



DEPARTMENT OF ADMINISTRATION  
**THE CITY OF EAST ORANGE, NEW JERSEY**  
44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07019

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**ADDENDUM #1**

**OPERATION/MANAGEMENT SERVICES FOR THE RESTAURANT and/or PRO-SHOP AT THE EAST ORANGE GOLF COURSE**

The CITY OF EAST ORANGE advertised in the Newark Star Ledger and on the East Orange official website for: **OPERATION/MANAGEMENT SERVICES FOR THE RESTAURANT and/or PRO-SHOP AT THE EAST ORANGE GOLF COURSE**, on Tuesday, December 29, 2015 with the submission deadline date being Wednesday, January 20, 2016 at 12:00 p.m.

**Per request of the prospective proposers in attendance at the January 6, 2016 Pre-Proposal Conference, the answers to all questions asked are listed below:**

**Question 1.**

Is the Pro-Shop revenue solely derived from the sale of merchandise?

**Answer.**

The revenue is derived from the sale of merchandise, [repair of clubs](#) and teaching golf on the driving range.

**Question 2.**

Who is responsible for operating the driving range?

**Answer.**

The City of East Orange.

**Question 3.**

Who is responsible for golf cart rentals?

**Answer.**

The City of East Orange.

**Question 4.**

How does the vendor operating the restaurant secure a Liquor License?

**Answer.**

A Concessionaires License is available through the State of NJ.

**Question 5.**

How does the vendor operating the restaurant renew the liquor license?

**Answer.**

Through the State of NJ on an annual basis [and](#) fees paid to the State.

**Question 6**

What is the estimated date of the Clubhouse Demolition?

**Answer.**

We are about two weeks away from demolition.

**Question 7.**

Is the winning bidder responsible for outfitting for supplying furniture, fixtures, etc?

**Answer.**

Yes, The winning vendor is responsible for supplying anything that is removable from the facility, furniture fixtures, etc.

**Question 8.**

What are the limits to hours of operation?

**Answer.**

1 am for functions, 2 am for facility cleanup.

**Question 9.**

Are there seasonality restrictions?

**Answer.**

No restrictions.

**Question 10.**

In the RFP document is says the vendor is responsible for utility cost?

**Answer.**

Yes, on a pro-rated basis.

**Question 11.**

Who handles Golf Outing Solicitation?

**Answer.**

The City is open to the suggestions from the winning bidder, possibly the restaurant vendor and pro shop vendor.

**Question 12.**

What type of utilities are on site?

**Answer.**

Electric and Propane via a tank.

**Question 13.**

Is the Golf Course name going to remain the same?

**Answer.**

The City is evaluating options for a new name.

**Question 14.**

Will there be a Stand Alone website for the Golf Course?

**Answer.**

The Golf Course currently has a presence on the on the City of E.O. website. The City currently has an RFP out for marketing services for the golf course, and will know more once marketing services are secured.

**Question 15.**

Is the driving range available for use for a Club Manufacture Demo Day?

**Answer.**

Yes. The range is designed to have 24 stations. There is no issue with shutting down some hitting stations for demo day usage.

## **B) Additional questions and concerns raised to date are listed as follows**

### **1. Utilities:**

- a. The building will be heated by oil heat. The oil tank will be located in the basement area.
- b. Natural gas is not available on Parsonage Hill Road.
- c. Cooking will be fueled by propane.

### **2. Outfitting:**

- a. Kitchen hood, duct work & kitchen equipment, walk-in boxes and refrigeration will be supplied/installed by the restaurant operator.
- b. Sound system – To be specified and supplied/installed by the restaurant operator.
- c. Lighting system – Light system for common areas shall be supplied/installed by the City, unless otherwise agreed upon with the restaurant or pro shop operator. Light finishes for the bar and banquet areas will be the responsibility of the restaurant operator.
- d. Building surveillance system – To be specified and supplied/installed by the City.
- e. Building phone system – To be specified and supplied/installed by the City.
- f. Flooring finishes – All flooring to be installed by the City unless otherwise agreed upon with the restaurant operator. Flooring finishes will include wood flooring, tile carpeting and ceramic tile in the restrooms. Architectural Sheet A-0.4 has the finish schedule. The color scheme has not yet been determined.
- g. Wall finishes – All wall finishes to be installed by the City unless otherwise agreed upon with the restaurant operator. Wall finishes will generally be drywall, with a painted finish. Architectural Sheet A-0.4 has the finish schedule. The color scheme has not yet been determined.

### **3. Access:**

- a. Building access is as shown on the architectural plan. Building access for the main entrance will be below the portico generally facing Parsonage Hill Road. A delivery entrance to the kitchen area will be on the southerly portion of the building. An additional entrance to the pro shop area will be on the north/easterly side of the building.