

**CITY OF BARTOW
BID PACKAGE
GOLF OPERATIONS STUDY
BID #GC-01-10**

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**PLEASE NOTE THAT THE CITY OF BARTOW IS NOT A
GUARANTEED AM DELIVERY AREA FOR UPS, FED-EX , ETC.**

**QUESTIONS CONCERNING BID PROCEDURES, CONTACT
TERRI LOWERS, PURCHASING AGENT AT 863.534.0133 OR
tlowers.purchasing@cityofbartow.net.**

**QUESTIONS CONCERNING SPECIFICATIONS, CONTACT ANGIE
WHISNANT, DIRECTOR PARKS & RECREATION AT 863.534.0120
OR awhisnant.parks@cityofbartow.net.**

City of Bartow
Golf Operations Study

REQUEST FOR QUALIFICATIONS AND PROSPAL

The City of Bartow is soliciting qualifications for professional services to provide tennis instruction as specified.

Sealed RFQ's:

Responses to this request (please submit one (1) original and five (5) copies must be submitted in a sealed envelope, clearly identified as:

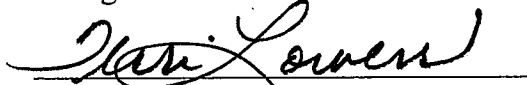
RFQ

"GOLF STUDY"

Mailed or Delivered to:

City of Bartow
Purchasing Department
Attention: Terri Lowers
505 North Mill Avenue
Bartow, Florida 33830

The RFQ's will be accepted up to **10:00 a.m. on November 18, 2009**. Any submittals received after that date and time will not be opened. Any individual requiring special assistance must notify the Purchasing Department 48 hours in advance so that arrangements can be made.


Terri Lowers, Purchasing Agent

Legal Ad
Polk County Democrat
October 17, 2009
October 24, 2009

**CITY OF BARTOW
INSTRUCTIONS TO BIDDERS
PLEASE READ CAREFULLY**

1. F.O.B. Point: All prices covered by this contract will include the cost of transportation to the using company.
2. Acceptance and Rejection: The City of Bartow reserves the right to reject any or all bids in whole or part, to accept or reject any items in the bid, and to waive any informalities and to accept any bid deemed in the best interest of the City of Bartow.
3. Taxes: No taxes shall be included in any bid price, except for material on which the bidder is required to pay taxes at the time of purchase. The City of Bartow is exempt from state and federal sales, use and excise tax.
4. Prices: Unless otherwise specified, all prices and/or discounts shall be firm for the duration of the contract. In the event of price decreases the City of Bartow shall be given full proportionate benefits immediately at any time during the contract period.
5. Invoices: Any invoices at higher prices than the contract, will be held until proper credit memorandums have been received. Any applicable cash discounts that apply as the result of this contract, will be taken even though the allowable time has elapsed due to the time awaiting credit memorandums.
6. Terms and Contracts: In order for cash discount terms to be considered as part of the effective bid price, time allowed must be at least thirty (30) days for payment.
7. Manufacturer's Name: Any manufacturer's name, trade name, brand name, information and catalog numbers used herein are for proposes of description and establishing general quality levels. References are not intended to be restrictive of any products that manufacturer may offer. The determination as to whether any alternate product or service is equal shall be made by the City of Bartow and such determination shall be final and binding among all bidders.
8. Specifications: Any deviations from bid specifications indicated herein must be clearly stated, otherwise it will be considered that items offered are in strict compliance with specifications, and successful bidder will be held responsible. Deviations must be explained in detail.
9. Long term contracts: This section applies to contracts in which purchases will be made as needed over a period of one (1) year. In this case, quantities shown are estimates of usage anticipated during the contract period and may vary more of

less. Unless otherwise specified, contracts will be for a period of one (1) year from the date of bid award.

10. **Placing of Orders:** The award of this bid does not constitute an order. Before shipments can be made the vendor must receive a purchase order or number. In some cases vendors will be issued blanket orders. In this case shipments would be specified on the order.
11. **Performance:** Efficient service is essential to this contract. Therefore, if it is determined that the holder of the bid is unable to meet delivery within a reasonable time it may become necessary to make procurement from other bidders. This will be determined by the City of Bartow,
12. **Insurance:** Certificate of Insurance and/or Workers Compensation must be furnished where applicable.
13. **Licenses:** Businesses based in the City of Bartow must furnish a copy of the most recent Business/Occupational license.
14. **Drug-free Workplace** form must be included with the bid form.

