TO: All Bidders

FROM: Town of Schroon Town Clerk

DATE: October 26, 2026

SUBJECT: Addendum #1 RFP for 9 Hole Municipal Golf Course & Restaurant Club House Operations and Management

This Addendum, issued to bid document holders of record, indicates changes to the bid documents as follows:

PLEASE REPLACE PAGES 2 THROUGH 6 WITH THESE PAGES:

Town of Schroon, NY

36 Club House Dr, Schroon Lake, NY, United States, 12870

1. Overview

- **Objective:** The Town of Schroon seeks a qualified management company to lease, operate, manage, maintain and improve its municipal 9-hole golf course. The Town believes that the Town of Schroon Municipal Golf Course is a unique but underused public, recreational asset that has untapped potential when fully managed by a professional, industry experienced, creative and community-oriented management company that is willing to invest in the future and share the reward.
- **Lease Term:** Consistent with the objective to encourage the necessary investment to maintain, enhance and optimize this incredible Town recreational asset, the Town intends to award a minimum **five (5) to (10) year initial lease term** (proposed at Proposer's discretion) to the selected Management Company. The term shall be subject to the Management Company meeting all annual financial and performance metrics (to be mutually agreed upon). The management company shall also have the exclusive right to negotiate **two (2) subsequent five (5) year renewal options.**
- **Financial Baseline:** The course currently generates approximately $145,000 (greens fees, carts, merchandise) in gross revenue per year. The course operates at about a $20,000 loss per year. The Town does not operate a club house, concession or restaurant/bar although a club house is on property. Proposers should detail a comprehensive plan intended to optimize the entire facility's usage, capabilities and growth potential.
- **Financial Proposal Structure:** The Town requests a **Triple-Net (NNN) Lease** model designed to protect public funds while offering an equitable, shared risk-reward upside incentive for the management company. Proposers must submit a financial structure that meets the following criteria:
    - **Guaranteed Minimum Base Rent:** Proposers must state a fixed, annual dollar amount to be paid to the Town as a baseline rent floor. This base rent is guaranteed and payable to the Town regardless of the course's annual operating performance.
    - **Triple-Net (NNN) Operational Liability:** The selected management company shall assume 100% responsibility for all facility operating costs, utilities,

routine maintenance, staffing, and insurance. The Town shall bear zero exposure to day-to-day operational losses.

    - **Tiered Revenue Sharing:** To foster a shared risk-reward partnership, Proposers must include a percentage-of-gross-revenue sharing model that is auditable and triggers once baseline performance thresholds are crossed and timelines are met. Proposers should detail how their proposed capital investments will scale this revenue-share upside for both parties.
- **For additional information, current rates, fee structures and operating hours please visit https://townofschroonny.gov/golf-course/ and** https://www.facebook.com/SchroonLakeGolfCourse/

2. Scope of Services

The selected management company will handle daily business functions as well as provide a Capital Improvement Plan to enhance the facility, consistent with the objectives of this RFP:

- **Course Maintenance:** Must maintain greens, fairways, bunkers, and irrigation systems to high agronomic standards.
- **Clubhouse & Pro Shop:** Must manage tee times, tournament scheduling, retail sales, and guest check-in. Provide and maintain online reservation system.
- **Food and Beverage Operations:** Management company must operate an on-site food and beverage services. The selected management company will be required to obtain and maintain all necessary vendor permits and business licenses required by local and state laws, including health department permits and State Liquor Authority licensing and any additional insurance.
- **Community and Business Discounts and partnerships:** The Town values maximizing accessibility for all the community, its residents, visitors and businesses. Town prefers that Proposer includes discount structures based on reasonable market competitive rates for annual or local members, students, senior citizens and US Armed Forces and Veteran golfers. In addition, the town encourages the management company to offer mutually beneficial offerings made available to Town of Schroon hotels, resorts and other applicable businesses that express interest in such partnerships.
    - In doing so, the management company must also ensure reasonable balance to public access, maintain traditional hours of operation and ensure the course is not overly restricted by private tournaments or corporate block-bookings during peak weekend hours.
- **Staffing:** Management company must hire, train, and supervise all personnel, ensuring compliance with labor laws.
- **Advertising and Marketing**: In addition to online reservation system requested, proposer must provide and maintain an attractive web and active, online social media presence to attract golfers in a way that markets an attractive, positive image of the Town's golf course and community.
- **Capital Improvement Plan (CIP)**. Proposers must include and execute a detailed CIP which outlines investment commitments over the first 36 months of the

contract and provide proof of capital for such investments. Using the proposer's expertise and experience, the CIP must specifically identify, prioritize, address and fund improvements. Examples may include but not limited to:

- Clubhouse, pro shop, or food and beverage venue upgrades to maximize multi-use revenue, convenience and overall golfer experience.
- Irrigation infrastructure optimization and water conservation.
- Turf, greens, tees (potential for alternate tee boxes) and bunker restoration to elevate playing conditions.

- **OPTIONAL Proposal:** Proposers are encouraged to offer a plan to manage and operate the on-property winter "rope tow" ski and sledding hill. This facility is also a unique public asset which has been dormant for several years. The Town would like to see this recreational asset reinvigorated for the benefit of our local and visiting youth.

  While inspected in 2025, the tow shed requires rebuilding. Weather permitting, the minimum winter hours of operation are expected to be 4pm to 8pm Fridays, 10 am – 7 pm on Saturdays and noon – 4pm on Sundays as well as reasonable timeframes during winter holidays and vacations. Reasonable adjustments to operating hours upon mutual agreement. Please provide proposed rates for usage and include all required insurance.

