

TOWN OF WAREHAM, MASSACHUSETTS

**MANAGEMENT AND MAINTENANCE CONTRACT FOR
LITTLE HARBOR COUNTRY CLUB**



WAREHAM

Massachusetts

REQUEST FOR PROPOSAL
**PROFESSIONAL GOLF COURSE MANAGEMENT AND
MAINTENANCE OF
LITTLE HARBOR COUNTRY CLUB**

Proposal Submittal Date: Thursday April 7, 2022, at 11 AM, EST
**Mandatory Pre-Proposal Meeting: Wednesday March 29, 2022 at 9:00 AM
EST**

March 15, 2022

Notice of Request for Proposal

TO PROVIDE PROFESSIONAL SERVICES:

**PROFESSIONAL GOLF COURSE MANAGEMENT AND MAINTENANCE OF
LITTLE HARBOR COUNTRY CLUB**

(Faxed Proposals Shall Not Be Accepted)

Date: March 15, 2022

The Town of Wareham, MA is soliciting proposals for the Professional Golf Course Management and Maintenance of the Little Harbor Country Club by a private operator under a 2-year 7-month (2.58 year) contract, estimated beginning May 1, 2022, through December 31, 2024, with an additional (2) option years available at the sole discretion of the Town of Wareham. Those contract periods would be from January 1 to December 31.

Proposal documents may be obtained on the Town's website at www.wareham.ma.us under Bids & RFPs section or at the Office of the Town Administrator, 54 Marion Road, Wareham, MA 02571. Questions on this RFP will be accepted until 11a.m. EST Friday April 1, 2022.

A mandatory pre-proposal meeting and site visit is scheduled on **Wednesday March 29, 2022 at 9:00 a.m.** Interested parties will meet at the pro shop of the Little Harbor Country Club, 1 Little Harbor Road, Wareham, MA.

This proposal has been issued by the authority granted to the Town by Massachusetts General Law, Chapter 30B, Uniform Procurement Act, Section 6. Proposers should familiarize themselves with the provisions of this Act.

Proposals must be submitted in separate sealed envelopes, one containing four (4) copies of the non-price technical proposal marked "RFP - Technical Proposal - Professional Golf Course Management and Maintenance for Little Harbor Country Club Golf Course" and one envelope containing one (1) copy of the price proposal marked "RFP - Price Proposal - Professional Golf Course Management and Maintenance for Little Harbor Country Club." The name of the proposer shall be included on both envelopes. Both envelopes must be received by Derek D Sullivan, Town

Administrator & Chief Procurement Officer, Town of Wareham, MA, 54 Marion Road, Wareham, MA 02571 no later than 11:00 a.m. Thursday April 7, 2022. In the event that Town Hall is closed bids will be accepted no later than 11:00 a.m. on next normal business day that Town Hall is open.

IMPORTANT

Each respondent to this RFP must ensure that in their Technical Proposal they acknowledge they have received any and all Addenda for this RFP.

RULE FOR AWARD

The Chief Procurement Officer has determined that in order to select the most advantageous offer to maintain the Little Harbor Country Club, evaluation criteria set forth in this request for proposals must be considered in addition to price. It is essential that the Town of Wareham retain the services of a Management and Maintenance firm with adequate background to provide Professional Golf Course Management and Maintenance inclusive of Pro Shop, food and beverage operations to the Town of Wareham Golf Course, known as Little Harbor Country Club so that the residents of Wareham will be assured they will be provided a golf facility that is expertly maintained. Therefore, the RFP process will enable the Town to provide higher ratings to Management and Maintenance firms whose experience in public golf course Management and Maintenance and whose key personnel have more than the minimally adequate number of years of experience in the Management and Maintenance of public golf courses.

The successful proposer must demonstrate the ability to deliver services that adhere to the specifications outlined in this document, and provide references as to where similar services have been successfully provided. The contract will be awarded to the responsive and responsible proposer submitting the most advantageous proposal taking into consideration both the results of the comparative evaluation and price. The Town of Wareham reserves the right to reject any and all proposals as determined to be in the best interests of the Town.

Derek D Sullivan

Town Administrator & Chief Procurement Officer

**TOWN OF WAREHAM, MASSACHUSETTS
REQUEST FOR PROPOSALS
PROFESSIONAL GOLF COURSE MANAGEMENT AND MAINTENANCE
CONTRACT
LITTLE HARBOR COUNTRY CLUB**

LEGAL NOTICE

Pursuant to Massachusetts General Laws Chapter 30B, the Town of Wareham, acting through its Town Administrator will accept various sealed proposals for the Professional Golf Course Management and Maintenance inclusive of pro shop, food and beverage operations contract for Little Harbor Country Club beginning May 1, 2022.

The Request for Proposal (RFP) may be obtained by contacting the Office of the Town Administrator, 54 Marion Road, Wareham, MA 02571, and (508-291-3100 ext 3107) or on the Town's website www.wareham.ma.us under Bids & RFPs.

Sealed bids must be received no later than 11:00 a.m. Thursday April 7, 2022 by Derek D Sullivan, Town Administrator, 54 Marion Road, Wareham, MA 02571.

A mandatory pre-proposal meeting and site visit is scheduled **Wednesday March 29, 2022 at 9:00 a.m.** Interested parties will meet at the Management and Maintenance facility (clubhouse) of the Little Harbor Country Club, 1 Little Harbor Road, Wareham, MA. Questions on this RFP will be accepted until 11a.m. EST Friday April 1, 2022.

The Town Administrator & Chief Procurement Officer as awarding authority may reject any or all bids, or waive minor errors or omissions, if it is in the best interest of the Town to do so. The contract will be awarded to the most advantageous bidder that meets all the criteria specified in the RFP.

The Town of Wareham, MA is an Affirmative Action/Equal Opportunity Employer. Minority and women-owned businesses are encouraged to respond.

In the event that Town Hall is closed bids will be accepted no later than 11:00 a.m. on next normal business day that Town Hall is open. All inquiries and requests for additional information should be directed to: Derek D Sullivan, Town Administrator, 54 Marion Road, Wareham, MA 02571 (508-291-3100, ext. 3110) or at dsullivan@wareham.ma.us.

**CHIEF PROCUREMENT OFFICER
TOWN OF WAREHAM**

Derek D Sullivan

SECTION 1 - GENERAL INFORMATION

ADVERTISEMENT FOR PROPOSALS

The Town of Wareham, Massachusetts (hereinafter “Town”), acting by and through the Chief Procurement Officer, will receive sealed Proposals for the Professional Golf Course Management and Maintenance of the Town’s golf facility – Little Harbor Country Club.

Sealed Proposals must be submitted on or before 11:00 a.m. EST, Thursday April 7, 2022 to:

Derek D. Sullivan
Town Administrator & Chief Procurement Officer
Town of Wareham
54 Marion Road
Wareham, MA 02571

The Proposals will not become public until after the review process has been completed by the Town. Proposals received after the specified submission time will not be accepted. Sealed envelopes containing Proposal Forms must be clearly marked in accordance with the Instructions to Proposers.

Completed bid forms with all required materials must be submitted with all Proposer responses. A bid bond in the amount of five percent (5%) of the sum value of the initial first year of the contract will be required.

A Performance Bond in the amount of ten (10%) of proposal will be required of the successful bidder upon execution of the Agreement.

Complete instructions for filing Proposals are included in Section II - Instructions to Proposers.

This Request for Proposals (RFP) is being administered under the provisions of Chapter 30B of the Massachusetts General Laws.

The Town reserves the right to waive any informalities or to reject any and all Proposals if it deems it to be in the public interest to do so. The successful bidder will be required to hold its pricing firm for a period of ninety (90) days.

**Little Harbor Country Club Professional Golf Course Management and Maintenance
Contract
Request for Proposals**

All Proposers are directed to review the *Guidelines for Management and Maintenance of Little Harbor Country Club* included herein to become generally familiar with the current Management and Maintenance of the course.

BACKGROUND INFORMATION

The Little Harbor Country Club is located at 1 Little Harbor Road in Wareham, Massachusetts. The Town of Wareham is located 45 miles south of Boston, in Plymouth County along the coast. The Town has a year-round population of 22,000 and a summer population of 44,000. With 54 miles of coastline, Wareham has seven beaches, three public boat ramps, two public golf courses, and extensive conservation land and walking trails.

Little Harbor Country Club is a municipally owned 18-hole course. The course opened in 1960. The course is currently managed by the previous owners of Little Harbor Country Club.

The Little Harbor Country Club property contains approximately 54.33(+/-) acres of land.

The golf course also has a clubhouse with pro shop, and snack bar built in the 1960s. The size of the clubhouse limits larger functions and outings and this has been a drawback in recent years. Despite this, the course has been profitable on a 16-year average basis, despite significant downturns in the economy and subsequently golf industry, as well as Covid. Revenue from greens fees, carts, season passes and merchandise have been consistent the past two years. Golf fees for 2022 have already been advertised by the current owners.

The Proposer will provide all services and tasks described herein at a specified annual cost to be paid by the revenues generated from the Golf Course. The Town shall not be liable for any additional costs incurred by the Contractor's actual costs in providing the required services.

OVERALL SCOPE OF SERVICES

The Town of Wareham is soliciting proposals for Professional Golf Course Management and Maintenance of the Town's 18-hole municipal golf course for a 2 year 7 month (2.58 year) period beginning May 1, 2022 and ending December 31, 2024 with two (2) one year options to renew at the sole discretion of the TOWN. Those extension would be from January 1 to December 31. The scope of services to be performed herein consists of the Professional Golf Course Management and Maintenance of the town-owned Little Harbor Country Club, a public golf course consisting of an 18-hole executive golf course of 3038 yards, with a par 56, a 54.4 rating and a 79 slope.

The Contractor will be responsible for all necessary licenses and permits required by any agency in carrying out the specifications set forth herein.

It is understood that all proposals are based on accepting Little Harbor Country Club “as is.” Prospective Contractors may view the course during the **mandatory** pre-proposal meeting scheduled for **Wednesday March 29, 2022 at 9:00 a.m. EST.**

SECTION II - INSTRUCTIONS TO PROPOSERS

ARTICLE 1 - PROPOSER’S REPRESENTATION

Each Proposer by making a Proposal represents that:

- The Proposer has read and understands the RFP and associated documents, and the Proposal is made in accordance therewith.
- The Proposer has visited the golf course and is familiar with the conditions under which any Contract is to be performed.
- The Proposer is familiar with Federal, State, and Local laws, ordinances, rules and regulations that may in any manner affect cost of services under or performance of any Contract.
- The Proposer agrees that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of any Contract. The Contract Documents will include this Request for Proposals and any addenda issued.

