

# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT  
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340  
COLUMBUS, GEORGIA 31902-1340  
706-225-4087, Fax 706-225-3033  
BidLine 706-225-4536  
[www.columbusga.org](http://www.columbusga.org)

April 30, 2021

## Addendum No. 2 RECREATION MANAGEMENT SYSTEM RFP No. 21-0025

**Submissions should include acknowledgement of receipt for all Addenda:**

Authorized Initials: \_\_\_\_\_ Firm: \_\_\_\_\_

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

### **I. QUESTION(S)/RESPONSE(S)**

Question 1: A. The requirements list the software vendor to provide all necessary hardware, is there any exception to this?

B. If no exception is given, can the software vendor utilize a 3<sup>rd</sup> party hardware provider as part of the RFP response?

**Response: A. Per Appendix A, page 18, Technical Specifications & Functional Requirements, I. Scope, "The City prefers a single source vendor, if possible."**

**B. A third-party hardware provider may be used. However, the City will only enter into contract with the primary contractor.**

Question 2: The RFP states the City will not make payments or do business with a 3<sup>rd</sup> party vendor for credit card processing. As the software vendor is not a gateway, will the City sign a contract with the Merchant/Gateway the software vendor uses?

**Response: The City will only enter into contract with the primary contractor. Per Appendix A, page 19, Technical Specifications & Functional Requirements, Section C. Secure Credit Card Processing: "The proposed solution shall be an all-encompassing system that includes secure credit card processing and gateway services, if needed. Awarded vendor may sub-contract with a third-party to**

***provide these services however any fees must be included in the submitted cost proposal. The City will not make payments, nor do business with, any third-party vendor.”***

- Question 3: A. The revenue breakdown shows partial time frames per location. Do you have pre-COVID revenue for all of 2019 to provide?
- B. If not, is there an estimate of what revenue might be post-COVID?

**Response: Our numbers run on fiscal year (July 1 – June 30). The FY19 revenue (July 1, 2018 – June 30, 2019) was \$872,694.89. The revenue for FY20 (July 1, 2019 – June 30, 2020) was \$537,829.92.**

- Question 4: Your RFP requires a blanket acceptance of all General Provisions. In our experience successful projects begin with a contract that meets the needs of both parties. Will you be willing to accept conditional acceptance of the included terms in our response pending further discussion and negotiation?

**Response: Per the Specifications, page 14, section V. Proposal Preparation and Submission, Sub-section 5: “Please note: exceptions to the General Provisions will not be considered, and if submitted will automatically render the response non-responsive.”**

**Vendors are required to submit a copy of any Software License Agreement the City would be required to sign. All agreements are subject to review and acceptance by the City Attorney.**

- Question 5: Fuel Management:
- What is the expected outcome of implementing a fuel management product?
  - What system does Columbus Consolidated Government currently use?

**Response: a. Implementing a fuel management system would keep track of fuel that we have on hand, what has been sold and when we need to order more. Lake Oliver Marina is the only location with fuel.**

**b. We currently do not have any system in place to track inventory for fuel. Customers have to come into the Marina to tell us how much money they want to spend and staff has to manually watch the meter to know when to shut it off for the amount they want. Further, staff has to watch the meter to know when it is time to order more fuel.**

- Question 6: Programs:
- A. Number of Programs you offered in 2019 (pre-COVID)?

**Response: There were 72 programs and events in Parks and Recreation Facilities in FY19.**

B. What is the number of those total registrations?

**Response:** There were 152,305 people who entered Parks and Recreation Facilities in FY19.

C. What is the expected revenue for 2021?

**Response:** Our numbers run on fiscal year (July 1 – June 30). We still have facilities that are closed and facilities that are not open full capacity. Therefore, it is difficult to estimate revenue for 2021. However, the YTD revenue for 2021 is \$317,052.25.

Question 7: Leagues:

A. Do you plan on using the cloud-based software for leagues and scheduling?

**Response:** Yes. Please refer to page 18, Appendix A, Section II. Requirements, clause B.

B. What is the number of teams? What is the number of players?

**Response:** Adult Softball – 89 teams  
Adult basketball – 9 teams  
Adult volleyball – 5 teams  
Adult flag football – 4 teams  
Adult frisbee – 55 players  
Youth basketball – 224 players

Question 8: Membership:

A. Do you plan on offering memberships?

**Response:** Yes, memberships are already being offered at the Columbus Aquatic Center (CAC) and the Cooper Creek Tennis Center. Participants have the option to either have their account auto-drafted or to pay monthly at the facilities. The auto-draft memberships are currently withdrawn through the Finance Department. These will not be withdrawn by the Parks and Recreation Department or point-of-sale system.

B. What is the overall number for 2021 and 2022?

**Response:** CAC Memberships -  
2019 – 710 memberships  
2021 – 84 memberships

Cooper Creek Tennis Center Memberships –  
2019 (number unavailable at this time)  
2021 – 335 memberships

**Memberships were put on hold for 2020.**

C. Will you be using the check in feature?

**Response: If this feature is included, yes, this would be an excellent feature to have at the facilities.**

Question 9: POS:

A. How many locations do you plan on using for Point-of-Sale?

**Response: Eight (8). Please refer to page 21, Appendix B (Detailed Facility Information).**

B. What is the raw transaction total for 2021 and 2022?

**Response: The total transactions are based on calendar year (January 1 – December 31). This is the number of transactions, not a dollar amount.**

**2019 Transactions – 82,543**

**2020 Transactions – 25,232**

**2021 Transactions (January 1 – April 21, 2021) – 18,020**

Question 10. Facility:

A. Do you plan on using reservations for facility rentals?

**Response: Yes.**

B. How many did you have for 2019?

**Response: There were 1,058 facility reservations in 2019.**

C. What do you expect for 2021 and 2022?

**Response: Facility reservations have not been open to the public due to COVID. The Department did not rent facilities (indoor or outdoor) in FY21. There are three months remaining in FY21 and there will be no reservations taken for the remainder of the fiscal year. FY22 begins on July 1, 2021. The Parks and Recreation Department has not made a final decision if rentals will be allowed to resume in FY22.**

Question 11: What [was] the annual revenue for the Parks Department in 2019?

**Response: The total revenue for FY19 was \$872,694.89.**

Question 12: What do you expect for 2021? 2022?

**Response: YTD revenue for 2021 is \$317,052.25.**

Question 13: What do you expect for 2022?

**Response: Projected revenue for FY22 is \$410,000.00. The projected amount is based on the current restrictions/closures and is subject to change.**

## **II. ACKNOWLEDGEMENT**

**Indicate that your firm has received this Addendum in the appropriate area(s) and include with sealed Proposal. Failure to acknowledge receipt of this addendum may render Proposal “Incomplete”.**

**Andrea J. McCorvey  
Purchasing Manager**

