



CITY OF HONDO, TEXAS

REQUEST FOR PROPOSAL

FOR

GOLF COURSE MANAGEMENT

RFP# 14-006

PUBLISHED DATE: May 15, 2014
PRE-BID CONFERENCE (MANDATORY): May 27, 2014
RESPONSE DUE DATE: June 12, 2014

Interested vendors must submit a RESPONSE PACKAGE of one (1) original and six (6) copies, to Gloria Colbath, City Secretary, City of Hondo, City Hall, 1600 Avenue M, Hondo, Texas 78861 by no later than 2:00 p.m. (CST), June 12, 2014.

Table of Contents

Pre-Proposal Conference.....	4
Advertisement for Request for Proposals	5
Request for Proposals Acknowledgement and Anti-Collusion Certification	6
Section 1 – Instructions for Submission of Proposal	7
Section 1.1 General Conditions.....	7
Section 1.2 Bid Time	7
Section 1.3 Late Submission	7
Section 1.4 Preparation of Offers	7
Section 1.5 Withdrawing Bids/Proposals/Quotes	7
Section 1.6 Irregular Bids/Proposals/ Quotes	7
Section 1.7 Addenda to Solicitation.....	8
Section 1.8 Rejection/Disqualification	8
Section 1.9 Solicitation Costs	8
Section 1.10 Award of Bid	8
Section 1.11 Assignment.....	9
Section 1.12 Substitutions/Exceptions	9
Section 1.13 Tax Exemption.....	9
Section 1.14 References	9
Section 1.15 Prohibition Against Personal Financial Interest in Contracts	9
Section 1.16 Disclosure of Interest.....	9
Section 1.17 Non-Performance/Termination	9
Section 1.18 Attorney Fees	10
Section 1.19 Governing Law and Venue.....	10
Section 1.20 Sovereign Immunity.....	10
Section 1.21 Representation of Proposer	10
Section 1.22 Equal Opportunity.....	10
Section 1.23 Final Lease Agreement	10
Section 1.24 Evaluation Criteria	11
Section 2 – Community and Project Background	11
Section 2.1 Organizational Overview	11
Section 2.2 Introduction.....	12
Section 2.2 Personnel	12
Section 2.3 Golf Course Components.....	12
Section 2.4 Golf Course Overview	13
Section 3 Proposal Organization and Format	13
Section 3.1 Proposal Organization and Format	13
Section 4 – Insurance Requirements.....	15
Section 4.1 Insurance.....	15

Section 4.2 Insurance Company Qualifications.....	15
Section 4.3 Certificate of Insurance	15
Section 4.4 Type of Contract Type and Amount of Insurance	15
BUSINESS OWNER INFORMATION FORM	16
Conflict of Interest Questionnaire	17
Attachment A – Maintenance Standards	18
Attachment B - Equipment and Lease Information	19
Attachment C – Financial Overview	20
Five (5) Year Course Play History 2009 - 2013.....	20
Profit and Loss Course History 2009 - 2013	20

Pre-Proposal Conference

All vendors must attend the mandatory Pre-Proposal Conference in order to get a clear understanding of the requirements of this RFP:

Date: Tuesday, May 27, 2014

Time: 10:00 AM

Location: City of Hondo
Municipal Golf Course
702 Disosway

RSVP: Vendors planning to attend the pre-proposal conference should RSVP, in writing, no later than **12:00 PM, Friday, May 23, 2014.**

Send RSVP to Megan Rodriguez at mrodriguez@hondo-tx.org

RSVP

Company Name: _____

Contact Name: _____

Planning to attend Pre-Bid Meeting: _____ Yes _____ No

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

Email Address: _____

Questions from vendors must be submitted in writing to Kim Davis, Assistant City Manager, at kdavis@hondo-tx.org no later than May 30, 2014 at 12:00 p.m. (CST).

Advertisement for Request for Proposals

The City of Hondo is accepting Requests for Proposals for the Management of the Hondo Municipal Golf Course per the attached requirements and general conditions.

