



TOWN OF ORANGETOWN

ROCKLAND COMMUNITY POWER



ORANGETOWN ENERGY PROGRAM ABOUT TO LAUNCH!

ONLINE COMMUNITY MEETING

OCTOBER 14, 7 pm

With Orangetown Supervisor

TERESA M. KENNY



Orangetown is proud to participate with 5 other municipalities in a new program called Rockland Community Power.

Rockland Community Power offers Orangetown residents & small businesses cost savings, stronger consumer protection, the opportunity to choose clean energy, and more choice for consumers.

Answers to your questions about Rockland Community Power and about community solar! **See below for how to join the meeting.**

Join us at: <https://tinyurl.com/rcp1014>

Or call: 1-415-655-0001

Meeting ID or Access Code: 126 959 1374

Password: 101420

Learn More:
rocklandcommunitypower.com or call 845 859-9099



Joule Community Power is a division of Joule Assets.

**ORANGETOWN TOWN CLERK, ROSANNA SFRAGA
along with ROCKLAND COUNTY SOLID WASTE
AUTHORITY and PEOPLE TO PEOPLE will host a
PAPER SHREDDING & NON-PERISHABLE
FOOD COLLECTION EVENT**



**Saturday, October 17, 2020
8:00 a.m. - 12 noon**

Shredding Service is FREE & SECURE

- Drive-up to the shredding truck and someone will unload your documents from your vehicle. Max. 3 boxes
- Paper Clips and Staples are Acceptable
- NO Plastic Bags, Binders, or Large Binder Clips
- Please bring non-perishable food items for donation to “People to People” local food pantry



Let's shred hunger together!

Orangetown Town Hall - Parking Lot
26 Orangeburg Road, Orangeburg, NY

2020 General Election Early Voting!



Kristen Zebrowski Stavisky
Patricia A. Giblin
Commissioners of Elections

When to Vote Early

2020 General Election Early Voting

Rockland Voters now have 9 days of early voting, including weekends and some evenings.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
October 26	October 27	October 28	October 29	October 30	October 31	November 1
9am-5pm	12pm-8pm	9am-5pm	12pm-8pm	9am-5pm	9am-2pm	9am-2pm

Saturday	Sunday
October 24	October 25
9am-2pm	9am-2pm

Where to Vote Early

Rockland has four Early Voting Centers:

Clarkstown Town Hall, 10 Maple Ave., New City, NY 10956
Haverstraw Town Hall, 1 Rosman Rd., Garnerville, NY 10923
Orangetown Town Hall, 26 W. Orangeburg Rd., Orangeburg, NY 10962
Ramapo Town Hall, 237 Route 59, Suffern, NY 10901

In Rockland registered voters may access ANY early voting location in the county.

Know Your Rights

- ✓ If a person believes they are eligible and tries to vote but the Board of Elections' records indicate such person is not eligible, that voter has a right to cast an affidavit ballot. Voters may also seek a court order.
- ✓ Voters "on line or in the polling place" at the time an early voting center closes shall be permitted to vote.
- ✓ All Early Voting Centers and Election Day Poll Sites comply with the Americans with Disabilities Act and the Voting Rights Act.

Know Your Dates

- ✓ Friday, October 9, 2020 - Deadline to Register for the 2020 Federal/State/Local Primary.
- ✓ Tuesday, October 27, 2020 - Deadline to apply for an absentee ballot by mail.
- ✓ Monday, November 2, 2020 - Deadline to apply for an absentee ballot in person at the Board.
- ✓ Tuesday, November 3, 2020 - Deadline to mail your absentee ballot.
- ✓ The General Election is Tuesday, November 3, 2020. Poll sites are open at your **usual poll site** from 6AM – 9PM.

Early voting is your right. Use it!
To learn more, visit voterockland.com or
call **845.638.5172**

Account Name	2014 Approved Levy	2015 Approved Levy	2016 Approved Levy	2017 Adopted Levy	2018 Adopted Levy	2019 Adopted Levy	2020 Adopted	2021 Request	2021 Supervisor	Request Change from 2020	Supervisor Change from 2020
Library Districts											
Blauvelt	710,173	692,419	706,267	720,392	720,392	700,392	700,392	700,392	700,392	0.0%	0.0%
Orangeburg	488,118	488,118	497,880	507,838	560,000	571,200	571,200	571,200	571,200	0.0%	0.0%
Palisades	374,282	374,282	374,282	381,768	381,768	381,768	381,768	389,403	381,768	2.0%	0.0%
Tappan	675,068	675,068	688,569	702,340	716,387	716,387	716,387	734,297	716,387	2.5%	0.0%
Total Library Districts	\$2,247,641	\$2,229,887	\$2,266,998	\$2,312,338	\$2,378,547	\$2,369,747	\$2,369,747	\$2,395,292	\$2,369,747	1.1%	0.0%
Water Districts											
Blauvelt	180,285	202,747	207,842	212,100	237,300	244,986	249,900	254,100	254,100	1.7%	1.7%
Palisades	73,937	80,638	82,664	86,052	96,276	99,394	101,388	103,092	103,092	1.7%	1.7%
Pearl River	359,558	407,797	418,046	431,472	482,736	498,372	508,368	515,460	515,460	1.4%	1.4%
Sparkill	61,783	70,270	72,036	75,144	84,072	86,795	89,964	90,024	90,024	0.1%	0.1%
Upper Grandview	29,372	33,407	34,247	35,148	39,324	40,598	41,412	42,108	42,108	1.7%	1.7%
St. Dominic	5,064	5,760	5,905	6,060	6,780	7,000	7,140	7,260	7,260	1.7%	1.7%
Total Water Districts	\$709,999	\$800,619	\$820,739	\$845,976	\$946,488	\$977,144	998,172	\$1,012,044	\$1,012,044	1.4%	1.4%
Ambulance Districts											
South Orangetown Ambulance	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0.0%	0.0%
Nyack Community Ambulance	435,451	418,988	397,614	405,566	410,546	418,757	418,757	482,969	452,969	15.3%	8.2%
Total Ambulance Districts	\$835,451	\$818,988	\$797,614	\$805,566	\$810,546	\$818,757	818,757	\$882,969	\$852,969	7.8%	4.2%
Paramedic District											
Rockland County Paramedics	1,085,721	1,085,721	1,109,435	1,131,624	1,154,256	1,177,341	1,177,341	1,177,341	1,177,341	0.0%	0.0%
Total Paramedic District	\$1,085,721	\$1,085,721	\$1,109,435	\$1,131,624	\$1,154,256	\$1,177,341	\$1,177,341	\$1,177,341	\$1,177,341	0.0%	0.0%
Fire Protection Districts											
Blauvelt Fire Protection District	795,685	810,885	810,000	636,500	638,500	638,500	638,500	645,895	634,000	1.2%	-0.7%
Total Fire Protection Districts	\$795,685	\$810,885	\$810,000	\$636,500	\$638,500	\$638,500	\$638,500	\$645,895	\$634,000	1.2%	-0.7%

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OHA Meeting Minutes – Sept 24, 2020 @7pm Cortwood Community Center

Attendance : Bob Nelan (Chairman) Walter Wettje(Treasurer), Nancy McKiernan (Secretary), Sharon Ogden (Tenant Rep) Mamie Freeman (Site Manager), Anthony Puglia (Super) Denis Troy (Town Board Liaison)

Excused Absences – Jack O'Connor (Vice Chairman), Quinton VanWynen, Sean Walsh (Board Members)

Reading of the June 10th (May and June meetings) minutes were waived and accepted.

Mamie Freeman, Site Manager, provided the Curti's bid for drainage repair. Anthony to follow up for their sidewalk replacement bid. Mamie awaiting a bid from Ascape for both drainage and sidewalks. When received she will distribute to the Board.

Mamie awaiting additional bids for landscaping and will distribute to the Board when received.

Mamie stated that outstanding checks to our Attorney, Lino Sciaretta and our SEC financial Services Corp have been sent to the payees

Resident comments – Garbage pickup is to be done 2x per week but was only happening once. This is causing an unhealthy situation. Mamie advised this would be fixed and a report at the October meeting would be given.

Councilman Troy stated that he has received a number of complaints regarding illegal tenants causing a problem on a regular basis. It was stated that the issues were in Units 5, 8 and 80. The board instructed Mamie to start process to eliminate the illegal tenants.

Tenant Election – The tenant nomination and election had been postponed from June. Mamie stated a robo call went out to all tenants asking for nominations for Sharon Ogden's expired term. No nominations were received. Walter Wettje (Treasurer) made a motion to nominate Sharon Ogden for another two year term. The motion was 2nd by Nancy McKiernan. The OHA board voted unanimously to elect Sharon Ogden as Board Tenant rep for a two year term.

Executive Board Election – This was also postponed until this meeting

Bob Nelan (Chairman) – nominated by Walter, 2nd Nancy – unanimous vote
Jack O'Connor (Vice Chairman) nominated by Walter, 2nd Nancy – unanimous vote
Nancy McKiernan (Secretary) nominated by Walter, 2nd Sharon – unanimous vote
Walter Wettje (Treasurer) nominated by Bob, 2nd Sharon – unanimous vote

Mamie stated that Cortwood has 2 vacancies but will be filled within the next 2 weeks. Mamie stated there were approximately 25 on the waiting list.

Meeting adjourned at 7:29pm.

Stay Safe and Healthy

Respectfully submitted
Walter Wettje – OHA Treasurer



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

50 Chestnut Ridge Road, Suite 101
Montvale, NJ 07645
T: 845.352.0411
F: 845.231.6321
www.maserconsulting.com

May 12, 2020

VIA E-mail

Mr. James Dean, Superintendent of Highways
Town of Orangetown
119 Route 303
Orangeburg, New York 10962
Attn: Mr. Stephen Munno

Re: Traffic Signal Design & Construction Inspection Services
For the Improvement to 10 Traffic Signals at Various Locations
MC Project No. 18005875G

Dear Mr. Munno:

Maser Consulting is respectfully requesting the Town's approval on the following scope and fees for the Pre-Construction Services, Construction Inspection and Supervision Services and Post-Construction Services for this project. The tasks below were included in our original proposal, but they were not authorized by the Town. As we prepare to go into the bidding process for the project, we would appreciate you authorizing this work so we can continue to assist the Town in the successful completion of this project.

