

RESOLUTION NO. 17R-11-299

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE RANKING OF THE EVALUATION COMMITTEE FOR GOLF COURSE MAINTENANCE PURSUANT TO RFP 2017-037, AS RECOMMENDED BY THE EVALUATION COMMITTEE; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH THE SELECTED FIRM AS RANKED; PROVIDING FOR PAYMENT FROM BUDGET CODE NUMBER 001-717-03110; PROVIDING FOR AN EFFECTIVE DATE, (REQUESTED BY CITY MANAGER, CHARLES FARANDA)

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA:

SECTION 1. The following is ranked to be negotiated with to provide golf course maintenance services for the City of Lauderhill pursuant to RFP #2017-037, as recommended by the Evaluation Committee, since it was the only proposal received in response to the RFP:

1. INTERNATIONAL GOLF MAINTENANCE.

SECTION 2. The City Commission hereby authorizes the City Manager, or any designee thereof, to negotiate an agreement with the selected firm to golf course maintenance on an as needed basis pursuant to RFP #2017-037 for the City of Lauderhill. If an agreement cannot be reached with the selected firm, then the City Manager, or his designee, shall go out to re-bid if no other firms are ranked, until all services are under contract.

SECTION 3. Payment shall be made from the appropriate Budget Code Number on an as needed basis.

SECTION 4. This Resolution shall take effect immediately upon its passage.

DATED this 27 day of November, 2017.

PASSED AND ADOPTED on first reading this 27 day of November, 2017.



PRESIDING OFFICER

ATTEST:

Andrea M. Andri

CITY CLERK

MOTION
SECOND

Bates
Thurston

M. BATES
H. BENSON
H. BERGER
K. THURSTON
R. KAPLAN

Yes
Yes
Yes
Yes
Yes

Approved as to Form

W. Earl Hall

W. Earl Hall
City Attorney



City of Lauderhill

City Hall
5581 W. Oakland Park
Blvd.
Lauderhill, FL, 33313
www.lauderhill-fl.gov

File Details

File Number: 12R-2542

File ID: 12R-2542	Type: Resolution	Status: Agenda Ready
Version: 1	Reference:	In Control: Finance Department
		File Created: 11/02/2017
File Name: GOLF COURSE MAINTENANCE		Final Action:

Title: RESOLUTION NO. 17R-11-299: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE RANKING OF THE EVALUATION COMMITTEE FOR GOLF COURSE MAINTENANCE PURSUANT TO RFP 2017-037, AS RECOMMENDED BY THE EVALUATION COMMITTEE; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH THE SELECTED FIRM AS RANKED; PROVIDING FOR PAYMENT FROM BUDGET CODE NUMBER 001-717-03110; PROVIDING FOR AN EFFECTIVE DATE, (REQUESTED BY CITY MANAGER, CHARLES FARANDA).

Notes:

Sponsors: Faranda	Enactment Date:
Attachments: RES-17R-11-299-ranking-golf course maintenance.pdf, ORIGINAL RFP 2017-037 GOLF COURSE MAINTENANCE, IGM PROPOSAL	Enactment Number:
Contact:	Hearing Date:
* Drafter: tdorsett@laudershill-fl.gov	Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Commission Meeting	11/27/2017					

Text of Legislative File 12R-2542

RESOLUTION NO. 17R-11-299: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE RANKING OF THE EVALUATION COMMITTEE FOR GOLF COURSE MAINTENANCE PURSUANT TO RFP 2017-037, AS RECOMMENDED BY THE EVALUATION COMMITTEE; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT WITH THE SELECTED FIRM AS RANKED; PROVIDING FOR PAYMENT FROM BUDGET CODE NUMBER 001-717-03110; PROVIDING FOR AN EFFECTIVE DATE, (REQUESTED BY CITY

MANAGER, CHARLES FARANDA).

Request Action:

A RESOLUTION IS REQUESTED FROM THE CITY COMMISSION TO APPROVE THE RECOMMENDED RANKING OF THE EVALUATION COMMITTEE FOR RFP 2017-037 GOLF COURSE MAINTENANCE, WHILE AUTHORIZING THE CITY MANAGER TO NEGOTIATE THE TERMS OF A CONTRACT WITH THE RANKED AND RECOMMENDED FIRM INTERNATIONAL GOLF MAINTENANCE (IGM).

Need:

ACTION IS NEEDED FOR SELECTED FIRM TO PROVIDE MAINTENANCE TO THE LAUDERHILL GOLF COURSE.

Summary Explanation/ Background:

THE CITY OF LAUDERHILL'S PARKS AND LEISURE SERVICES DEPARTMENT SOUGHT QUALIFIED CONSULTING FIRMS TO PROVIDE MAINTENANCE SERVICES FOR THE LAUDERHILL GOLF COURSE. THIS PROCESS ALLOWED STAFF TO EVALUATE THE WORK AND RESPONSIVENESS OF THE PROPOSER WITH AN EYE TO IMPROVING THE APPEARANCE AND FUNCTION OF THE GOLF COURSE.

DURING THE RELEASE OF THE RFP, THE STAFF RECEIVED ONLY ONE (1) PROPOSAL. WITH THIS, THE EVALUATION COMMITTEE ACCEPTED THE PROPOSAL RECEIVED FROM INTERNATIONAL GOLF MAINTENANCE.

Attachments:

- 1) ORIGINAL BID 2017-037 GOLF COURSE MAINTENANCE
- 2) IGM PROPOSAL

Cost Summary/ Fiscal Impact:

FUNDS ARE ALLOCATED TO BUDGET CODE NUMBER 001.717.03110

Estimated Time for Presentation:

NONE

Master Plan:

Goal 1: Clean, Green Sustainable Environment

- Increase mass transit ridership
- Reduce City energy consumption
- Reduce water consumption

Goal 2: Safe and Secure City of Lauderhill

- Crime in lower 50% in Broward
- Residents feel safe in neighborhood
- Reduce emergency fatalities

Goal 3: Open Spaces and Active Lifestyle for all ages

- Increase participation in youth sports
- Add new park land and amenities
- Increase attendance at cultural programs and classes

Goal 4: Growing Local Economy, Employment and Quality of Commercial Areas

- Increase commercial tax base
- Increase employment in Lauderhill businesses

Decrease noxious and blighted uses in commercial areas

Goal 5: Quality Housing at all Price Ranges and Attractive Communities

Neighborhood signs and active HOAs Housing & streets improved, litter reduced

Increase proportion of single family homes and owner occupied housing

Goal 6: Efficient and Effective City Government, Customer Focused & Values Diversity

Improves City efficiency Increase use of Information Technology

Increases residents perception of Lauderhill as an excellent place to live

**Request for Proposal
RE-BID RFP# 2017-037
GOLF COURSE MAINTENANCE SERVICES**

**The City of Lauderhill
For
Parks and Leisure Services (PALS)**



City of Lauderhill

purchasing@lauderhill-fl.gov

Visit us on the web at

www.lauderhill-fl.gov

Advertise Dates: July 30, 2017 & August 6, 2017

Opens: August 30, 2017

Date Issued

July 31, 2017

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the CITY OF LAUDERHILL is seeking sealed proposals for the following work as specified:

RE-BID RFP NUMBER #2017-037 GOLF COURSE MAINTENANCE SERVICES

The City of Lauderhill will be accepting sealed proposals until 2:45 PM on **August 30, 2017** and will open such proposals at 3:00 P.M. in Room 135, City Hall, 5581 West Oakland Park Blvd., Lauderhill, Florida 33313. **Proposals received after 2:45 P.M. EST will not be considered and will be returned to the proposer unopened.**

The City of Lauderhill is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide total maintenance for the Lauderhill Municipal Golf Course.

Proposals will be ranked on a combined qualification and pricing for proposal RE-BID RFP 2017-037 Golf Course Maintenance Services, Contract(s) will be awarded to the highest ranked Contractor as described in the Instruction to Proposers. Contract is non-exclusive agreement with term of two (2) years with two one (1) year extensions.

The RFP Documents may be examined and obtained on and after **July 31, 2017** at the Finance Department, 5581 West Oakland Park Blvd., Room 230, Lauderhill, Florida 33313. Vendors who obtain solicitation documents from sources other than the Finance Department are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Finance/Purchasing Department.

One (1) unbound original, four (4) bound copies and one electronic in PDF format of the proposal must be submitted no later than 2:45 P.M. on **August 30, 2017** in sealed envelopes bearing the words "**GOLF COURSE MAINTENANCE SERVICES**" and shall be submitted to the City Clerk's Office, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite, 421 Lauderhill, Florida 33313. **E-mailed and faxed proposals will not be accepted.**

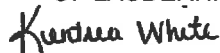
Responsible questions regarding this RFP offering may be directed to Purchasing Department at purchasing@lauderhill-fl.gov. The last date for questions pertaining to this proposal is **August 23, 2017**. Questions after this date will not be answered.

A mandatory pre-proposal meeting will be held at **9:00 A.M. August 10, 2017** at City Hall, 5581 West Oakland Park Blvd., Room 135, Lauderhill, Florida 33313.

All proposers must register with the City online. The direct link is <http://www.lauderhill-fl.gov>
A liquidated damages clause outlining the extent and outcomes of non-compliance will be included and **rigorously enforced** on this project.

RE

CITY OF LAUDERHILL



Kentrea White

Purchasing Agent Advertised dates: **July 31, 2017 & August 6, 2017**

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STATEMENT OF NON- PARTICIPATION
Proposal NO.: RE-BID RFP 2017-037
GOLF COURSE MAINTENANCE

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and mail to:

Purchasing Division
City of Lauderhill
5581 W. Oakland Park Blvd. Suite 230
Lauderhill, FL. 33313

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- Specifications proprietary
- Cannot supply at this time
- We do not carry this item
- We do not provide this service
- Unable to meet specifications
- Unable to meet Bond requirements
- Other

Please keep us on your bid list for future projects _____yes _____no

Signature: _____

Name of Company: _____

Address: _____

SPECIAL INSTRUCTIONS TO PROPOSERS

SECTION 1 – DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows:

- 1.1 **City:** The City of Lauderhill, Florida.
- 1.2 **Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Proposer.
- 1.3 **Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.
- 1.4 **Evaluation/Selection committee:** City staff and/ or outside consultants assigned to evaluate the submitted proposals.
- 1.5 **Proposer:** Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Proposer shall mean the same thing as the Bidder.
- 1.6 **Proposal:** shall refer to any term used interchangeably with Bid while retaining the same meaning.
- 1.7 **Purchasing Office:** The Purchasing Division-Department of Finance of the City of Lauderhill.
- 1.8 **“Provider”, “Bidder”, “Contractor”, or “Successful Proposer” or “Consultant”:** The Proposer receiving an award as a result of this Request for Proposal. Said terms may be used interchangeably while retaining the same meaning.
- 1.9 **Qualifications/Proposal, Proposals,** shall refer to any Offer(s) submitted in response to this Request for Proposal.
- 1.10 **Request for Proposal, RFP”, or Proposal:** This Request for Proposal including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.
- 1.11 **Request For Proposal, or Proposal:** Terms used interchangeably in this Request for Proposal while retaining the same meaning.
- 1.12 **Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.
- 1.13 **Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Proposer in accordance with the Scope of Work, and the Terms and Conditions of this RFP.