The complete Request for Proposal document package is available at the City's website at: www.hondo-tx.org within the public notices tab.

One (1) original and six (6) copies of the proposal must be submitted by June 12, 2014 at 2:00 p.m. (CST). The proposals, marked "original" and "copy", must be submitted in a sealed envelope with the following information marked plainly on the front:

City of Hondo
Attn: Gloria Colbath, City Secretary
1600 Avenue M
Hondo, TX 78861

Bid # 14-006 Golf Course Management

All interested vendors must attend the pre-bid conference on Tuesday, May 27, 2014, at 10:00 a.m. (CST) to be held at the Hondo Municipal Golf Course.

No oral explanation in regard to the meaning of the specifications will be made and no oral instructions will be given after the pre-bid conference and before the award of the contract. Request from interested vendors for additional information or interpretation of the information included in the specifications should be directed in writing to:

Kim Davis, Assistant City Manager
Email: kdavis@hondo-tx.org

The deadline for receipt of written questions shall be 12:00 PM (Noon) CST, Friday, May 30, 2014.

A written response will be distributed to all registered vendors who participated in the pre-bid conference.

The City of Hondo reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the City of Hondo.

Request for Proposals Acknowledgement and Anti-Collusion Certification

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this proposal and (ii) the vendor and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the Hondo City Council or any employees or agents of the City with regard to this proposal.

The undersigned further certifies that the enclosed proposal is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming proposal may result in partial or full rejection of the proposal.

Company Name

Authorized Signature

Date

Print or Type Signatory Name

Address

Position / Title

City / State

Zip Code

Phone Number

Fax Number

E-Mail

Web Page

Section 1 – Instructions for Submission of Proposal

Section 1.1 General Conditions

In submitting this proposal, the Bidder understand and agrees to be bound by the following terms and conditions. These terms and conditions shall become a part of the purchase order or contract and will consist of the invitation to bid, specifications, the responsive bid and the contract with attachments, together with any additional documents identified in the contract and any written change orders approved and signed by a city official with authority to do so. All shall have equal weight and be deemed a part of the entire contract. If there is a conflict between contract documents, the provision more favorable to the City shall prevail.

Section 1.2 Bid Time

It shall be the responsibility of each Bidder to ensure his/her proposal is turned in to the City of Hondo on or before June 12, 2014 at 2:00 p.m. (CST). Proposals received after the time stated above will be considered ineligible and returned unopened.

All attached proposal documents are to be returned completely filled out, totaled and signed. Envelopes containing proposals must be **sealed**.

Section 1.3 Late Submission

The City will not receive/accept any late proposal submissions after the due date and time.

Section 1.4 Preparation of Offers

Proposal forms should be typed, printed or written in ink. Proposals written in pencil will not be considered for an award.

Section 1.5 Withdrawing Bids/Proposals/Quotes

Proposals may be withdrawn any time prior to the official opening; request for non-consideration of proposals must be made in writing to the City Secretary and received prior to the time set for opening proposals. The bidder warrants and guarantees that his/her proposal has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes.

Section 1.6 Irregular Bids/Proposals/ Quotes

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind. However, the City of Hondo reserves the right to waive any irregularities and make the award in the best interest of the City.

Section 1.7 Addenda to Solicitation

If necessary, the City may modify this solicitation by formal written addendum, which is posted within the City's website. Respondents shall acknowledge by completing addendum form provided by the City. The addendum form should be signed and returned as part of the proposal response. Failure to do so may cause the proposal to be ineligible for consideration for contract award. No oral or informal addendum to this solicitation shall be binding on the City.

Section 1.8 Rejection/Disqualification

The City reserves the right to accept or reject any or all statement of qualifications or any part thereof, to waive all technicalities, and to accept the offer or offers that are determined to provide the best benefit to the City. A failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the City's sole discretion. However, the City reserves the right to request additional or clarifying information from a Proposer after a statement of qualifications has been submitted. Such information may be used to further evaluate the Proposer's statement qualifications.