Task 1 – Pre-Construction Services

Effort included under this task will include the following:

- Assist the Town in the Bidding process
- Respond to Questions and Requests for Clarifications
- Assist in preparing Addendums as needed
- Review and Tabulate Bids
- Recommend Bid Award

Task 1 Lump Sum Fee

\$ 4,500.00

Task 2 – Construction Inspection and Supervision Services (Based on 6 months duration)

Effort included under this task will include the following:

- Prepare Agenda and Conduct Kick-Off Meeting
- Prepare Construction Stake-Out of Foundations
- Review/Approve Shop Drawings and Catalogue Cuts
- Respond to RFI's



- Review Payment Requests and Change Orders
- Conduct Inspection Visits and Prepare Associated Daily Reports
- Attend Regular Progress Meetings and Prepare Agendas/Meeting Minutes

Task 2 Lump Sum Fee **\$ 76,500.00**

(Note: the Task 2 Fee is based on a 6 months construction duration and an average Inspector coverage of 20 hours per week, based on a billing rate of \$130/hour)

Task 3 – Post-Construction Services

Effort included under this task will include the following:

- Prepare Punch List
- Prepare Final Inspections
- Prepare Project Close-Out Documentation
- Prepare As-Built Drawings

Task 3 Lump Sum Fee **\$ 6,500.00**

We trust that this proposal meets your approval and we look forward to working with you this project. Should you have any questions, please feel free to contact me at 845.352.0411 Ext. 3909.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink that reads 'Nabil M. Ghanem'.

Nabil M. Ghanem, PE
Sr. Principal

NMG/ca

r:\alloffices\montvale\projects\2018\18005875g\proposals\200512_construction services_stephen munno.docx

BID OPENING TIME 11:00AM **DATE** June 18, 2020

CONTRACTOR NAME & ADDRESS	<i>Verde Electric Mt. Vernon, NY</i>				
DATE RECEIVED	<i>6/18/20</i>				
TIME RECEIVED	<i>10:13 AM</i>				
NON COLLUSION STATEMENT	<input checked="" type="checkbox"/>				
BID BOND or CERTIFIED CHECK	<input checked="" type="checkbox"/>				

#1 - TOWNLINE RD (C.R. 42) & BLAUVELT RD/EHRHARDT RD (SIGNAL 0-3)					
Location 1 Total	\$ <i>111,598.75</i>	\$	\$	\$	
#2 - N MIDDLETOWN RD (C.R. 33) & CROOKED HILL RD/VETERANS PKWY (SIGNAL 04)					
Location 2 - Total	\$ <i>230,311.50</i>	\$	\$	\$	
#3 - GILBERT AVE (C.R. 20) & OLD MIDDLETOWN RD (Signal 0-12)					
Location 3 - Total	\$ <i>124,842.50</i>	\$	\$	\$	
#4 - VETERANS MEMORIAL DR (C.R. 20) & GILBERT AVE (Signal 0-13)					
Location 4 - Total	\$ <i>122,962.50</i>	\$	\$	\$	
#5 - VETERANS MEMORIAL DR (C.R. 20) & BLUE HILL PLAZA/MICHAEL ROBERTS CT (Signal 0-15)					
Location 5 - Total	\$ <i>185,325.00</i>	\$	\$	\$	
#6 - VETERANS MEMORIAL DR (C.R. 20) & BLUE HILL PLAZA/KEVIN RILEY ST (Signal 0-14)					
Location 6 - Total	\$ <i>143,486.00</i>	\$	\$	\$	
#7 - VETERANS MEMORIAL DR (C.R. 20) & BLUE HILL RD SOUTH (Signal 0-16)					
Location 7 - Total	\$ <i>101,684.00</i>	\$	\$	\$	
#8 - VETERANS MEMORIAL DR (C.R. 20) & BLUE HILL RD (Signal 0-17)					
Location 8 - Total	\$ <i>93,571.50</i>	\$	\$	\$	
#9 - VETERANS MEMORIAL DR (C.R. 20) & LESTER DR/EDGEWOOD DR (Signal 0-20)					
Location 9 - Total	\$ <i>184,645.00</i>	\$	\$	\$	
#10 - GILBERT AVE (C.R. 20) & S MIDDLETOWN RD (Signal 0-11)					
Location 10 - Total	\$ <i>101,474.50</i>	\$	\$	\$	



160 Oak St. Unit 410, Glastonbury, CT 06033
860.633.1768 fax: 860.633.1796

Date: 2/26/2020

To: Orangetown Highway

Fax:

Location 119 Route 303, Orangeburg, NY 10962

Quote # 200101 NY

ITEM NUMBER	DESCRIPTION	UNIT	QTY*	PRICE PER ITEM	TOTAL	COMMENTS
1	GRIDSMART 360 Degree Video Image Detection System	ea.	9	18,985.00 \$	170,865.00	

Included with each system:

Smartmount Kit

Bell Camera, Junction Box, EPM, Ball,

Body, Knob, Ball/Body Set Screws, JB

Set Screws, Hex Wrench, Anti-seize,

and complete 10' x 3' pole assembly

GRIDSMART GS2 Processor

I/O MODULE

Performance plus Module

Cabinet CABLES

Mounting Hardware

Cat5 cable - 300 feet

TOTAL \$ 170,865.00

Quote valid for 45 days.

*Quote is calculated as a rate against quantity.

As quantity changes total price changes

F.O.B. Destination
Freight added and Included

Authorized Signature



Request for Proposal

Management, Operation and Maintenance of Blue Hill Golf Course

Pearl River, New York

and

Broadacres Golf Course

Orangeburg, New York

**Town of Orangetown
Rockland County, New York**

Aric T. Gorton, Superintendent of Parks and Recreation

Date: October 7, 2020

RFP Response Due: Thursday, October 29, 2020 at 10:30 AM

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**LEGAL NOTICE TO PROPOSERS OF A REQUEST FOR PROPOSALS (RFP)
FOR A LICENSE TO MANAGE, OPERATE AND MAINTAIN
THE BLUE HILL GOLF COURSE, INCLUDING THE PRO SHOP AND FOOD AND BEVERAGE OPERATION, AND
THE BROADACRES GOLF COURSE, INCLUDING THE PRO SHOP**

Notice is hereby given that Proposals for a license to manage, operate and maintain the Blue Hill Golf Course, which includes the pro shop, golf course maintenance and the food and beverage operation, located in Pearl River, NY, and to manage, operate and maintain the Broadacres Golf Course, which includes the pro shop and golf course maintenance, located in Orangeburg, NY, will be received by the Town Clerk of the Town of Orangetown at the Orangetown Town Hall, 26 W. Orangeburg Road, Orangeburg, NY 10962, until Thursday, October 29, 2020 at 10:30 AM, and publicly opened and read aloud at 11:00 AM on Thursday, October 29, 2020 at 11:00 AM

The purpose shall be for a license to manage, operate and maintain the Blue Hill Golf Course, which includes the pro shop, course maintenance, and the food and beverage operation, and to manage, operate and maintain the Broadacres Golf Course, which includes the pro shop and course maintenance, in accordance with the specifications as contained in the Proposal designated.

The Town of Orangetown (hereinafter sometimes referred to as "Town") officially distributes the Request for Proposals (RFP) documents from the Town Clerk's Office. Copies of RFP documents obtained from any other source are not considered official copies. Only those Proposers who obtain RFP documents from the Town Clerk's Office are guaranteed to receive addendum information, if such information is issued.

The Town reserves the right to waive any formality, or reject any, or all, Proposals, if deemed to not be in the best interests of the Town.

Consistent with federal mandates, Proposals are solicited from any and all parties, including, but not limited to, businesses and enterprises operated and conducted by minorities or women. This RFP is for services requiring special or technical skill, training or expertise. The services requested are not "purchase contracts" or "contracts for public works", as those phrases are used in competitive bidding statutes.

Proposals may be delivered to the Town Clerk at the above address by mail or in person. It is the intention of the Town not to disclose any Proposal submitted prior to the opening date and time. However, the Town cannot guarantee unintended disclosure of any Proposal submitted in other than a sealed envelope, directed to the Town Clerk, with "Blue Hill/Broadacres License Proposal" clearly marked on the outside of the envelope. Unintended disclosure will not prevent the Town from determining an award to a Proposer, including a Proposer whose Proposal was so disclosed.

Proposals will be considered firm for at least ninety (90) days after the opening date and time. No Proposer may withdraw its Proposal within ninety (90) days after the date set for the opening therefor, but may withdraw its Proposal at any time prior to the scheduled date for the opening of Proposals.

BY ORDER OF THE TOWN BOARD OF THE TOWN OF ORANGETOWN, ROCKLAND COUNTY, NEW YORK.
Dated October 7, 2020 Roseanna Sfraga, Town Clerk, of the Town of Orangetown
26 W. Orangeburg Road, Orangeburg, NY 10962 Tel. (845) 359-5100, ext. 2263

GENERAL INFORMATION FOR PROPOSERS

1.1 Purpose and Intent

This Request for Proposals (RFP) is issued by the Town of Orangetown (“Town” or “Orangetown”). The Town seeks to enter into a five (5) year license agreement with a private individual or entity to manage, maintain and operate the pro shop, golf course, and the food and beverage operation at the Blue Hill Golf Course in Pearl River, Rockland County, New York, and the pro shop and golf course operation of Broadacres Golf Course in Orangeburg, Rockland County, New York. The Town is seeking Proposers that have experience and knowledge in operating golf courses and related facilities, including food and beverage facilities, and are financially stable and show strength in customer service commitment and employee performance. The winning Proposer will enter into a five (5) year license agreement with the Town, commencing on January 1, 2021 and expiring December 31, 2026. As consideration for entering the license agreement, the successful Proposer will be paid by the Town a fixed annual fee in monthly payments. It is the goal of the Town to continue the safe and efficient operation of the golf course property in accordance with Federal, State and local laws and the terms set forth in the license agreement. The successful Proposer will have daily control of the golf courses’ property, including the clubhouse, restaurant and beverage operation and facilities (Blue Hill Golf Course only), and the maintenance buildings, and will be responsible for its full time operation, as well as its physical and commercial development.