SECTION 2 – SCOPE OF SERVICES

2.1 Overview: The City of Lauderhill, Florida desires to enter into a contract with a qualified firm for the maintenance of the Lauderhill Municipal Golf Course, for the Lauderhill Parks and Leisure Services Department.

2.2 Scope: The specifications contained herein are intended to indicate the minimum practices necessary for proper maintenance of the Lauderhill Municipal Golf Course. The following minimum maintenance standards are intended to provide the golfing customers with a consistent and acceptable level of course conditioning through employment of agronomical sound and environmentally sensitive routine management programs and practices. Nothing in these specifications shall be interpreted to limit the responsibilities of the Contractor from carrying out additional measures required to meet the intent and quality level specified.

General Provisions:

- a.** Furnish all labor and materials to maintain the Lauderhill Municipal Golf Course and other common areas to the highest quality of maintenance possible in accordance with the parameters contained herein. Maintain all equipment in working order and according to the manufacturers recommended maintenance schedules. This shall include, but not be limited to, keeping detailed records of the maintenance performed on each major piece of equipment.
- b.** Areas of maintenance include, but are not limited to greens, tees, approaches, collars, fairways, roughs, cart paths, driving range tee, practice areas, lakes, water hazards, course facilities grounds, clubhouse grounds and along roadways. Inclusive of this contract is the maintenance of turf, shrubs, plants, trees, Petanque Courts and the Storage Barn.
- c.** All equipment will be furnished by the Contractor.

2.3 Specification:

The Contractor shall:

- a.** Propose and execute corrective actions to bring substandard areas of the golf course up to the standards reflected in this document.
- b.** Shall furnish all labor and supervision to professionally maintain and improve upon the existing course in accordance with the specifications of this RFP.
- c.** Will perform all normal functions, which are essential to providing quality playing conditions, i.e.: greens mowing, cup changing, moving tee markers, grooming, etc.
- d.** Will develop and perform necessary turf management programs to maintain and improve playing conditions.
- e.** Be responsible at its own costs for both materials and labor for the immediate repair of any damage to City property that is caused by the Contractor. Repairs will be made in a manner which restores the damaged area/facility to its original condition or better.
- f.** Will be required to regularly evaluate the courses and make recommendations for capital improvements. The City at its option, can acquire additional services from the Contractor to make

needed improvements. This recommendation must be submitted in writing on or before March 1 of the current year, to allow funds to be budgeted for the following fiscal year.

- 2.4 Supervision:** Contractor shall maintain and supervise working personnel at the golf course. Maintenance activities shall be coordinated with the City's representative. The Contractor will make work assignments necessary to meet the direction provided by the City's representative. Contractor shall make seasonal or other required adjustments.
- 2.5 Work Hours:**
- a. The schedule of work hours for accomplishment of maintenance services must conform to the requirements of the City and must have the approval of the City's representative.
 - b. The Contractor shall furnish advance weekly work schedules to the City's Representative one week prior to performing its maintenance work. Such advance weekly work schedules shall contain a blank space for the City's representative to approve the acceptability of such a schedule. In addition, the Contractor shall also furnish an advance monthly master scheduling plan setting forth the proposed work schedule for the upcoming month to the City's representative.
 - c. In the event of a natural disaster, i.e.: hurricane, etc., the City may issue written authorization to the Contractor to allow overtime as approved by the City to prepare and repair the golf course.
- 2.6 City Representative:** The City's Parks and Leisure Services Director or designees will be the City's representative. This representative will be the direct liaison between the City and Contractor. The City representative may conduct bi-monthly inspections of the site, including but not limited to hole by hole and following up by a written recommendation of areas that need improvement.
- 2.7 Professional Turf Consultant:** The City reserves the right to contract with a professional Turf Consultant at any time during the performance of this contract to evaluate the maintenance practices and agronomics. This is to insure that the Contractor is following all technical programs set forth within the subsequent agreement.
- 2.8 Personnel:**
- a. The Contractor shall employ qualified personnel whose work history includes successful employment in the performance of golf course maintenance.
 - b. The Contractor shall orientate and train all employees in the schedules, philosophies and public relations concerns of the City and those personnel shall conduct all work operations and dealings with the public in a courteous manner. Each employee of the Contractor shall be trained in the proper method of cleaning, handling and operation of golf course maintenance equipment and supplies.
 - c. All uniform (style) selections for Contractor employees must be approved by the City. All employees of the Contractor must be properly uniformed while at the golf course. Such uniforms must identify employees as the employees of the Contractor and include name and identification on the uniform.
 - d. The Contractor shall maintain a sufficient number of personnel at all times to accomplish, on schedule, all work under this contract. The Contractor shall submit a listing of personnel and the types of positions proposed.

- e. During all normal working hours, and during execution of the work, the Contractor shall have on the job a responsible and competent staff person with authority to speak and act for the Contractor.
- f. The Contractor is required to do background checks on all personnel working on this project.
- g. The Contractor understands and agrees that the City has the right to remove any personnel that was hired by the Contractor if the City is not satisfied with their performance, behavior, etc.

2.9 Contractors Minimum Maintenance Standards:

Putting Greens:

All of the putting greens are to be maintained to provide a full and uniform turf cover along with a firm but not hard surface condition. An integrated pest management program will be used at all times to maintain a weed-free condition and prevent insect and disease damage. Mowing patterns must be established to ensure straight lines and neatly defined perimeters. Integrated surface management practices (mowing, rolling, verticutting and topdressing, etc.) shall be conducted to provide a consistent smooth and true ball roll and a speed in the range of 8.5 to 9.5 feet as measured using a USGA Stimpmeter. During periods of reduced growth or environmental stress, conservative procedures are acceptable.

Mowing Equipment - Triplex or walk-behind putting green mowers.

Mowing Frequency-Six to seven times per week. Alternating mowing and rolling of the putting greens is also an acceptable program.

Height of Cut - 0.120 to 0.150-inch for ultra dwarf Bermuda grass putting greens and 0.140 to 0.180-inch for Tifdwarf/Tifgreen Bermuda grass.

Vertical Mowing - Every two weeks when sustained turf growth is occurring. Also to aid in minimizing grain, mower mounted brush or groomer attachments should be routinely used throughout the year.

Topdressing - Every two weeks when sustained turf growth is occurring and preferably following vertical mowing. The topdressing sand must have the same particle size distribution as the root zone mix of the putting greens and also conform to USGA guidelines. An application rate of 0.5 to 1.0 cubic feet per 1,000 square feet should be used for routine topdressing and the sand uniformly incorporated into the turf canopy.

Turf grass Growth Regulator - Applications should be conducted on an every five to seven day interval when sustained turf growth is occurring.

Hole Locations - Hole locations will be made in accordance with USGA recommendations and changed daily using a written rotation plan. Cup liners, flag poles and flags are to be uniform, clean and in good repair.

Ball Marks - Repaired daily and preferably prior to routine mowing

Aeration - The summertime core aeration program should be designed to impact a minimum of 20% of the total putting surface area annually. Depending on tine size and the number of holes per square feet produced, three to four replications between April and October can be required. The aeration cores and debris generated should be completely removed and then sufficient topdressing sand applied and

incorporated to backfill the holes to at least 90% to 95% of their capacity. Supplemental aeration can be scheduled as needed using spiking, slicing or small diameter solid or coring tines.

Winter Over seeding - Tifdwarf/Tifgreen Bermuda grass only. Over seeding establishment should be undertaken in late October to November and *Poa trivialis* alone or a combination of *Poa trivialis* and perennial ryegrass used. Seeding rates will be dependent on the grass species selected. In the spring and once sustained Bermuda grass turf growth is occurring, a program using a combination of mowing, verticutting and fertilization will be used to actively transition out the over seeding cover at the same rate that the base Bermuda is able to fill in and maintain coverage on the putting greens.

Putting Green Collars, Approaches and Tees:

Through the putting green collars, approaches and on the tees, a full, dense and smooth turf cover is to be maintained. An integrated pest management program will also be employed to maintain a weed-free condition and prevent insect and disease damage. The tee markers will be moved daily to prevent excessive divot and wear damage. The tee markers will be rotated in a consistent pattern with the putting green hole locations.

Mowing Equipment - Triplex putting green or trim mower.

Mowing Frequency - Three times per week when sustained turf growth is occurring and at least two times per week during the winter.

Height of Cut - 0.5-inch

Divot Repair - On the tees divot damage will be filled with topdressing sand a minimum of two times per week in a manner to encourage rapid turf recovery and maintain a level surface condition.

Cultural Practices - The putting green collars, approaches and tees will be core certified a minimum of three times annually during the growing season with 0.5 to 0.75-inch diameter tines. The preferred program is to first severely verticutting, followed by core aeration and a medium to heavy rate application of topdressing sand. Periodic supplemental verticutting and topdressing to control thatch/organic matter accumulation and maintain a smooth, dense turf cover and firm surface condition may also be required.

Collar Edging - The interface between the outside edge of the putting greens and the collars should be mechanically edged at least every two weeks throughout the growing season to prevent Bermuda grass encroachment. The Bermuda grass solons should be subsequently removed by hand. Furthermore, the edging, mowing and maintenance programs should be completed in a manner to preserve the size and shape of the putting greens, collars and tees.