Section 1.9 Solicitation Costs

All costs incurred by the Proposer in the preparation, printing, demonstration or negotiation of its statement of qualifications shall be borne by the Proposer. This solicitation does not obligate or commit the City to pay any costs incurred in the preparation and submission of this request for proposals or to contract for the goods/services specified. Further, the City is not obligated to pay any costs incurred by any Proposer as a direct result of errors or omissions committed by the City employees or agents in the preparation of this solicitation and the processing of the Proposer's statement of qualifications. It is incumbent upon each Proposer submitting a proposal to verify the accuracy of the information herein contained based upon each Proposer's research and information, and to immediately advise the City of any discrepancies.

Section 1.10 Award of Bid

The bid award will be made within ninety (90) days after the opening of bids. No award will be made until after investigations are made as to the responsibilities of the best bidder.

The City of Hondo reserves the right to award bids whole or in part when deemed to be in the best interest of the City. Bidder shall state on bid form if their bid is "all or none", otherwise it shall be considered as agreeing to this section.

Information contained in submitted proposal documents are subject to the Texas Public Information ACT and shall not be available for inspection until after the award has been made by City Council. Requests for this information must be submitted in writing to the City Secretary.

Section 1.11 Assignment

The successful bidder shall not assign his/her rights and duties under an award without the written consent of the City of Hondo City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

Section 1.12 Substitutions/Exceptions

Exceptions/variations from the specifications may be acceptable provided such variations, in each instance, is noted and fully explained in writing and submitted with proposal. No substitutions or changes in the specifications shall be permitted after award of bid without prior written approval of the City Manager or their designee.

Section 1.13 Tax Exemption

Unless otherwise noted, the City is exempt from all, and shall not pay or reimburse the proposer with respect to any local, state, and federal taxes.

Section 1.14 References

A minimum of three (3) references, from similar governmental entities, organizations and/or entities that Proposer has provided with similar services. The Company name, contact and phone number must be included with each reference.

Section 1.15 Prohibition Against Personal Financial Interest in Contracts

No employee of the City of Hondo shall have a direct or indirect financial interest in any proposed or existing contract, purchase, work, sale or service to or by the City.

Section 1.16 Disclosure of Interest

Pursuant to Chapter 176 of the Texas Local Government Code, a person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods or services with the City of Hondo must file a completed conflict of interest questionnaire, Attachment A, of this request for proposals. This conflict of interest questionnaire must be filed in conjunction with the proposal submittal.

Section 1.17 Non-Performance/Termination

Continuing non-performance of the vendor in terms of Specifications set forth in the contract documents shall be a basis for the termination of the contract by the City. The City of Hondo reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to 1) Meet delivery schedules or, 2) Otherwise not perform in accordance with the Specifications set forth in the contract documents. Breach of contract or default authorizes the City to award to another bidder, and/or purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

The City of Hondo Municipal Golf Course is located on land owned by the South Texas Regional Airport, an entity of the City of Hondo. Any parcel of land encompassing the Golf Course and identified in the Final Lease Agreement may be offered by the City for future development to a third party. At such time when an offer is accepted by the City, the City may exercise the sole option to terminate the lease or a portion thereof. At such time, the lessee shall be given a reasonable time to vacate the property and the parties may agree on a pro-rated amount for the lease and any approved capital improvements made to the Golf Course.

Section 1.18 Attorney Fees

If either party retains an attorney to enforce the contract, the party prevailing in litigation as determined by a court of law is entitled to recover reasonable attorney's fees and court costs.

Section 1.19 Governing Law and Venue

The construction and validity of the contract shall be governed by the laws of the State of Texas. Venue for any legal action commenced hereunder shall be in a court of appropriate jurisdiction in Medina County, Texas.

Section 1.20 Sovereign Immunity

Nothing in the Contract is intended to or shall have the effect of waiving any privileges or immunities afforded the City under Texas State law including, but not limited to, sovereign immunity or official immunity, and it is expressly agreed that the City retains such privileges.

