TO: All Bidders

FROM: Town of Schroon Town Clerk

DATE: October 27, 2026

SUBJECT: Addendum #2 Bid Town of Schroon Golf Course Bid **opening December 23, 2026**

PLEASE NOTE THE FOLLOWING QUESTIONS & ANSWERS:

Financial Information and Golf Operations

1. Could the Town provide detailed financial statements for the golf course for 2023, 2024, 2025, and year-to-date 2026, including revenues and expenses by category? *For 2026, early years can be provided at course walk through. Rates increased in 2026.*

Category	Items Sold	Gross Sales - 2026
Uncategorized	92	$2310.00
Cart Fees include • 18 holes 175 $4,375.00 • 9 holes 2,022 $40,440.00 • Fall special 304 $6,080.00 • League 129 $1,290.00 • Path Season 23 $4,600.00	2683	$57,095.00
Food Snacks	235	$357.00
Gift Certs	8	$214.80
Club Rental	61	$915.00

Greens Fees
• Includes:
  ○ 9 holes, 2355 $58,875
  ○ 18 holes, 196 $8,805.00
  ○ 148 Jr $1480
  ○ 169 League $1690
	3424	$76,880.00

Memberships • Couples 4 • Jr 7 • Sr 44 • Adult 28		$25,450.00
Pro shop		$1973.50
TOTAL		$165,195.30

   - *12 part time, seasonal employees (including Green's keep and 2 assistant keepers)*
   - *2026 Year to Date expenses (details available):*
     - *Salaries fully burdened $71,525.17*
     - *Equipment $11,450.62 ($9957.06 paid off in 2026)*
     - *Contractual $50,130.65*
     - *Total $133,106.44*
   - *By way of comparison, 2025 total revenue was $146,879.83 (Green's fees $69,409 and carts $42,102.00. 2024 total revenue was $147,768.27 (Green's fees $66,051.00 and carts $42,909.00.*

2. The RFP indicates approximately $145,000 in annual gross revenue and a $20,000 operating loss. Could you provide a breakdown of that revenue between memberships, public greens fees, cart

rentals, merchandise, and other sources? *The figures published in the RFP were for 2025. The actual for 2026 due to fee increases was $165,194.30. See answer to question 1.*

3. How many total rounds of golf were played each year, and how many were member rounds versus public rounds? If available, could these figures be broken down by month and by nine-hole and eighteen-hole rounds? *See answer to question 1. Break down by month is not available.*

4. How many memberships were sold each year, broken down by membership category? What percentage of total rounds comes from members? *See answer to question 1.*

5. Does the Town currently use a computerized tee sheet, online reservation system, or point-of-sale system? If not, how are rounds played and daily sales recorded? *The town does not use a computerized tee sheet or online reservation system. The Point of Sale system is Square.*

6. How are cash transactions currently handled, reconciled, and deposited? Are daily sales reports and deposit records available for review? *Cash transactions handled in the Square POS system and delivered to Town Hall daily, Secretary to the Supervisor.*

7. Does the Town have any historical information showing how much golf revenue comes from tourists or seasonal residents compared with year-round residents? *This information is not available.*

8. Are there currently leagues, outings, tournaments, or other organized golf events? If so, could you provide the number of events and their approximate annual revenue? *See answer to question 1. Yes, a small league does play and numbers provided above. There are approximately 2 annual tournament outings per year*

Staffing and Golf Course Maintenance

9. Could the Town provide the current staffing structure, including positions, seasonal employment dates, wages, benefits, and total annual payroll expenses? *See answer to question 1.*

10. Is there currently a golf course superintendent or lead groundskeeper? Would existing employees be interested in continuing under a private operator? *Yes, there is a Lead Groundskeeper. The Town could encourage bidders to reach out directly to existing employees for future employee opportunities upon award. A list and contact information can be provided at that time.*

11. What are the current annual expenses for fertilizer, chemicals, irrigation, equipment repairs, fuel, utilities, and other maintenance supplies? *Line-item detail will be provided at the site visit.*

12. What is the overall condition of the irrigation system? Are there known problems with the pump station, piping, controls, or water supply? *We will need to work with Green's Keeper to obtain an opinion.*