Fairways:

Through the fairways, a smooth uniform turf cover with well defined perimeters and that provides support of the golf ball for play should be maintained. The repairing of the fairway divots will be required. A combination of pre and post-emergent herbicides should be used in an annual program to maintain an acceptable (80% to 90%) level of weed control. Due to constant management plan, which includes the specific materials, active ingredient, application rate and application timing, should be submitted annually by the Contractor for review and approved by an official representative of the City. Given the potential for turf damage by mole crickets, the plan should include treatment of a minimum of 100 acres of primary play area with an insecticide such as fipronil or it's equal.

Mowing Equipment - Self-contained five-gang mowers with hydraulically operated reels.

Mowing Frequency - Three times per week when sustained turf growth is maintained a clean presentation through the fairways.

Height of Cut - During the late spring, summer and early fall, the fairways should be maintained at a height of cut of 0.50-inch. As the growth rate of the turf begins to slow down in the latter part of the fall and in response to cooler temperatures, the height of cut should be raised to 0.65 to 0.75 inch.

Growth Regulator - Use of a turf grass growth regulator such as trinexapac-ethyl, with treatments being conducted on an every four week interval from April through October, is strongly encouraged. With employment of a treatment program a mowing frequency of two times per week or sufficient that no more than 1/3rd of the total leaf surface area is removed is allowable. Including the approach areas of the putting greens and tees in the fairway treatment program would also be encouraged; however, a mowing frequency of three times per week should still be employed for the proper presentation.

Cultural Management Practices - The fairways and immediately adjacent perimeter roughs are to be core certified two to four times during the summer to alleviate soil compaction and control annual thatch/organic matter accumulation. Supplemental core aeration or deep slicing of areas that experience very concentrated cart traffic may also be required. Verticutting of the fairways should be performed annually and this can be either a single severe or deep replication, or a series of lighter less disrupted recompletions. Along with the maintaining of proper thatch levels through the fairways verticutting is needed to produce and maintain a dense upright shoot growth character. To further aid in maintaining proper fairway conditions and prevent excessive grain, strait, diagonal and circle cutting mowing patterns should be routinely used on an alternating basis.

Primary Roughs Putting Green and Tee Surrounds:

The primary rough immediately adjacent to the fairways and 10 to 20 yards wide, along with the surrounds of the putting greens and tees should be mowed routinely to provide a uniform, clean and neat presentation along with an appropriate but not excessively penal character for average to high handicap golfers. Pest management programs for the putting green and tee surrounds should be sufficient to maintain a level of control comparable to the fairways proper.

Mowing Equipment - Pull-behind multiple rotary deck or gang reel mowers plus rotary trim mowers.

Mowing Frequency - When sustained turf growth is occurring the primary rough, putting green and tee surrounds should be mowed two times a week or a sufficient frequency so that the turf does not exceed a height greater than 1.5-inch. The remaining rough outside of these areas should be mowed at least once per week when sustained growth is occurring.

Height of Cut (effective) - 1.25 to 1.50-inch.

Cultural Practices - Ideally, the core aeration program of the fairways should be extended out to include the primary roughs, putting green and tee surrounds. Here to, supplemental core aeration or deep slicing to alleviate the buildup of soil compaction in locations where concentrated traffic occurs should be performed to prevent turf thinning or loss. In place of verticutting, the primary rough areas and surrounds should be scaled down to a height of cut of 1.0-inch or slightly lower annually in the late spring to early summer.

Bunkers:

The bunkers will be maintained to provide a clean, well defined weed-free presentation, along with a reasonably consistent play character with each bunker through the golf course. A minimum sand depth of

4-inches should be maintained in the base of the bunkers. It is preferred but not mandatory that rakes be placed outside of the bunkers and parallel to the line of play.

Raking Frequency - All greenside bunkers will be raked three times per week and the fairway bunkers will be raked once per week using mechanical sand rakes. When mechanical raking is not scheduled, all of the bunkers will be visually checked and spot touch up hand raking performed as needed.

Edging - Mechanical edging of the bunker perimeters should be performed as needed throughout the year so that the margin of the hazard is always well defined. During the summer, occasional chemical edging with a non-selective herbicide will be allowed as long and this can be performed without causing excessive turf kill around the perimeters of the bunkers.

Perimeter Mowing - Any perimeter turf areas that cannot be cut as part of the routine mowing frequencies will need to be regularly mowed using a “fly-mow” type unit or string head trimmer to maintain a manicured appearance at all times. When sustained turf growth is occurring during the summer, a mowing frequency of once per week can be necessary.

Sand Depth - The depth of the bunker sand will be checked two times per year and the sand re-distributed as needed to maintain approximately 4-inches of material in the base of all of the bunkers.

Practice Areas: Practice putting greens will be maintained so that the same condition and quality as the regular putting greens is provided. Natural turf practice tee areas will be maintained to provide a similar condition as the golf course fairways.

Fertilization:

Fertilization of the putting greens, tees, fairways and roughs will be performed in accordance with Best Management Practices and based on annual soil and irrigation water quality test results. Soil samples shall be taken from nine representative putting greens, tees and fairways in the spring and fall of each year. In order to have a historical perspective and develop a database of soil fertility, it is requested that an odd and even hole sampling format be used. The samples shall be submitted to a chemical soil-testing laboratory for analysis of nutrient content including: Phosphorus, potassium, calcium, sulfur, magnesium, zinc, manganese, copper, iron and boron. Additional properties that shall be tested include: PH, soluble salts (EC) and cation exchange capacity (CEC). The results of the soil tests will then be used to formulate the fertilization program on the basis of maintaining sufficient levels of available nutrients (SLAN) in the soil.

A representative sample of the irrigation water shall also be submitted annually for analysis. The test shall include an analysis for soluble salts (TDS or ECw), sodium absorption ratio (SAR), pH carbonate and bicarbonate levels.

The Contractor is required to submit a copy of the soil test results along with a proposed annual fertility program to the City during the 1st quarter of each year. The quantity of phosphorus, potassium, magnesium, calcium, sulfur, soil amendments and micronutrients shall be based on the result of the bi-annual soil tests. The timing and application of nitrogen shall be based on the turf cultivar and use of the intended area (i.e. putting green, tee, fairway or rough). The goal is to support sustained healthy growth and consistent proper playability while at the same time maintaining a reasonable color plus resistance to pest and weed invasion. Based on hosting heavy play on a year round basis, the following nitrogen fertilization rates would be suggested:

Putting Greens - 8 to 12 pounds of actual nitrogen per 1,000 square feet per year.

Tees - 8 to 10 pounds of actual nitrogen per 1,000 square feet per year.

Fairways - 6 to 8 pounds of actual nitrogen per 1,000 square feet per year.

Roughs - 4 to 6 pounds of actual nitrogen per 1,000 square feet per year.

With the putting greens and tees, a combination of granular and liquid fertilizer formulations can be used in a "spoon feeding" program and depending on the materials utilized, applications made on an every 7 to 21-day interval. For all Bermuda grass fairway and primary rough areas, bulk granular fertilizer formulations should be used with the majority of the nitrogen being in a slow-release form. The nitrogen release rate will need to be taken into consideration in determining application frequency. Supplemental fertilization will need to be performed as needed to reestablish full dense turf coverage in weak or damaged locations. Based on soil test results, other amendments may be required to maintain a soil pH in the range of 6.0 to 7.0 and facilitate leaching of salts out of the root zone.

Irrigation:

Scheduling - The automatic irrigation system shall be monitored and adjusted daily according to the needs of the turf and changes in weather patterns. The goal should be to promote healthy turf growth and dry, firm playing conditions with minimal wet spots.

Hand Watering - Hand watering shall be accomplished as needed on a daily basis to address any localized dry spots on the putting greens and tees.

Irrigation System Maintenance and Repairs - Downstream of the pressure regulating valve, the Contractor will be responsible for maintaining and repairing the irrigation system, including, but not limited to: controllers, heads, isolation valves, satellites, master controller, wiring, hydraulics, etc.

Pest Management:

General pest management standards are covered in the individual putting green, tee, fairway and rough sections. It is understood that pest pressure is very high in South Florida and also that eradication of weeds and other pests is economically and environmentally impossible. However, with the putting greens it is again required that a weed-free condition be maintained and also appropriate preventative treatments be conducted so that turf damage and loss due to insects and diseases does not occur. Through the rest of the primary play areas, maintaining 85% to 90% control of pests is desired and considered an acceptable level. A pest management plan must be submitted annually to the City.

Equipment Maintenance and Repair: The Contractor will be responsible for preventative maintenance in accordance with all manufacturer guidelines and repair of the equipment. The equipment technicians are required to attend manufacturer workshops and seminars to stay up to date on the latest trends and repair of equipment. An equipment maintenance and repair log will be maintained and available for review on a monthly basis by the City's representative.

Cart Paths: All cart paths shall be mechanically or chemically edged as needed to maintain a neat appearance and definitive lines. Debris and overhanging branches shall be attended to on a daily basis.

Service: In addition to changing of hole locations and tee marker positions as described in the putting green and tee sections, the Contractor is responsible for all trash removal and servicing a ball washers on the course. The ball washer soap will be changed at a minimum of once per week during the entire year.

Replacement of all tee and putting green supplies will be responsibility of the Contractor.

Debris: When the golf course is open for play, any vegetation debris or trash will be picked up. The debris will be hauled to the appropriate areas of disposal. Disposal of debris off of the golf course property will be the responsibility of the City.

Maintenance Records:

Accurate maintenance records shall be kept by the Contractor and furnished to the City by the first day of each month.

Weekly Records - A weekly checklist shall be developed to record the frequency of mowing operations, vertical mowing, changing of holes and tee marker locations, as well as notations of any special problems.

Monthly Records - Monthly records shall include a list and description of any special projects completed on the golf course, a list of repairs, the irrigation system report and a detailed report of fertilizers and pesticide applications.

Annual Maintenance Plan - The Contractor shall formulate an annual maintenance plan that includes scheduled dates for core aeration, broad-scale pesticide application (e.g. pre-emergent or post-emergent herbicide applications) and any other duties that will result in significant disruption to the golf course. The plan shall be coordinated with the annual tournament schedule to avoid conflicts. The plan shall be flexible; however, maintenance programs should have priority over tournament schedules.