Section 1.21 Representation of Proposer

By submitting its proposal, Proposer represents that:

- a) Proposer has read and understands this solicitation;
- b) Proposer's proposal is made in accordance with this solicitation;
- c) Proposer's proposal is based upon the information set forth in this solicitation.

Section 1.22 Equal Opportunity

The successful Proposer must agree to abide by regulations pertaining to Equal Employment set forth in all applicable local, state and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin.

Section 1.23 Final Lease Agreement

The final lease agreement with the successful proposer(s) will contain, at a minimum, the following stipulations:

- a) The lessee to provide all personnel and equipment necessary for the operation of the golf course. Existing lease payments on equipment will be assumed by the lessee.
- b) Any and all improvements to be made to the course will require City approval.

- c) A quarterly financial report must be provided to the City.
- d) Lessee will assume all maintenance and repairs to the golf course and the appurtenances.
- e) Lessee shall observe the maintenance standards of the golf course given in Attachment A.
- f) Lessee will honor all private event commitments through June 2015.
- g) Pro-Rated amounts for the lease and any approved capital improvements in the event of land sale by the airport.

Section 1.24 Evaluation Criteria

Proposals shall be evaluated based on the quality of information provided in Section 3. Proposers are required to bid on all components of the golf course and operations.

Proposals should be prepared in sufficient detail to permit City staff to evaluate the Proposer's understanding of the Scope of Services. The Proposal submitted must be specific and complete. Proposals will be all-inclusive; they should be practical; prepared simply and economically; and provide a straightforward, concise delineation of how the Proposer will satisfactorily perform the services being sought. Further, the proposal should contain, as a minimum the following items:

- a) Background and experience in operating a golf course.
- b) Proposed term of lease.
- c) References and contact information.
- d) Identification of services to be offered to the general public.
- e) Details of organizational structure and staffing levels.
- f) Annual lease fee to be paid to the City and schedule of payments.
- g) Proposed improvements to the municipal golf course by the Lessee and estimated costs of improvements.

Section 2 – Community and Project Background

Section 2.1 Organizational Overview

The City of Hondo is fast becoming recognized as one of the most advantageously situated communities in south central Texas. As the Medina County seat, Hondo is located in one of the highest growth regions within the State.

Hondo is a quality community, which possesses many desirable attributes. Gently rolling hills provide the setting for a quality lifestyle with an affordable cost of living. Excellent city services, outstanding parks and recreational facilities, safe neighborhoods, strong churches and excellent schools all make Hondo an attractive community to consider as a place to live, work, or play. Hondo's proximity to some of the State's most popular tourist attractions, cultural activities and dynamic business centers provide convenient access to multiple experiences and interests.

Established in 1881 on the Southern Pacific Railroad, Hondo was incorporated on May 14, 1942. Primarily an agricultural/agri-business center with some light industrial activity, Hondo is conveniently located 30 miles west of San Antonio. The City straddles

Highway 90 and is bordered on the east by State Highway 173. Mexico is less than two hours driving time.

This proactive community is poised for development and welcomes business ventures that will complement and contribute to the charm of being a part of a community that respects its heritage and offers an outstanding quality of life.

Section 2.2 Introduction

The City of Hondo invites golf course management operators to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). The Hondo Municipal Golf Course, located at 702 Disosway Road, consists of the following components: 1) a 36 Acres +/-, 9 hole course; 2) clubhouse with a snack bar with potential to expand to commercial kitchen, bathrooms, offices; and 3) driving range. Separate maintenance and storage sheds are also located on the property. The entire property is approximately 56 Acres +/- . The Course was constructed in July of 1954 at the Hondo Air Base and has a rich history. During that time period, between 1941 and 1954, it was the largest navigation training base in the world. The course itself is a “flat-links” type layout with trees, 13 bunkers and no water hazards. The 9-hole course plays to a par 36 with 2 sets of tees. Maximum yardage of the Course is 5,964 yards.

The objective of this RFP is to provide the City with qualified operator (private or corporate) that is capable of operating the course through a triple-net lease with the City of Hondo. The submission of qualified proposals will form the basis for evaluation, interview and selection. The successful bidder will be responsible for the complete execution of contractual services.

