

Town of Bridgewater

Request for Proposals

Disposition of Real Property via Lease For Food and Beverage Service:

For the Clubhouse Located at the

Olde Scotland Links Golf Course

Project 21-G001

For the period from January 1, 2022 through and including December 31, 2032

Addendum #1 – Time Extension:

Due to the number of questions posed to the Town, Proposals are now due on Friday, August 13, 2021 at noon

Addendum #1 – Responses to questions received by close of business August 3, 2021

Issued: August 4, 2021

1. Section IV. Proposal Requirements, A.2 reads:

“Minimum acceptable lease amount:

- \$30,000 annually increased by 2% per year over the lease term.
- 2% of gross sales.”

Does the Proposal mean one or the other, or both?

The RFP means both.

2. Does the Price Proposal need to be in separate sealed envelope?

Yes. The RFP inadvertently left out the provision concerning separate envelopes. SECTION III. PROPOSAL INSTRUCTIONS A. Instruction to Proposers, #7 should read:

All proposals shall be submitted to the Town Manager, Town of Bridgewater, Town Hall, 66 Central Square, Bridgewater, MA 02324, on or before the date and time stated in the “Legal Advertisement”- Appendix A. Bidders should submit two SEALED envelopes. The first shall be clearly marked on the outside of the envelope to indicate the contents, and the name and address of the proposer. The second shall be clearly marked “Lease For Food and Beverage Service Cost Proposal.” The first envelope contains every part of the proposal EXCEPT the price proposal. The second envelope contains ONLY the price proposal.

3. Please confirm that the required security deposit is \$6,000. as referenced in Section IV(B) Financial Scope of Services. (The amount of \$1,000. is referenced in Section V(3) Financial Capability.)

Yes. The security deposit amount is \$6,000. Section V(3). Financial Capability should read “\$6,000” and NOT “\$1,000.”

4. Minimum hours of operation daily?

The Proposer may propose any operational hours it wishes. The course is generally open year-round, weather permitting, with closures in very early spring.

5. Dates of operation?

The Proposer may propose any dates of operation it wishes. See above.

6. Could we be provided a copy of the last winning bid on this property?

The submission can be found at:

<https://www.bridgewaterma.org/DocumentCenter/View/4378/Old-Scotland-Links-RFP>

It has been slightly redacted to exclude personal financial information.

7. Is the 2% of gross sales on all food and beverages or just on one specific portion of the property (i.e. banquet, restaurant)?
The 2% applies to sales on all food and beverage.
8. When is the 2% due, monthly or annually?
The Proposer may propose a payment schedule which will be considered by the evaluation committee.
9. Could you provide us with copies of the utility bills?
The utilities are billed by the Town to the current vendor/lessee. A copy of June, 2021's invoice detail and a copy of April/May invoice detail is attached.
10. Could you provide us with the current tournament and banquet menus?
See the document referenced in answer #6.
11. Could you provide us with the current tournament schedule?
From the Assistant Gold Pro: "We have 21 shotgun tournaments scheduled for the 2021 season (May-October). Typically we average around 25-30 a season but numbers are down due to COVID."
12. Could you provide us with the last 3 years financials?
Please see attached.
13. Would like to schedule a site visit.
Visits may be arranged through the Town Manager's office by calling 508-697-0919. Scheduling a visit prior to the bid submission date is now almost impossible. However, the course and food services are open and may be viewed as a visitor to the clubhouse without a scheduled appointment.