Landscape Areas:

All areas within the perimeter of the golf course planted with ornamentals and having a definable border. Clean-up - The golf course and clubhouse areas shall be policed daily and maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

Weed Control - All plant beds and tree rings shall be maintained free of weeds or grass to the extent it is possible with either mechanical or chemical means. Any area that has been chemically treated for weed control must have any unsightly dead vegetation removed.

Flower Beds - Annual flowerbeds will be planted with appropriate plant material to provide a vibrant color display around the clubhouse, clubhouse entrance and its containers near the clubhouse and other specified beds. The golf course beds shall receive four plantings of annuals. The planting schedule shall coincide with the schedule set forth in the Landscape Specifications for Pompano Beach Municipal Golf course.

Edging - The Contractor shall neatly edge the trim around all plant beds, curbs, streets, trees, plant buildings, etc., and maintain the shape and configuration of all plantings. All walks, drives, cart paths, and parking lots shall be immediately blown or vacuumed following edging. All paved areas and walks (hardedges) shall be edged as needed.

String Trimming - Areas inaccessible to mowing machinery shall be maintained with string trimmers, fly-moss or chemical means as environmental conditions permit. Extra care will be given when trimming around wooden or painted signs to minimize damage to the City's property.

Fertilization - Plant beds, shrubs, woody-ornamental and ground covers shall be fertilized two times per year to maintain good appearance and color using a balanced analysis such as 8-10-10 with a good minor

nutrient content. Nitrogen sources shall consist of a minimum of 40% slow release product. Fertilizer will be applied to supply approximately four (4) pounds of actual nitrogen per year.

Insect and Disease Control - Plants will be treated chemically as required to effectively control insect infestation and disease as horticultural and weather conditions permit. The Contractor will implement an Integrated Pest Management Program to minimize the use of pesticides. The Contractor must possess an active Restricted Pesticide Applicators License issued through the Florida Department of Agriculture and Consumer Services. Only trained operators will be allowed to apply agricultural chemicals. Application logs must be maintained on the property along with MSDS sheets for each approved product.

Mulching - All stipulated beds shall be maintained with a 3-inch layer of mulch. Mulch material shall consist of premium grade cypress bark mulch. Pine straw mulch may be used for slope beds where bark mulch may wash out. Any other material must first be approved by the City.

Landscape Maintenance (Non-Golf Areas):

Clean-Up - The golf course, clubhouse, and parking areas shall be policed daily and maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

Weed Control - All plant beds and tree rings shall be maintained free of weeds or grass to the extent it is possible with either mechanical or chemical means.

Trimming - Plant material fifteen (15) feet tall or less (trees, shrubbery and ground covering) shall be trimmed as necessary to provide for good appearance, protection from wind and insect damage. Trees taller than fifteen (15) feet including palm trees will be pruned, as necessary, under a separate agreement. Trees shall be pruned of all sucker growth and small horizontal branching (3 feet branch diameter or less) to a height of eight (8) feet from the ground, for clearance of mowing equipment and golf cart traffic. The structure and shape of trees being pruned or trimmed shall be given first consideration for horizontal branch pruning.

Fertilization - Plant beds, shrubs, woody ornamental and ground covers shall be fertilized two times per year to maintain good appearance and color using a balanced analysis such as 8-10-10 with a good minor nutrient content. Nitrogen sources shall consist of a minimum of 40% slow release product. Fertilizer will be applied to supply approximately four (4) pounds of actual nitrogen per year.

Insect and Disease Control - Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit. The Contractor will implement an Integrated Pest Management Program to minimize the use of pesticides. The Contractor must possess an active Restricted Pesticide Applicators License issued through the Florida Department of Agriculture and Consumer Service. Only trained operators will be allowed to apply agricultural chemicals. Application logs must be maintained on the property along with MSDS sheets for each approved product.

Flower Beds - Annual flowerbeds will be planted with appropriate plant material to provide a constant vibrant color display at the clubhouse entrance and in containers near the clubhouse.

Mowing - St. Augustine turf grass areas will be mowed with a rotary mower approximately forty-six (46) times per year. Bermuda grass areas will be mowed with a reel mower at a frequency that provides a continuous detailed manicure look. Edging, trimming and clean-up will accompany the mowing operation.

Additional Maintenance Areas:

Golf Course - Supplies and Services Islands - The Contractor will be responsible for all replacement of flagsticks, flags, cups and tee markers. The Contractor will not be responsible for damage or replacement of these items caused by acts of vandalism and/or theft.

Rain Shelters - Rain shelters shall be kept free of debris and swept clean as required to maintain a clean and healthy environment. Trash receptacles in shelters and restrooms shall be emptied on a daily basis and a new trash can liner installed in the trash receptacle.

Fees & Costs:

Include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and qualities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff.

Proposer shall itemize all costs to complete all and necessary tasks as described under Scope of Services. Costs associated with travel as well as miscellaneous expenses should be adequately described.

2.10 Special Condition

- a. Proposer accepts and hereby incorporates by reference in this RFP Form all of the terms and conditions of the RFP and Instructions to Proposers, including without limitation those pertaining to the disposition of Bid Security.
- b. Proposer has become fully informed concerning the local conditions, and nature and extent of work. Proposer has examined the indemnification and liquidated damages provisions, if any, and the bond and insurance requirements of the bid, and accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.
- c. Proposer has given the Purchasing Manager written notice of all conflicts, errors or discrepancies that it has discovered in the RFP and/or Contract documents and the written resolution thereof by the Purchasing Manager is acceptable to Proposer.
- d. Proposer proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, and supervision for the work described as follows in section 2.2.
- e. The CITY reserves the right to award this contract based on any combination of the above items, or all items, in which the CITY deems in its best interests. The City reserves the right to make award to more than one vendor.

SECTION 3 – QUALIFICATIONS

Proposals will be considered from qualified firms or individuals whose experience includes successful work in similar projects. In addition, the firm must have a sufficient number of qualified staff in the applicable disciplines to complete the work in the time required and in accordance with State of Florida statutes and standards, if applicable. The proposal shall include a list of person(s) who would conduct inspections, their credentials/certifications, and five (5) references with contact name and number.

SECTION 4 - TERM OF CONTRACT

- 4.1 The City anticipates awarding a contract(s) for two (2) years with two one (1) year extensions. Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the City of Lauderhill to the company.

SECTION 5 – INQUIRIES/AVAILABILITY

- 5.1 Inquiries concerning Proposal Submittals should be made in writing and directed as follows:

City of Lauderhill – Purchasing Division
5581 W. Oakland Park Blvd.
Lauderhill, FL 33313
Email: purchasing@lauderhill-fl.gov
www.lauderhill-fl.gov

- 5.2 Solicitation documents shall be obtained by contacting DemandStar by Onvia at www.demandstar.com or toll-free: 1-800-711-1712.

CONTACT WITH PERSONNEL OF THE CITY OF LAUDERHILL OTHER THAN THE PURCHASING MANAGER OR DESIGNATED REPRESENTATIVE REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

SECTION 6 – SUBMITTAL INFORMATION: How, When & Where

- 6.1 Proposer should submit (in a sealed envelope indicating Proposer's name and Request For Proposal (RFP) number) copies of the Proposal, each identified as follows:

RFP No.: 2017-037
RFP Name: GOLF COURSE MAINTENANCE
Due Date/ Time: Date, August 30, 2017 @ 2:45 P.M.

- 6.2 All (RFP's), must be submitted on 8½" by 11" paper, neatly typed on one side only, with normal margins and spacing. The original document package must not be bound, although, the document package copies should be individually bound. One (1) unbound one-sided original and six (6) bound copies along with a PDF **[a total of eight (8)]** of the complete submittal must be received by the closing date and time. The original and all copies must be submitted in a sealed envelope.
- 6.3 Responses to the RFP must be signed in ink by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Proposal by the Proposer will be considered by the city as constituting an Offer by the Proposer to perform the required services.

SECTION 7 - EVALUATION METHODOLOGY

Evaluation Criteria

A contract will be awarded to the company whose proposal is judged by the City of Lauderhill to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited, to:

CRITERIA	MAXIMUM POINTS
Cost	45
Experience	30
Samples of Work	10
References	10
Staff	5
Total	100

The City will assemble an evaluation and selection committee comprised of staff and additional consultants if necessary. This committee shall evaluate the proposals and may recommend the top ranked firms for oral presentations. The committee shall evaluate the proposals based on the demonstrated proficiency level of the proposing firm for work of a similar type as specified in the Scope of Services with and including proof of insurance and bonding capability as described herein, and other requirements as required by the City.

SECTION 8 - SELECTION PROCEDURE

- 8.1 A Selection/Negotiation Committee appointed by the City Manager will be responsible for selecting the most qualified firms. The Selection Committee may also, at its sole discretion, request additional or clarifying information from any responder. The Selection Committee may expressly request such information to remedy any incomplete response, but will not be obligated to do so. The occurrence or absence of such a request shall not be cause for objection by any responder. Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any award subject to Public Records Law, Chapter 119, Florida Statutes.
- 8.2 The firms may be asked to make a presentation of its qualifications and methodology to staff and /or the City Commission.

- 8.3 The City reserves the right to award to one proposer, to split the award among multiple proposers or to not award.
- 8.4 NO AWARD WITH RESPECT HERETO SHALL BE DEEMED FINAL AND ALL SUCH AWARDS SHALL BE DEEMED CONDITIONAL, UNLESS AND UNTIL THE PARTIES SHALL HAVE FULLY EXECUTED THE AGREEMENT(S) CONTEMPLATED HEREIN, AND A FULLY EXECUTED AGREEMENT HAS BEEN RETURNED TO THE BIDDER BY THE CITY. THE CITY RESERVES THE RIGHT TO REVOKE ANY AWARD MADE HEREUNDER, WITHOUT PENALTY, PREMIUM, OR OBLIGATION, AT ANY TIME PRIOR TO THE DELIVERY OF THE FULLY EXECUTED AGREEMENT(S) TO THE BIDDER, NOTWITHSTANDING THAT AN AWARD MAY HAVE BEEN PUBLISHED. NO BIDDER SHALL BE ENTITLED TO RELY ON ANY ANNOUNCEMENT OF AWARDS, AND THE CITY SHALL IN NO WAY BE ESTOPED IN THE REVOCATION OF AN AWARD PREVIOUSLY GRANTED.