Section 2.2 Personnel

The Municipal Course employs 5 employees. The breakdown of staff is as follows:

1 Director of Golf	1 Part time Groundskeepers
1 Full-time Head Groundskeeper	1 Part time Pro-Shop Laborer
1 Full time Groundskeepers	

The groundskeepers are responsible for the maintenance of the golf course. There is one maintenance barn where the grounds crew operates from. Those working in the clubhouse are responsible for selling beverages/snacks and scheduling tee times.

Section 2.3 Golf Course Components

There are 4 main components to the golf course:

- Golf Clubhouse: the clubhouse is located at the northwest corner of the golf course. There is one office, a snack bar with the capacity to be converted to a small grill, restrooms and some open area for merchandise.
- Driving Range: the driving range is located directly behind the clubhouse.
- Putting Green: the putting green is located at the northeast corner of the clubhouse in close proximity to the cart rental/parking area.

- **Golf Course:** The course encompasses approximately 56 acres of land. It contains all of the facilities previously mentioned, along with 40 storage sheds. The course has an extensive and aged irrigation infrastructure that has some automated and some manual operational capabilities. The type of grass is Bermuda.

Section 2.4 Golf Course Overview

The Course Fees are as follows:

Senior Green Fees: \$16.00 with cart	Senior Membership: \$38.97/Month
Junior Green Fees: \$15.00 with cart	Single Membership: \$48.71/Month
Junior Green Fees: \$7.50 walking	Family Membership: \$64.95/Month
Weekdays Green Fees: \$20.00 with cart	Shed Rental Electric: \$18.40
Weekends Green Fees: \$24.00 with cart	Shed Rental Gas: \$10.83

Membership includes unlimited play for the month and discounted cart rental rate. Course is currently closed on Mondays. Two sets of tees at each hole allow for 18-hole play.

Section 3 Proposal Organization and Format

Section 3.1 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11 – inch paper bound securely. Proposals must contain and be organized as shown below. Each section should be separated by numbered tabs.

Cover clearly displaying the title of the RFP

- **Tab 1: Table of Contents**
- **Tab 2: Introductory letter,** to include the name of firm and contact information for the primary City contact with the firm.
- **Tab 3: Company biography and other information:** provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Proposers may also provide any other general information that the Proposer believes is appropriate to assist the City in its evaluation.
- **Tab 4: Experience, Past Performance, and Capacity:** Proposers must submit under this tab a concise description of its experience, past performance and capacity to deliver the proposed services and experience in management and operations of a municipal or other golf facility of this or greater size.
- **Tab 5: Operations Plan:** Describe in detail your proposed operations plan to include all of the components of the golf course. Include hours of operation, days of operation, proposed fees, number of employees, job functions, and lease information. Be sure to include the major programs or services you intend to provide; describe any participation in community – sponsored events (e.g.

special events for disadvantaged children, promoting events for persons with disabilities, and partnership with the Hondo ISD Golf Program). Clearly identify your projected operation date for the Hondo Municipal Golf Course.

- Tab 6: Maintenance: Describe in detail your overall maintenance program for the golf course. Provide the City with clear understanding of your maintenance strengths and any other unique qualities of the Proposal. Also specify how your plan would encompass the maintenance standards outlined in Attachment A.
- Tab 7: Capital Improvements: Describe in detail your proposed plan for addressing capital improvements. Give an estimate of the costs involved with these capital improvements. As part of the Proposal, include a list of any proposed capital improvements and their anticipated timeline for completion.
- Tab 8: Financial Plan: Include a plan specifying how the golf course will be financed. Documents should specifically include identification of possible lenders and terms, audited financial statements from the Proposer and joint venture partners, and copies of relevant corporate or individual income tax returns. Describe in detail how you would structure the triple net lease with the City of Hondo. The final lease agreement with the successful proposer(s) will contain, at a minimum, the following stipulations:
 - a) The lessee to provide all personnel and equipment necessary for the operation of the golf course. Existing lease payments on equipment will be assumed by the lessee.
 - b) Any and all improvements to be made to the course will require City approval.
 - c) A quarterly financial report must be provided to the City.
 - d) Lessee will assume all maintenance and repairs to the golf course and the appurtenances.
 - e) Lessee shall observe the maintenance standards of the golf course given in Attachment A.
 - f) Lessee will honor all private event commitments through June 2015.
- Tab 9: Litigation: Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Proposer, including its parent, sister or subsidiary companies and proposed sub-contractors.
- Tab 10: References; Provide three (3) references from similar municipalities, organizations and/or entities that Proposer has provided with similar services.
- Tab 11: Business Owner Information Form
- Tab 12: Disclosure of Conflict of Interest Form CIQ

