

CITY OF ST JOSEPH

Proposals Must Be Received No
Later Than
Time: 4:00 P.M. Date: 2/17/2012
For Information Contact
Purchasing
at (816) 271-4696

REQUEST FOR PROPOSAL

NO RFP2012-09

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This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein.

Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.

GOLF PROFESSIONAL FOR FAIRVIEW GOLF COURSE

For additional information, please contact Bill McKinney at 816.271.5501

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

SIGNATURE REQUIRED

Offeror's Signature: _____ Offeror's Printed Name: _____ Title: _____

Company Name: _____ Date of Proposal: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

City Vendor No. (If Known) _____ If none, Social Security or Federal Tax No _____

NOTICE OF AWARD (This section for City of St. Joseph use only) Requisition No. _____

This proposal is accepted by the City of St. Joseph as follows: Purchase Order _____

Buyer

Purchasing Agent

Date

CITY OF ST. JOSEPH
PURCHASING DIVISION
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidders are expected to examine the specifications, delivery schedule, bid prices and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern.
- b. Any manufacturer's names, trade names, brand names, information and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick, Room 201, St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.
- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof, to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Division of Purchasing that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements are, or any combination thereof, inadvertently restricts or limits the requirements, are, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

City of St. Joseph
Parks, Recreation & Civic Facilities
Request for Proposals

The City of St. Joseph through its Parks, Recreation & Civic Facilities Department desires to enter into a contract with a Golf Professional to provide the following services.

REQUIRED SERVICES

The PGA Professional is to devote his/her full time and best effort to the duties of being a Golf Professional to include but not limited to:

- Provide lessons
- Provide fully stocked Pro Shop
- Organize and Administer all golf tournaments, outings, and Club Events
- Organize and Administer a Junior Golf Program

The duties to fulfill these obligations are listed below.

1. The Pro should provide a fully stocked Pro Shop to include but not limited to balls, hats, gloves, tees, apparel, bags, and clubs. The Pro should also be an accredited golf repair person. All revenue from these sales will solely belong to the Golf Pro.
2. The Pro shall organize and administer a Junior Golf Program and coordinate and carry out any Junior Leagues available to all Youth. The Golf Pro must provide all necessary equipment and employees at his own expense to perform these tasks. All revenue from these said Programs will solely belong to the Golf Pro.
3. The Pro shall set up a lesson fee schedule and offer lessons to any golfers who wish to learn. He will be responsible to set times and availability for his time to perform these tasks and all revenue obtained will belong solely to the Golf Pro.
4. The Pro shall care for and be responsible for any and all use of City property.
5. The Pro shall provide a current Calendar of Events to all members, front counter, the Manager, as well as have one on display in Pro Shop area.
6. The Pro shall contain any and all Pro Shop club fitting materials and merchandise within the Pro Shop area. Minor display items at the front desk such as tees and ball markers are allowed but everything else must be available for sale inside the Pro Shop. All other areas within the Clubhouse are prohibited.
7. The Pro shall organize and administer all golf outings, tournament, Men's and Women's Club Events, couples and juniors special events, and general play on the course. This shall include all scoring, posting of scores, handicapping, team selections, rules of play and record keeping.
8. The Pro shall accept qualifications for the Annual Shootout held in July of each year and be responsible to carry out the scoring and rules to host this event.

9. The Pro shall fill out Pre-tournament Booking Forms for each outing/tournament including all Men's and Women's Club Events, Corporate outings and Fundraisers, Couples and Special Junior/Adult Events, as well as any Club sponsored leagues. This will include preliminary information prior to tournament, outing, or event to be copied and forwarded to the Manager along with any deposits at the time of booking. After the tournament actual player and cart counts will be totaled to figure accurate billing for all fees incurred. All billing/invoicing will be done by the Manager. Payment will be forwarded to the Manager for proper record keeping of payments received and Manager will enter into the register to record.
10. The Pro shall coordinate any special instructions for all outings/tournaments **directly** to the Superintendent so the course may be set up accordingly. Special requests should be noted on the Booking Form when booking the tournament and followed up on one week prior to the tournament.
11. The Booking Form shall be completed by the Golf Pro and checked with the Manager to assign rental to the banquet room, outdoor patio, outdoor grill use, extra rental carts requested, use of goodie carts, , and estimated players in the outing. If this is a new tournament a \$75 deposit will be requested and once collected it will be stated as booked for the tournament. This deposit will be deducted from the tournament final bill the day of the tournament. If the tournament is not canceled at least one month prior to date the deposit is not refundable. All deposits are to be rendered to the Manager with the booking form for proper entry into register and documentation.

PERSONAL QUALIFICATIONS

Please respond to these specific questions by the numerical category. Any additional information should be listed as attachment #1.

- I. Experience as a Golf Professional
 - A. List golf courses - (Head Pro - Assistant - etc.)
 - Type of employment (Independent Contractor - part of Management group - Employee - Other)
 - Years of experience
 - Type of courses - (9 hole - 18 hole - public - private)
 - List what services you provided
 - List number of employees you administer to during a normal full days playing time
 - B. State your experience as an active member of PGA of America
 - List any certifications you might have acquired
 - State number of years of active involvement in PGA
 - List any accomplishments you have made through PGA

Request for Proposal - Golf Professional

- C. State your experience and expertise as a financial administrator
 - In the areas of collection; public deposits; and dealing with the public
 - Proficiency with credit card machines and their applications
 - Use of play tracing and spreadsheet analyzing

- II. Teaching Pro
 - State your experience, ability and expertise as a teaching pro, including a statement of your basic philosophy of instruction
 - Provide a basic outline of an instructional program and provide specific points you believe to be important
 - How would you vary the program for Ladies - Men - Juniors - Beginners

- III. Golf Club Repair
 - State your ability and expertise in providing for an accredited golf club repair person

- IV. Pro Shop Merchandise (minimum 7 month season)
 - State your experience, ability and expertise in providing a fully stocked merchandised golf shop (would prefer a minimum of \$25,000 at cost display of merchandise)
 - List manufacturers used and credit line extended

- V. Increased play
 - What methods would you use to increase the number of rounds played at Fairview Golf Course
 - A. Express your views on the Pro's & Con's of increased tournament play and what methods would you use to increase tournament play

 - B. Indicate what types of advertising you used to provide information to the public pertaining to golf courses with which you have been employed.

 - C. Indicate what types of advertising you would use to provide information to the public regarding the merits of Fairview Golf Course and ways to increase play

- VI. References
 - Minimum of three (3) with addresses and telephone numbers. The majority of the references must be from persons who have first hand knowledge of the work of the Golf Professional in the golf course work environment.

The written Proposals will be used as the selection method unless it is deemed necessary to invite a panel to conduct personal interviews. When a Proposal has been selected a contract will need to be signed.