



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
DNR214010

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET
304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE

324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED
11/04/2013

BID OPENING DATE: 11/21/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4						
ADDENDUM ISSUED TO DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY. SUMMARY OF NON-MANDATORY SITE VISIT.						
0001	1	YR	971-60	1ST YEAR PROPERTY MANAGEMENT SERVICES		
0002	1	YR	971-60	2ND YEAR PROPERTY MANAGEMENT SERVICES		
0003	1	YR	971-60	3RD YEAR PROPERTY MANAGEMENT SERVICES		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	1	YR	971-60	4TH YEAR PROPERTY MANAGEMENT SERVICES		
0005	1	YR	971-60	5TH YEAR PROPERTY MANAGEMENT SERVICES		
***** THIS IS THE END OF RFQ DNR214010 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DNR214010
 Addendum Number: No.04

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish the following information to the vendor community.

1. Summary of on-site visits of Benchmark Hospitality and Aramark per the attached information.
2. No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A



Division of Natural Resources
Canaan Valley Resort State Park
 HC 70 Box 320
 Davis, West Virginia 26260
 Telephone (304) 866-4111
 Fax (304) 866-6225

Earl Ray Tomblin
 Governor

Frank Jezioro
 Director

MEMORANDUM TO: Paul Redford, District Administrator

FROM: **RG** Rob Gilligan, Superintendent
 Canaan Valley State Park

SUBJECT: Non Mandatory Site Tour Summary

DATE: October 31, 2013

Site tours were provided to two perspective concessionaires for the Management Contract to operate Canaan Valley State Park at 1:00 PM on Wednesday, October 30, 2013.

Representatives of Benchmark Hospitality and Aramark attended and signed in on the attached sign-in sheet.

Representing Canaan Valley State Park were Rob Gilligan, Superintendent, Stan Beafore Assistant Superintendent and Don McFarlan, Park Ranger.

The meeting began with introductions of park staff and that nothing discussed in the meeting is binding. The group was informed that all technical questions must be submitted by November 5th by 1:30 p.m.

One question was presented: Does the restaurant operation at Blackwater Falls State Park require catering services?

Answer: Catering is an option and is encouraged to develop business, however equipment, personnel and other planned events dictate the ability to cater outside the premises of Blackwater Lodge. Example given: A wedding is planned in the picnic area and the group has requested a catered meal in the park pavilion. It was stated that the Licensed Operator would have first refusal on the event. Functions within Blackwater Lodge do include conference and meeting space for receptions, dinners and other functions associated with conference business.

The park tour consisted of:

Entrance portico, lobby, front desk and reservations area, pre-conference area, snack bar and gift shop. Balsam, Spruce and Maple Conference Rooms, Kitchen, Dining Room and Laurel Lounge. All areas described are on the 2nd floor of Canaan Valley Lodge.

Tour of pool, fitness center, employee lunch area, warehouse, laundry, administrative offices, conference rooms, server room, maintenance department and temporary gift shop. All areas described are on the first floor of Canaan Valley Lodge.

Tour of two guest rooms on the first floor of the South Wing.

Tour of ski area, with Mountain Manager Mike Chaney and including new shooting range, tube run and warming hut, Quenchers Pub and kitchen, outdoor deck, and ski area central patio. Snow making was discussed and explained. Bear Paw Lodge ticket sales office, rental shop, ski school, retail space and food court. A Building snowboard rental shop and Ski and Play childcare area.

In summary, questions were minimal and general on the tour.

Questions included:

Property Management Software, Conference and Group Sales Software, POS (Point of Sale) Software and Ski Lift Ticket Software. All areas were shown and discussed at the point of service with employees of the resort.

Who provides Guest Room Amenities? Answered that other state operated Lodges utilized a contract with Correctional Industries, but that the current operator uses other sources to obtain the amenities (soap, shampoo, toiletries).

The tour concluded at 3:45 PM when attendees stated they had seen all they wanted to see.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DNR214010

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012