All Proposers shall submit, as part of their Proposal, an Operational Plan; and Proposers also must propose a fixed annual fee payable by the Town to the Proposer in monthly payments. The winning Proposer will be the qualified, experienced Proposer whose Proposal is most responsive to the Town’s goals, and whose plan provides a realistic means of generating revenue for the Town.

Proposers must comply with the following instructions to be considered for selection:

1.2 Information to Proposers

Proposals will be publicly opened at the Town of Orangetown, Town Hall, 26 W. Orangeburg Road, Orangeburg, New York, 10962 in the presence of Town Officials, at the time and date stated in the Legal Notice to Proposers. All Proposers, or their representatives, are invited to attend.

1.2.1 Proposal Information and Proposal Documents

RFP documents are available at the Town Clerk’s Office at 26 W. Orangeburg Road, Orangeburg, New York 10962. To view or download in a portable document format (PDF) file, go to the Town of Orangetown’s official website and click on “Town Clerk” in the “Departments” drop-down menu – <https://www.orangetown.com/groups/departments/clerk/> -- then click on “Documents” and select the File for this RFP. You may view and print these files using Adobe Acrobat software.

1.2.2 Requirements for Format and Delivery of Proposals

Any Proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have its Proposal delivered to Rosanna Sfraga, Town Clerk, Town of Orangetown, 26 W. Orangeburg Road, Orangeburg, New York 10962 for receipt on or before the stated time and date. If a Proposal is sent by the U.S. Postal Service, the Proposer shall be responsible for its timely delivery to the Town of Orangetown. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense. Facsimile response, or an electronic response, to this RFP does not meet the requirements of a sealed Proposal and will not be considered.

Proposals must be submitted in the format specified in Section 2 hereof. The contents of each Proposal shall be separated and arranged with tabs in the same order as listed in the Subsections within Section 2 identifying the response to each specific item, thereby facilitating expedient review of all responses.

1.2.3 Key Events

The successful Proposer shall meet with officials of the Town within seven days of the selection of the successful Proposer. The successful Proposer must be prepared to assume full management, operation and maintenance of the Golf Courses, and all of their facilities, by January 1, 2021.

1.2.4 Questions and Inquiries

Each Proposer shall examine all RFP documents, and shall judge all matters relating to the adequacy and accuracy of such documents. The Town will accept questions and inquiries from all potential Proposers receiving this RFP. Questions may be submitted in writing only, via mail or fax, to the Town Clerk's Office at the following address:

Rosanna Sfraga
Town Clerk
Town of Orangetown
26 W. Orangeburg Road
Orangeburg, New York 10962
Fax 845-359-5126

1.2.5 Deadline for Clarification Requests

Friday, October 16, 2020 at 3:00 PM shall be the deadline to submit all inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposals. This deadline has been established to maintain fair treatment for all potential Proposers or proposers, while ensuring an expeditious transition to a final agreement.

1.2.6 Question Protocol

Written questions should be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Proposers shall not contact the Department of Parks and Recreation or any other branch of the Town directly, in person or by telephone, concerning this RFP.

The issuance of a written Addendum by the Superintendent of Parks and Recreation is the only official method whereby interpretation, clarification or additional information can be given.

1.2.7 Sealed and Marked

One signed original (please mark the original) and five (5) copies of your Proposal shall be submitted in one sealed package, clearly marked on the outside "Blue Hill/Broadacres License Proposal".

1.2.8 Legal Name

Proposals shall clearly indicate the legal name, address, email and telephone number of the Proposer (corporation, limited liability company, partnership or individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the Proposer to the submitted Proposal. All Proposals shall be notarized by a notary public.

1.2.9 Proposal Expenses

All expenses for making Proposals to the Town are to be borne by the Proposer.

1.2.10 Proposer Interviews

It is expected that interviews will be conducted within fifteen (15) days of the date of the opening of the Proposals. The Town does not intend to interview all Proposers.

1.2.11 Reserved Rights

The Town reserves the right to accept or reject any and/or all Proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Town, depending on available competition and timely needs of the Town. The Town reserves the right to award the license agreement to a responsible Proposer submitting a responsive Proposal, with a resulting negotiated license agreement that is most advantageous and in the best interests of the Town. The Town shall be the sole judge of the Proposal, and the resulting negotiated license agreement that is in the best interest of the Town, and its decision shall be final. Also, the Town reserves the right to make such investigations as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information that the Town deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall

not be limited to: current financial statements prepared by an independent CPA firm; verification of availability of equipment and personnel; and past performance records.

1.2.12 Representations

The Town presumes that all statements made and materials submitted in a Proposal are accurate and truthful. If a Proposer is determined to be untruthful, or inaccurate, in its Proposal, or any related presentation, such Proposer may be disqualified from further consideration regarding this RFP. Proposers must perform their own financial and operational due diligence without the benefit of historical records. No representations are being made with regard to historical records or projected business volume.

1.2.13 Collusion

By offering a submission to this RFP the Proposer certifies the Proposer has not divulged to, discussed or compared his Proposal with other Proposers, and has not colluded with any employees of the Town, whatsoever. Also, the Proposer certifies, and in the case of a joint Proposal, each party thereto certifies, as to their own organization that is in connection with this Proposal, that:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this Proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made, or will be made, by the Proposer to induce any other person or firm to submit, or not submit, a Proposal for the purpose of restricting competition;
- d. the only person or persons interested in the Proposal, as principal or principals, is/are named therein, and no person, other than therein mentioned, has any interest in this Proposal or in the license agreement to be entered into;
- e. no person or agency has been employed or retained to solicit or secure this license agreement upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, except for bona fide employees; and
- f. the proposer certifies that there has been no consultation, communication or agreement with any officer, elected official or employee of the Town of Orangetown, other than the Town Clerk, in connection with the Proposal submitted for this RFP.

1.2.14 Lobbying

After the issuance of this RFP, prospective Proposers, or any representative or person acting at the request of such Proposer, shall not contact, communicate with or discuss any matter relating in any way to the RFP with any officer, elected official or employee of the Town of Orangetown other than the Town Clerk, Rosanna Sfraga. This prohibition begins with the issuance of this RFP, and ends when a Proposer has been selected to proceed to negotiation of the license agreement (i.e., the successful Proposer), or when all Proposals have been rejected, or when the RFP has been cancelled.

1.2.15 Equal Employment Opportunity

The Town of Orangetown, in accordance with the provisions of Title VI of the U.S. Civil Rights Act of 1964 and the regulations of the U.S. Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that it will affirmatively ensure that in any license agreement entered into pursuant to this RFP, women or minority business enterprises will be afforded full opportunity to participate in response to this RFP, and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for the Town's selection of a Proposal.

1.2.16 Americans with Disabilities Act

The Town of Orangetown does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the Town's functions, including persons' access to, participation, employment or treatment in, any of its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e., information conference or Proposals opening) should contact the person named on the Legal Notice of this document at least twenty four (24) hours in advance of the activity, to request accommodations.

1.2.17 Confidentiality

The Proposer is warned that the contents of the Proposal shall become public, and by submitting a Proposal, for the aforementioned RFP, the Proposer is acknowledging and consenting to the release of said information to the public at large.

1.2.18 Errors or Omissions

Once a Proposal is submitted, the Town shall not accept any request by any Proposer to correct errors or omissions in the Proposal. However, the Town may request clarification of the information provided by Proposers.

1.2.19 Key Dates Summary

- a. Deadline for clarification requests: Friday, October 16, 2020, 3:00PM.
- b. Proposal due date: Thursday, October 29, 2020, 10:30 AM.
- c. Proposer interviews: Within fifteen (15) days of the opening of the Proposals.
- d. Selection of Proposer: On or before November 30, 2020. The Proposal must be firm for at least ninety (90) days, or however long the Town takes to select a Proposer, and enter into a license agreement with the successful Proposer.

1.2.20 Definitions

The following definitions shall be part of any license agreement executed as a result of this RFP:

- a. "RFP" shall mean this Request for Proposals.
- b. "Request for Proposals" shall refer to this document, which establishes the bidding requirements and solicits Proposals to meet the needs of the Town of Orangetown.

- c. "Town" shall mean The Town of Orangetown.
- d. "Golf Course" shall mean the Blue Hill Golf Course and Broadacres Golf Course.
- e. "License agreement" shall mean the written contract resulting from this Request for Proposals, executed by the Town of Orangetown and the successful Proposer; and "award of the license agreement" shall mean the Town's selection of a Proposer who will be offered an opportunity to negotiate with the Town regarding mutually agreeable terms and provisions of a license agreement that embodies the substance and spirit of this RFP and the successful Proposal. The Town's selection of a Proposer for negotiation of a license agreement is only an invitation to bargain, and shall not be construed as vesting any contractual rights, or any other rights of any nature, to the Proposer.
- f. "Proposer" shall mean an individual or company that submits a Proposal in response to this Request for Proposals.
- g. "Successful Proposer" shall mean the Proposer that is selected by the Town for negotiation of the license agreement.
- h. "Operational Plan" shall mean a detailed business plan submitted by each Proposer in response to this Request for Proposals for operating, managing, maintaining and developing the Golf Courses, and all of their facilities, in accordance with the Town's goals.

1.0 FORM OF PROPOSAL

This section identifies specific evaluation factors which are to be given written responses. The contents of each Proposal shall be separated and arranged with tabs in the same order as listed identifying the response to each specific item.

The information that Proposers provide shall be used to determine whether the Proposer has the ability to perform the Scope of Services as stated in this Request for Proposals in a way which best meet the needs of the Town of Orangetown. A review with those Proposers reasonably prone to being selected as the successful Proposer may be conducted for the purposes of clarification of both ability and benefit to the Town of Orangetown.