ARTICLE 2 - INTERPRETATION

- Proposers shall promptly notify the Town Administrator of any ambiguity, inconsistency, or error which they may discover upon examination of the RFP, or other conditions which the Contract is to be performed.
- Proposers requiring clarification or interpretation shall make a written request to the Town Administrator at least seven (7) days before the date herein set for the submission of Proposals.
- Interpretations, corrections, or changes in the RFP will be made by written addendum. Neither the Town, the Wareham Board of Selectmen, nor the Town Administrator will be responsible for any oral instructions.
- Addendum will be provided by the Town Administrator on the Town’s website or by e-mail to every firm that attended mandatory site visit.
- Copies of all addenda can be examined at the same location listed in the Legal Notice Advertisement for Proposals.
- Any ambiguities shall be construed in the Town of Wareham’s favor.

ARTICLE 3 - PREPARATION OF PROPOSALS

- Each Price Proposal shall be submitted on the Price Proposal Forms provided with this RFP. All blank spaces for Proposal prices must be filled in completely. Any Proposal which contains blank spaces for Proposal shall be rejected. Price Proposal Forms shall be completed in ink or by typewriter. **The Price Proposal Form shall be submitted in a separate sealed envelope clearly marked “Little Harbor Country Club Professional Golf Course Management and Maintenance Contract Price Proposal Form.” Failure to submit a separate Price Proposal Form from the remaining submitted materials will disqualify a Proposer and its Proposal will be rejected.**
- Four (4) copies of the Non-Price Proposal and Qualifications Form shall be enclosed in a separate sealed envelope which is plainly marked on the outside with the name and address of Proposer, the words **“Little Harbor Country Club Professional Golf Course Management and Maintenance Contract Non-Price Proposal.”**
- Proposals by corporations shall be executed in the corporate name by the president (or other corporation officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- Proposals by partnerships shall be executed in the partnership name and signed by a partner, whose title shall appear under the signature. The official address of the partnership shall be shown below the signature.
- All names shall be typed or printed below the signature.
- If the Proposal is submitted by mail, the separately sealed Price and Non-Price Proposal envelopes must be clearly marked and enclosed within an outer mailing envelope. The outer envelope shall display a notation “Price and Non-Price Proposal Forms Enclosed” on the face thereof.
- Date and time for receipt of Proposals is set forth in the Legal Notice Advertisement for Proposals (included).
- Timely delivery of Proposals at the location designated shall be the full responsibility of the Proposers.

ARTICLE 4 - SUBMISSION OF PROPOSALS

- Any bid may be withdrawn by the Proposer or his duly authorized representative by written

notice received by the Town at the address for receipt of bids specified in the Request for Proposal prior to the time scheduled for the opening of such bids or authorized postponement thereof. No telephone or telegraphic bid, change in bid, or withdrawal of bid will be received or recognized. A bid may be amended or modified only by withdrawing the bid and resubmitting another bid prior to the time for opening bids.

- Any Proposals received after the time and date specified shall not be considered. No Proposer may withdraw his Proposal for a period of ninety (90) days after the actual date of submission thereof.
- All proposals must be made on the provided proposal forms where required. Additional supplemental information can be provided by proposers at their discretion. All blank spaces for proposal prices must be filled in with ink or typewritten both in digits and handwritten.
- Bids are to be submitted in two sealed envelopes each clearly marked:

Little Harbor Country Club Professional Golf Course Management and Maintenance Contract NON-PRICE PROPOSAL

and

Little Harbor Country Club Professional Golf Course Management and Maintenance Contract PRICE PROPOSAL

Each envelope should contain the following material clearly outlined and identified as follows:

Envelope 1. NON PRICE PROPOSAL. Proposals should be marked ***Little Harbor Country Club Professional Golf Course Management and Maintenance Contract NON PRICE PROPOSAL*** and include a description of Proposer's Qualifications including but not limited to:

- A. Entity name, address, and contact information
- B. Entity's background, and experience in golf course Management and Maintenance
- C. Key personnel of the entity
- D. Staff assigned to the course Management, Maintenance and their experience
- E. Entity's credit (vendor/lender) references and contact information
- F. Complete listing of all courses maintained in the past 15 years, including:
 1. A description of the Management and Maintenance contracts, including
 - a. length of contracted term
 - b. length of actual term
 - c. approximate dollar value of the contract over the term
 2. Areas of responsibility under the contract, and
 3. Ownership references and phone numbers at each project

- G. Insurance coverage
- H. Evidence of the entity's financial ability to meet the terms of the Management and Maintenance contract.
- I. Entity's work plan to be undertaken to meet the specified requirements of this RFP.
- J. Certificate of Non-Collusion (included)
- K. "REAP" Certification (included)
- L. Certificate as to Corporate Proposers (included)
- M. Copy of Pesticide Applicator's License

Envelope II. PRICE PROPOSAL. Proposals should be marked *Little Harbor Country Club Professional Golf Course Management and Maintenance Contract PRICE PROPOSAL* and include but not limited to the following:

- A. Term of Agreement
- B. Options for Renewal
- C. Basis for which Management and Maintenance fee will be paid
- D. Estimated staffing plan for all services including salaries
- E. Bid Bond

4.8 ADDITIONAL SUBMITTAL REQUIREMENTS

Bid Deposit

Each bid shall be accompanied by a bid deposit in the form of a bid bond, cash, a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to the Town of Wareham. The amount of such bid deposit shall be five percent (5%) of the sum value of the bid for *the initial first year of the contract.*

Bid deposits, except those of the three lowest responsible and eligible bidders shall be returned within ten (10) business days after the bid opening. When the Contract is executed, the bid deposits of the remaining bidders will be returned.

Certificate of Non-Collusion

Each bidder shall execute an affidavit on the bid form provided, to the effect that the bid is in all respects bona fide, fair and made without collusion or fraud with any person. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. Failure on the part of the bidder to observe this provision shall be cause for rejection of this bid.

"REAP" certification

Each bidder shall execute an affidavit, substantially in the form provided with the bid proposal form, to the effect that, pursuant to M.G.L., C. 62C, S. 49A, he or she has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes.

Failure on the bidder to observe this provision shall be cause for rejection of this bid.

ARTICLE 5 – AWARD

This proposal is solicited and will be awarded pursuant to the provisions of Massachusetts General Laws Chapter 30B as amended and supplemented. Whenever the requirements of this RFP are inconsistent with or prohibited by Chapter 30B, Chapter 30B shall prevail.

The award of any contract will be made by the Town Administrator after a review of proposals.

The contract will be awarded to the Proposer submitting a Non-Price Proposal that is fully responsive to this RFP, each contractor's qualifications to perform the services and each Price Proposal's merits and relative price.

- The Professional Golf Course Management and Maintenance Contract will be awarded to the qualified, responsible and responsive Proposer with the most advantageous proposal, *taking into consideration price and the evaluation criteria in this RFP*, as determined by the Town Administrator and/or Golf Committee. The Town, in its sole judgment, reserves the right to reject any and all Proposals if it deems to be in the public interest to do so. A Proposal which includes for any year a Proposal price that is abnormally low or high may be rejected for not demonstrating an adequate understanding of the contract requirements. Any Proposal which is not prepared and submitted in accordance with all requirements of the Proposal documents, or which contains erasures, alterations, additions, errors or irregularities of any kind may be rejected. The Town reserves the right to waive any and all informalities as to form. Matters as to substance shall not be waived. The Town reserves the right to deem any such omission which is not an omission of substance as an informality for which such Proposal will be rejected, and to subsequently receive such information or data prior to award of the contract.
- As used herein, the term “qualified, responsible and responsive Proposer” shall be defined as Proposer who has demonstrated the skill, ability (financial and otherwise), integrity and reliability necessary to the faithful performance of the Professional Golf Course Management and Maintenance Contract, and who has submitted a proposal which conforms in all respects to the RFP. Therefore the lowest price Proposer **may not** necessarily be awarded the Contract. Specific minimum Proposer qualifications are set out in this Request for Proposal under the Proposer Qualifications Form.
- Any award made is expected to be made within ninety (90) days after submission of Proposals in a notification sent by registered mail. If the Proposer to whom the award is made fails to execute a Contract and return it to the Town within ten (10) days, the Town may, at its option, determine that said Proposer has abandoned the Professional Golf

Course Management and Maintenance Contract, and an award may then be made to the next recommended Proposer.

ARTICLE 6 - BONDS

A Performance Bond in the amount of 10% of Proposal will be required within thirty (30) days upon execution of a contract with the successful Proposer. Bond premiums must be paid for by the successful Proposer. Bonds must be obtained from a surety company qualified to do business within the Commonwealth of Massachusetts and satisfactory to the Town. If a Proposer fails to furnish the bonds required, any Contract executed in reliance upon the furnishing of such bonds shall be null and void.

ARTICLE 7 - INSURANCE CERTIFICATES

Insurance certificates indicating coverage for public liability, property damage, and worker's compensation insurance, in accordance with Contract requirements, must be filed by the successful Proposer within thirty (30) days upon the signing of any Contract. The Town shall be named as an additional insured in all policies held by Proposer. Certificates shall be from insurance companies qualified to do business in the Commonwealth of Massachusetts and in a form satisfactory to Town Counsel in his sole judgment.

ARTICLE 8 – PROFESSIONAL GOLF COURSE MANAGEMENT AND MAINTENANCE CONTRACT MINIMUM CRITERIA

1. The prospective contractor must have the specified requisite background and experience in the Professional Golf Course Management and Maintenance of golf courses as per these specifications. The contractor shall provide as part of this submission a list of all contracts where it has provided Professional Golf Course Management and Maintenance services within the previous five (5) years. Contracts for capital improvements or repairs on golf courses will not be considered as fulfilling the experience requirements. This list to include: golf course names, dates in which the contract was held, address and contact phone numbers of person to whom the contractor reported to. This listing of courses shall be used as a means to, not only determine the contractor's expertise in the area of golf course Management and Maintenance, but further as a listing of clients that may be called as reference. Use Submittal Form B. Attach additional sheets as necessary.
2. The prospective contractor must have a minimum of fifteen (15) years' experience in the successful execution of Management and Maintenance contracts at regulation length 18-hole golf courses.

3. The prospective contractor must have successfully maintained three (3) regulation length 18-hole championship golf course operations for golf courses with continual excellent playing conditions in the Eastern United States.
4. List and submit with this RFP a minimum of three (3) professional golf or turf industry references – Golf and Turf Industry References including company name, contact name, address, e-mail address and telephone numbers. Attach additional sheets as necessary.
5. Submit with this RFP copies of the contractor’s insurance policy that meets or exceeds the requirements set forth in the Insurance Requirements section of this RFP.