- A Snowmobile club maintained snowmobile mobile trail also runs through the property which may offer opportunity for year-round options.

3. Maintenance Responsibilities & Capital Repairs

- 'As-Is' Acceptance: The selected management company agrees to accept all existing Town-owned maintenance equipment, pro shop fixtures, and kitchen appliances (as itemized in Appendix A) in their current 'As-Is, Where-Is' condition as of the commencement date of the lease. The Town makes no warranties, express or implied, regarding the mechanical or operational fitness of the existing inventory.

- Sole Maintenance Liability: The management company shall assume 100% sole financial and operational responsibility for the routine maintenance, servicing, and emergency repair of all transferred equipment. The Town shall have no liability for any equipment repair costs or operational downtime.

- Replacement Obligation: If any piece of transferred equipment becomes obsolete, irreparably damaged, or reaches the end of its useful life during the term of this lease, the Operator shall be responsible for replacing it at their sole cost. Any replacement equipment purchased by the Operator to replace vital course operations (such as mowers or aeration equipment) shall remain on-site and revert to Town ownership upon the expiration or termination of the contract, ensuring no degradation of the facility's baseline operational capacity.

- **Golf Cart Fleet:** The current fleet of 20 golf carts are leased. 2026 was the first year of a current 5-year lease at a cost of $16,200 per year. Term is May 1, 2026 – December 30, 2030. A copy of lease is available upon request. Town assumes that the successful management company will assume this lease or terminate / renegotiate in order to provide creative alternatives.

4. Indemnification and Insurance Requirements

The selected management company shall maintain, at its own expense, the following minimum insurance coverage throughout the life of the contract. The Town of Schroon must be listed as an Additionally Insured on all policies:

- Commercial General Liability: $1,000,000 per occurrence / $3,000,000 general aggregate.
- Umbrella Liability: $1,000,000 minimum limit.
- Workers' Compensation: Statutory limits as required by state law.
- Other insurances required by Club House and restaurant operations

5. Submission & Evaluation Criteria

The Town will evaluate all qualifying proposals based on a **100-point matrix** according to the following capabilities:

Proposal Format:

1. Cover Letter
2. Background and Relevant Experience
3. Approach
4. Financial Proposal, CIP, Lease Terms and financial capacity of bidder **to undertake such investments, in form of Bank Statements, Pre-approved Bank Letters, Bank Comfort Letters, Lines of Credit or equivalent.**
5. References

Evaluation Criteria:

- **50% Financial Proposal:** Evaluation of the proposed lease fees, fee structures, revenue-sharing models, capital fund contributions and the financial sustainability of the operational model.
- **30% Approach:** Evaluation of operations and management plan, marketing approach, proposed CIP, maintenance and repair/replacement plan, customer service standards, community focus.
- **10% Experience:** Evaluation of the firm's track record with similar facilities and contract structures.
- **10% References:** Provide up to 3 references of similarly structured lease management contracts, with preference given to private or public municipal golf facilities.

6. Anticipated Timeline

To allow respondents adequate time for site visits, due diligence, and to prepare creative and high quality responses, the Town has established a 72-day open period for this solicitation.

- **RFP Issuance Date:** October 13, 2026

- **Deadline for Question Submission:** October 30, 2026, 4pm EST. Questions to be submitted by email to Erica Hedden, townclerk@townofschroonny.gov
- **Question Answers and Mandatory Site Tour:** Week of Nov 2-6, 2026. Please contact Erica Hedden, townclerk@townofschroonny.gov or 518-532-7737 ext. 2 to schedule visit.
- **Proposal Submission Deadline and Bid Opening:** Wednesday December 23,2026 by noon EDT, email to Erica Hedden, townclerk@townofschroonny.gov
- **Anticipated Contract Award and Begin Contract Negotiation** February 1, 2027
- **Anticipated Contract Start Date:** March 1, 2027

7. Contact Town Clerk, Erica Hedden for all RFP procurement related questions. Erica Hedden, townclerk@townofschroonny.gov or 518-532-7737 ext. 2

Appendix A: Current Course Inventory

Bidders should evaluate the current age and condition of the Town-owned equipment below when formulating their operational and capital equipment proposals.

Equipment Category	Item Description
Golf Carts	20 Gas Golf Carts leased
Turf Mowers	Jacobsen SLF530 FWY 2020 (leased, Q=1)) Good condition Jacobsen Greens King N Tri 2018, (Q=1, Good condition)
Misc	Ventrac 4200 VXD - 2014 (Q=1, fair condition, 2700 hours) Yamaha Work Cart – 2018 (Q=1, good condition) John Deer Gator – 2021 (Q=1, good condition) Toro Push mower (Q=2, good condition) Stihl Weedwhacker (Q=2, good condition) Stihl Pack Blower (Q=1, good condition) Toro Flex 21 – 2009 (Q=1, fair condition) Toro Flex 21 – 2012 (Q=1, good condition) Ryan Sod Cutter (Q=1, “Old” but fair condition) Jacobsen Aero King SLH Seder (Q=1, fair condition)
Clubhouse/Kitchen	Sign in area, popular outdoor covered deck and sitting area overlooking 9th green, Residential Kitchen, counter area. Men and

Women's bathrooms/showers and lockers. Electric Heat with some insulation, potential for fully winterized.

END OF
ADDENDUM # 1