13. Could the Town provide maintenance and repair records for the equipment included in the RFP? Which pieces of equipment are expected to require replacement in the next three to five years? *Please see Appendix A Current Course Inventory for equipment and their condition.*

14. Regarding the existing golf cart lease, would the selected operator be required to assume the current agreement, or could a different arrangement be negotiated? *The Town is open to any business justifiable arrangement proposed by the Bidder. Any alternative arrangement would be required to include any termination costs of the existing lease. Copy of lease available upon request. At current time, there is no termination clause in the lease.*

15. Are there any outstanding environmental, drainage, infrastructure, or regulatory issues that could require significant expenditures? *Unknown, at this current time. It has been reported that the west basement wall of the Club House has some structural issues which will require attention at some point. Bidder's are welcome to fully inspect during the site visit.*

Clubhouse, Concessions, and Private Events

16. The RFP discusses operating a restaurant and bar. Is the Town requiring a full-service restaurant, or would it consider a limited concession operation initially, with the opportunity to expand based

on demand? *The Town does not require a full-service restaurant and is open to creative proposals from all bidders.*

17. Would the Town allow the golf course operator to subcontract food-and-beverage operations to a qualified third-party restaurant or concession operator? *Yes, as long as the required insurances and licenses are obtained to operate such.*

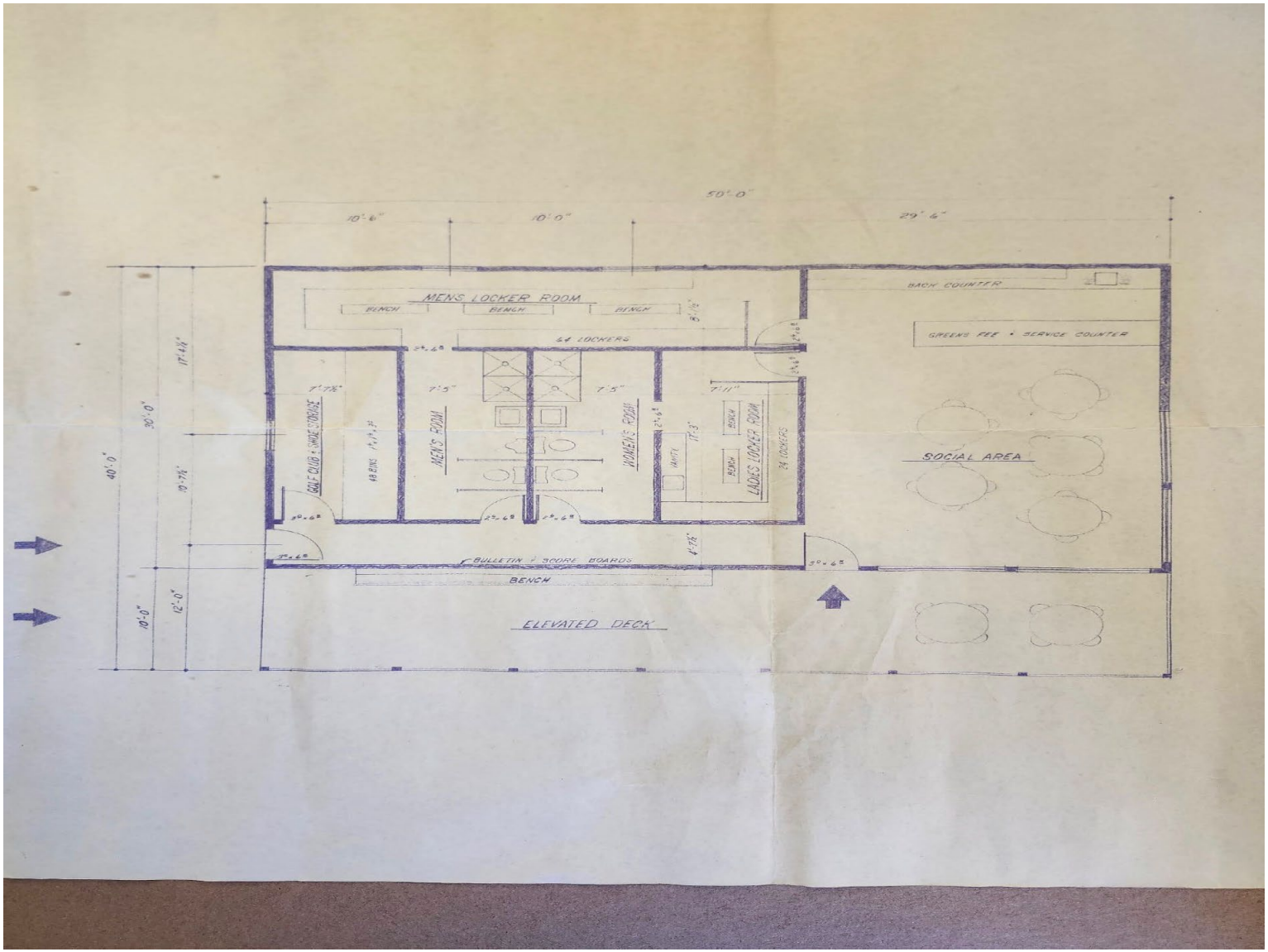
18. Would the Town permit the clubhouse to be rented for private functions such as weddings, showers, birthday parties, corporate events, and golf outings? *Yes, as long as the Management Company ensures a reasonable balance to public access while maintaining or expanding traditional hours of operation and to ensure that such access is not overly restricted by private events, especially during peak weekend hours.*