THRESHOLD CRITERIA

Proposals must meet the following criteria for further consideration:

1. Meet the qualifications described in Article 8 in the **PROFESSIONAL GOLF COURSE MANAGEMENT AND MAINTENANCE CONTRACT MINIMUM CRITERIA** section.
2. Submission of all submittal forms and information requested in **Article 4 – Submission of Proposals**.

EVALUATION CRITERIA

Proposals will be evaluated according to:

1. References from current clients. Provide a completed Proposal Qualifications Form (use Submittal Form A) in addition to the following required submissions. The Town reserves the right to contact references to further determine whether the proposed Contractor is a responsible and responsive bidder. (as defined by M.G.L. c.30B, s. 2.)

Highly advantageous: Submit three (3) but no more than five (5) letters of reference from current clients reflecting an overall positive operation of an 18-hole golf course. Submittal Form A is complete, and all the information is current. References demonstrate an overall satisfaction with the Contractor. Two or more references expressly demonstrate that they would re-hire the Contractor.

Advantageous: Submit three (3) letters of references from current clients reflecting an overall positive operation of an 18-hole golf course. Submittal Form A is complete, and all the information is current. References demonstrate an overall satisfaction with the Contractor.

Unacceptable: Submission of less than three (3) current client references, or one of more references that do not demonstrate a positive operation of an 18-hole golf course. Submittal Form A is not complete and the information is not current or the reference indicated they would not re-hire the Contractor.

2. References from vendors and industry professionals.

Highly advantageous: Submit greater than three (3) but no more than five (5) positive references from vendors and other industry references that have done business with the Contractor.

Advantageous: Submit three (3) positive references from vendors and other industry professionals that have done business with the Contractor.

Unacceptable: Submission of less than three (3) positive references from vendors and other industry professionals that have done business with the Contractor.

3. Experience in maintaining a first-class 18-hole public golf course. The term “first-class” shall mean a comparably sized 18-hole public golf course or private golf course that is open to the public, at which the quality of grounds maintenance and conditions of play are of at least the equivalent or better quality than that found at Little Harbor Country Club. See Description of Little Harbor Country Club included in this RFP.

Highly advantageous: 15 or more years of experience.

Advantageous: 10 to 14 years of experience.

Unacceptable: Less than 10 years of experience.

4. On-site staff to include a Superintendent with GCSAA & GCSANE Membership in Good Standing.

Highly advantageous: Superintendent with GCSAA & GCSANE Membership in Good Standing with a minimum 15 plus years working in the maintenance department of a golf course of which at least 10 years of work was done as a head superintendent.

Advantageous: Superintendent with GCSAA & GCSANE Membership in Good Standing with less than 10 years’ experience as a head superintendent of a golf course.

Unacceptable: Not a Member of the GCSAA & GCSANE.

5. Off-site support staffing.

Highly advantageous: Off-site staff personnel presently employed by Contractor including; Turf Agronomist, Consulting superintendent GCSAA certified and any

additional support staff that can give added value to the turf quality, business operations, equipment upkeep or operations at the course. Any contractor listed must be presently under contract with the company and a copy of said contract submitted with the bid along with resumes of off- site support staff.

Advantageous: Contracted personnel with the vendor that include: Certified irrigation specialist through the GCSAA, Turf Agronomist, Consulting superintendent GCSAA certified and any additional support staff that can give added value to the turf quality, business operations, equipment upkeep or operations at the course. Any contractor listed must be presently under contract with the company and a copy of said contract submitted with the bid.

Unacceptable: Contractor does not offer off-site staffing support that is adequate to meet the enclosed requirements.

6. Written Maintenance Plan (Plan of Service)

Highly advantageous: Exceeds the scope of all work and responsibilities and includes but not limited to: descriptions of how site visits from additional personnel will be handled, chemical application program, mowing schedules, a listing of equipment that will be used at the course (further judged by the quality of this equipment), a listing of minimum staff on site and hours to be worked, any safety protocols and programs, and any work beyond the scope listed in the specification. A highly motivated advantageous rating shall be judged as a superior maintenance plan.

Advantageous: Meets scope of all work duties and responsibilities and clearly demonstrates equipment that will be used at the course (further judged by the quality of this equipment) and list additional work beyond the scope listed in the specifications.

Unacceptable: Written maintenance plan does not clearly demonstrate how the contractor will meet the scope of work listed in this specification.

7. Financial Stability - The successful bidder is expected to demonstrate that it has the financial resources to perform under any contract. Such demonstration shall be made by submitting a most recent annual independent audited financial statement according to Generally Accepted Accounting Principles (GAAP) and signed by an Independent CPA (Certified Public Accountant).

Highly Advantageous: Financial statements demonstrate long term financial stability and ability to absorb fluctuations in expense required for contract.

Advantageous: Financial statements demonstrate long-term financial stability.

Unacceptable: Financial statements demonstrate some financial instability in past.

8. Environmental Impact

Highly Advantageous: Plan of service demonstrates proven track record in minimizing environmental impact through reduced usage of water, pesticides and chemical fertilizers, experience and with new varieties of bent grass, and clear understanding of Mass DEP requirements for permitted water management Golf Courses.

Advantageous: Plan of service demonstrates understanding of methods required to reduce environmental impact through reduced usage of water, pesticides and chemical fertilizers, knowledge of new varieties of bent grass and reflects general understanding with the Mass DEP requirements for permitted water management for Golf Courses.

Unacceptable: Plan of service does not demonstrate any understanding of methods required to reduce environmental impact through reduced usage of water, pesticides and chemical fertilizers, reflects no experience or knowledge of new varieties of bent grasses, and no understanding of Mass DEP requirements for permitted water management for Golf Courses.

9. Staffing Plan

Highly Advantageous: Submission of an organizational plan showing a structured organization with clearly delineated responsibilities and identifying the maintenance firm's staff who will be assigned to maintain the Golf Course. Staffing levels must satisfy or exceed the required minimum staffing and experience levels set forth in RFP.

Advantageous: Submission of a plan identifying the maintenance firm's staff who will be assigned to maintain the Golf Course, but not clearly indicating organizational structure or delineating responsibilities. Staffing levels satisfy the required minimum staffing and experience levels set forth in RFP.

Unacceptable: Submission of a plan which fails to identify the maintenance firm's staff who will be assigned to maintain the Golf Course, fails to show staffing levels which satisfy the required minimum staffing and experience levels set forth in RFP, or shows a poor organizational structure or delineation of responsibilities.

10. Community Engagement

Highly Advantageous: Submission of a plan that will allow the residents of Wareham to enjoy at least five (5) events and/or amenities that will reflect the gratitude to the residents of Wareham for graciously supporting this endeavor.

Advantageous: Submission of a plan that will allow the residents of Wareham to enjoy at least three (3) events and/or amenities that will reflect the gratitude to the residents of Wareham for graciously supporting this endeavor.

Unacceptable: Submission of a plan which fails to identify any events and amenities that will reflect the gratitude to the residents of Wareham for graciously supporting this endeavor.

ARTICLE 11 – CRITERIA PRICE PROPOSAL

The highest net present value of the Management and Maintenance contract at the end of the first term to the Town of Wareham will govern the evaluation of price proposals. This analysis will be conducted by an individual(s) skilled in such matters.

ARTICLE 12 - TERM OF CONTRACT

The term of the Management and Maintenance Contract will be for a term of 2 years 7 months (2,58 years) with two (2) one-year renewable options at the sole discretion of the TOWN. Those extensions shall be from Jan 1 to December 31.

ARTICLE 13 -HOURS OF OPERATION

Little Harbor Country Club is currently open from as early as April 1 to as late as December 31 each year.

The course is currently open daily from approximately 7:00 a.m. to dusk.

The Town has an unreasonable noise bylaw that restricts the use of the operation of vehicles, equipment, tools or machines used as a means of construction, Management and Maintenance, repair or demolition of a building site, building, bridge, tower or road between the hours of 5:00 p.m. and 7:00 a.m.

ARTICLE 14 - CONTRACTOR/TOWN RESPONSIBILITIES

The Contractor will bear cost of heat, electricity, telephone/fax and internet access for the operation of the Management and Maintenance and storage buildings. Contractor shall also be responsible for

the cost of electricity and water to operate the irrigation pump and Management and Maintenance facility.

The Contractor will be required to submit monthly financial reports of revenue to the Town Administrator and/or Golf Committee by the fifteenth day of the month. Such report will include a breakdown of all revenue by each category of income such as but not limited to greens fees, cart rentals, pro shop sales, food and beverage sales and building rentals. The Contractor will also provide an annual financial report prepared by a qualified accountant, and allow the Town to utilize an independent, professional audit firm to conduct an audit by March 1 of each year.

ARTICLE 15. TERMINATION

Any contract executed may be terminated by the Town of Wareham without cause upon providing Contractor with at least one hundred twenty (120) days prior written notice. Should either party fail to perform any of its obligations under any contract for a period thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

ARTICLE 16. FUNDING

The obligation of the Town of Wareham for payment to any Contractor is limited to the availability of funds appropriated in a current fiscal year period and continuation of the contract into subsequent fiscal years subject to appropriation of funds by town meeting, unless otherwise authorized by law.

ARTICLE 17. INTERVIEW OF PROPOSERS

Proposers may be invited in for an interview with the Town Administrator and/or Golf Committee to discuss the details of the Non-Price Proposal at a time to be determined by the TOWN. The interview attendees must include the Superintendent with GCSAA & GCSANE Membership in Good Standing that will be onsite during the length of the contract.

DESCRIPTION OF LITTLE HARBOR COUNTRY CLUB

Located 45 miles south of Boston, the Little Harbor Country Club is a beautiful 18-hole course that is enjoyed by golfers of all skill levels. The course has views of Little Harbor out to Buzzards Bay. Wildlife is abundant and the course showcases the natural landscape. The site has a Clubhouse with Bar and Grille. There is municipal water for the clubhouse and on-site septic for the clubhouse. The course has a well with four pumps, and uses an on-site pond for water storage. The course has irrigation only on the tees and greens, using its own water supply, not municipal water.