2.1 Minimum Qualifications

Proposals may be presented by a single business entity (corporation or limited liability company), a joint venture, an individual or partnership.

Prior to any consideration of the responses to the criteria in this Request for Proposals, proposers are to document in their Proposals that they have the following experience:

Proposers shall have at least five (5) years of proven experience in managing, operating and maintaining a golf course, and obtained, and concurrently held, the required licenses under appropriate State and local laws related to that activity.

Proposers must have never lost any business license for cause, had an establishment closed or suspended due to regulatory health reasons, or been found to have failed to pay all taxes due. To validate experience, expertise and capabilities, Proposers shall provide the following:

- a. The state, city or county where the contracted golf courses are located.
- b. Name of the entity that issued the contracts.
- c. Name of the golf course(s) as shown on the executed contract.
- d. Golf course owner's contact information, including person responsible for the administration of the contract with that person's contact information including telephone and email information.
- e. The successful Proposer must submit a completed IRS form W-9, 2014 edition, to certify its Taxpayer Identification Number, prior to contract execution.

After the Town of Orangetown staff validates that the minimum qualifications have been met, those Proposals found to be in compliance will be considered.

2.2 Information to Be Submitted Regarding Your Business Entity

- a. Tabs are required to identify each item defined in this Section.
- b. Provide a description of the Proposer's background and size. Provide a general statement of qualifications that includes your firm's professional credentials, the legal status of your organization and experience in providing the service enumerated in this Request for Proposals.
- c. Provide an explanation of the business entity which you represent. Specify the business entity which would be bound by the license agreement, should your firm be selected; limited liability company or corporation; subcontractor roles; and, if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.
- d. If the Proposer is a joint venture, or partnership, the details of the responsibilities for provision of the required services must be clearly disclosed. Provide a narrative on how you anticipate the partners will manage the work, and any prior experience that the individual entities may have had in working together on other projects. Disclose the lead firm of a joint venture.
- e. Provide a list, with references, of your business entity's golf course operations experience. Specify which key personnel were responsible for the contracted services. References given must specify employees in senior level management positions with knowledge of the operations to confirm the claimed details. Include the name of the entity the work was completed for, a description of the services provided, the dates of service and the name(s) and telephone number(s) of the contact persons. This list shall be for both governmental and private clients for the past five (5) years.
- f. Identify each principal of the firm and other key Personnel who will be professionally associated with the Town. Describe their respective areas of expertise. Do not include personnel that will not have a key role in providing services.
- g. For each person identified, list:
 1. full Name;
 2. professional credentials, and title;

3. area of expertise, individual's roles and duties in providing services;
 4. office address;
 5. email address;
 6. telephone number; and
 7. personalized resumes which identify the qualifications, training and experience of each key person.
- h. Specify the office location of the business entity which is to be the primary location of the principal and key personnel. List the key personnel at that location. For the remaining key personnel detail at what location they will work from and how they will provide management or service or supply support from the locations that they will work from.
- i. Disclose any ownership interest in other entities involved in golf course services, which may be a potential participant in your Proposal. This ownership disclosure shall be included, whether such ownership occurs by the Proposer, or through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- j. Submit a narrative explaining the direct economic benefit to the Town of Orangetown to be realized by selecting your firm. During the term of this engagement, detail the revenue maximizing activities, employment subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit the Town of Orangetown.
- k. Provide three (3) years of audited financial statements/records at the primary location of the Proposer business entity, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity, and its expected ability to meet ongoing financial obligations to the Town and golf courses operation and maintenance, as proposed in this Proposal to the Town of Orangetown. The Town's Finance Department will report your findings in a summary report to the Town of Orangetown Town Board, which will be placed in the Proposal files for subsequent use and review.
- l. Disclose whether the Proposer has ever failed to complete any contract awarded to it, or if any officer or principal has ever served another organization that has failed to complete an awarded contract (if so, provide details in an attachment).
- m. Disclose whether the Proposer, or any officer or principal thereof, has any judgment, claims, arbitration proceedings and/or lawsuits pending or outstanding against them (if so, provide details in an attachment).
- n. Disclose whether the Proposer, or any officer or principal thereof, has ever been convicted of a crime, or presently is the subject of any criminal or administrative investigation (if so, provide details in an attachment).

2.3 Information to be Submitted Regarding Proposed Operation of Blue Hill Golf Course & Broadacres Golf Course

- a. Tabs are required to identify each item described in this section.

- b. Submit a manning level statement for the proposed services, detailing how many total employees work for your firm at any one time, including temporary and seasonal employees. Detail the management structure, advising the Town on how, and by whom, the courses will be managed at all times.
- c. The Town encourages potential management companies to interview, and give preference to, existing Town of Orangetown staff who may be displaced by the license agreement. The Town further encourages the successful Proposer to actively recruit qualified personnel that are residents of the Town of Orangetown.
- d. The Town reserves the right to set minimum criteria concerning criminal records of employees, who may work with children.
- e. Identify any operational areas that you intend to use subcontractors. Identify the services and roles that each subcontractor will assume in providing services.
- f. Explain how existing services of events popular with local residents would be continued, such as Men's and Women's Association, Associate Memberships, Corporate Memberships, Juniors, Seniors, and other golfer groups.
- g. Submit a statement of customer service commitment, with a demonstration of your business entity's experience in successfully implementing an effective customer service program. List prior customer service models that you have had direct responsibility for managing, and examples of how customer satisfaction feedback was obtained by survey for those specific programs that you managed.
- h. Submit a plan and commitment to creating added value and benefits to the surrounding community and to golf course visitors. Detail proposed partnerships with the Town of Orangetown to provide special events, educational programs and community service activities. Detail your commitment to modifying the hours of operation to service events, and the expertise of staff to assist with such activities.
- i. Detail your proposed marketing and advertising plans, including methodologies, media to be used and schedules.
- j. Submit an hours of Operational Plan describing the standard hours of operation, plus expected seasonal variances specifically describing the commencement and duration of such variances.
- k. Submit a list of equipment to be provided by your firm solely at your firm's expense for undertaking the license agreement. Provide a statement detailing the source from where the equipment will be made available (e.g., existing inventory, new purchases, transfer from other firm or service locations, etc.). The Town is open to discussing acquisition of required equipment from the Town, as may be applicable.
- l. Submit a detailed quality assurance statement to demonstrate that the level of quality that is being proposed will either meet or exceed current quality standards in terms of customer service, cleanliness, safety and atmosphere.
- m. Submit a detailed description of the proposed service to be provided. The services and products offered should meet or exceed the needs of the golf courses users, and be compatible and complimentary to the Town's mission for our patrons.

- n. Describe your firm's plan for capital improvements or renovations to the facilities.
- o. Include a price schedule for a representative sample of the products and services proposed, including greens fees and cart rentals. Provide a statement of your pricing policy to provide golfers and visitors to the golf courses with a quality golf experience, service and products at reasonable prices, considering the competition of comparable markets for similar fees, products and services.
- p. Present and explain any additional conditions proposed.

3.0 EVALUATION FACTORS

In awarding the license agreement, the Town will be seeking to identify the Proposal(s) which provide the highest and best solution to operate and maintain the golf courses and their facilities, including golfing operations, food and beverage services, and management and maintenance services at the golf courses, as determined from the responses to this Request for Proposals and subsequent investigations.

Evaluation factors are:

- a. Demonstrated ability of the Proposer to efficiently perform the Scope of Services as generally outlined in this Request for Proposals.
- b. Proposer's dedication to fostering a harmonious relationship with the Town and its residents.
- c. Financial resources to operate and maintain the golf courses and their facilities properly, and to make ongoing improvements. The availability of investment and operational capital will be important factors in determining financial capability.
- d. The Proposer's operation concepts and plans.
- e. Amount of payment to the Town.

3.1 Preliminary Ranking

The Town Board shall determine from the responses to this Request for Proposals and subsequent investigation as necessary, the Proposers most prone to being selected for the award of the license agreement.

3.2 In-Person Review of Proposers and Proposals

In-person reviews may be conducted with responsible Proposers who are deemed reasonably prone to being selected for the award of the license agreement, for the purposes of assuring full understanding of:

- a. Conformance to the RFP requirements.
- b. The abilities of the Proposer.
- c. The Proposal submitted.

Proposers shall be available for presentations to, and interviews with, the Town Board of Orangetown, or its designated representatives. The date(s) and time(s) of any such presentations/interviews shall be determined solely by the Town.

3.3 Selection for Negotiation

The Proposer, whose ability and Proposal is determined to be the highest and best Proposal that is most advantageous to the Town, taking into consideration the evaluation factors set forth in this Request for Proposals, shall be selected to negotiate a license agreement with the Town.

While the overall monthly payment to the Town will be a factor in the Town's assessment of Proposals, it is conceivable that the Proposer with the highest quoted payment schedule to the Town may not be selected for negotiation of a license agreement if competing Proposals are deemed to provide better overall terms and benefits for the golf courses and the Town.

The selection of a Proposer for negotiation of a license agreement shall not be construed as vesting any contractual rights, or any other rights of any nature, to the Proposer.

3.4 Award

The Town's selection of a successful Proposal is only an invitation to the selected Proposer to bargain with the Town regarding the terms and provisions, and is subject to the successful negotiation, of a license agreement covering both services and payment to the Town, and the vote of the Town Board of Orangetown to approve and authorize execution of a negotiated license agreement, i.e., the "award." The Town reserves the right, but is not obligated, to request and require a formal presentation of the selected Proposer's services to the Town Board of Orangetown at a date and time to be determined.

4.0 NEGOTIATION OF THE LICENSE AGREEMENT

4.1 General

The following general terms and conditions apply to the selected Proposal submitted for consideration, and the subsequent negotiations of a license agreement:

- a. The Proposal will serve as a basis for negotiating a license agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all Proposals become the property of the Town, which has the right to use any or all ideas presented in any Proposal submitted in response to this Request for Proposals, whether or not a Proposal is accepted.
- c. All products and papers produced in the course of this negotiation become the property of the Town upon termination or completion of the negotiations.
- d. The Proposers are warned that the contents of the Proposals shall become public, and, by submitting a Proposal for this RFP, the Proposers are acknowledging and consenting to the release of their Proposals to the general public.