SECTION 9– REJECTION CRITERIA

- 9.1 Your proposal shall be considered non-responsive if any of the following criteria exist, (this list is not all-inclusive):
- 9.2 All questions and instructions, including the questions in the Qualifications Package, have not been properly completed.
- 9.3 The instructions, order, and matrixes in the Proposal Package have not been properly followed.
- 9.4 The RFP response Package is found to have concealed or contained false and/or misleading information.
- 9.5 The City did not receive the RFP Package prior to the submittal deadline.
- 9.6 Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**
- 9.7 Executed Non-Collusive/and or Drug Free Workplace Affidavits are not submitted with the response.
- 9.8 The Proposal signature page and certification is not properly executed.

SECTION 10 - WAIVERS

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

SECTION 11 - INSURANCE REQUIREMENTS

- 11.1 The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, Even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.
- 11.2 The City of Lauderhill shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with

this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Purchasing Division.

- 11.3 The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.
- 11.4 Any firm performing work on behalf of the City of Lauderhill must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>
- 11.5 Commercial General Liability Insurance
Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

11.6 Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

- 11.7 A copy of ANY current Certificate of Insurance should be included with your proposal.
- 11.8 In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.
- 11.9 Certificate holder should be addressed as follows:
City of Lauderdale
Finance Department
5581 West Oakland Park Blvd.
Lauderhill, FL 33313

SECTION 12 – GENERAL CONDITIONS

- 12.1 The Request for Proposal is open to any not-for-profit and/or for profit organization holding a contractor's license to design and build single family homes.
- 12.2 The Bidder must provide a copy of its general contractor's license with Broward County, Florida to verify that it is fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of the RFP.
- 12.3 The Bidder (other than governmental agencies) must provide a copy of its occupational license with Broward County to verify that it is fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of RFP.
- 12.4 Not-for- Profit agencies must provide IRS501(c) (3) letter with their submittal.
- 12.5 **VENUE:** All contracts shall be governed by the laws of the State of Florida and venue shall be in Broward County, Florida.
- 12.6 **EXPENSES:** Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. All expenses in the preparation of this RFP are the sole responsibility of the Proposer. All Submittals should be prepared to provide a straightforward and concise description of the respondents' qualifications and ability to meet the requirements of the RFP.
- 12.7 **INTERPRETATIONS:** All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposals; failure to do so on the part of the Proposer will constitute an acceptance by the Proposer of any subsequent decision by the City. Any questions concerning the intent, meaning and interpretations of the Proposal Documents shall be requested in writing, and received by the City at least fourteen (14) days prior to the Proposal Opening. Inquiries shall be addressed to the Purchasing Manager. No person is authorized to give oral interpretations of, or make oral changes to the Proposal. Therefore, oral statements given before the proposal opening will not be binding. Any interpretation of, or changes to the proposal will be made in the form of a written Addendum to the proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers in the appropriate place on the Proposal Form.
- 12.8 **PUBLIC ENTITY CRIMES:** Pursuant to F.S. 287.133. as amended: a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not

submit a proposal on a Contract to provide any goods or services to a public entity, may not submit a proposal on a Contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- 12.9 **ASSIGNMENT:** Any Purchase Order or Contract issued pursuant to this Request For Proposal and the monies which may become due hereunder are not assignable, in whole or part.
- 12.10 **INDEMNIFICATION:** Proposer agrees to protect, defend, indemnify, and hold harmless the City, its employees, representatives, and elected officials from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the City, its employees, representatives, and elected officials can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any negligence, recklessness, or intentional wrongful misconduct of the Proposer, its employees, or agents, arising out of or connected with this Agreement. The Proposer shall not be required to indemnify the City or its agents, employees, representatives, or elected officials when an occurrence results solely from the wrongful acts or omissions of the City, or its agents, employees or representatives. The parties agree that one per cent (1%) of the total compensation paid to the Proposer for performance of this Agreement shall represent the specific consideration for the Proposer's indemnification of the Owner.
Documents on this Project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore.
- 12.11 **PROPOSALS TO REMAIN OPEN:** All proposals shall remain open for the number of days after the day of the proposal opening stated in the special provisions, or if no such number of days is stated, all proposals shall remain open for ninety (90) days after the date of proposal opening prior to award. The City may, in its sole discretion, release any proposal prior to that date.
- 12.12 **ANNUAL APPROPRIATION:** Any Contract issued is conditional upon the City appropriating funding to implement the Contract.
- 12.13 **EMPLOYEES:** Employees of the Contractor shall at all times be under its sole direction and not be an employee or agent of the City. The Contractor shall supply competent employees. The City may require the Contractor to remove an employee or subcontractor it deems careless, incompetent, insubordinate or otherwise objectionable without any cost to the City or without any increase in Contract Price. Contractor shall be responsible to the City for the acts and omissions of all employees working under its directions whether or not the actions taken go beyond the normal scope of employment.
- 12.14 **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the proposal response shall be evaluated or considered, have no force or effect, and are inapplicable to this proposal unless agreed to in writing by the City. It is understood and agreed that the conditions in these Proposal Documents are the only conditions applicable to this proposal and the Proposer's authorized signature on the Proposal Form attests to this.
- 12.15 **DELETION/OVERSIGHT/MISSTATEMENT:** Any deletion, oversight or misstatement of the Specifications shall not release the Proposer from the responsibility of supplying complete and operational units, together with all appurtenances necessary for unrestricted operation as determined by the City in its sole discretion.
- 12.16 **WITHDRAWAL OF AN OFFER:** An Offer shall be irrevocable unless the Offer is withdrawn as provided herein. A Proposal may be withdrawn only by written communication delivered to the Purchasing Office prior to the Solicitation Closing Date & Time. The proposer must present certification to assure that they are indeed an authorized representative of the Proposer's firm at

the time such communication to withdraw the Proposal is presented. A representative will verify this information prior to return of Proposer's proposal. An Offer may also be withdrawn after one hundred and eighty (180) calendar days after the Solicitation Closing Date & Time, if it is withdrawn prior to the recommendation for award, by submitting a letter to the Purchasing Office at the address identified in this Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Proposer.

SECTION 13 - SUBMITTAL PACKAGE

Submit this portion of the Request for Proposal as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

Responses to Tab #'s 1-7 should not exceed 30 pages. Points may be deducted for Responses that exceed thirty (30) pages.

TAB #1 Insert Proposer's Qualification Statement (Attachment "A")

TAB #2 **Statement of Capabilities:**
Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services. (Limit to one (1) page.)

TAB #3 **Management Team:**
Submit an outline of the elements and organizational structure of the team established to manage the project. This is to include the administrative operation and key personnel and their area of responsibility.

Also, describe the Proposer's approach to organizational management and the responsibilities of Proposer's management and staff personnel that will perform work for this contract; describe the methodology employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training. Please explain any differences or challenges you may have encountered with any client, and the method(s) you employed to overcome them. (Limit to three (3) pages including organizational chart.)

For each proposed project manager list five (5) projects/contracts comparable and specific to this project to include the following information:

- Client Name, address, and telephone number
- Licensing/ certifications, various subordinate member team positions
- Whether your firm was the primary or a subcontractor
- Description of the contract including;
- Contract Objective (s)/ accomplishments
- Challenges encountered, resolutions
- Contract Starting and Ending Dates

TAB #4 **Specific Related Experience of the Firm**
List the last five (5) contracts held comparable to this specific project and related experience accomplished by the proposer firms. Indicate:

- Client Name, address, and telephone number
- Principal/ Project Manager in Charge, licensing/ certifications, various team positions
- Whether your firm was the primary or subcontractor
- Description of the contract including;
- Contract Objective (s)/ accomplishments
- Challenges encountered, resolutions
- Contract Starting and Ending Dates

Management team members listed in Tab #3 who managed these projects

TAB #5

Financial Statement:

Provide the most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition.

Tab #6

Current Workload:

List, for the Proposer and all major subcontractor's and/or partners firms (list separately):

- Each project currently under contract
- Total value to the Proposer's firm for the project
- Total fees remaining to be paid to the applicant firm
- Contract period and duration
- List number of professional staff assigned
- Percentage complete
- Brief Project description

TAB #7

Cost Schedule:

Submit your cost schedule here.

Rate Adjustment: The hourly Rate Schedule shall be adjusted annually, on October 1st. The adjustment shall be made based upon the previous annual Consumer Price Index for goods and services issued by the United States Department of Labor, Bureau of Labor Statistics, for FT. Lauderdale, FL. Such adjustment shall be calculated by multiplying the percent difference of the current index divided by the previous year's index multiplied by the Hourly Rates to define the new Hourly Rates. Adjustments for services in excess of 5% will not be considered.

TAB #8

Attachments:

Insert

Proposer's Qualification Statement (Attachment "A")

Non-Collusive Affidavit (Attachment "B")

Cost Schedule, (Attachment "C")

Confirmation of Drug-Free Workplace (Attachment "D")

Signature Page (Attachment "E")

Acknowledgement of Addendums (Attachment "F")

Certificate of Insurance, and Licenses

ATTACHMENT "A"
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title: _____

PROPOSER'S Telephone and Fax Number: _____

PROPOSER'S License Number: _____
(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in this type of work: _____

Names and titles of all officers, partners or individuals doing business under trade name:

The business is a: Sole Proprietorship Partnership Corporation

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By _____
(Signature)

ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

BIDDER is the _____,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public (Signature)

My Commission Expires: _____

ATTACHMENT "C"

ATTACHMENT "D"

CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

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 prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 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) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

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

Vendor's Signature

ATTACHMENT "E"
SIGNATURE PAGE

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderdale, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderdale, Florida, against all persons claiming the whole or any part thereof.
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the City of Lauderdale and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderdale and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this _____ day of _____, 20__.

(If an individual, partnership, or non-incorporated organization)

Witness

Printed

Title

Company

By

Printed Name, Title

(If a corporation, affix seal)

Company

By

Printed Name, Title

Attested by Secretary

Incorporated under the laws of the State of _____.

CERTIFICATE

(For Partnership)

I HEREBY CERTIFY that a meeting of the partners of _____, a Partnership under the laws of the State of _____ held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that _____ as _____ of the Partnership, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Partnership, and that the execution thereof, attested by the _____ of the Partnership be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20____.