Holes	18
Water Hazards	Yes (2)
Grass Type	Bent, Annual Bluegrass and Native Fescue

Year Established/Designer	Opened 1960
Water Source	Water drawn from ponds and well
Irrigation	Only on tees and greens
Irrigation System	Manually operated, only on tees and greens
Yardage	3,038 yards
Par	56
Club Type	Public
Guest Policy	Open
Shop Opens	When course opens (varies with seasons)
Reservations	Yes
Discount Packages	Yes
Cart Access	Course or cart paths
Walk Course	Yes
Metal Spikes Allowed	No
Dress Code	Proper Golf Attire

It is the desire and intent of the Town that this document reflects the general terms and conditions of an agreement to be executed that shall constitute a Professional Golf Course Management and Maintenance Contract. The Contractor is not a lessee of the golf course, but is a Contractor for the purpose of Professional Golf Course Management and Maintenance of the golf course, and the Contractor holds no property interest, or interest which is taxable in the real estate which makes up the golf course.

The selected Contractor will conduct business as an independent contractor under the terms of any contract. Personnel services provided by the Proposer shall be by employees of the firm and subject to supervision by the Contractor and not as officers, employees, or agents of the Town. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under any agreement shall be those of the Contractor.

MINIMUM REQUIRED PROFESSIONAL GOLF COURSE MANAGEMENT AND MAINTENANCE SPECIFICATIONS

There shall be no discrimination as to race, sex, color, creed, or national origin in the operations conducted under this contract.

In addition to items specified in other sections of this RFP, the Contractor shall perform its obligations in accordance with the following terms and conditions:

EQUIPMENT STORAGE:

The Proposer may keep any equipment not owned by the Town of Wareham in the storage area of the Little Harbor Country Club. At the termination of the contract, any equipment owned by the Contractor shall be removed from the site within fifteen (15) days of the termination date. In the event that the Contractor becomes insolvent or is relieved of the Contract for any of the reasons specified in the Contract, the Contractor owned equipment may be used by the Town of Wareham to carry out the golf course Management and Maintenance work during the remaining term of the Contract.

Use and storage of chemicals is to be in accordance with insurance requirements and the laws and regulations of the Town of Wareham, the Commonwealth of Massachusetts, and federal laws. Pesticide application requirements and all disposal of chemicals are the Contractor's cost and responsibility, and shall be performed to industry standards. The Contractor is responsible for the removal and legal disposal of all on-site chemicals, fertilizers, oils, etc. at the end of the Contract.

GOLF MANAGEMENT AND MAINTENANCE EQUIPMENT:

The Town of Wareham owns or leases the equipment necessary to maintain the course. A listing of current equipment is included in this RFP under Exhibit B.

The Contractor shall not use the Town-supplied golf carts for course Management and Maintenance; however, the Contractor's Superintendent may use the Town's golf carts. See exhibit A for list of carts.

MANAGEMENT AND MAINTENANCE OF ENTIRE COURSE:

The Contractor shall maintain the entire Golf Course in an attractive and reasonable condition, satisfactory to the Town. This includes: pruning; fertilization; grooming and watering areas in and around shrubs and flower beds; and planting of trees and shrubs furnished by the Town. It is the Contractor's responsibility to maintain drainage swales and creek banks, repair service roads and golf paths now existing or later created, such Management and Maintenance to be for the purpose of reasonable travel, safety, aesthetics, and for the prevention of washed-out areas. Non-paved golf paths shall be regularly filled and leveled with a stone dust mix, or an approved alternate to provide a smooth and level surface.

Contractor is responsible for daily cleaning and general upkeep of the equipment supplied by the

Town. The Contractor shall directly pay for electricity, heat, telephone/fax and internet access for the operation of the Management and Maintenance/storage building(s). The Contractor will keep all areas and buildings within its control clean and presentable.

GOLF CLUB SUPPLIES:

It is the Contractor's responsibility, at its own expense, to furnish the supplies required by the Town. It is the contractor's responsibility to furnish direction markers, distance markers, litter baskets, tee signs, tee markers, hole cups, flags, flagpoles, out of bounds markers and the general equipment for golf needs, benches, ball washers, towels for same, sand trap rakes, and the Management and Maintenance, repair, and replacement of all these items. The flags shall be replaced when stolen, faded, frayed, or in otherwise poor conditions at the Contractor's expense. Once furnished, these items become the property of the Town.

TRASH REMOVAL:

The Contractor is responsible for policing and removing all litter and rubbish daily from the golf course and to dispose of such materials from the course on a weekly basis.

WATER COOLERS/WATER STATIONS

Coolers and stations shall be repaired/replaced as needed at the Contractor's expense.

IRRIGATION SYSTEM:

The Golf Course has manually operated irrigation for greens and tees. The Contractor shall be responsible for "blowing-out" the system prior to risk of winter freeze-up and closing down all pump systems. Contractor shall be fully liable for any damage to the system caused by Contractor or any of its employees, agents or subcontractors. Contractor shall make and pay for normal wear repairs as are necessary to maintain the system and the pumps in an operative condition. The Contractor is not, however, liable for the cost of capital improvements or major repair to the irrigation system. The Contractor is liable for damages to the system caused by its equipment and personnel.

NON-DISCRIMINATION:

The Contractor must certify that no person, either directly or indirectly employed, or in the use of the Golf Club, shall be subject to any discriminatory action because of race, color, sex, creed or country of national origin.

MAINTENANCE BUILDING REPAIRS; MAINTENANCE OF ADJACENT AREAS AND BUILDING:

The Contractor shall not be liable for the capital improvements to the Clubhouse or maintenance building. However, the Contractor shall be responsible for cutting, maintaining and watering the grass, shrubbery, and any landscaping around the Clubhouse area. The Contractor is not responsible for maintaining the parking lot, for structural or mechanical repairs to the Maintenance building or Clubhouse but is liable for damage to the maintenance building, storage buildings and Clubhouse to the extent such damage is caused by its personnel and/or equipment. The Contractor will keep all Management and Maintenance areas and buildings within its control clean.

EMPLOYEE BEHAVIOR AND DRESS:

All of the Contractor's personnel must be uniformed in suitable work clothes of neat appearance. All golf course Management and Maintenance employees shall wear proper clothing including shoes that will prevent injury when using rotary equipment, protective eye wear when using trimmers, breathing masks and spray clothing for pesticide applicators. Courteous behavior by the Contractor and all of its personnel to the public will be required at all times. The Contractor will take necessary action to discipline up to and including termination of employees whose behavior is found to be unacceptable.

MATERIALS RESPONSIBILITY OF OPERATOR:

All materials and equipment such as sprays, forestry equipment, sod, grass seed, loam, sand, fertilizer, gravel, herbicide, fungicide, testing kits, etc., as mentioned anywhere in the Contract are solely the responsibility of the Contractor. The Contractor shall carefully store and keep accurate records of all hazardous materials and pesticides required to perform its obligations hereunder, in accordance with all applicable Federal, State, and Town requirements. The Contractor's workers shall be informed and properly trained concerning required safety and handling practices when using hazardous materials and pesticides. The Contractor shall maintain Material Safety Data Sheets (MSDS), and copies of the pesticide label, which shall be available for inspection.

OPERATOR LIABLE FOR DAMAGES:

The Contractor is liable for repairs due to any damage done to the greens, tees, and fairways through and all rough areas of the Golf Course due to acts or omissions caused by persons performing services under this contract. In addition, the Contractor is also liable for personnel and equipment mowing over sprinkler heads and damaging same. Sprinkler heads should be regularly marked to avoid damage from the Contractor's equipment and golf carts. The Contractor shall immediately repair, or cause to be repaired, any damage caused by persons performing services under this Contract at the Contractor's expense.

RIGHT TO CLOSE GOLF COURSE:

With the prior approval of the Town, the Contractor has the right to close the golf course to make repairs or because of severe weather conditions which could cause damage to the course or the safety of the public, if the course remained open.

WORK SCHEDULE:

Prior to the commencement of each golf season, the Contractor will be required to submit a detailed schedule of work to the Town Administrator and/or Golf Committee, for his review and approval, as to how it proposes to complete the Contract work and maintain the Golf Course satisfactorily for play.

EVIDENCE OF FINANCIAL STABILITY

The Contractor shall be required to provide evidence of financial stability satisfactorily to the Town, demonstrating that it is in a financial position to carry on the work and to purchase and/or lease equipment prior to the commencement of the work and at any time thereafter.

COURSE REPAIRS OUTSIDE OF BASIC CONTRACT

In November of each year, the contractor shall provide the Town Administrator and/or Golf Committee with a prioritized listing of repairs or alteration projects that the contractor recommends should be performed to improve the golf course. If the Town Administrator and/or Golf Committee decides to undertake such projects, the Town Administrator and/or Golf Committee may request the Contractor to provide a price for providing such additional work. The Town reserves the right to award repair and alteration projects to other contractors. The Contractor will cooperate with the Town, its designers and contactors in relation to any repair or alteration projects. It is understood that there is no guarantee of such repairs and alterations. Additionally, the goal is to use revenue generated by the golf course and related activities to make any capital, course repairs outside of the basic contract and alterations.

DESIGNEE:

The Town of Wareham Town Administrator and/or Golf Committee will enforce the terms of the contract.

No negotiations, decisions or actions shall be initiated or executed by the firm as a result of any discussions with any Town employee, board or committee. Only those communications which are in writing from the Town may be considered as a duly authorized expression on behalf of the Town. Also, only communications from firms which are signed and in writing will be recognized by the Town as duly authorized expressions on behalf of firms.

STANDARDS OF PERFORMANCE UNDER CONTRACT:

The Guidelines for Management and Maintenance of Little Harbor Country Club Golf Club establish the standards for the Contractor's performance required under any Contract. These standards have been developed to ensure that Little Harbor Country Club Golf Course is maintained in a manner that is consistent with an excellent quality golf course and permits excellent quality conditions for playing the game of golf.

The Contractor may develop a course Management and Maintenance program that varies from the Guidelines in consultation with the Town Administrator and/or Golf Committee.

MANAGEMENT AND MAINTENANCE SCHEDULE:

The Contractor shall keep daily records of activities performed by its employees, including a detailed schedule of materials, pesticides, and fertilizers applied to the course, in a uniform format agreed to by the Town Administrator and/or Golf Committee, which demonstrates the Contractor's compliance with the following Guidelines for Management and Maintenance. The Contractor, shall, upon request, provide certifications to the Town Administrator and/or Golf Committee that the daily records of activities accurately reflect the services provided under any Contract.

ANNUAL CHEMICAL USAGE REPORT:

The Contractor will be required to perform testing of monitoring wells and surface samples for nitrate/nitrogen and for those chemicals which have been used on the golf course. Samples will be taken in accordance with Standard Methods for the Examination of Water and analyzed at a state-certified laboratory in either Massachusetts or Rhode Island. The results shall be forwarded to the Town Administrator and/or Golf Committee. The golf course superintendent shall be responsible to oversee the annual testing.