19. Would the operator be permitted to utilize outside licensed catering companies for these events rather than operating a full commercial kitchen? *Yes, as long as the required insurances and licenses are obtained to operate such.*

20. What is the clubhouse's current legal occupancy capacity for private events? Are there any restrictions on evening events, amplified music, or alcohol service? *At the present time, there are no restrictions in place. The legal capacity is unknown. The facility will be open for full inspection during the site visits.*

21. Does the clubhouse currently have the necessary permits, certificates of occupancy, and kitchen facilities for food service and private events? What improvements would be necessary to operate a restaurant or banquet facility? *The Town currently has no permit in place to operate this facility as a commercial kitchen. The current kitchen is described in RFP Appendix A as a residential kitchen with counter space. Improvements required will depend on the Bidder's CIP for the space.*

22. Could the Town provide clubhouse floor plans, photographs of the interior and kitchen, and information on any known building repairs or code deficiencies? *The Site visit includes a tour of this space. Floor plan is attached here.*


50'-0"
10'-6"
10'-0"
29'-6"
MENS LOCKER ROOM
BENCH
BENCH
BENCH
44 LOCKERS
BACK COUNTER
GREENS FEE + SERVICE COUNTER
SOCIAL AREA
GOLF CLUB + SHOE STORAGE
48 BINS
MEN'S ROOM
WOMEN'S ROOM
VANITY
LADIES LOCKER ROOM
BENCH
BENCH
24 LOCKERS
BULLETIN + SCORE BOARDS
BENCH
ELEVATED DECK
40'-0"
30'-0"
10'-0"
17'-4½"
10'-7½"
12'-0"

23. Has the Town previously attempted to lease or contract out the restaurant, concession operation, or entire golf course to a third-party operator? If so, what was the outcome? *No*

Tourism and Market Potential

24. Does the Town have any studies or information regarding summer tourism, seasonal population, vacation rentals, lodging occupancy, or visitor numbers specifically within Schroon Lake? *Please see the Town of Schroon Comprehensive Plan located on the main page of our website https://townofschroonny.gov/ Community Profile Appendix A. In addition, ROOST is responsible for tourism to our Town and the Adirondacks specifically, https://www.roostadk.com/regions/adirondack-hub.*

25. Has the Town worked with the Schroon Lake Chamber of Commerce or regional tourism organizations to promote the golf course to visitors? *To date, there has been no specific marketing plan executed to promote the golf course specifically.*

26. Are there existing partnerships with local hotels, resorts, campgrounds, or other businesses to generate public golf rounds? *Not currently. Mutually beneficial offerings made available to Town of Schroon hotels, resorts and other applicable businesses that express such interest in partnerships are encouraged. The Town of Schroon has the 3rd highest number of motel and hotel rooms in Essex County.*

27. Has the Town conducted any market or feasibility studies supporting the belief that the golf course has significant untapped revenue potential? *No*