4.2 License Agreement

The selected Proposer shall be required to negotiate a license agreement in a form, and with terms and provisions, acceptable to the Town of Orangetown.

The Town Board of Orangetown will be presented the negotiated license agreement as a best offer for consideration of the award. The Town Board of Orangetown shall determine whether to:

- a. Accept the recommended award by approving the execution of a the negotiated license agreement.
- b. Reject the recommended award and direct further negotiations regarding the terms and provisions of the license agreement.
- c. Reject the recommended award and direct the termination of negotiations.

The Town reserves the right to begin negotiations with an alternate Proposer should the license agreement negotiations be unsuccessful and a license agreement cannot be agreed upon by the parties.

5.0 SCOPE OF SERVICES

5.1 Background

The Town, acting through the Town Clerk's Office, is requesting Proposals for the management, operation and maintenance of the Blue Hill Golf Course pro shop and restaurant, and maintenance of the golf course; and the management and operation of the Broadacres Golf Course pro shop, and maintenance of the golf course.

The Town of Orangetown expects that this Request for Proposals will result in an award of a license agreement to manage, operate and maintain the Blue Hill Golf Course pro shop and restaurant, and maintain the golf course; and to manage and operate the Broadacres Golf Course pro shop, and maintain the golf course.

Blue Hill Golf Course:

Blue Hill Golf Course is a 27-hole municipal golf course, with two practice greens, a chipping green, a maintenance building, a storage shed and a restaurant. The original 18-hole course was obtained by the Town of Orangetown in 1967, and an additional 9 holes, designed by Stephen Kay, were added in 1995, and the course was reconfigured by Frank Duane; and was managed, maintained and operated by the Town through December of 2015. Beginning in January of 2016, and through the present date, the golf course and restaurant have been managed, operated and maintained by Allied Golf LLC.

Blue Hill Golf Course has been averaging approximately 53,000 rounds of golf annually during the past few years. The Town owns and operates a computerized golf course operations management system, Golf Trac, by Vermont Systems This system includes golfer permitting, point of sale, automated tee-time bookings, rounds and revenue reports.

Broadacres Golf Course:

Broadacres Golf Course is a 9-hole golf course that is a spacious, challenging course situated in a natural environment (there are no homes bordering the course). The course features 3,138 yards of golf from the longest tees, for a par of 35; and was managed, maintained and operated by the Town through February of 2014, and, beginning in March of 2014 and through the present date, the golf course has been managed, operated and maintained by Allied Golf LLC. The course rating is 70.4, and it has a slope rating of 126 on Blue Grass.

5.2 Structures and Facilities

Blue Hill Golf Course:

There are four (4) buildings on the Blue Hill Golf Course property, including a clubhouse with attached golf cart garage, maintenance facility, storage shed and restaurant.

The clubhouse is a two-story stone building, which is in good condition. The first floor, that houses the pro shop, bathrooms and locker rooms, was recently renovated and is in excellent condition. The second floor of the clubhouse is mostly an open area that was intended to be a teaching facility; and attached to the clubhouse is the cart garage. There are 108 carts stored in this area; 60 gas-powered and 48 electric-powered. There is a gas tank on the west side of the cart garage for servicing the golf carts.

The maintenance building is a metal building that is in poor condition. The building is not large enough to house all the equipment, and lacks proper facilities for the employees. Gas tanks are located outside the building to service the equipment.

The storage shed is in poor condition, and is used to house fertilizer and chemicals.

The parking areas are separated into three areas. The restaurant building has had several updates over the past few seasons, including flooring and freshly painted walls.

Broadacres Golf Course:

The facilities at Broadacres include a putting green, chipping green, pro shop, locker room and bathroom facilities, a maintenance building/area, and a small well-house for irrigation.

The buildings on the property are all older and in need of updating, with the exception of the well-house and pump, which were updated in 2018.

5.3 Irrigation System

Blue Hill Golf Course:

The irrigation system is old and fed by Suez Water New York (f/k/a United Water). It has a Toro Control System.

Broadacres Golf Course:

The system is fed by a well and holding pond located on the property. The irrigation system is old, but functional. The well-house and pump are new.

5.4 Water Usage

Blue Hill Golf Course:

The Town has an agreement with Suez Water New York (f/k/a United Water) for eleven (11) million gallons of water per year, free of charge. Any usage above the agreement will be at the cost of the successful Proposer that is awarded, and enters into, the license agreement with the Town. The course's water bills for 2018, 2019 and 2020 are itemized entries in the attached Schedule A.

Broadacres Golf Course:

Well-fed system.

5.5 Storm Drainage

The course is adjacent to Lake Tappan which is a reservoir. Discharge into the lake is monitored by United Water and government agencies. The operator will be responsible for controlling the discharge of chemicals into the reservoir in accordance with all jurisdictions.

5.5 Utility Expenses

The Operator shall be required to pay all operating expenses (including all utilities) and taxes (if applicable). The cost of utilities for 2018, 2019 and 2020 are itemized entries in the attached Schedule A.

The Proposers should be aware that the current operating expenses are not considered by the Town to be predictive of future expenses; nor are current expenses to be considered as a guarantee by the Town of all possible future expenses. Accordingly, the approximate expense figures serve as a guide for Proposers and are provided for informational purposes only.

5.6 Scope of Services for Golf Course Maintenance

- a. Maintain buildings, grounds, equipment and the golf courses to mutually agreed upon specification and standards.
- b. Provide materials for maintaining the golf courses. This includes, but is not limited to, fertilizers, chemicals, topdressing sand, bunker sand replenishment, mulch, annual flowers, golf course supplies, irrigation equipment and supplies, flags, cups, poles, bunker rakes; mowing equipment for fairways, roughs and greens; directional ropes, and signs, seed and sod, fuel for mowers and golf carts, maintenance of equipment and golf carts, office supplies, pro shop merchandise, and all food service equipment, licenses and supplies.

- c. Personnel and payroll functions, including hiring, training, supervising, disciplining and discharging employees; and paying wages, Workers' Compensation, Social Security, payroll taxes, benefits or other employment related compensation for any and all employees necessary for the operation of the golf courses is solely the responsibility of the successful Proposer who is awarded a license agreement.
- d. Provide excellent service, to all customers, that continually exceeds expectations, along with a written customer services protocol plan.

Maintain the Town-provided equipment and systems, including irrigation, to the manufacturer's standards, over the term of the license agreement. Maintain the golf courses (mowing, seeding, sodding, irrigation, fertilizing, and pest control), buildings, and the golf course entrances (e.g., cleaning and clearing of leaves, branches and debris) on Blue Hill Road and Old Orangeburg Road, respectively.

5.6.1 Greens

- a. Green heights will be maintained between 1/8" and 5/32" based on weather conditions. Greens should be verticut and top-dressed lightly as necessary.
- b. A fertilizer program shall be instituted that will not allow the turf to get excessively lean, nor produce excessive growth and puffy surface conditions. Growth is to be controlled at all times, and excessive surface moisture retention and dryness shall not be acceptable.
- c. Greens shall be aerified a minimum of one time per growing season in the late summer / early fall.
- d. Greens shall be watered as required for healthy turf. This may involve a combination of automatic and hand watering methods. At no time should the greens become waterlogged from excessive irrigation being applied.
- e. Greens shall be maintained to designed perimeter dimensions at all times, and encroachment of coarse, rough-type turf is not acceptable.
- f. Any blemishes, turf damage, excessive wear and scalped cup plugs shall be repaired on a regular and on-going basis.
- g. Any weed growth, grassy or broadleaf, shall be hand-picked, or otherwise removed, as it appears in the putting surface.
- h. Cups will be cut six times per week through the active growing period, and as needed to avoid excessive wear from foot traffic and ball marks during the slow growth period.
- i. Cup liners, pin flags and the flag poles will be kept in "as new" condition and immediately replaced when broken, damaged or otherwise deemed unsatisfactory.

5.6.2 Tees

- a. Tees shall be mowed a minimum of two (2) times per week during the active growing periods, changing mowing direction as necessary to avoid excessive grain and puffiness.
- b. Tees shall be verticut, core aerified and top-dressed a minimum of one (1) time per growing season in the late summer/ early fall.

- c. Tees shall be fertilized with appropriate types and rates of fertilizer to maintain a steady, healthy growth rate and recovery from wear and divots.
- d. Tees shall be irrigated so as to not become excessively dry or wet, and should produce firm footing at all times.
- e. Any turf damage on the tees, excessive wear from golfers or maintenance equipment and divot taking should be repaired in a timely manner, and as needed, to reseed a full turf cover. Divots shall be filled-in by hand top-dressing as needed on a daily basis.
- f. Tee surfaces and surrounds shall be maintained relatively free of weed growth, pest damage and disease, in accordance with best management practices.
- g. Tee box cutting shall be minimum of two club lengths from marker; and yardage markers shall be trimmed at tee boxes and on fairways.

5.6.3 Fairways

- a. Fairways shall be mowed two to three (2-3) times per week during growing season, changing direction each day. Height of cut shall vary from .600" to .400" as growing and playing conditions dictate.
- b. Fairways shall be verticut as needed during the peak growing season; and there shall be a first cut of rough on the fairways.
- c. All debris from aerifying and verticutting the fairways shall be cleaned up on any one hole on the same day of the operations on that hole.
- d. Fairway mowing outlines shall be maintained regularly to keep up original design integrity.

5.6.4 Rough

- a. Roughs, including green slopes, bunker faces and tee surrounds shall be continuously mowed during active growth periods to insure frequency of at least one (1) complete mowing per week, and trimmed as needed, to maintain 2-3 inch cutting height.
- b. Roughs shall be aerified as required to relieve compaction and promote recovery from wear.