Remainder of Page Intentionally Left Blank

Section 4 – Insurance Requirements

Section 4.1 Insurance

Contractors providing goods, materials and services for the City of Hondo shall, during the term of the contract with the City of Hondo or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Hondo as additional insured as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City of Hondo for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Hondo for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Section 4.2 Insurance Company Qualifications

Insurance Company Qualifications; All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least “A” by AM Best or other equivalent rating service.

Section 4.3 Certificate of Insurance

Certificate of Insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor’s RFQ or response to proposal. If the contract is renewed or extended by the City of Hondo, a certificate of insurance shall also be provided to the City of Hondo prior to the date the contract is renewed or extended.

Section 4.4 Type of Contract Type and Amount of Insurance

Statutory Workers compensation insurance as required by state law.

Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

Public Works and Construction General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, products coverage and (XCU) explosion, collapse and underground (If high risk or dangerous activities)

Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Professional Services Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

BUSINESS OWNER INFORMATION FORM

OWNER STATUS (Check applicable boxes)

BUSINESS NAME: _____

MALE/FEMALE

☐ Male

☐ Female

ETHNICITY

☐ White

☐ Hispanic

☐ Asian Pacific

☐ Sub-Continent Asian

☐ Black/African American

☐ Native American

☐ Other Ethnicity _____

PHYSICAL CONDITION

☐ Disabled

☐ Not Disabled

ENTERPRISE SIZE

☐ Small Business

☐ Large Business

BUSINESS
STRUCTURE

☐ Sole Proprietor

☐ Partnership

☐ LLC

☐ Public Corporation

☐ Private Corporation

☐ Non-Profit
Organization

FEDERAL TAX ID #: _____

SUBCONTRACTORS

☐ None. No subcontractor(s) will be used to complete this contract.

☐ Yes. Name(s) of Subcontractor(s): _____

(____) % of Total Contract

Address: _____

(Attach a list if additional space is necessary)

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

The City will identify a Small, Minority, & Woman Owned Business Enterprise Program. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. The City will accept certification from various agencies, [i.e. local (www.sctrca.org), State of Texas (www.tbpc.state.tx.us), Federal (www.sba.gov or www.va.gov/OSDBU), and the private sector (www.cstmhc.org or www.wbea-texas.org)]

Certifying Agency: _____ REG #: _____ Expiration Date: _____

☐ SBE

☐ MBE

☐ WBE

☐ DBE

☐ 8(a)

☐ Veteran

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	OFFICE USE ONLY	
1 Name of person who has a business relationship with local governmental entity.	Date Received	
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship. _____ Name of Officer This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No D. Describe each employment or business relationship with the local government officer named in this section.		
4 _____ Signature of person doing business with the governmental entity _____ Date		