DRUG-FREE WORKPLACE COMPLIANCE FORM
IDENTICAL BIDS

Preference shall be given to businesses with drug-free work programs. Whenever two or more bids which are equal in respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program, shall be given preference in the award process. Established procedures for processing bids will be followed if no bidders have a drug-free program. In the event of a tie and each vendor has a drug-free program, the award will be appropriately divided among the successful bidders.

The undersigned vendor in accordance with Florida Statue 287.087 hereby certifies that _____ complies with the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, policies of maintaining a drug-free workplace, and any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon violations.
3. Give each employee a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that as a condition of the commodities or contractual services that they will abide by the terms of the statement and will notify employer of any conviction of, plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) day after conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements:

Vendor's Signature: _____

Date: _____

INSURANCE REQUIREMENTS

WORKERS' COMPENSATION:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

COMMERCIAL GENERAL LIABILITY – OCCURRENCE FORM REQUIRED:

(Contractor/Vendor) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x,c,u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:

(Contractor/Vendor) shall maintain automobile liability insurance with a limit or not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (included owned, hired and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

EVIDENCE OF INSURANCE:

The (Contractor/Vendor) shall furnish the City of Bartow with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City of Bartow is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the City of Bartow before the commencement of any work activities.

City of Bartow
Request for Qualifications
Golf Operations Study

The City of Bartow is seeking a consulting firm to review the City's Golf Operations, and to make recommendations for the future. The overall goal is to determine operating efficiencies and opportunities that can be implemented to increase the economic performance of the Golf Program.

This RFQ is soliciting qualified firms to perform an assessment of the City of Bartow Golf Operations and to prepare a detailed report and recommendations for the Golf staff. The City is open to a variety of approaches and interested proposers are invited to suggest ways to best accomplish the project goal. The task and activities are to include the following:

1. MARKET AND FACILITY ANALYSIS

- Conduct initial meetings (kick-off meeting) with the Director of Golf Operations, City Manager, Director of Finance, etc. in order to review objectives, timelines, limitations and options.
- Obtain background materials pertaining to the project including golf course operating policies and planning documents.
- Conduct a physical inspection of the golf facilities.
- Conduct on-site meetings with key operational staff including: Operations Manager, Golf Pro, Restaurant Manager, etc.

2. ASSESSMENT OF CURRENT AND FUTURE MARKET CONDITIONS

Conduct a comparative analysis of the Golf Program relative to those within the regional public golf market. This task may include but not limited to the following:

- Define the market area, and compile and analyze demographics as they relate to present and future demand for public golf.
- Identify potential changes to the future supply of public golf, which may affect the competitive nature of the market.
- Survey a selected sample of similar existing golf programs in the region relative to play levels, fee structure, golf play policies, management and operating characteristics.

- Conduct a comparative analysis of the facility relative to other competitive facilities in the market area. This analysis would address total rounds, distribution of play, fees, pro-shop, food and beverage, carts, handling of money, etc.

3. ANALYSIS OF GOLF COURSE INFRASTRUCTURE AND MAINTENANCE

A summary review of the golf program infrastructure including irrigation systems, drainage systems, as well as golf program maintenance programs, including physical condition of the course, agronomic practices, equipment condition and utilization, scheduling and staffing, annual expenses and budgeting procedures.

4. ANALYSIS OF GOLF SHOP & CLUBHOUSE FACILITIES

The objective would be to prioritize potential capital improvements and identify opportunities to improve the facilities. The cost effectiveness of any proposed improvements to the golf course facilities.

5. REVENUE MANAGEMENT REVIEW

This would include a review of the current practices of the golf program with respect to marketing, tournaments, frequent player programs, special promotions, off-peak pricing discounts.

6. RECOMMENDATIONS CONCERNING GOLF OPERATIONS

The goal would be to provide a set of recommendations aimed at increasing the financial return of the City's Golf Program. The consultant would address fund debt and capital improvements plan.

RESPONSE FORMAT AND EVALUATION OF PROPOSALS

Submittals shall be organized in the following format:

- A. Cover letter which includes company name, address, phone numbers, e-mail address and contact person. The cover letter should briefly state the Consultant's understanding of the scope of work and make a positive commitment to perform the work in a timely fashion. The letter shall be signed by an official authorized to negotiate for the firm.
- B. A summary of your firm's proposed scope of work to include:
 - 1. Work Plan
 - 2. Approach to the Project
 - 3. Time required to complete the Project
 - 4. Cost
- C. Why your firm is best qualified to provide the desired services.
- D. Provide a list of at least three (3) similar projects and references.
- E. Any modifications to the Scope of Work provided in the RFQ.
- F. Other information for consideration. (resumes, certifications, etc.)