5.6.5 Bunkers

- a. Bunkers shall be raked six (6) times a week.
- b. All sand bunkers shall be edged and trimmed a minimum of twice per year.
- c. Re-sanding of bunkers shall be done as needed, and when base material shows through finish layer.
- d. Bunker faces and floors shall be clean of rocks, trash, debris, branches and grass clippings at all times.

5.6.6 Cart Paths

- a. Cart paths shall be trimmed along the grass edges, and cleaned, as often as necessary to produce a neat, clean appearance at all times; and there shall be yardage markers on cart paths and irrigation heads.

- b. The walkway path at Blue Hill Golf Course’s “Woodlands 8,” down the hill, must be kept clear.

5.6.7 Fertility and Pest Management

- a. Greens, tees, fairways and roughs shall be fertilized as required by soil data, growth rate, and color, in accordance with best management practices, to promote a healthy turf stand capable of recovering from wear, complete with weed encroachment, and to resist stress and disease damage.
- b. Spraying and fertilizing shall be conducted so as to not expose golfers during play hours. A period of hours, a day or days between property management and golf course management, shall be set aside during the week to perform these applications with no golfers present, and the appropriate re-entry times shall be observed. Best management practices shall be observed and performed at all times.

5.6.8 Tree Maintenance

- a. All debris shall be cleared from trees.
- b. All random branches overhanging cart paths shall be pruned as needed to ensure survival.
- c. All branches interfering with play shall be pruned for clearance from tees and to greens.

5.6.9 Ponds

- a. All ponds shall be maintained and kept at proper chemical levels to prevent excessive levels of algae, weed and overgrowth.
- b. All edges of ponds shall be trimmed on a weekly basis, and weed control shall be performed as needed.

5.6.10 Irrigation System

- a. Irrigation repairs will be performed as needed, with a daily visual check of the system and a thorough analysis of the computer run data from the previous night. Adjustments to the program will be made only by trained and qualified personnel, under the direction of the golf course superintendent.
- b. Irrigation will be done as needed throughout the growing period, with a view to conserve water, prevent leaching and encourage good root development and provide firm playing conditions. Excessive dryness or turf stress is to be avoided by careful attention to watering needs. Overwatering and regular saturation of the root zone resulting in wet or soft playing conditions, and unhealthy turf grass, is not acceptable. Evaporation rates will be calculated by an on-site weather station for use in determining the amount of water to be applied.

6.0 PRO SHOPS

Collection of all fees for golf, motorized carts, membership permits, MGA memberships and tournaments associated with the Blue Hill Golf Course and Broadacres Golf Course, as well as the Blue Hill Golf Course Seasonal Program.

The successful Proposer will be expected to staff the pro shops to collect all golf related fees as mentioned above, provide starters and marshals, schedule tournaments and outings, administrative services, schedule tee times, sell golf merchandise, rent golf carts and other golf equipment and all other functions and services normally provided by a golf course pro shop manager. The successful Proposer will maintain an adequate staff to perform all outlined functions. When the course is open for play, the hours will essentially be from dawn to dusk, unless closed for Christmas, rain or snow.

The successful Proposer must display, sell, rent, and otherwise supply and sell, to the public, golf goods, clothing, merchandise and golf equipment, which shall be of good quality and selection and kept to current industry standards. Use of the Town's golf course logos will require written permission from the Superintendent of the Orangetown Parks and Recreation.

Reservation System: The contracted vendor will provide the necessary system for the booking of tee times.

Customer Service: The successful Proposer shall maintain customer service as a top priority. The successful Proposer shall provide pro shop employees who are professional, friendly, well dressed, and courteous to the golfers and general public. The successful Proposer will also be expected to provide and maintain the electronic USGA (GHIN) Handicap System.

Personnel: The successful Proposer must identify and designate the key personnel to be assigned to the pro shop, and provide resumes of their experience as part of the Proposal. The Town of Orangetown may specify which, if any, key personnel for whom substitution will not be allowed without the Town's prior written consent. A Class A PGA Professional is preferred as the manager of the pro shop.

Scheduling and coordination of tournaments and outings, including follow-up with customers, work with Men's and Women's Associations, Associate Members, Corporate Members, Juniors, Seniors, and other golfer groups to enhance their enjoyment of the facilities.

The planters across from the pro shop and around the restaurant must be maintained with mulch.

7.0 SCOPE OF SERVICES FOR FOOD SERVICE MANAGEMENT

The restaurant and bar, including a more formal dining area and a more casual pub café, and a catering facility, all located at the Blue Hill Golf Course, shall cater to any golf outings if desired by the outing, and may operate as a catering facility and/or restaurant and bar for the general public, in accordance with the guidelines as described in the license agreement.

The successful Proposer shall maintain customer service as a top priority. The successful Proposer must provide restaurant and bar employees and staff who are professional, friendly, well dressed and courteous to all golfers and the general public. All employees and staff must maintain a neat and clean appearance, exercise good public relations skills, respond to customer complaints and questions, have good wait-person manners and conduct themselves in a high standard that is acceptable to the Town. The restaurant management must also maintain a good working relationship with the Town's designated representatives.

The successful Proposer shall provide the following typical daily food and beverage service schedule of breakfast, lunch and dinner menu opportunities:

- a. Hot and cold menu items.
- b. Hot and cold beverages, including draft, canned and bottled beer and wine, coffee, teas, soft drinks, etc.
- c. Soups and salads.
- d. Delicatessen (both pre-packaged and fresh fare).
- e. Hot dogs, hamburgers and grilled sandwiches.
- f. Snacks.
- g. Tournament food and beverage service packages.
- h. Small group dinner, and special event, menu service; indoor and/or outdoor.
- i. Offsite catering may also occur.
- j. On-course food and beverage service (service carts).

Sample menus, with price lists, shall be provided with the Proposal.

7.1 Licenses

The successful Proposer must obtain a valid liquor license, by March 1, 2021, in compliance with the rules and regulations of the New York State Liquor Authority.

The successful Proposer must obtain, and keep current, all licenses, certifications and permits necessary to run an indoor and outdoor food service/restaurant/bar, and catering facility, at the Blue Hill Golf Course. The successful Proposer must demonstrate a minimum of three (3) years of food service management in an equivalent food service/restaurant/bar operation. The successful Proposer must provide all necessary staffing to prepare and provide its publicized menu, and shall adhere to all current

and applicable State and County Department of Health regulations and standards. All merchandise and supplies necessary for the production of the menu must be kept stocked at all times.

7.2 Food Service Equipment

The Blue Hill Golf Course restaurant and bar are equipped with some equipment, furnishings, furniture, tools, utensils, appliances, machinery or fixtures for operation, which shall be maintained, replaced and/or repaired by the successful Proposer at its sole cost and expense. A copy of the Town-Owned Kitchen Equipment, Machinery, Fixtures, Appliances and Utensils is appended to this RFP as “Schedule B.” The successful Proposer shall install and maintain at its own cost and expense, any additional equipment, furnishings, furniture, tools, utensils, appliances, machinery, or fixtures only after approval of the Town, which shall become the property of the Town if they are attached to the real property or affixed to the realty.

The successful Proposer shall be responsible for the maintenance, repair and/or replacement of all restaurant, bar, kitchen and food service preparation equipment, furnishings, furniture, tools, utensils, appliances, machinery and fixtures (hereinafter sometimes referred to as “equipment”) supplied by the Town, including all cooking production equipment, fixtures and furniture with the restaurant/bar. All such equipment will be inventoried and in acceptable operating condition when the license agreement commences, and during the term of the license agreement, and all said equipment shall be kept clean, fully operational and show no signs of visual or structural damage. The successful Proposer shall empty all grease traps located in the food and beverage service facilities, and shall contract with an approved carter to remove and dispose of cooking grease in accordance with all applicable State, County and Local Laws.

7.3 Staffing

The successful Proposer shall provide adequate staffing, who shall be recruited with Orangetown residents being given a preference in hiring. The successful Proposer shall be required to terminate any staff that, in the opinion of the Superintendent of Parks and Recreation, or his designee, displays inappropriate behavior.

7.4 Beverages

The Town reserves the right to restrict the placement of beverage dispensing machines on the golf courses. The successful Proposer shall, during the operating periods of time (see ¶7.6), supply, and have available for sale, food and beverages, both non-alcoholic and alcoholic, of high quality at prevailing prices, and in sufficient quantities to meet the demands of the general public and those persons enjoying and using the golf courses. Vending machines are the primary means of beverage distribution at Broadacres Golf Course.

7.5 Limitations

The successful Proposer shall have the exclusive right to sell food and beverages, and operate food and beverage concessions, within the boundaries of the golf courses. The successful Proposer shall be required to furnish any and all additional facilities to provide food and beverage on the golf courses outside of the main facilities. The successful Proposer shall be required to operate food and beverage carts on the Blue Hill Golf Course at the successful Proposer's own cost and expense.

7.6 Hours of Operation

The Blue Hill Golf Course restaurant and bar shall remain open seven (7) days a week, provided that the golf course is open, from March 1 through November 30, beginning at least one half hour prior to the opening of the golf course each morning, and remaining open until no earlier than one half hour after the golf course closes each evening. For the balance of the year, the restaurant and bar may be open or closed at the discretion of the successful Proposer.

The successful Proposer may, at its option, remain open up to the limits established under its New York State Liquor Authority License.

The successful Proposer agrees to operate the concessions for the accommodation of the general public, and to keep same open during such seasons, for such hours of the day, and in such manner, as the Town shall reasonably prescribe.

The Blue Hill Golf Course restaurant and bar shall provide a food and beverage concession services to golfers, tournament groups, outings and visitors of the golf course during all golf course operating hours.

On weekends and holidays, no non-golf catering or functions, that involve twenty-one (21) or more patrons, are to commence prior to 12:00 noon (other than for necessary preparations), but any such event or function scheduled to commence prior to 2:00 PM, that involve twenty-one (21) or more patrons, must utilize valet parking. This includes, but is not limited to, weddings, baby or wedding showers, bar/bat mitzvahs, sweet-16s, lunches, brunches, or any large catered event. The valet parking lot shall be "Lot C."