MANAGEMENT AND MAINTENANCE EQUIPMENT LIST

The Town is responsible for determining and supplying at its own expense required Management and Maintenance equipment necessary to meet the terms and conditions of the Guidelines for Management and Maintenance of Little Harbor Country Club as detailed in this RFP. A current inventory of equipment supplied by the Town is included in Exhibit A.

**GUIDELINES FOR MANAGEMENT AND MAINTENANCE
OF LITTLE HARBOR COUNTRY CLUB**

SECTION 1
GREENS

Introduction

All putting greens and practice greens (including a five-foot width of collar around these greens) shall be maintained so as to provide true and consistent putting surfaces of healthy, vigorous turf.

The periodic and timely use of fertilizer to maintain even, consistent growth and recovery from heavy play shall help to accomplish this standard. Irrigation shall be carried out to replace moisture lost by evapotranspiration and as required following turf grass Management and Maintenance practices. This irrigation shall provide for optimum growing conditions. Mowing shall be at a reasonable cutting height and frequency so as to maintain the smooth and consistent putting conditions desirable on a well-maintained golf course. Top Dressing shall be applied to improve surface smoothness and allow for the proper conditions for growth for closely cut putting green and collar turf. Aeration shall take place to lessen soil compaction and as a component of regular over seeding. Preventative fungus control shall take place on a regular basis with insect and weed control on an as needed basis.

Management and Maintenance practices shall include but not be limited to:

Mowing

Greens shall be cut on both Saturdays and Sundays, all holidays and special events and at least four other days per week. Such mowing shall occur in the early morning hours so as to not interfere with play.

Greens shall be maintained at walk mowed quality or better at all times at a height of .125" to 1.60". Clean-up cut should be regularly performed with appropriate equipment so as to avoid unnecessary wear patterns.

The greens shall be at a cutting height that maintains average and consistent stimpmeter readings at a minimum of eight (8) feet. The exact height of cut and deviations from agreed upon heights are to be determined through discussions with the Town.

If the quality of cut is not to the satisfaction of the Town, the Operator shall, at the direction of the Town, perform the sharpening, back lapping or other repairs or adjustments necessary to achieve a clean cut. The Operator shall pay particular attention to the condition of his mowers and the resultant cutting quality in advance of comments by the Town.

In order to stimulate upright growth and reduce excessive steaminess, the greens are to be groomed/vertically mown twice per month in a manner and at a setting approved by the Town.

In the case where mowing or other Management and Maintenance practices result in scalping or other forms of mechanical damage or turf loss, the Operator shall be responsible for its repair by seeding/sodding. The method of repair, materials used and other related items shall be discussed and

approved by the Town.

Rolling

Rolling of green should be done throughout the growing season to increase ball roll and to smooth out the putting surface., at a minimum three times a week.

Irrigation

Irrigation shall be carried out on greens to provide adequate but not excessive soil moisture for proper turf growth – that is to replace moisture lost through evapotranspiration and as required following specific Management and Maintenance practices.

Care shall be taken to not soak the turf immediately prior to mowing and/or play. During dry periods, greens shall receive at least one inch of water per week.

Where sloped areas or other such micro-environments lead to dry areas, the Operator shall hand water or spot water such areas or otherwise correct the moisture deficit without merely over watering surrounding areas so as to bring dry areas to field capacity.

During periods of extreme heat and stress, light irrigation (syringing) shall be carried out to cool the turf and correct temporary water deficits. This type of irrigation shall be carried out on an as needed basis seven days per week and shall require personal attention of the Operator.

Syringing shall not take place merely by setting irrigation controllers well in advance of the syringing cycle. During periods of stress that require syringing, the Operator's key personnel shall be on the golf course performing this syringing. Impacts on play should be minimized to the degree possible.

Irrigation schedules and periods during the year when syringing may be necessary shall be reviewed with the Town.

Wetting agent program

In areas where dry spotting problems persist, these areas are to be spot treated by penetrating the surface through spiking or aeration, applying a granular or liquid wetting agent at manufacturer's recommended rate and irrigating to water in this material.

All wetting agent materials are to be applied in accordance with manufacturer's recommendations and commonly accepted practices.

Topdressing

Greens and associated close cut collar areas shall be top-dressed as needed during the active growing

season commencing in April and terminating in November. Top dressing will be applied in conjunction with aeration at least twice a year.

A material that meets USGA green section specifications and is approved by the Town shall be applied at the rate of one-half cubic yard per 1000 square feet and brushed in. A clean up mowing shall immediately follow this Top-Dressing procedure.

The Top-Dressing material, dates and methods of application, the method of working the Top Dressing into the turf on greens and associated collar height cut turf and the initial mowing after application of the Top Dressing materials shall be reviewed and approved by the Town.

Aeration

Greens and associated collar height cut turf shall be aerated twice per year, once in the spring and once in the late summer/early fall, the exact timing of each to be approved by the Town. This aeration shall be carried out with a Toro 648 or approved equal and the aeration plugs that are brought to the surface shall be removed from the treated areas. The treated areas shall then be top-dressed at a rate three times that discussed above for monthly topdressings. Management and Maintenance practices/additional topdressings at appropriate rates shall be performed so that the putting surfaces have completely recovered within two weeks after aeration.

The method of aeration, the method of removal of solid cores, and the method of post aeration Top Dressing shall be approved by the Town.

Fertility-program

The greens and associated collar cutting height areas shall be fertilized sufficiently to produce continuous vigorous growth during the growing season. The following fertilizer specification is noted as a general requirement for frequency and rates of applications. Soil testing as outlined shall be used as a tool to determine the proper fertilizer to be used and the overall application rates over the course of the season. This fine tuning to the fertility program shall be approved by the Town.

Soil samples for each green and associated collar cutting height area shall be taken in accordance with standard soil testing procedures and submitted to a certified agricultural lab either in Massachusetts or Rhode Island or approved equal, for ph. and complete soil nutrient testing. Soil samples shall be taken in the early spring and late summer with the test results and lab recommendations resulting from these tests submitted to the Town by April 15th and September 15th of each season. The Operator and the Town shall evaluate these recommendations and the Operator shall follow and carry out these recommendations as approved by the Town. The ph. of greens and collars shall be maintained between 6.0 – 6.3.

All fertilizer materials used on greens and associated collared cutting height areas shall be specifically recommended by their manufacturer for use on putting green turf. Such materials are to be of a quality

homogenous type developed for use on fine turf grasses.

Substitutions, additions and/or deletions to this program shall be made as the result of soil test recommendations or through analysis of the growth patterns of greens and associated collars and their ability to withstand traffic and provide high quality conditions of play. The Operator shall work with the Town to fine tune the fertilizer program for greens and associated collar cutting height areas.

Fertilizer materials shall be applied and watered in accordance with manufacturer's recommendations. Additional fertilizer materials and soil amendments recommended by the soil testing lab and/or Town shall be applied in accordance with the laboratory and manufacturer's recommendations. Particular attention in this regard should be paid to non-nitrogen deficiencies.

Pesticides, Insecticides, Herbicides, & Fungicides

Pesticides, fungicides, herbicides, and insecticides are to be applied on a curative basis. Any preventative measures must be discussed and approved by the Town Administrator and/or Golf Committee. These pesticide materials shall be applied in accordance with the manufacturer's standard recommendations and in accordance with local, state, and national regulations. The Town shall review, approve, and if necessary, direct such applications.

Cup changing

Cups shall be moved at a minimum 5 days per week with the exception of periods of light play in the spring and fall and periods of light play during extreme weather extremes.

SECTION 2 **COLLARS, EXTENDED APPROACHES AND CLOSE CUT CHIPPING AREAS**

Introduction

All collars, extended approaches, close cut chipping areas shall be maintained so as to provide continuous, vigorous growth sufficient to withstand heavy levels of play. Surfaces are to be smooth, firm and closely mown.

The periodic and timely use of fertilizer to maintain even, consistent growth and recovery from heavy play shall help to accomplish this standard. Irrigation shall be carried out to replace moisture lost by evapotranspiration and as required following turf grass Management and Maintenance practices. This irrigation shall provide for optimum growing conditions.

Mowing shall be at a reasonable cutting height, frequency and at alternating directions so as to maintain the smooth and clean-cut playing conditions desirable on these playing surfaces. Aeration

shall be carried out to lessen soil compaction and cores will be broken up and dragged into the turf to act as a top-dressing to smooth surface inconsistencies. Preventative fungus control shall take place on a regular basis with insect and weed control on an as needed basis.

Management and Maintenance practices shall include but not be limited to:

Mowing

These areas shall be cut two times per week, on Tuesdays and Fridays. If inclement weather makes mowing operations unfeasible or undesirable on selected mowing days, then alternate days will be selected in order that close cut chipping areas and extended approaches are cut two days per week in combination with a growth regulator program.

A triplex greens mower equipped with baskets shall be used for this mowing and the cutting height shall be between 0.5” and 0.75”. The exact cutting height and deviations from agreed upon heights to be determined through discussions with the Town.

If the quality of cut is not to the satisfaction of the Town, the Operator shall, at the direction of the Town, perform the sharpening, back lapping or other repairs or adjustments necessary to achieve a clean cut. The Operator shall pay particular attention to the condition of his mowers and the resultant cutting quality in advance of comments by the Town.

The mowing direction used to cut such areas shall be changed with each day of mowing. In any instance, these mowing patterns shall be straight line patterns with the exception of the cleanup cut and collars.

The shaping and grades of these areas will require care during mowing in order to eliminate problems with scalping. In the case where mowing or other Management and Maintenance practices result in scalping or other forms of mechanical damage or turf loss, the Operator shall be responsible for its repair by seeding/sodding. This method of repair, materials used and other related items shall be discussed and approved by the Town.

The collars, close cut chipping areas and extended approaches shall be sliced/verticut as necessary to minimize thatch and grain and to maximize wettability.

Irrigation

Irrigation shall be carried out on these areas to provide adequate but not excessive soil moisture for proper turf growth – that is to replace moisture lost through evapotranspiration and as required following specific Management and Maintenance practices.

Care should be taken not to soak the turf immediately prior to mowing and/or play. During dry periods, close cut chipping areas and extended approaches shall receive at least one inch of water per

week.

Where sloped areas or other such micro environments lead to dry areas, the Operator shall hand water such areas or otherwise correct the moisture deficit without merely over watering surrounding areas so as to bring the dry area to field capacity.

During periods of extreme heat and stress, light irrigation (syringing) shall be carried out to cool the turf and correct the temporary water deficits. This type of irrigation shall be carried out on an as needed basis seven days per week and shall require the personal attention of the Operator.