Town of Bridgewater OSLGC Castaways Operating Expense

Town Pay Date	Vendor Name/Item Desc	Invoices April/May 21	Monthly totals Due
04/18/2021	COMCAST	250.85	
04/18/2021	G & G COMMERCIAL SYSTEMS INC	300.00	
04/25/2021	SUPERIOR PLUS ENERGY SERVICES INC	587.78	
05/02/2021	EAST COAST FIRE & VENTILATION, INC	577.50	
05/02/2021	COMCAST	424.99	
05/02/2021	G & G COMMERC SYSTEMS INC	3,980.00	
05/02/2021	NATIONALGRID	1,288.98	
05/09/2021	ALLIED WASTE SERVICES OF MA LLC	337.53	
05/09/2021	CLAUDE DUBORD AND SON INC	350.00	
05/16/2021	COLLEGE TOWN SIDING & GLASS LLC	675.00	
05/16/2021	COMCAST	250.85	
05/30/2021	ALLIED WASTE SERVICES OF MA LLC	161.32	
05/30/2021	COMCAST	425.04	
05/30/2021	NATIONALGRID	1,381.30	
05/30/2021	SUPERIOR PLUS ENERGY SERVICES INC	800.10	
06/06/2021	G & G COMMERC SYSTEMS INC	728.00	
06/06/2021	YANKEE SPRINKLER COMPANY	400.00	
April May			12,919.24

Town of Bridgewater OSLGC Castaways Operating Expense

Town Pay Date	Vendor Name/Item Desc	Invoices June 2021	Monthly totals Due
06/27/2021	ALLIED WASTE SERVICES OF MA LLC	159.73	
06/27/2021	EAST COAST FIRE & VENTILATION, INC	454.75	
06/27/2021	COMCAST	407.15	
06/27/2021	G & G COMMERC SYSTEMS INC	182.00	
06/27/2021	NATIONALGRID	1,886.33	
06/20/2021	COMCAST	253.40	
06/20/2021	G & G COMMERC SYSTEMS INC	464.00	
06/20/2021	G & G COMMERC SYSTEMS INC	104.00	
April May			3,911.36