(Signature)

(Title)

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who is personally known to me or who has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)
OR

Printed, typed or stamped name of Notary and Commission Number

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of _____, a corporation under the laws of the State of _____ held on _____, 20 ____, the following resolution was duly passed and adopted:

"RESOLVED, that _____, as _____ of the Corporation, is hereby authorized to execute the Bid Form dated _____, 20 ____, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____.

Secretary

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me on this ____ day of _____, 20 ____
by _____ who is personally known to me or who has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary and
Commission Number

ATTACHMENT "F"

ACKNOWLEDGEMENT OF ADDENDUM

RFP _____
TITLE _____

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Name of Vendor's Service Contact: _____

Address: _____

Signature _____ Date _____

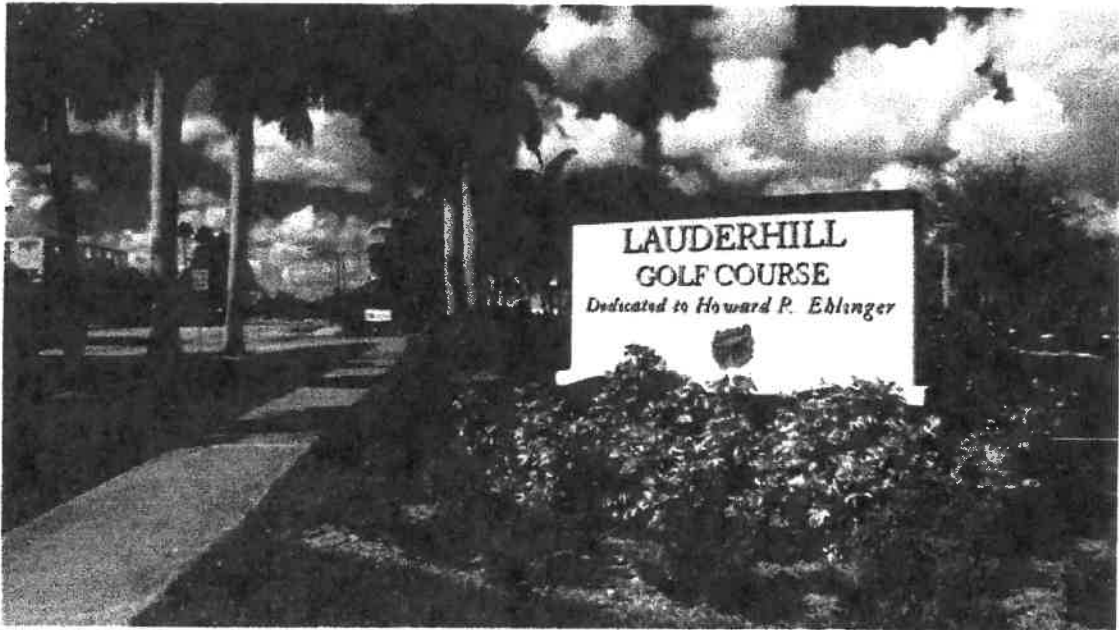
This page must be submitted with RFP. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.

REQUEST FOR PROPOSAL

RFP #2017-037

GOLF COURSE MAINTENANCE SERVICES

CITY OF LAUDERHILL



CORPORATE HEADQUARTERS

INTERNATIONAL GOLF MAINTENANCE

5385 GATEWAY BLVD. #12, LAKELAND, FL 33811

(800) 413-5500 (407) 589-7200 FAX: (863) 373-8810

www.igminc.net • <http://blog.igminc.net>

Boston • Las Vegas • Phoenix • Tampa • Virginia Beach



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- 3. Management Team**
- 4. Related Experience**
- 5. Financial Statement**
- 6. Current Workload**
- 7. Cost Schedule**
- 8. Attachments**



QUALIFICATION STATEMENT

ATTACHMENT "A"
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

IBM INC.
5385 GATEWAY BLVD. #12
LAKELAND, FL 33811

Contact Person's Name and Title: GREG A. FLOTNER EXE VP.

PROPOSER'S Telephone and Fax Number: 407-589-7200 /

PROPOSER'S License Number: _____
(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: 59-3489578

Number of years your organization has been in business, in this type of work: 23 YEARS

Names and titles of all officers, partners or individuals doing business under trade name:

RON JACKSON CEO / PRESIDENT
ERIC BURK CFO / SECRETARY
GREG A. FLOTNER EXE VP

The business is a: Sole Proprietorship Partnership Corporation

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A.

Have you ever failed to complete work awarded to you. If so, when, where and why?

NO.

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

YES.

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

NO.

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

N/A.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

N/A.

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

N/A.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

N/A.

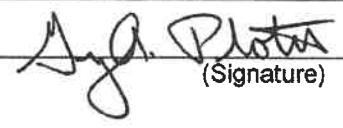
Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

NO

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

IBM INC.

By


(Signature)

2017 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F98000000631

Entity Name: INTERNATIONAL GOLF MAINTENANCE, INC.

Current Principal Place of Business:

5385 GATEWAY BLVD
SUITE 12
LAKELAND, FL 33811

FILED
Apr 28, 2017
Secretary of State
CC0808841848

Current Mailing Address:

5385 GATEWAY BLVD
SUITE 12
LAKELAND, FL 33811 US

FEI Number: 59-3489578

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CFO
Name BURK, K ERIC
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

Title CEO
Name JACKSON, RON E
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

Title SECRETARY
Name BURK, K ERIC
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: K ERIC BURK

CFO

04/28/2017

Electronic Signature of Signing Officer/Director Detail

Date

The logo features the letters 'IGM' in a bold, serif font. To the right of the letters is a stylized flag on a pole, with the flag flying upwards and to the right. A large, thick, black swoosh curves from the bottom left towards the right, passing behind the flag and the letters.

IGM

STATEMENT OF CAPABILITIES

Statement of Qualifications

August 16, 2017

Kentrea White
City of Lauderhill – Purchasing Division
5581W. Oakland Park Blvd. Suite 421
Lauderhill, FL 33313

Dear Kentrea,

Please accept the following response to your Request for Proposal for Golf Course Maintenance Services RFP #2017-037 at the Lauderhill Municipal Golf Course. We are extremely proud of the relationship that IGM has developed over the past four years with the City of Lauderhill. We believe this makes us uniquely qualified to continue to be your golf course maintenance partner.

Since we are headquartered in Florida, we have a tremendous amount of resources in the South Florida area. As you have seen over the four years we have worked on your course, we can bring efficiencies as well as the ability to address any specific turf maintenance needs as they arise. Another benefit of having the IGM team onboard at your facility is that our Regional Manager, Bill Jeffrey, lives in the Delray Beach areas and provides oversight of IGM's maintenance operations to courses in your area. He works directly with the golf course superintendent, Tommy Coffey, at your facility and would ensure playing conditions exceed your expectations.

Our proposal is based on a full-time dedicated Golf Course Superintendent and supported by part time employees as needed in order to accomplish all required maintenance tasks outlined with the RFP. An equipment technician would visit the property as needed to provide support in the care of the maintenance equipment.

I will be your point of contact should you need any additional information. Please feel free to contact me if there is anything else that I can assist you with in making your decision. Thanks for allowing IGM to present our response to your proposal, and I look forward to hearing from you soon.

Regards,

Greg A. Plotner CGCS, Executive Vice President
5385 Gateway Blvd. Suite 12
Lakeland, FL 33811
Phone: 407-589-7200
Cell: 813-230-2837
Email: gregp@igminc.net



MANAGEMENT TEAM

Management Team

International Golf Maintenance, Inc. (IGM) is a golf course maintenance company whose broad knowledge and unsurpassed experience in the industry has brought IGM to the front as the leader in the industry. IGM has developed the knowledge, techniques, and sensitivity to not only meet, but also exceed customers' expectations. IGM's dedication to customer satisfaction is the cornerstone of the Company's vision for its management team and employees. IGM's management team is made up of highly qualified and trained professionals, all who have many years of experience in all facets of the golf industry. Committed to the highest degree of maintenance standards and practices, we can respond immediately to any need which may arise.

IGM MANAGEMENT TEAM

Most importantly, our team members are our #1 asset! Our management team consists of top corporate staff, which is led by our President and CEO, Ron E. Jackson. An unmatched administrative, accounting, HR and IT staff supports all of IGM's operations. Open communication between IGM and the course is vital. Should a problem arise at the Club that needs immediate attention, IGM wants to be informed so we can act quickly to rectify the situation. The management team that would be responsible for operations is as follows -

- **Greg A. Plotner CGCS** serves as head of all maintenance operations and business development for the company. He also ensures that full agronomic support is provided to IGM's managed facilities. Greg has been recognized as a Certified Golf Course Superintendent (CGCS) with the Golf Course Superintendents Association of America since 1991.
- **Steve Gano** is the Vice President of Operations for IGM. Steve graduated with President's Honors from the University of Florida with a Bachelor of Science Degree in Agriculture with concentration in Turfgrass Management. Steve is responsible for developing and implementing operating budgets, training programs as well as five-year improvement plans. Steve also assists IGM regional managers in overseeing the day-to-day operations and agronomic planners. In addition, Steve coordinates quality control reports or "PAR Reports" with IGM customers to ensure their satisfaction.

KEY PERSONNEL AT THE CLUB

GOLF COURSE SUPERINTENDENT – Tommy Coffey

The most important position for IGM at any course is the golf course superintendent. The IGM golf course superintendent is responsible for the day-to-day operation of the golf course. Open communication is essential for the success of the operation; therefore, the IGM superintendent shall be easily contacted at all times by two-way radio, cell phone and email. This will ensure both IGM and the Club that in the event of an emergency, the IGM superintendent will be able to respond quickly to any situation.

Management Team

EQUIPMENT TECHNICIAN – Brian Aiken

The IGM equipment technician will be responsible for the service and repair of the golf course maintenance equipment and will work under the supervision of the golf course superintendent. This position is one of the most critical for any golf course operation, as the equipment technician must have the equipment in safe operation and available for use on the course at all times.

GREENSMEN (1-2)

The IGM Greensmen at your Club will be fully trained in the safe operation of all types of golf course and landscape maintenance equipment. They are also responsible for the daily care and set-up of the golf course. They are also trained to show the utmost respect and courtesy to any golfers that they might encounter while performing their various maintenance tasks.