Syringing shall not take place merely by setting the irrigation controllers well in advance of the syringing cycle. During periods of stress that require syringing, the Operator's key personnel shall be on the golf course performing this syringing. Impacts on play should be minimized to the degree possible.

Irrigation schedules shall be reviewed with the Town.

Wetting agent program

In areas where dry spotting problems persist, these areas are to be spot treated by penetrating the surface through spiking or aeration, applying a granular wetting agent at manufacturer's recommended rate and irrigation to water in the material.

All wetting agent materials are to be applied in accordance with manufacturer's recommended and commonly accepted practices.

Aeration

Close cut chipping areas and extended approaches shall be aerated twice per year, once in the spring and once in the mid fall, the exact timing of each to be approved by the Town. Aeration for collar is the same as for greens.

This aeration shall be carried out with a Toro 648 or approved equal and the aeration plugs that are brought to the surface shall be allowed to dry and then shall be broken up and dragged back into the turf as topdressing.

The methods of aeration, breaking up of the plugs and dragging them in shall be approved by the Town.

Fertility program

The close-cut chipping areas and extended approaches shall be fertilized sufficiently to produce continuous vigorous growth during the growing season. The collars are fertilized within the same program as greens.

Soil samples for each chipping area and extended approach shall be taken at the same time as soil samples taken from fairways. These soil samples shall be taken in accordance with standard soil testing procedures and submitted to Harris Labs, the University of Rhode Island or approved equal for ph. and complete soil nutrient testing. Soil samples shall be taken in the early spring with the test results and lab recommendations resulting from these tests submitted to the Town by April 15th. The Operator and the Town shall evaluate these recommendations and the Operator shall follow and carry out these recommendations as approved by the Town. The ph. of chipping areas and extended approaches shall be maintained between 6.0 and 6.5.

Fertilizer materials shall be applied and watered in accordance with the manufacturer's recommendations.

Additional fertilizer materials and soil amendments recommended by the soil testing lab or Town shall be applied in accordance with the laboratory and manufacturer's recommendations. Particular attention in this regard should be paid to non-nitrogen deficiencies.

Pesticides, Insecticides, Herbicides, & Fungicides

Pesticides, fungicides, herbicides, and insecticides are to be applied on a curative basis. Any preventative measures must be discussed and approved by the Town Administrator and/or Golf Committee or designee. These pesticide materials shall be applied in accordance with the manufacturer's standard recommendations and in accordance with local, state, and national regulations. Applications of appropriate insecticide and herbicide materials shall be made on close cut chipping areas and extended approaches to control pests and weeds. The Town shall review, approve, and if necessary, direct such applications.

SECTION 3 **FAIRWAYS**

Introduction

All fairways shall be maintained so as to provide continuous, vigorous growth sufficient to withstand heavy levels of play. Surfaces are to be smooth, firm and cleanly mown.

The periodic and timely use of fertilizer to maintain even, consistent growth and recovery from heavy play shall help to accomplish this standard. Irrigation shall be carried out to replace moisture lost by evapotranspiration and as required following turf grass Management and Maintenance practices. This irrigation shall provide for optimum growing conditions. Mowing shall be at a reasonable cutting height, frequency and at alternating directions so as to maintain the smooth and clean-cut playing conditions desirable on these playing surfaces. Aeration shall be carried out to lessen soil compaction and cores will be broken up and dragged into the turf to act as a top-dressing to smooth the surface inconsistencies. Preventive fungus control shall take place on a regular basis with insect and weed control on an as needed basis.

Management and Maintenance practices shall include but not be limited to:

Mowing

These areas shall be cut three times per week on Mondays, Wednesdays and Fridays. If inclement weather makes mowing operations unfeasible or undesirable on selected mowing days, then alternate days will be selected in order that fairways are cut three times per week.

A light weight mower (Toro 5410 or equivalent) shall be used for this mowing and the cutting height will range from 0.5” to 0.65” depending on conditions for growth, the exact cutting height and deviations from agreed upon heights are to be determined through discussions with the Town.

If the quality of cut is not to the satisfaction of the Town, the Operator shall, at the direction of the Town, perform the sharpening, back lapping or other repairs or adjustments necessary to achieve a clean cut. The Operator shall pay particular attention to the condition of his mowers and the resultant cutting quality in advance of comments by the Town.

The mowing direction used to cut such areas shall be changed with each day of mowing. In any instance, these mowing patterns shall be straight line patterns with the exception of the cleanup cut.

The shaping and grades of certain fairway areas will require care during mowing in order to eliminate problems with scalping. In the case where mowing or other Management and Maintenance practices result in scalping or other forms of mechanical damage or turf loss, the Operator shall be responsible for its repair by seeding/sodding. The method of repair, materials used and other related items shall be discussed and approved by the Town.

During periods of heavy growth and significant clipping accumulation, the Operator shall disperse the clipping clumps into the rough with a PTO blower mounted on a tractor.

Wetting agent program

In areas where dry spotting problems persist, these areas are to be spot treated by penetrating the surface through spiking or aeration, applying a granular wetting agent at manufacturer's recommended rate and irrigating to water in the material.

All wetting agent materials are to be applied in accordance with manufacturer's recommendations and commonly accepted practices.

Wetting agents may also be applied through the irrigation system.

Aeration

Fairways are to be aerated once per season, once in the spring and once in the mid fall, the exact timing of which to be approved by the Town.

This aerated shall be carried out with a Toro 648 or approved equal and the aeration plugs that are brought to the surface shall be allowed to dry and then shall be broken up and dragged back into the turf as a top-dressing.

The methods of aeration, breaking up the plugs and dragging them in shall be approved by the Town.

Fertility program

The fairways shall be fertilized sufficiently to produce continuous vigorous growth during the growing season. The following fertilizer specifications noted as a general requirement for frequency and rates of applications. Soil testing as outlined shall be used as a tool to determine the proper fertilizer to be used and the overall application rates over the course of the season. This fine tuning to the fertility program shall be approved by the Town.

Soil samples for each fairway shall be taken in accordance with standard soil testing procedures and submitted to Harris Labs, University of Rhode Island or approved equal for ph. and complete soil nutrient testing. Samples shall be taken in the early spring and late summer with the test results and lab recommendations resulting from these tests submitted to the Town by April 15th and September 15th each season. The Operator and the Town shall evaluate these recommendations and the Operator shall follow and carry out these recommendations as approved by the Town. The ph. of fairways shall be maintained between 5.5 “- 6.5”.

Fertilizer materials shall be applied and watered in accordance with the manufacturer's recommendations.

Additional fertilizer materials and soil amendments recommended by the soil testing lab or Town shall be applied in accordance with the laboratory and manufacturer’s recommendations. Particular attention in this regard should be paid to non-nitrogen deficiencies.

Pesticides, Insecticides, Herbicides, & Fungicides

Pesticides, fungicides, herbicides, and insecticides are to be applied on a curative basis. Any preventative measures must be discussed and approved by the Town Administrator and/or Golf Committee or his designee. These pesticide materials shall be applied in accordance with the manufacturer’s standard recommendations and in accordance with local, state, and national regulations. The Town shall review, approve, and if necessary, direct such applications.

Regular Filling, Loaming and Seeding

Areas less than fifty (50) square feet: All depressions in the fairways and areas lacking a grass cover of an area of fifty (50) square feet or less shall be regularly filled, loamed and seeded by the Operator as part of its basic services. The Operator shall carry in their price the cost of labor that will be required to loam and seed depressions and bare spots that are fifty (50) square feet or less in size.

Areas exceeding fifty (50) square feet: The Operator shall annually provide the Town, at the commencement of the growing season, with a schedule of locations in excess of fifty (50) square feet to be filled and seeded. Upon express authorization by the Town to fill and seed areas exceeding fifty (50) feet, the Operator shall be paid its actual costs for labor and materials, plus twenty (20) percent for overhead and profit.

SECTION 4 **TEES**

Introduction

All tees shall be maintained so as to provide continuous, vigorous growth with a surface that is firm, level and closely mown. The tees are not to suffer from bare spots or hardness. Aggressive Management and Maintenance, including regular hand work, over seeding and divot repair, shall ensure continuous turf growth and cover.

The periodic and timely use of fertilizer to maintain even, vigorous growth and recovery from heavy play shall help to accomplish this standard. Irrigation shall be carried out to replace moisture lost by evapotranspiration and allow effective growing conditions. Mowing shall be at a reasonable height of cut and frequency so as to maintain the smooth and close-cut conditions desirable in a well maintained golf course. Divot repair with a seed/soil mixture shall take place on a frequent basis. Preventive fungus control shall take place on a regular schedule with insect and weed control as needed.

Mowing

These areas shall be cut two times per week, on Mondays and Thursdays. If inclement weather makes mowing operations unfeasible or undesirable on selected mowing days, then alternate days will be selected in order that tees are cut twice per week in combination with a growth regulator program.

A triplex greens mower equipped with baskets shall be used for this mowing and the cutting height shall be .5". The exact cutting height and deviations from agreed upon heights are to be determined through discussions with the Town. Mowers are to be equipped with solid rollers.

Tees shall be walk mowed during wet periods in the spring and during other excessively wet times that may arise or when stress/damage is resulting through the use of a triplex mower.

If the quality of cut is not to the satisfaction of the Town, the Operator shall, at the direction of the Town, perform the sharpening, backslapping or other repairs or adjustments necessary to achieve a clean cut. The Operator shall pay particular attention to the condition of his mowers and the resultant cutting quality in advance of comments by the Town.

The mowing direction used to such areas shall be changed with each day of mowing. In any instance, these mowing patterns shall be straight line patterns with the exception of the cleanup cut.

In the case where mowing or other Management and Maintenance practices result in scalping or other forms of mechanical damage or turf loss, the Operator shall be responsible for its repair by seeding/sodding. This method of repair, materials used and other related items shall be discussed and approved by the Town.

The tee surfaces shall be sliced/verticut as necessary to minimize thatch and grain to maximize wettability.

Irrigation

Irrigation shall be carried out on tees to provide adequate but not excessive soil moisture for proper growth – that is to replace moisture lost through evapotranspiration and as required following specific Management and Maintenance practices.

Care should be taken not to soak the turf immediately prior to mowing and/or play. During dry periods, tees shall receive at least one inch of water per week.

Where micro-environments lead to dry areas, the Operator shall hand water such areas or otherwise correct the moisture deficit without merely over watering surrounding areas so as to bring the dry area to field capacity.

During periods of extreme heat and stress, light irrigation (syringing) shall be carried out to cool the turf and correct temporary water deficits. This type of irrigation shall be carried out on an as needed basis seven days per week and shall require the personal attention of the Operator.