The area at the Blue Hill Golf Course restaurant and bar that is currently identified as The Olde Castle Grille will cater primarily to golfers; however, it will be open to the general public, but not for catering except when the golf course is closed. The more formal dining area at the Blue Hill Golf Course restaurant and bar that is currently identified as The Mansion at Blue Hill may be used for public dining or for private parties, separately or in conjunction with the area currently identified as The Olde Castle Grille.

The second floor area at The Mansion at Blue Hill may be used for office space and/or light storage. Since it is not anticipated this area will be used as restaurant space or public meeting space, at this time, any change in use must be approved by the Town prior to conversion.

8.0 MAINTENANCE AND OPERATION OF PREMISES

The successful Proposer shall be solely responsible for the maintenance, repairs and replacements of both golf courses' properties and buildings, and all structures and improvements thereon, including, but not limited to (i) course maintenance, repairs and replacements, (ii) structural maintenance, repairs and replacements, and (iii) the installation, maintenance, replacements and repairs of all utility systems, including the cost of all utility and communication services. The successful Proposer shall deliver the golf course properties, buildings, structures and improvements to the Town, upon expiration or termination of the license agreement, in at least as good condition as they were delivered at the commencement of the license agreement.

The successful Proposer further agrees to clean and maintain, in a sanitary, neat and attractive condition, all facilities operated under the license agreement, including, but not limited to, all restrooms, locker rooms, pro shop, cart barn, maintenance buildings, starter shacks and restaurant facilities, at the successful Proposer's sole cost and expense.

The successful Proposer agrees to remove and dispose of all litter, garbage, waste and refuse from the golf courses. All litter, garbage, waste and refuse shall be stored in containers properly screened from view from the grounds adjacent to the golf courses, so that the said grounds surrounding the golf courses, including the restaurant/bar, pro shop, locker rooms and maintenance building, shall, at all times, be in a clean, neat, attractive and orderly condition. The successful Proposer further agrees to broom sweep the porches and all entranceways to the restaurant/bar, pro shop, locker rooms and maintenance building, and keep same in a clean, neat and attractive and orderly condition. All refuse, garbage, waste and litter, of all kinds, shall be properly stored before disposal.

The successful Proposer shall recycle all paper, plastic, metals and glass, and shall contract with a private hauler for this purpose.

The Town agrees that it will use due diligence in the removal of snow and ice from the roads, entrance driveway and parking lots, so as to permit access to the golf courses' parking lots, but the Town will not be responsible for any damages caused by its inability or failure to remove snow or ice. The successful Proposer shall be responsible to remove all snow and ice from all sidewalks, walkways, entrances and porches appurtenant to the restaurant/bar, buildings, and all structures and improvements, at both golf courses, and to apply as necessary, salt and or sand to all areas.

Upon the expiration, revocation or termination of the license agreement, or upon the successful Proposer's surrendering or vacating of possession/occupancy, the successful Proposer shall return the

golf courses, the restaurant/bar, buildings, and all structures and improvements at both golf courses, and all the Town-owned equipment, machinery, fixtures, appliances and utensils, in the same or better condition as when the successful Proposer first entered into occupancy/possession, except for normal wear and tear and any renovations or alterations made to the said premises with the Town's approval. The successful Proposer shall be solely responsible for maintaining, repairing, servicing, and keeping in good repair and condition, all of the Town-owned equipment; and replacing same, in like kind and quality, if irreparably damaged, lost or stolen.

9.0 MOBILIZATION AND IMPLEMENTATION PLAN

It is essential that the Town move forward with the Agreement. Therefore, the Proposer must include as part of its bid Proposal a mobilization and implementation plan, beginning with the date of notification of the award. The mobilization and implementation plan should include the following elements:

- a. A detailed timetable for the mobilization and implementation period. This timetable should be designed to demonstrate how the Proposer will have the Golf Course Property operational within a reasonable time after January 1, 2020. It should be noted that Blue Hill closes for the season when the course is unplayable and Broadacres closes at the end of November. It is possible that there will be an expectation that Blue Hill will be open on or about January 1 and Broadacres by March 15.
- b. The Proposer also should submit a plan for the use of sub-operators, if any, with respect to a pro shop and or food and beverage concession (Blue Hill only). Emphasis should be placed on how any sub-operator identified will be involved in the mobilization and implementation plan.

10.0 OPERATIONS PLAN

In your written Proposal, the Proposer shall state, with sufficient detail, how each of the following services, operations and functions (hereinafter sometimes referred to as "services") will be implemented for course maintenance, pro shops and restaurant/bar; however, the Proposer is not be limited by the services described and is encouraged to expand upon, supplement or add other service areas where the Proposer has expertise that may benefit the Town:

- a. Maintenance of the golf courses. The Proposal must include a description of its approach for fulfilling the requirements for the maintenance of the golf courses, by season of the year, for greens, tees, fairways, roughs, hazards, trees, landscape features, building, cart paths, roads and parking areas, irrigation system, utility systems and related equipment and non-play areas. The plan shall comply with the turf cultivation and management practices established by the United States Golf Association. Turf maintenance shall include, but not be limited to, the following: general cleanliness; landscaping; mowing/trimming; irrigation; fertilization; general erosion repairs; and other related tasks necessary to maintain acceptable playing conditions on the golf courses.
- b. Managing play. Your approach to managing the pace of play on the courses, including tee times reservations, starting, marshalling, etc.
- c. Management of group play.

- d. Staffing of the golf courses, including the pro shops and restaurant/bar. The Proposal must include recommended numbers of staff by job description (e.g., management, supervision, labor and specialized or skilled personnel), by function (e.g., pro shop, course maintenance, food service) and by season. The pro shop and restaurant/bar personnel must be identified by inclusion of their resumes.
- e. Provide a full description of your plan for the maintenance of all facilities including exteriors, structure, maintenance, electric, plumbing, HVAC, security and vandalism.
- f. Provide an Emergency Response Plan indicating the personnel trained in first aid and CPR, and the emergency response procedures.
- g. The Operations Plan shall contain a complete description of how the Proposer intends to implement each aspect of the management, operation, maintenance and service requirements set forth in the RFP. The narrative should convince the Town that the Proposer understands the objectives the Operations Plan is designed to meet, the nature of the services required and the level of effort necessary to successfully carry out the Operations Plan. The Proposer's narrative should further be designed to convince the Town that its Operations Plan is viable, and that the Proposer's general approach understands and fulfills the Town's goals in accordance with the tasks involved.

Mere reiteration of the requirements set forth in this RFP is discouraged.

10.1 Golf Carts and Equipment

The Town currently leases a fleet of one-hundred eight (108) gas carts, and three (3) gas-powered player assistant carts, at Blue Hill Golf Course from Club Car; which lease will expire at the end of 2022. The Town currently lease a fleet of thirty-six (36) gas carts at Broadacres Golf Course through E Z Go; which lease will expire 2022.

All carts at Blue Hill Golf Course are stored indoors.

The carts are equipped with bottles of soil for divot repair. It will be the responsibility of the operator to clean the carts, and refill the bottles, upon the return of the carts by the players.

10.2 Town Responsibilities

The Town will perform scheduled on-site reviews of golf course maintenance, and the restaurant/bar and food service operations, pro shops and guest service programs. Meetings will be scheduled with the successful Proposer to review performance of services.

The Town will authorize the successful Proposer to use all Town-owned golf facilities at Broadacres Golf Course and Blue Hill Golf Course, including the golf courses, maintenance buildings, clubhouse and restaurant/bar.

11.0 ADDITIONAL INFORMATION

The Town will require the following concepts to be part of the negotiated license agreement:

- a. Termination for Public Convenience. In addition to other termination clauses, specific text shall be included to allow the Town of Orangetown to terminate the license agreement for public convenience. The composition of the text shall take into consideration any fixed equipment or facility enhancements as capital investment made by the successful Proposer/licensee as of the date of the termination.
- b. Disclosure of ownership, and any change to ownership in excess of 10% of the rights of the successful Proposer/licensee, during the term of the license agreement.
- c. Written and fully executed amendments required. No change to the terms of the license agreement shall be enforceable or effected unless the change has been presented in writing, considered by the Town and a written addendum to the license agreement executed by both parties has been completed.
- d. Prohibition of any assignment, pledging, transferring or encumbrance of any interest that is the responsibility of, or income due to the successful Proposer, in performance of the license agreement. Termination of the license agreement by the Town of Orangetown shall be automatic and irrevocable upon such action by the successful Proposer/licensee.
- e. Indemnification: The successful Proposer agrees to hold harmless, assume legal liability and defend the Town, and each of the Town's officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability losses, costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, claim or claims for bodily injury or death of persons and for loss of or damage to property, in law or equity, of every kind and nature whatsoever, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the acts, omissions, negligence or other conduct of the successful Proposer/licensee and/or its officers, employees or agents in connection with the license agreement resulting from this RFP.
- f. Security Deposit: the successful Proposer shall provide a security deposit equal to six (6) months payment to the Town. The security deposit shall be presented to the Town prior to the start of the golf season, as a prerequisite of the successful Proposer conducting business. The security deposit shall be held by the Town in an interest bearing account for the term of the license agreement as security against damage by the successful Proposer/licensee to the golf course properties or buildings, or structures and improvements thereon, and/or Town-owned equipment. The security deposit will be returned by the Town, with interest (less any appropriate deduction, at the Town's sole discretion), at the end of the term of the license agreement. The security deposit is not intended as a substitute for any monthly payment due to the Town. Said security deposit is to be retained by the Town to insure the Proposer's total compliance with, and full and complete adherence to, the license agreement. Should the Proposer fail to comply with each and every term, covenant, provision, promise, agreement and condition herein contained in the license agreement, the Proposer/licensee agrees, and herby

authorizes the Town, to use such security deposit, or any part thereof, and apply same toward the payment or cure of any breach, violation or default or damages.