THE IGM TEAM PHILOSOPHY

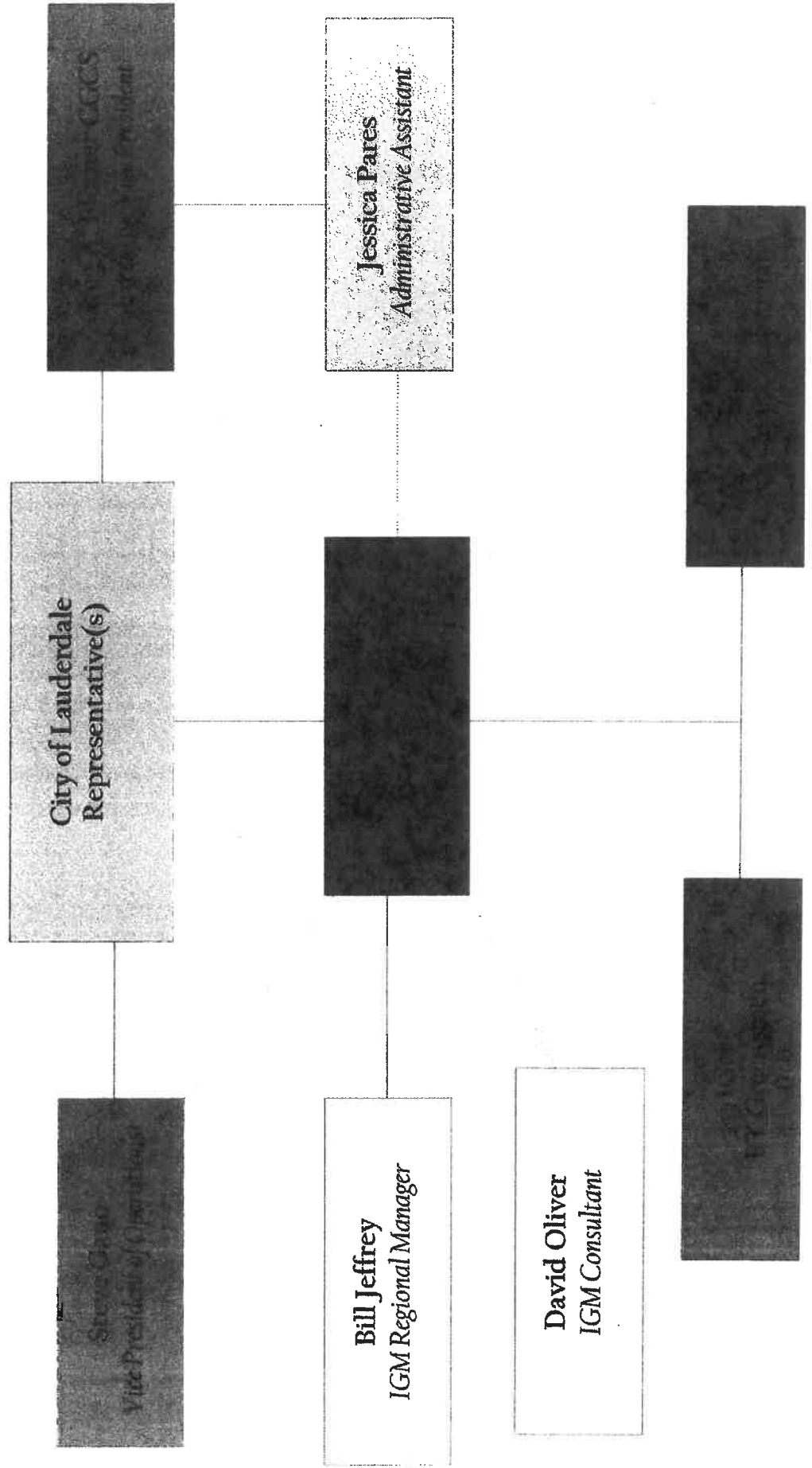
PEOPLE

IGM's foremost resource to provide the highest-quality golf course conditions is our PEOPLE! IGM personnel will possess the following traits:

- Professional
- Friendly
- Tactful
- Communicative
- Helpful

IGM team members will be trained utilizing a proprietary manual specific to golf course maintenance tasks. Team members will be introduced to the game of golf and understand the terminology appropriate for use at a golfing facility. Personnel will be in an approved uniform which is clean and well-kept. Team members will be required to participate in monthly safety meetings. And, most importantly, they will be encouraged to always find a win-win outcome in any situation.

LOCAL MANAGEMENT FLOW CHART CITY OF LAUDERDALE



IGM



IGM RELATED EXPERIENCE

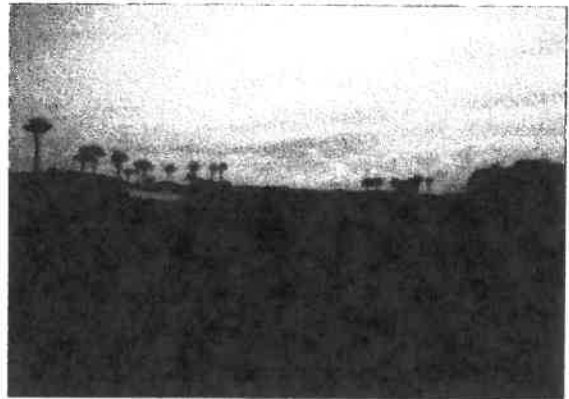
References

Property: North Palm Beach
Country Club

Location: Palm Beach, Florida

Contact: Casey Mitchell
Dir of Golf

Phone: 561.691.3421



The **North Palm Beach Country Club** is a Village-owned and operated facility consisting of an 18-hole, links-style, Jack Nicklaus "Signature" Course. Situated among many high-end golf properties, the golf course stands out due to its player-oriented conditioning standards and unique topography in the region. Since the course is a Jack Nicklaus Signature, IGM must meet elevated conditioning standards daily.



Status: Municipal - 18 Holes

Contract: 2007 to Present

Acreage: Greens: 3
Tees: 4
Fairways: 40
Rough: 36
Common Area: 10

References

Property: Sandridge Golf Club
Location: 5300 73rd St
Vero Beach, FL 32967
Contact: Bela Nagy
Director of Golf
Phone: 561.770.5003



Sandridge Golf Club is owned and operated by Indian River County and offers two 18 - hole championship layouts designed by Ron Garl. The Dunes course opened in April 1987, and the Lakes course debuted in December 1992. The island green fourteenth is a memorable feature of the Lakes course which is in contrast to the rolling hills of the Dunes course as it winds around a native ridge that runs up the East Coast of Florida that was once used for mining operations.

IGM has partnered with the County for twenty years! IGM has completed a number of improvement projects including a greens renovation project that has been very well received by the golfing community.



Status: Municipal - 36 Holes
Contract: 10.01.96 - Present
Acreage: Greens: 5.5
Tees: 5
Fairways: 63
Rough: 80
Common Area: 5

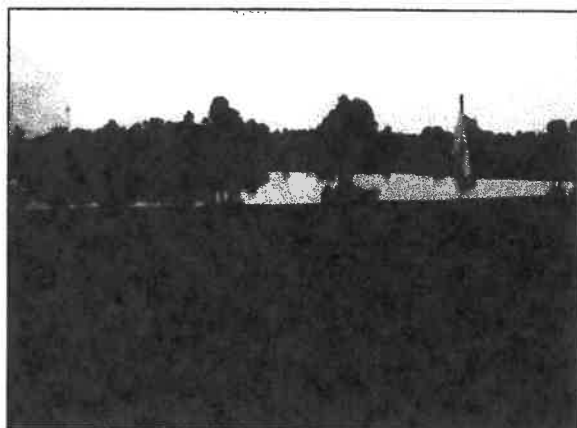
References

Property: Sebastian Golf Club

Location: 101 East Airport Dr
Sebastian, FL 32958

Contact: Greg Gardner
Director of Golf

Phone: 772.589.6801



The 18-hole "Sebastian" course at the Sebastian Municipal Golf Course facility in Sebastian, Florida features 6,717 yards of golf from the longest tees for a par of 72. Designed by Charles Ankrom and opened in 1981, the course has been a central part in the community ever since.

Through a multi-faceted approach, IGM developed maintenance programs and practices that not only improved daily course conditions but did so within the strict guidelines of the St. John's Water Management District. IGM has also spearheaded efforts to control invasive animal species in order to help protect the City's asset.

In 2014, IGM was awarded a new 10-year contract to continue serving the City of Sebastian!



Status: Municipal - 18 Holes

Contract: 10.01.2009 - Present

Acreage: Greens: 2.5
Tees: 2.5
Fairways: 13.5
Rough: 40
Common Area: 3

References

Property: Chicopee Country Club

Location: 1290 Burnett Road
Chicopee, MA 01020

Contact: Mike O'Neill
Director of Golf

Phone: 413.594.9295



Designed by Geoffrey Cornish in 1965, Chicopee Country Club features rolling terrain, tree-lined fairways and fast, sloping greens. Through the years, this picturesque golf course has received accolades from publications such as Golf Digest, USA Today, and the New England Journal of Golf magazines. It has been touted as being among the best public courses in Massachusetts and has been named as one of New England's top 100 golf courses.

The City chose to partner with IGM in 2013 to help reestablish the course's reputation as well as to assist with a \$1.8 million dollar irrigation renovation project.



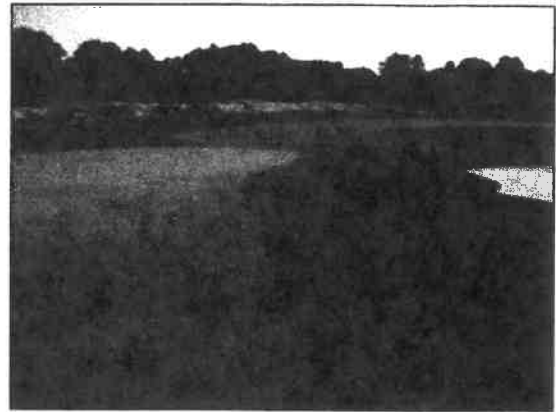
Status: Municipal - 18 Holes

Contract: 2013 - Present

Acreage: Greens: 3
Tees: 4
Fairways: 22
Rough: 30
Common Area: 2

References

Property: The Ledges Golf Club
Location: 18 Mulligan Drive
South Hadley, MA 01075
Contact: Doug Juhasz
General Manager
Phone: 413.532.2307



Just north of Springfield, Massachusetts, The Ledges is an 18-hole championship course that opened for play August 2001. Designed by architect Howard Maurer, Ledges is a mix of tree-lined parkland and open links-type holes. The Ledges is a par 72 course and plays to 6,500-yards from the tips.