Syringing shall not take place merely by setting the irrigation controllers well in advance of the syringing cycle.

During periods of stress that require syringing, the Operator's key personnel shall be on the golf course performing this syringing. Impacts to play should be minimized to the degree possible.

Irrigation schedules shall be reviewed with the Town.

Wetting agent program

In areas where dry spotting problems persist, these areas are to be spot treated by penetrating the surface through spiking or aeration, applying a granular wetting agent at manufacturer's recommended rate and irrigating to water in this material.

All wetting agent materials are to be applied in accordance with manufacturer's recommendations and commonly accepted practices.

Topdressing

Tees are to be top-dressed two times per season. Top Dressing applications in late spring and early fall are to be carried out in conjunction with aeration and over seeding. Another Top-Dressing treatment shall take place in mid-summer as weather conditions permit.

A Top-Dressing material that is approved by the Town shall be applied at the rate of one half a cubic yard of material per thousand square feet and brushed in. A clean up mowing shall immediately follow this Top-Dressing procedure.

The Top-Dressing material, dates and methods of application, the method of working the Top Dressing into the turf on the tees and the initial mowing after application of the Top-Dressing material shall be reviewed and approved by the Town.

Aeration and Over Seeding

Tees shall be aerated twice per year, once in mid spring and again in mid fall, the exact timing of each to be approved by the Town. This aeration shall be carried out with a Toro 648 or approved equal.

The aeration plugs that are brought up to the surface should be allowed to dry and then shall be broken up. The tees shall then be seeded at the rate of 2 pounds per thousand square feet with a bent grass acceptable to the Town. The tee surfaces shall then be top-dressed and the aerating core material, seed and topdressings is then brushed into the existing turf. The tees shall then be maintained in a manner to maximize seed germination and seedling survival.

Fertility program

The tee surfaces shall be fertilized sufficiently to produce continuous, vigorous growth during the growing season. The following fertilizer specification is noted as a general requirement for frequency and rates of applications.

Soil testing as outlined shall be used as a tool to determine the proper fertilizer to be used and the overall application rates over the course of the season. This fine tuning to the fertility program shall be approved by the Town.

Soil samples for each tee shall be taken in accordance with standard soil testing procedures and submitted to Harris Labs, the University of Rhode Island or approved equal for ph. and complete soil

nutrient testing. Samples shall be taken in the early spring and late summer with the test results and lab recommendations resulting from these tests submitted to the Town by April 15th and September 15th each season. The Operator and the Town shall evaluate these recommendations and the Operator shall follow and carry out these recommendations as approved by the Town. The pH of tees shall be maintained between 6.0 - 6.5.

All fertilizer materials used on tees shall be specifically recommended by their manufacturer for use on closely mown turf. Such materials are to be of a quality homogeneous type developed for use on fine turf grasses.

The fertilizer program outlined herein shall be evaluated and amended as necessary.

Divot program

Divot scars on tees are to be filled at least once per week with a seed acceptable to the Town. This seed shall be mixed into a soil mixture that is 50% sand and 50% soil and acceptable to the Town and then placed and firmed into divot scars so that is not disturbed by normal mowing operations.

Pesticides, Insecticides, Herbicides, & Fungicides

Pesticides, fungicides, herbicides, and insecticides are to be applied on a curative basis. Chemicals must be chosen that are approved for the area. Any preventative measures must be discussed and approved by the Town Administrator and/or Golf Committee. These pesticide materials shall be applied in accordance with the manufacturer's standard recommendations and in accordance with local, state, and national regulations. The Town shall review, approve, and if necessary, direct such applications.

Flower Beds

Beds shall be edged and weeded as needed.

SECTION 5 **LOW MANAGEMENT AND MAINTENANCE ROUGHS**

The low Management and Maintenance rough areas play a major role in the play and aesthetic character of the golf course.

These areas are to be mown once per year at a cutting height of 4" to 6" in the fall in order to minimize encroachment of woody plants. Following this mowing, excess clippings and debris are to be removed.

As the course matures, there will be modifications to low Management and Maintenance areas due to their impact on play and traffic patterns. Some areas that have maintained with a single mowing per

year will be converted to maintained rough and others that have been maintained rough will be converted Management and Maintenance/maintained roughs at the direction of the Town.

SECTION 6 **BUNKERS**

Raking

Sand bunkers shall be mechanically raked at a minimum three times per week and foot print raked the remaining days of the week. Surface washes and other inconsistencies shall be raked daily.

The cultivating bars/fingers on the mechanical rake shall be completely removed before the machine is used in the bunkers.

The mechanical rake is to operate no closer than 3' to the edge of the bunker all around. Upon leaving the bunker, the rake attachment shall be lifted no closer than 3' to the edge of the bunker. The remaining bunker margin shall be raked by hand.

If operation of the mechanical rake, either with the cultivating bars/fingers in place or too closely to the edge of the bunker, results in contamination of the sand with soil and stones, it is the Operator's responsibility to remove contaminated sand and replace it with clean sand approved by the Town. Because of its location the course uses a heavier sand, less prone to blowing.

Weed/grass control

The sand area of the bunkers and the grass area immediately around the bunkers shall be kept free of weed growth and injurious insect activity to the satisfaction of the Town. The sand portion of the bunker shall also be kept free of grass growth.

Bunker edging

Where edging is required to maintain hazard definition, the Town will detail this edging on the ground and the manner in which this work is to be done. The Operator shall then be responsible for re-edging the bunker.

Sand replacement

Once per year in the late fall, the Operator shall check sand depths in the bunkers. Sand that has accumulated in the low area of the bunker shall be pushed back into the more sloped areas. This

replacement shall serve to maintain the original consistent 3” to 6” depth of sand in the bunkers. At this time, all stones of .5” or greater shall be removed from the sand. Should additional sand be necessary to meet the consistent 3” to 6” depth, the Operator shall provide and spread the sand in the late fall. The sand shall be approved by the Town. A heavier weight sand than usual is necessary due to wind erosion.

Fertility program

Grass in the immediate surround of bunkers shall be on the same fertility program as the maintained rough areas.

Mowing

Mowing of the immediate areas around bunkers shall be done with the piece of equipment appropriate for the job. Mowing equipment should be set at 2.5”.

Due to their shaping characteristics, many bunkers surrounds exhibit slopes and grades that do not allow the use of Ventrac, Sidewinder or other inappropriately sized units. Hand rotaries are recommended for these areas.

In the case where mowing or other Management and Maintenance practices result in scalping or other forms of mechanical damage or turf loss, the Operator shall be responsible for its repair by seeding/sodding. The method of repair, materials used and other related items shall be discussed and approved by the Town.

SECTION 7 **Irrigation System Management and Maintenance**

It is the Contractor’s responsibility to maintain the irrigation system. This includes: each fall to drain the irrigation system and blow out the system; each spring to reactivate the system as well as the booster pumps. Contractor shall report any such repairs as are necessary to maintain the system and the pumps in an operative condition. The Contractor is however, liable for any cost of water, or the normal wear replacement of the irrigation system. The Contractor is liable for damages to the system caused by its equipment and personnel.

SECTION 8 **Clubhouse Area**

Introduction

The clubhouse areas shall be kept cleanly mown with grass in an upright posture and free of excessive

clipping and other debris.

Mowing

The Clubhouse area shall be cut once per week or often enough to keep the grass upright and maintained at less than a three-inch height. Push mowers are to be set at a cutting height of 2.5". The exact cutting height and deviations from agreed upon heights are to be determined through discussions with the Town.

The clippings resulting from mowing are to be collected.

If the quality of cut is not to the satisfaction of the Town, the Operator shall, at the direction of the Town, perform a sharpening, other repairs or adjustments necessary to achieve a clean cut. The Operator shall pay particular attention to the condition of his mowers and the resultant cutting quality in advance of comments by the Town.

Irrigation

Irrigation shall be carried out around the Clubhouse areas covered by the irrigation system to provide adequate but not excessive soil moisture for proper growth – that is to replace moisture lost through evapotranspiration and as required following specific Management and Maintenance practices.

Irrigation schedules shall be reviewed by the Town.

Aeration

The Clubhouse areas are to be aerated once per season in the fall, the exact timing of which is to be approved by the Town.

This aeration shall be carried out with a Toro 648 or approved equal and the aeration plugs that are brought to the surface shall be allowed to dry, and then shall be broken up and dragged back into the turf as a topdressing.

The methods of aeration, breaking up the plugs and dragging them in shall be approved by the Town.

Fertility program

The Clubhouse area shall be fertilized sufficiently to produce continuous but not excessive growth during the growing season.

The Clubhouse area shall be fertilized to provide a minimum of three (3) pounds of nitrogen per thousand square feet for the growing season.

Fertilizer materials shall be applied and watered in according to the manufacturer's recommendations.

Pesticides, Insecticides, Herbicides, & Fungicides

Pesticides, fungicides, herbicides, and insecticides are to be applied on a curative basis. Chemicals must be chosen that are approved for the area. Any preventative measures must be discussed and approved by the Town Administrator and/or Golf Committee.

These pesticide materials shall be applied in accordance with the manufacturer's standard recommendations and in accordance with local, state and national regulations. The Town shall review, approve, and if necessary, direct such applications.

Plantings

Edging and weeding will be done as needed to keep a clean and neat appearance. New mulch will be added annually in the spring on all beds and around all trees.

Practice Putting Green

The practice putting green shall be maintained in the same manner as the greens Section 1

**TOWN OF WAREHAM, MASSACHUSETTS
NON-PRICE BID FORM**

PESTICIDE APPLICATOR LICENSE REQUIREMENT

Proposer must attach a copy of valid pesticide applicator's license for an employee of the Proposer's company and who will be employed at Little Harbor Country Club.

Submittal Form A

TOWN OF WAREHAM, MASSACHUSETTS NON-PRICE BID FORM

PROPOSER QUALIFICATIONS FORM

All Proposers must fill in these items completely. Include as many attachments and any other relevant or supplementary material that may assist in the evaluation of the qualifications of the Proposer.

Name of Proposer _____

Address _____

Telephone _____

1. References

The Proposer must list at least three (3) golf industry references. In submitting this form, Proposer authorizes the Town to contact listed references for recommendation.

Name/Address/Telephone

Type of References

1.

2.

3.

4.

5.

2. Additional References

3. Bank references(s) and source and amount of credit line

4. Number of permanently employed individuals in your organization: _____

5. Number of additional employees contemplated for this work: _____

6. Length of time company has been in business: _____

7. Number of employee(s) required to be utilized at Little Harbor Country Club for the completion of the scope of services of the Professional Golf Course Management and Maintenance Contract (stated in full time equivalent). Show for each month of the year.

