclose such information.

3. What is the current vacation policy/sick time?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District. All RFP proposers must include and disclose such information.

4. Can we get a copy of the term sheet for the Worker's Comp Policy?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District. All RFP proposers must include and disclose such information.

5. What time keeping system are you currently using?

- The Golf and Restaurant staff utilize ADP for time keeping and payroll services. The District utilizes Incode for payroll processing.

6. What is the current Payroll register (to show benefit participation)?

- Please refer to the financials which show total labor figures and benefits as a whole. Detailed information deemed as proprietary by the current management company and has remained undisclosed to the District. All RFP proposers must include and disclose such information.

7. What were the Club's Financials for 2019 and 2020 by department?

- See attached financials. Additional reporting unavailable.

8. What operating expenses that would traditionally be the Club's responsibility are being subsidized by the District?

- The District subsidy is currently comprised of the overall operational shortfall, as well as, all items deemed as Capital defined by any item having a useful life of 1 year and value of \$5,000. For the current RFP, all capital projects will be a responsibility of the club. The District will subsidize the overall net loss including capital, if applicable.

9. Can we get a copy of the Club's current organizational chart?

- See attached.

10. Can we get a copy of the District's current organizational chart?

- See attached.

11. What POS system is currently being used at the Club?

- EZ-Suites (Formerly IBS)

12. What accounting software is being used and how long has it been in place? Is there an ongoing cost and how much? When was it last updated?

- This information is currently an off-site service by the current management company. Specific details such as brand are unknown to the District and have remained undisclosed. The District utilizes Incode by Tyler Technology and would make it readily available to utilize by any proposer with no additional costs. All upgrading and annual maintenance costs covered by the District.

13. What payroll system is being utilized and does it integrate with the accounting system?

- This information currently an off-site service by the current management company. It is unknown as to whether the ADP platform integrates with the accounting software. The District's payroll processing system is integrated with the accounting system (Incode).

14. How many events have occurred in 2019 and 2020 by type (banquet/wedding/tournament) and revenue for each?

- This information is not readily available by the District.

15. What is the breakdown of golf memberships by type?

- See attached golf membership breakdown from most recent budget process.

16. Who is the current tee sheet partner?

- EZ-Suites (IBS)

17. Is there a POS/Tee sheet agreement?

- Yes, This is all included within the EZ-Suites agreement.

18. Who is the current tee time reseller agreements (golfnow, teeoff, supreme)?

- Current Management Company agreements with Golf18 and Golf now

19. How many "hot deals" rounds were sold in 2020, by month?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

20. Is the club utilizing dynamic/predictive pricing services? If yes, what company?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

21. Are there a detailed financial reporting of 2019 marketing budget/expenses?

- See financials attached.

22. Is there a 2019 marketing plan?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

23. Is there a 2020 marketing plan?

- See marketing proposal from most recent budget process.

24. What club events were hosted in 2019 by month?

- This information is not readily available.

25. How many new members are joining by month in 2020, by category?

- This information is not readily available. Please see membership report and predictions included by category for the upcoming fiscal year and past year history.

26. How many member prospects are received by month in 2020?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

27.How many members resigned by month in 2020?

- This information is not readily available.

28.Is there Membership sales collateral?

- Yes. This is created by the management company at their discretion.

29.How many player advantage cards sold in 2019 and 2020 YTD?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District. There is no requirement to utilize player advantage cards. Each management proposer can choose to include in their proposals as they see fit.

30.What is the discount card participation, if any? (PGA Pass, Big Summer Card)

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

31.How many weddings were hosted in 2019, by month?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

32.What are the Membership documents for each category, if different?

- See attached current membership packet.

33.What were the last two membership sales marketing campaigns?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

34.What were the last 5 daily fee sales marketing campaigns?

- This information has been deemed proprietary by current management company and has remained undisclosed to the District.

35.What are the Capital Projects for this year?

- Aqua Tee Project for Turtle Run \$120,000, Short Game Practice Area Relocation \$35,000, Banquet Room Furniture \$40,000, Turtle #1 Bulkhead Repair \$20,000, Golf Course Sidewalk Repairs \$20,000