



UNIVERSITY OF NORTH CAROLINA AT WILMINGTON  
PURCHASING SERVICES

## IMPORTANT ADDENDUM

Date Addendum Issued: November 11, 2024

**FAILURE TO RETURN THIS SIGNED ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR BID/PROPOSAL TO REJECTION.**

RFP No. 72-PAMR25022

Addendum No.: **02**

Purchasing Agent: Amanda M. Rose

Commodity: Surf, and Paddleboard Instruction  
Services

Using Agency: **UNCW**

Opening Date: November 22, 2024, at 2:00 PM ET

### **I. INSTRUCTIONS:**

This Addendum forms a part of the Bidding Documents and modifies the Contract Documents with amendments and additions noted below.

**A.** Please replace section 2.4 RFP SCHEDULE with the updated section 2.4 RFP SCHEDULE below.

#### **2.4 RFP SCHEDULE**

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	October 22, 2024, by 5:00 PT ET
Submit Written Questions	Vendor	November 5, 2024, by 12:00 PM ET
Provide Response to Questions	State	November 11, 2024, by 5:00 PM ET
<b>Submit Proposals</b>	<b>Vendor</b>	<b>November 26, 2024, 2:00 PM ET</b>
Contract Award	State	Tentatively by December 1, 2024

**B.** Questions submitted by Vendors during the question-and-answer period.

**1.** Most every surf school's employees are seasonal, other than the manager, etc. The previous summers employees could be listed or the current code base of employees but in spring potentially many new employees will be hired, just wondering how to best answer that question at the current time for the Summer 2025 surf lesson season.

**Your typical temp seasonal staff profile is sufficient.**

**2.** Most every year we get a new fleet of soft top surfboards for our surf instruction so a current photo would not reflect the boards that may be used for the 2025 season as we often sell or get rid of our boards, we could use an old photo, but the current photo of our boards quiver would not reflect that of 2025.

**Your typical equipment with notes on your typical replacement is fine.**

3. Section 4.9 Vendor Experience “List of Instructional Staff. Page 12. I generally don’t start my hiring process until the end of February for the summer season. Would it be best if I just write down the staff that I had for this past summer with their birthdates or would you like me to write down the select number of employees that have expressed working again during the upcoming season? I understand that the contract requires a student-to-teacher ration of 2:1. Requiring us to have 10 instructors who have graduated from High School.

Last year’s staff suffices.

4. Section 4.9 Vendor Experience. Certification of Insurance. Page 12. This question is similar to my previous questions, I acquire insurance that dates from May-October annually. I usually acquire this policy of \$1M in January for the upcoming season. Would you like me to attach my policy from this past season or would you like to have a policy that is set for the following season?

Last year’s suffices this requirement as well.

5. We only do surf instruction, and I notice that there's a section asking for both surf and SUP lessons. Are we able to bid for just the surf instruction?

We need surf and paddleboard. This requirement is in place so that we have a weather alternative on poor condition days.

6. We are curious about the approximate amount of campers per week. That will help us determine the amount that we will charge per lesson as well as help us with our off-season preparation.

The number of campers ranges from 16 – 20 students. Most weeks are full at 20 with an extra one every now and then.

7. For the (example on page 16)

Sea sport science (10-13 years old) (2 week)

Will there be a total of 2 or 4 lessons (both surf and paddleboard ) over that two week period ?

Sea Sport Science is a 1 week camp and each session will have a surf and a paddle board lesson.

Surf-n-Service will have 4 surf lessons and 1 paddleboard in a 1 week session.

There will be multiple sessions of each camp type.

And for The Saturday Morning

Will it be 1 or 3 (either surf or paddleboard ) lessons over that 3 week period .

Just looking for complete clarification on that so I can determine price .

A proposed weekend lesson will be 16 – 20 students. And it will be 1 surf lesson one weekend and a possible 1 paddle board another weekend.

It also shows above proposed number of programs , so just needing clarification on estimated lessons (surf and paddle board ) per camp ( surf-n- service , sea sport science , Saturday morning) per week

See the below anticipated summer schedule on the next page.

Program Name	Date	Activity
<b>Sea Sport Science</b>		
	Tuesday, June 10, 2025	Surf lesson
	Thursday, June 12, 2025	Paddle boarding
<b>O.C.E.A.N.S.</b>		
	Sunday, June 15, 2025	Surf lesson
<b>Sea Sport Science</b>		
	Tuesday, June 17, 2025	Surf lesson
	Thursday, June 19, 2025	Paddle boarding
<b>Surf-n-Service</b>		
	Monday, June 23, 2025	Surf lesson
	Tuesday, June 24, 2025	Surf lesson
	Wednesday, June 25, 2025	Surf lesson
	Thursday, June 26, 2025	Paddle boarding
	Friday, June 27, 2025	Surf lesson
<b>Oceans-17</b>		
	Saturday or Sunday, June 28/29, 2025	Surf lesson
	Saturday or Sunday, July 5/6, 2025	Paddle boarding
<b>Sea Sport Science</b>		
	Tuesday, July 8, 2025	Surf lesson
	Thursday, July 10, 2025	Paddle boarding
<b>SVSM</b>		
	Sunday, July 13, 2025	Surf lesson
	Sunday, July 13, 2025	Paddle boarding
<b>Surf-n-Service</b>		
	Monday, July 14, 2025	Surf lesson
	Tuesday, July 15, 2025	Surf lesson
	Wednesday, July 16, 2025	Surf lesson
	Thursday, July 17, 2025	Paddle boarding
	Friday, July 18, 2025	Surf lesson
<b>O.C.E.A.N.S.</b>		
	Sunday, July 20, 2025	Surf lesson
<b>Sea Sport Science</b>		
	Tuesday, July 22, 2025	Surf lesson
	Thursday, July 24, 2025	Paddle boarding

Execute Addendum:

VENDOR: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME and TITLE (Typed): \_\_\_\_\_

ADDRESS (CITY, STATE & ZIP): \_\_\_\_\_