Lease Terms, Capital Improvements, and Property Ownership

28. The RFP calls for a guaranteed annual lease payment, revenue sharing, and significant operator-funded improvements. Has the Town established a minimum acceptable lease payment or minimum capital investment amount? *There is no minimum to either lease payments or capital investment. The Town will consider the most creative and advantageous proposals based on the evaluation criteria published in the RFP, section 5 and consistent with the objective stated in the RFP, 1. Overview, "Objective" bullet 1.*

29. Could the Town provide a detailed list of capital improvements it believes are necessary, including estimated costs and priorities? *The Town looks forward to all Bidder's creative approaches and the resulting Capital Improvement Plan. The Bidder is encouraged to bring whatever resources necessary to the scheduled site visit to complete their plans, designed to optimize the entire facility's usage, capabilities and growth potential.*

30. Would the Town consider contributing to major infrastructure improvements, such as irrigation replacement, structural clubhouse repairs, or other long-term improvements that remain part of the Town's property? *It is the Town's strong preference not to contribute but remains open to all creative options including longer lease terms to recoup Management Company investment.*

31. The RFP discusses an initial lease term of five to ten years. Would the Town consider a longer lease term to provide sufficient time for an operator to recover substantial capital investments? *Yes, the Town encourages all creative financial proposals and lease terms. The 5 – 10 year lease was considered the minimum term, RFP Section 1, Overview.*

32. The standard contract language appears to allow termination without cause on 30 days' notice. Would that provision apply to the proposed long-term lease? If so, how would the operator be protected against the loss of unamortized capital investments? *This standard language would require revision and the Town acknowledges the Bidder's concern in this regard.*

33. The RFP indicates that operator-funded replacement equipment would become Town property upon termination. Would the Town consider allowing the operator to retain ownership of equipment purchased with its own funds? *As stated, the current RFP requirement, "Section 3 Maintenance Responsibilities and Capital Repairs, bullet 3" states "and revert to Town ownership upon expiration or termination of the contract, ensuring no degradation…". The Town is open to creative proposals as to how and at what cost such a transfer could occur.*

34. Would the operator have flexibility to establish greens fees, membership rates, cart fees, and other pricing based on market conditions, or would those rates require Town approval? *Yes, The Town is open to fair market-based fees as long as consistent with provisions of RFP Section 2, Scope of Services, bullet 3: "Community and Business Discounts and Partnerships".*

35. Would the Town consider an alternative arrangement where the operator receives a reduced lease payment or capital improvement credit in exchange for documented investments in the property*? The Town is open to all creative Bidder proposals based on Financial Proposal Structure and Capital Improvement Plan requirements*.

36. **Has the Town considered selling the golf course and clubhouse outright rather than leasing the property?** If not, would the Town be willing to entertain a purchase proposal or a long-term lease with an option to purchase, subject to any applicable legal requirements? *At this time, the Town has no plans to sell the gold course property but is open to a long term lease.*

37. If a sale is not an option, would the Town consider a long-term lease that provides greater protection for private investment, including clearly defined renewal rights and reimbursement provisions for improvements? *Yes, the Town will consider a long-term lease. The Town assumes that Bidder's Capital Improvement plan accounts for the Bidder's acceptable return on investment within the term of the lease proposed, consistent with the RFP's Financial Proposal and Capital Improvement Plan Requirements.*

RFP Process

38. Could you confirm the required proposal submission method? The RFP appears to reference both sealed proposals and electronic submission. *The Town request a (1) sealed, mailed hard copy and (2) an emailed submission pdf file, mailed or delivered in person to Erica Hedden, Town Clerk, townclerk@townofschroonny.gov and PO Box 578, 15 Leland Ave, Schroon NY 12870. Post marked by Tuesday December 22, 2026.*

39. Could you clarify the proposal evaluation percentages? The criteria listed in the RFP appear to total more than 100%. *Experience should be weighted at 10%.*

40. What is the process for scheduling the mandatory site visit, and would it be possible to meet with the individuals currently responsible for golf course maintenance and clubhouse operations during that visit? *At a minimum, a member of the Town Board Golf Clun Committee will be in attendance. Visits will be scheduled week of Nov 2-6, 2026. Contact Erica Hedden Town Clerk, townclerk@townofschroonny.gov or 518-532-7737 ext. 2.*

END OF ADDENDUM # 2