Adopted 06/29/2007

Attachment A – Maintenance Standards

- 1) Greens and Practice Putting Greens:
 - a. Mowing: Greens and practice putting greens shall be mowed with frequency according to weather.
 - b. Top-dress all greens and practice greens as needed to maintain a smooth surface.
 - c. Fertilization: All greens and practice putting greens shall be fertilized in order to maintain color and growth.
 - d. Weed Control: All greens and practice greens shall be maintained to minimize foreign grasses and weeds.
 - e. Aerification: All greens and practice greens shall be aerified as required by wear factors and/or weather.
- 2) Tees (all areas used for tee surfaces):
 - a. Mowing: Tees shall be mowed as determined by growth and/or weather.
 - b. Top-dress: All tees shall be top-dressed as necessary to fill divots and level tee surfaces.
 - c. Weed Control: All tees shall be maintained to minimize foreign grasses and weeds.
 - d. Fertilization: All tees shall be fertilized in order to maintain growth and color.
 - e. Aerification: All tees shall be aerified as required by wear factors and/or weather.
- 3) Fairways:
 - a. Mowing: Fairways shall be mowed as determined by growth and/or weather.
 - b. Aerification: All fairways shall be aerified as required by wear factors and/or weather.
 - c. Weed Control: All fairways shall be maintained to minimize foreign grasses and weeds.
- 4) Irrigation (all equipment required to irrigate greens, tees and fairways):
 - a. The golf course shall be irrigated as necessary to support proper growth of the golf course.
- 5) Clubhouse and Buildings:
 - a. Restrooms: All restrooms shall be maintained in a manner so as to provide a clean and sanitary facility for public use. Soap and paper towel shall be provided in adequate quantities at all times.
 - b. General Maintenance: Maintenance and repair all structural areas and fixtures of all buildings as needed to insure proper function, appearance, including, but not limited to:
 - i. Air conditioning units, power tools, appliances, hardware, building structures, and fixtures.
 - ii. Painting and carpentry, plumbing and electrical repairs.
 - iii. Porches, walks, parking areas, delivery areas, and entries.
 - c. Cart Paths: Maintain all cart paths in a generally good state of repair.
- 6) Edging:
 - a. All edges of sidewalks, porches, and cart paths must be kept. Edging of valve boxes, meter boxes, etc., shall be done as needed to make sure that there is no obstruction of play from growth in these areas.
- 7) Sand Traps:
 - a. All sand traps shall be edged as necessary to maintain a neat lip, raked, and tilled with fresh sand as needed to maintain an adequate depth on slopes and in the bottom.
- 8) Trash and Debris Removal:
 - a. Trash and debris removal shall be at the management's expense. This must be taken care of on a daily basis.
- 9) Animal Control:
 - a. Animal control is necessary in order to prevent wild animals from coming and damaging the golf course property.

Attachment B - Equipment and Lease Information

Year	Description	Model #	Serial #	Estimated Value	Monthly Payment	Term
2008	E-Z Go Golf Cart - Electric	TXT	2573336	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2573359	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2573400	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2573456	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2582434	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2582421	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583261	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583276	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583302	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583304	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583306	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583572	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2583582	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585541	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585546	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585554	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585556	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585565	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585573	\$2250.00	\$6.25	3 years
2008	E-Z Go Golf Cart - Electric	TXT	2585585	\$2250.00	\$6.25	3 years

Attachment C – Financial Overview

Five (5) Year Course Play History 2009 - 2013

Course Play History 2009 - 2013			
Year	Member Rounds	Paid Green Fee Rounds	Total Rounds
2009	3,230	4,438	7,668
2010	2,310	4,060	6,370
2011	1,676	5,187	6,863
2012	1,030	4,856	5,886
2013	741	4,325	5,066

Profit and Loss Course History 2009 - 2013

Course Profit and Loss Statement 2009 - 2013					
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Total Income:	\$57,573	\$54,749	\$64,013	\$56,957	\$50,952
Total Expenses:	\$206,206	\$228,381	\$226,140	\$248,706	\$269,256
Net Profit/Loss	(\$148,633)	(\$173,632)	(\$162,127)	(\$191,749)	(\$218,304)

It is important to note the following when reviewing the Profit and Loss Statement:

- The City Fiscal Year runs from October 1 through September 30.
- No major capital improvements or purchases were made during this time period.
- The City of Hondo provided the Golf Course 55 AF of water a year and the cost associated with that water is not reflected in the total expenses for the Course.