IGM was hired following a steady decline in conditions under the care of a landscape maintenance firm. IGM brought tried and proven maintenance programs which included environmentally friendly practices geared toward reducing chemical and fertilizer input. Now, the course is known for its first rate conditions and is a must-play course in the Pioneer Valley.



Status: Municipal - 18 Holes
Contract: 03.01.05 - Present
Acreage: Greens: 4
Tees: 4
Fairways: 30
Rough: 24
Common Area: 1.5

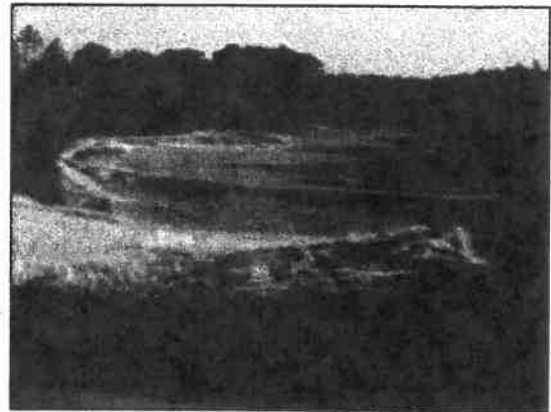
References

Property: Widow's Walk Golf Course

Location: 250 The Driftway
Scituate, MA 02066

Contact: Patricia Vinchesi
Town Administrator

Phone: 781.545.8741



Located in Scituate, Massachusetts, on the coast midway between Boston and Plymouth, Widow's Walk is a Town owned 18-hole layout adjacent to the historic North River and within sight of the Atlantic Ocean. Designed by the nationally recognized architect, Dr. Michael Hurdzan, Widow's Walk was built on 100 acres of an abandoned sand and gravel quarry that was long devoid of vegetation and wildlife. It is known as America's first "environmental demonstration course."

With IGM's environmentally sensitive approach to golf course maintenance, the course has won numerous environmental stewardship awards. It has been IGM's high standard for daily conditioning that has made the course a favorite place to play for the entire region.

At the beginning of 2014, IGM was awarded another five-year agreement!



Status: Municipal - 18 Holes

Contract: 1999 - Present

Acreage: Greens: 4
Tees: 4
Fairways: 30
Rough: 24
Common Area: 1.5



IGM

The logo features the letters 'IGM' in a bold, serif font. To the right of the letters is a stylized flag on a pole, with the flag flying upwards and to the right. A large, thick, black swoosh curves from the bottom left towards the right, passing behind the flag and the letters.

FINANCIAL STATEMENT

International Golf Maintenance
Balance Sheet
For Period Ended April 30, 2017

ASSETS

CURRENT ASSETS	
Cash Operating	\$426,369.00
Accounts Receivable	
Accounts Receivable Trade - Net	998,736
Accounts Receivable - NTE	24,852
Accounts Receivable - Intercompany	15,989,571
Accounts Receivable - Other	96,473
Note Receivable - Cat & Lady's Island Investors	202,634

Total Accounts Receivable	17,312,266
Prepaid Expenses	72,960

TOTAL CURRENT ASSETS	17,811,595

PROPERTY AND EQUIPMENT, AT COST	
Golf Course Equipment	7,039,964
Computer Equipment	55,064
Furniture and Fixtures	13,644
Vehicles	551,988

	7,660,660
LESS: ACCUMULATED DEPRECIATION	6,555,456

TOTAL PROPERTY AND EQUIPMENT	1,105,204

OTHER ASSETS	
Deposits	12,575

INTANGIBLE ASSETS	
Goodwill	5,787,016
Non Compete	10,000

	5,797,016

LESS ACCUMULATED AMORTIZATION	1,076,725

TOTAL INTANGIBLE ASSETS	4,720,291
--------------------------------	------------------

TOTAL ASSETS	\$23,649,665.00
	=====

International Golf Maintenance
Balance Sheet
For Period Ended April 30, 2017

LIABILITIES AND STOCKHOLDER'S EQUITY

CURRENT LIABILITIES	
Accounts Payable	\$649,572
Accounts Payable - NTE	1,897
Accrued Expenses	1,289,740
Current Portion of Long Term Debt	17,463
Current Portion of Capital Leases	436,019
Other Accrued Expenses	81,417

TOTAL CURRENT LIABILITIES	2,476,108

LONG TERM LIABILITIES	
Long Term Debt	33,824
Capital Lease Obligation	396,645

TOTAL LONG TERM LIABILITIES	430,469

TOTAL LIABILITIES	2,906,577

STOCKHOLDER'S EQUITY	
Additional Paid in Capital - Common	8,288,819
Retained Earnings	11,734,946
Net Profit/(Loss)	719,323

	20,743,088

TOTAL STOCKHOLDER'S EQUITY	20,743,088

TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	23,649,665
	=====



IGM CURRENT WORKLOAD

Current Workload

Kentrea White
City of Lauderhill – Purchasing Division
5581 W. Oakland Park Blvd. Suite 421
Lauderhill, FL 33313

Kentrea,

Please refer to Section #4 entitled Related Experience which details a few of our current customers.

If there is a need to see our entire work portfolio, it can be sent to the City under separate cover as it is proprietary information.

Thanks for your understanding.

Regards,

Greg A. Plotner CGCS, Executive Vice President
5385 Gateway Blvd. Suite 12
Lakeland, FL 33811
Phone: 407-589-7200
Cell: 813-230-2837
Email: gregp@igminc.net

IGM



COST SCHEDULE

Contract Information	Description
Contract Price w Equipment	164,652.00
Utilites	Provided by City
Management Fee	Built into base contract price
Invoicing/Payment	Monthly billing - Net / 10 days
Annual Rate Adjustment	Determined by Consumer Price Index (CPI)
Equipment / Irrigation	Description
Maintenance Facility	IGM to use facility and storage areas
Equipment	IGM responsibility
Equipment Maintenance and Repair	IGM responsibility
Irrigation Maintenance and Repair	IGM responsibility - NTE \$1,200
Pump Station Repairs	City responsibility
Controller Repairs	City responsibility
Employees	Description
Hiring of Staff	IGM responsibility
Routine Background Checks	Upon hire and there after - Included
Employee Benefits	Provided for all IGM employees
Personal Protective Equipment	Provided for all IGM employees
Employee Training Program	Included
Job Safety Inspection Program	Included
Activity Reports (Quality, Field)	Included
Fertility Program	Description
Tifdwarf greens	All foliar and granular products included
Tees, fairways, roughs	All granular and liquid products included
Fertilization/Insecticide/Herbicide Applicators Training	Included
Soil Testing	Included
Turf Chemicals	Description
Mole Cricket/Insect Control Products	Included
Pre-emergent Products	Included
Post Emerge Products	Included
Cultural Practices	Description
Small Tyne Aeration - Greens	Included
Verticut Greens	Included
Overseeding	Perennial ryegrass and poa triv blend for greens
Topdressing Sand	Included
Divot Sand	Included
Aeration - (other than greens)	Included
Verticut/Scalp - (other than greens)	Included
Accessories/Materials	Description
Flags	Included
Standard Flagsticks	Included
Practice Flagsticks	Included
Standard Cups	Included
Practice Cups	Included
Bunker Rakes	Included
Mulch	Included
Bunker Sand	City responsibility
Disposal of Organic Debris	City responsibility

IGM



ATTACHMENTS

**ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT**

STATE OF FLORIDA

COUNTY OF POLK

GREG A. PLOTNER being first duly sworn deposes and says that:

BIDDER is the REPRESENTATIVE,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By [Signature]

Subscribed and sworn to before me this 15TH day of AUGUST, 2017.



[Signature]
Notary Public (Signature)

My Commission Expires: 3/27/2021

ATTACHMENT "C"
COST SCHEDULE

Monthly Cost Proposal

General Services..... \$ 13,721.00
(Programming and Strategic Planning and Consulting)

Marketing..... \$ 0

Total..... \$ 13,721.00

Staffing..... \$ List All Positions
hourly rate

ATTACHMENT "D"

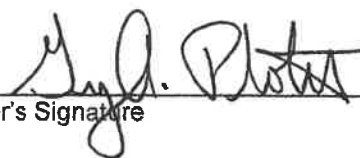
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

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 prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 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) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

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


Vendor's Signature

**ATTACHMENT "E"
SIGNATURE PAGE**

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderhill, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderhill, Florida, against all persons claiming the whole or any part thereof.
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the City of Lauderhill and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderhill and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this 15TH day of AUGUST, 2017

(If an individual, partnership, or non-incorporated organization)

Witness [Signature]
JESSICA FARIS
Printed
Title

IGM INC.
Company
Greg A. Plotter
By
GREG A. PLOTTER
Printed Name, Title
EXE. VP

(If a corporation, affix seal)

IGM INC.
Company
Greg A. Plotter
By
GREG A. PLOTTER
Printed Name, Title
EXE VP.

Attested by Secretary

Incorporated under the laws of the State of DELEWARE.

CERTIFICATE

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of IBM INC., a corporation under the laws of the State of DELLWARE held on JUNE 6, 2017, the following resolution was duly passed and adopted:

"RESOLVED, that COREY A. PIONEER as EXE VP of the Corporation, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 6 day of JUNE, 2017.


Secretary

STATE OF FLORIDA

COUNTY OF FOLK

Sworn to and subscribed before me on this 6TH day of JUNE, 2017
by COREY A. PIONEER who is personally known to me or who has presented the following type of identification: FLORIDA DL.


Signature of Notary Public, State of Florida



Notary seal (Must be placed below the signature)
OR
Printed, typed or stamped name of Notary and Commission Number

ATTACHMENT "F"

ACKNOWLEDGEMENT OF ADDENDUM

RFP 2017-037
TITLE GOLF COURSE MAINTENANCE SERVICES

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Name of Vendor's Service Contact: GREG PLOTNER

Address: 5385 GATEWAY Blvd #12

LAKELAND, FL 33811

Cell - 813-230-2837

Signature



Date 8-15-17

This page must be submitted with RFP. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.