Submittal Form B

TOWN OF WAREHAM, MASSACHUSETTS NON-PRICE BID FORM

PROPOSER EXPERIENCE

1. Proposer must have a history of having successfully maintained a minimum of three (3) regulation length 18-hole championship golf course operations with continual excellent playing conditions in the eastern United States.
2. Please list **all** golf courses that the company is responsible for maintaining presently or in the past fifteen (15) years.

Course: _____

—

Address: _____

—

Weekday Green Fee: _____

Weekend Green Fee: _____

Contact: _____

Contact Phone: _____

Contact E-mail: _____

Term of Involvement: _____

Number of Holes: _____

Rounds Per Year: _____

Description of Irrigation
System: _____

Course: _____

—

Address: _____

—

Weekday Green Fee: _____

Weekend Green Fee: _____
Contact: _____
Contact Phone: _____
Contact E-mail: _____
Term of Involvement: _____
Number of Holes: _____
Rounds Per Year: _____
Description of Irrigation
System: _____

Course: _____

Address: _____
—

Weekday Green Fee: _____
Weekend Green Fee: _____
Contact: _____
Contact Phone: _____
Contact E-mail: _____
Term of Involvement: _____
Number of Holes: _____
Rounds Per Year: _____
Description of Irrigation
System: _____

Course: _____
—

Address: _____
—

Weekday Green Fee: _____
Weekend Green Fee: _____

Contact: _____
Contact Phone: _____
Contact E-mail: _____
Term of Involvement: _____
Number of Holes: _____
Rounds Per Year: _____
Description of Irrigation
System: _____

Course: _____
—

Address: _____
—

Weekday Green Fee: _____
Weekend Green Fee: _____
Contact: _____
Contact Phone: _____
Contact E-mail: _____
Term of Involvement: _____
Number of Holes: _____
Rounds Per Year: _____
Description of Irrigation
System: _____

Please use additional sheets as needed.

**TOWN OF WAREHAM, MASSACHUSETTS
NON-PRICE BID FORM**

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws (M.G.L.) c. 62C, § 49A, I certify under the penalties of perjury that the Bidder named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

Name of Bidder

Address of Bidder

Telephone Number

By: _____
(Signature)

Printed Name

Printed Title

Date

**TOWN OF WAREHAM, MASSACHUSETTS
NON-PRICE BID FORM**

CERTIFICATE AS TO CORPORATE PROPOSER

I, _____, certify that I am the
_____ of the corporation named as Proposer in the Price
Proposal Form and that _____, who signed the
Price Proposal Form on behalf of the Proposer, was then the
_____ of said corporation, that I know his signature, that his
signature thereto is genuine, and that the Price Proposal Form was duly signed, sealed,
and executed for and in behalf of said corporation by authority of its governing body.

Corporate Seal

Clerk

**TOWN OF WAREHAM, MASSACHUSETTS
NON-PRICE BID FORM**

Certificate of Non-Collusion

The undersigned hereby certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. This bid or proposal is made without any connection or consultation with any other person making any bid or proposal for the same work.

(Date)

(Signature)

(Printed name of person signing bid)

(Name of business)

(Business Address)

(Business phone number)

**TOWN OF WAREHAM, MASSACHUSETTS
PRICE PROPOSAL FORM**

The Undersigned, as Proposer, herein referred to as singular and masculine, declares as follows:

1. He has carefully examined Little Harbor Country Club and has fully informed and satisfied himself as to the conditions there existing, the character and requirements of the proposed Management and Maintenance Contract, the difficulties attendant upon its execution, and the accuracy of this Proposal;
2. He understands that all Proposals shall remain open ninety (90) calendar days after the actual date of the Proposal opening.

The undersigned further agrees that he shall commence work under the Contract on the date specified in this RFP subject to contract execution and shall perform the Contract and furnish all labor and materials sufficient to perform the Contract in its entirety in the manner and under the conditions required.

**TOWN OF WAREHAM, MASSACHUSETTS
PRICE PROPOSAL BID FORM**

_____ (Hereafter "CONTRACTOR") hereby proposes to provide Professional Golf Course Management and Maintenance to LITTLE HARBOR COUNTRY CLUB pursuant to the terms and conditions outlined in this RFP.

1. BASE PRICE

The CONTRACTOR proposes to provide Professional Golf Course Management and Maintenance to LITTLE HARBOR COUNTRY CLUB for a rate of:

Year 1 \$ _____
_____ Amount Written

Split percentage for gross revenue beyond the Management and Maintenance Cost for example 50% Town 50% Contractor: _____

Year 2 \$ _____
_____ Amount Written

Split percentage for gross revenue beyond the Management and Maintenance Cost for example 50% Town 50% Contractor: _____

Year 3 \$ _____ Year Three
_____ Amount Written

Split percentage for gross revenue beyond the Management and Maintenance Cost for example 50% Town 50% Contractor: _____

Optional additional years two (2) priced annually as a percentage increase from the previous year. The Town reserves the sole discretion as to acceptance of option extension years four and five. The determination of option acceptance will be made within three months of the termination date of the current year.

_____ % Year Four

_____ % Year Five

DO NOT INCLUDE THIS SHEET IN YOUR NON-PRICE

C. Automobile Liability Insurance

Bodily Injury/Property Damage

\$1,000,000 C.S.L.
(Combined Single Limit)

D. Umbrella/Excess Liability Policy

Each Occurrence

\$2,000,000

General Aggregate

\$2,000,000

Self-Insured Retention

\$10,000

Exhibit A Golf cart List

LHCC Golf Cart List 2021

Cart	Serial#/ModelYear	Purchased:	Cost:
#1	JE1614-634751	2020	3,217.
#2	JE1614-634776	2020	3,217.
#3	JE1614-634821	2020	3,217.
#4	JE1614-634???	2020	3,217.
#5	JE1614-634805	2020	3,217.
#6	JE1614-634764	2020	3,217.
#7	JE1614-634750	2020	3,217.
#8	JE1614-634767	2020	3,217.
#9	JE1614-634771	2020	3,217.
#10	JE1614-634772	2020	3,217.
#11	JE1614-634809	2020	3,217.
#12	JE1614-634804	2020	3,217.
#13	JE1614-634803	2020	3,217.
#14	JE1614-634801	2020	3,217.
#15	JE1614-634780	2020	3,217.
#16	JE1614-634763	2020	3,217.
#17	JE1429-475213	2014	4,597.
#18	JE1429-475212	2014	4,597.
#19	JE1536-583879	2015	4,682.
#20	JE1536-583880	2015	4,682.
#21	PH1317-363084	2013	4,537.
#22	PH1317-363086	2013	4,537.
#23	AQ1234-304365	2012	4,443.
#24	AQ1234-304364	2012	4,443.
#25	AQ1138-229195	2011	4,244.
#26	AQ1138-229215	2011	4,244.
#27	AQ1138-229216	2011	4,244.
#28	AQ1138-229199	2011	4,244.
#29	AQ1039-132604	2010	3,475.
#30	AQ1039-132605	2010	3,475.
Ranger:	AQ1234-304368	2012	4,443.
Grounds	AQ0931-038016	2009	3,684.
Crew:	AQ0437-433196	2006	2,650.

Exhibit B machinery and Equipment

Little Harbor Country Club Maintenance Equipment List

Machinery:

Description	Year Purchased	Purchase Price	
Bobcat Tractor	08/31/95	8,400.00	3,300.00
Top Dressing Mach	07/23/98	12,779.00	7,250.00
Greenmaster 3250	11/12/01	24,000.00	15,000.00
CUF Fairway Mower	11/13/01	28,875.00	5,400.00
Cushman Truckster	11/07/02	28,813.75	3,700.00
Sweeperstar	08/27/04	17,501.40	10,600.00
Steel 40'Storage	06/09/05	6,290.00	3,500.00
Cushman Truckster	08/11/05	20,859.00	4,400.00
2005 Turf 2 Gas w/lift	06/14/05	7,265.00	3,400.00
2007 Greenmaster	04/14/06	34,440.00	18,000.00
2007 Procore648Toro	05/23/07	22,700.00	13,650.00
Buffalo BLOWER	04/11/08	7,082.00	2,000.00
TriRollers	04/11/08	840.00	550.00
Sandpro 320	05/28/08	6,300.00	4,100.00
Spray Unit	01/01/09	14,663.00	10,475.00
Reelmaster	06/16/09	11,999.00	9,700.00
ZeroTurnMower	04/29/10	16,913.71	8,240.00
Used Cushman Trckstr	01/05/12	9,400.00	5,500.00
Reel Grinder	06/26/12	500.00	400.00
Sidewinder	08/22/14	1,000.00	600.00
2011 Turf2 CarryAll	07/19/16	3,985.00	2,900.00
3 Greens Reels	03/29/17	3,150.00	2,500.00
Cafe Express	06/26/18	6,510.00	3,500.00
Greensmaster 3150	03/13/19	4,000.00	4,500.00
MF Turf Tractor (rebuilt)			2,000.00
GA 30		5,575.00	3,000.00
Core Harvester		2,800.00	1,750.00
6 x 10 Landscape Trailer		2,300.00	1,275.00
Fertilizer EW Spreader	2008		300.00
Pressure Washer	2009		900.00
Echo Gas Trimmer		349.00	250.00
Echo Weed Whackers (5)		325.00 Ea	5 x 225.00
Echo Brushcutter		250.00	150.00
Husqvarna Chainsaw		450.00	325.00
Back Lapping Machine		375.00	200.00

Machinery Cont.	Year Purchased	Purchase Price	Market Value
Lincoln Welder		725.00	500.00
Grooming Reels (6)		8,000.00	5,750.00
Vert Cut Reels		4,000.00	3,250.00
Electric Skill Saw, 2 Electric Drills		600.00	300.00
Compressor		600.00	425.00
Misc. Air Tools		300.00	150.00
Battery Op Drills (2), Sawzall (1)		300.00	200.00

Underground conduits, pipes, wires (irrigation):

Description	Year Purchased	Purchase Price	Market Value
Sprinkler System	04/01/73	50,000.00	?
Pumps	08/01/79	540.00	300.00
Pumps /Pipes (jockey)	05/01/89	1,548.00	1,200.00
Pump / Motor (main)	06/01/91	8,420.00	5,000.00
Clock	07/01/14	914.00	450.00

For additional information or questions please contact Derek D. Sullivan, Town Administrator, at 508-291-3100, or at dsullivan@wareham.ma.us