Olde Scotland Links Golf Course Actuals 2019 - 2021						
FY from 2019-2021						
DPT #	Sub-Group Description	Object	ACCOUNT DESC	2019	2020	2021
655	Charges for Services	420003	GOLF FEES	1,005,401	916,321	1,326,474
	Charges for Services Total			1,005,401	916,321	1,326,474
	Other Non-Utility Usage Charges	424411	HANDICAP REVENUE TOWN SHARE	4,435	3,410	3,530
		424440	DRIVING RANGE FEES	45,088	28,620	58,428
		424450	CART FEES	164,499	124,223	182,653
	Other Non-Utility Usage Charges Total			214,022	156,253	244,610
	Other Non-Utility, Non-Usage Charges	427002	CASTAWAYS RENTAL INCOME	31,000	26,350	
	Other Non-Utility, Non-Usage Charges Total			31,000	26,350	
	Fees	432294	TOURNAMENT/LEAGUE DEPOSITS	75,675	59,950	64,294
		432295	PROSHOP SALES	54,411	40,132	37,417
		432296	JACK BUCKEY GOLF SCHOOL FEES	560		
	Fees Total			130,646	100,082	101,711
	Miscellaneous	484000	MISCELLANEOUS REVENUE	4,998	3,747	8,513
	Miscellaneous Total			4,998	3,747	8,513
	Other Financing Sources	497000	TR FR GENERAL FUND		250,000	
	Other Financing Sources Total				250,000	
				1,386,067	1,452,754	1,681,308
	Salaries/Wages/Benefits	510000	GOLF FULL TIME WAGES	(322,660)	(346,753)	(353,588)
		510001	PRIOR YEAR RETRO		(1,724)	
		511002	OSLGC INSIDE PRO SHOP	(41,401)	(35,029)	(34,899)
		512000	WAGES -TEMPORARY POSITIONS	(95,512)	(76,923)	(61,887)
		512001	OSLGC MAINTENANCE SEASONAL	(70,884)	(75,039)	(66,726)
		514600	LONGEVITY	(6,267)	(7,781)	(7,617)
		517002	HEALTH INS/ GROUP MEDICAL	(73,559)	(86,194)	(96,183)
		517003	MEDICARE - TOWN SHARE	(7,871)	(8,032)	(7,736)
		517004	LIFE INSURANCE	(421)	(438)	(440)
		517006	WORKERS COMP	(2,450)	(1,538)	(1,801)
		517007	COUNTY RETIREMENT ASSESSMENT	(76,148)	(76,542)	(82,867)
		519005	SICK/VACA BUY-BACK		(262)	
		519007	LICENSES	(307)	(555)	(307)
	Salaries/Wages/Benefits Total			(707,479)	(716,800)	(714,051)
	Expenses	521002	ELECTRICITY	(19,991)	(20,093)	(27,012)
		524007	EQUIPMENT MAINTENANCE	(21,415)	(17,455)	(17,359)
		524031	GOLF CART MAINTENANCE	(29,509)	(2,322)	(28,820)
		524032	IRRIGATION MAINT/REPAIR	(12,330)	(10,639)	(7,637)
		527000	EQUIPMENT RENTAL	(1,898)	(2,117)	(4,468)
		530001	PROFESS & TECHNICAL SVS	(1,000)		
		530008	TRAINING & EDUCATION	(1,767)	(752)	(660)
		530022	MARKETING	(769)	(2,184)	(3,065)
		530058	CREDIT CARD EXPENSES	(18,774)	(19,120)	(24,270)
		548002	OSLGC MAINT FUEL & OIL	(17,595)	(13,349)	(12,964)
		558066	DRIVING RANGE SUPPLIES	(3,495)	(4,194)	(5,013)
		558067	GOLF COURSE MISC SUPPLIES	(15,581)	(19,620)	
			GOLF COURSE GENERAL SUPPLIES			(13,376)
		558068	GOLF MAINT OPERATIONS EXPENSES	(12,293)	(8,818)	(9,346)
		558069	GOLF COURSE FERTILIZER	(34,536)	(35,496)	(28,749)
		558070	GOLF COURSE CHEMICALS	(41,126)	(42,168)	(39,864)
		558071	GOLF COURSE SAND,SEED,SOIL	(8,130)	(8,630)	(9,649)
		572000	OUT OF STATE TRAVEL	(1,045)		
		573000	DUES/MEMBERSHIPS/SUB	(2,363)	(3,152)	(2,886)
		574002	INSURANCE BLANKET LIABILITY	(13,950)	(15,541)	(16,884)
		575001	PRO SHOP/HARD GOODS	(29,279)	(24,444)	(24,093)
		575002	PRO SHOP/SOFT GOODS	(11,376)	(2,983)	(4,457)
		575003	PRO SHOP/OPERATING EXPENSE	(3,661)	(5,266)	(8,368)
		575004	CASTAWAYS OPERATING EXP	(0)	(7,805)	0
	Expenses Total			(301,882)	(265,148)	(286,081)
	Capital Outlay	580000	CAPITAL	(23,780)		
		585000	CAPITAL EQUIPMENT		(15,032)	(19,742)
		586000	LEASE/PURCHASE OF VEHICLES	(79,105)	(83,422)	(95,425)
		586001	LEASE PURCHASE GOLF CARTS		(35,800)	(35,607)
	Capital Outlay Total			(102,885)	(134,255)	(150,774)
	Debt Service-Principal	591078	GLF CLB HOUSE-2008 GLF 00001	(26,000)	(26,000)	(26,000)
		591080	GLF COURSE 8/12-2012 GC 00001	(5,000)	(5,000)	(5,000)
		591081	GLF COURSE 4/14 2014 GC 00001	(30,000)	(30,000)	(30,000)
	Debt Service-Principal Total			(61,000)	(61,000)	(61,000)
	Debt Service-Interest	591578	GLF CLB HOUSE-2008 GLF 00001	(15,210)	(13,520)	(11,830)
		591580	GLF COURSE 8/12-2012 GC 00001	(783)	(683)	(583)
		591581	GLF COURSE 4/14 2014 GC 00001	(3,465)	(2,865)	(2,190)
	Debt Service-Interest Total			(19,458)	(17,068)	(14,603)
	Other Financing Uses	596000	EF TRANSFER TO GENERAL FUND	(93,817)	(93,817)	(141,776)
		596120	TRANSFER TO TRUST FUND	(87,000)	(100,000)	
	Other Financing Uses Total			(180,817)	(193,817)	(141,776)
				(1,373,520)	(1,388,088)	(1,368,284)
	Surplus (Deficit)			12,547	64,666	313,023