- g. **Prevailing Wages:** The successful Proposer/licensee shall be required to adhere to the current edition of the New York State Labor Law, Article 9, Section 230.
- h. **Insurance:** The successful Proposer/licensee shall not enter into or upon, or take possession or occupancy of, the golf courses, or any of their buildings, structures, improvements or appurtenances, until it has obtained all insurance policies and endorsements required under this the license agreement, and until such policies of insurance have been approved by the Town, which consent shall not be unreasonably withheld.
- i. **Worker's Compensation Insurance:** The successful Proposer/licensee shall procure and maintain, during the term of the license agreement, Worker's Compensation Insurance for its entire staff and employees, in coverage amounts, and containing such endorsements, in compliance with New York State laws, rules and regulations, and naming the Town as an additional insured thereunder.
- j. **General Liability and Property Damage Insurance.** The successful Proposer/licensee shall procure and maintain, during the term of the license agreement, such general liability and property damage insurance as shall protect the successful Proposer/licensee, and the golf courses, and all of their buildings, structures, improvements and appurtenances (hereinafter sometimes referred to as the "licensed premises"), from claims for damages, for personnel injury, including accidental death, as well as from claims for property damage, which may arise from activities, performance or operations or lack of or failure thereof under the license agreement. The coverage amounts of such insurance shall be as follows:
 - **General Liability Insurance** in a general aggregate amount of not less than two million dollars (\$2,000,000) and not less than one million dollars (\$1,000,000) on account of any one occurrence.
 - **Automobile and Truck Insurance.** In the same amounts as required under the general Liability Insurance coverage.
- k. **Defense of Action or Suits:** Neither the Town, nor any of its officers, officials, employees or agents, shall, in any manner answerable, liable or responsible for any loss or damages that may happen to the licenses premises, or to any part or parts thereof, or to any materials, equipment or other property that may be used therein, or place upon the ground, during the performance or operation of the successful Proposer/licensee, except as a result of the Town's negligence, or its acts or omissions. Neither the Town, nor any of it officers, officials, employees or agents, shall be in any manner answerable, liable or responsible for any injury or damages or compensation required to be paid under any present or future law, to any person or persons whatsoever, whether staff or employees of the successful Proposer/licensee or otherwise, or for damages to any property, whether belonging to the successful Proposer/licensee or others, occurring during, or resulting from, the performance or operation of the license agreement. The successful Proposer/licensee shall properly guard against all injuries, loss and property damages. The successful Proposer/licensee shall indemnify, defend and save harmless the Town, its

officers, officials, employees and agents against all such injuries, losses, damages and compensation arising out of or resulting from successful Proposer's/licensee's performance, operation, carrying out, execution or conducting any aspect of the license agreement, or associated activities or business, whether by violation of statute, law, ordinance, regulation, order or decree or common law liability. The successful Proposer/licensee shall, from the commencement of the term of the license agreement until completion, termination, revocation, cancellation or expiration thereof, maintain General Liability Insurance in the amounts hereinbefore stated for the protection of the successful Proposer/licensee and the Town, and shall furnish duplicates of the insurance policies to the Town, stamped by the insurer "Premium Paid". These policies shall be written by an insurance company or companies reasonably approved by the Town.

- i. The successful Proposer/licensee shall furnish the Town with satisfactory proof of coverage of the required insurance policies. Each insurance policy and certificate shall have the following statement endorsed thereon: "No cancellation of or change in the policy shall become effective until after thirty (30) days advance written notice to the Town Attorney, Town of Orangetown, 26 W. Orangeburg Road, Orangeburg, NY 10962".
- m. If, at any time, any of the said insurance policies shall, in the reasonable judgment of the Town, be or become unsatisfactory to the Town as to form or substance, or if a company issuing any such policies shall become unsatisfactory to the Town, and notification is given to the successful Proposer/licensee in writing of same, the successful Proposer/licensee shall promptly procure a new insurance policy, submit the same to the Town for approval, and submit a certificate thereof as hereinabove provided. Upon failure of the successful Proposer/licensee to procure, furnish, deliver and maintain such insurance policies as above provided, the license agreement may, if such policy or policies are not secured within ten (10) days after written notice to cure is given to the successful Proposer/licensee, at the election of the Town, be forthwith declared cancelled, revoked or terminated, and the security deposit, letter of credit, bond or other monetary undertaking made by the successful Proposer/licensee to the Town, securing the faithful performance of the successful Proposer/licensee under, and its compliance with, the license agreement, shall thereupon be retained by the Town as liquidated damages. Failure of the successful Proposer/licensee to procure and/or maintain any required insurance policies shall not relieve the successful Proposer/licensee from any responsibility or liability under the license agreement, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer/licensee concerning defense and indemnification. All required insurance policies must be in full force and effect, and continued so, during the term of the license agreement.
- n. The total amount of insurance coverage set forth herein may be increased by the Town during the term of the license agreement, or any renewal option term hereof, if reasonably deemed to be in the best interest of the Town.

12.0 PROPOSAL SIGNATURE FORM

Mailing Address:

Firm Name:

Email:

Telephone Number:

The undersigned attests to his or her authority to submit this Proposal and to bind the firm herein named to perform the services offered in a two-party license agreement (to be negotiated). If the firm is selected by the Town, the undersigned certifies that he/she will negotiate in good faith to establish license agreement rights to operate, manage and maintain the specified Town-owned golf courses, buildings, improvements, structures and appurtenant facilities, and to provide the selected services as may be determined by the Town, which are described in this RFP.

Signature: _____

Date:

Name and Title of Above Signer:

Sworn to before me this _____ day of _____, 2020.

Notary Public

Schedule A

Blue Hill Golf Course Revenue:

Date Prepared: 09/29/2020 04:34 PM
Report Date: 09/29/2020
Account Table: BUD REV

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Alt. Sort Table:

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund E			
Item 2050			
E,2050,011			
GOLF COURSE, GREENSFEES..	1,580,202.96	1,676,580.00	1,276,983.91
Item 2051			
E,2051,012			
CART RENTAL.	571,456.69	566,736.88	292,355.77
Item 2053			
E,2053,004			
PERMIT FEES	130,415.00	120,494.00	127,880.00
Item 2401			
E,2401			
INTEREST EARNINGS	9,362.14	9,115.38	1,064.80
Item 2410			
E,2410			
RENTAL OF REAL PROPERTY	24,000.00	26,000.00	16,000.00
Item 2770			
E,2770			
OTHER UNCLASSIFIED REVENUE	27,125.00	13,541.92	0.00
Item 5031			
E,5031			
INTERFUND TRANSFERS	109,801.79	0.00	0.00
Total Fund E			
BLUE HILL GOLF COURSE	2,452,363.58	2,412,467.98	1,714,284.48

Expenses:

Date Prepared: 09/29/2020 04:27 PM
Report Date: 09/29/2020
Account Table: EXP BUD
All. Sort Table:

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Prepared By: JGANLEY

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund E BLUE HILL GOLF COURSE			
Item 1320 INDEPENDENT AUDIT			
E.1320.457 INDEPENDENT AUDIT.CONTRACTS W/OUTSIDE VENDORS	7,000.00	7,000.00	7,000.00
Total Item 1320 INDEPENDENT AUDIT	7,000.00	7,000.00	7,000.00
Item 1380 FISCAL AGENT FEES			
E.1380.457 FISCAL AGENT FEES.CONTRACTS W/OUTSIDE VENDORS	0.00	0.00	5,915.00
Total Item 1380 FISCAL AGENT FEES	0.00	0.00	5,915.00
Item 1989 UNCLASSIFIED			
E.1989.200 UNCLASSIFIED.CAPITAL OUTLAY	219,848.00	229,842.00	0.00
E.1989.478 UNCLASSIFIED.INTERFUND CHARGES FOR SERVICES	199,123.30	218,797.00	0.00
Total Item 1989 UNCLASSIFIED	418,971.30	448,639.00	0.00
Item 7250 BLUE HILL GOLF COURSE			
E.7250.442 BLUE HILL GOLF COURSE.POSTAGE	1,209.06	0.00	0.00
E.7250.443 BLUE HILL GOLF COURSE.MAINTENANCE AGREEMENTS	1,560.00	1,560.00	0.00
E.7250.444 BLUE HILL GOLF COURSE.RENTAL OF EQUIPMENT	95,450.40	95,450.40	95,450.40
E.7250.452 BLUE HILL GOLF COURSE.EQUIPMENT REPAIRS	1,379.50	1,655.82	0.00
E.7250.453 BLUE HILL GOLF COURSE.PAINTING AND BUILDING REPAIRS	1,878.69	0.00	0.00
E.7250.457 BLUE HILL GOLF COURSE.CONTRACTS W/OUTSIDE VENDORS	1,486,142.60	1,481,959.55	1,039,708.08
E.7250.462 BLUE HILL GOLF COURSE.GASOLINE AND DIESEL FUEL	36,767.84	(58.83)	0.00

Date Prepared: 09/29/2020 04:27 PM
Report Date: 09/29/2020
Account Table: EXP BUD

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Budget Preparation Publication

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Prepared By: JGANLEY

All Sort Table:

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund E			
Item 7250			
BLUE HILL GOLF COURSE			
E.7250,471			
BLUE HILL GOLF COURSE.TELEPHONE	1,303.30	618.27	399.08
E.7250,473			
BLUE HILL GOLF COURSE.WATER	3,712.38	6,328.65	1,951.61
Total Item 7250			
BLUE HILL GOLF COURSE	<u>1,629,403.77</u>	<u>1,587,513.86</u>	<u>1,137,509.17</u>
Item 9010			
RETIREMENT			
E.9010,800			
RETIREMENT.FRINGE BENEFITS	11,992.00	12,117.00	0.00
Total Item 9010			
RETIREMENT	<u>11,992.00</u>	<u>12,117.00</u>	<u>0.00</u>
Item 9050			
UNEMPLOYMENT INSURANCE			
E.9050,800			
UNEMPLOYMENT INSURANCE.FRINGE BENEFITS	2,428.58	0.00	0.00
Total Item 9050			
UNEMPLOYMENT INSURANCE	<u>2,428.58</u>	<u>0.00</u>	<u>0.00</u>
Item 9060			
HOSPITALIZATION			
E.9060,800			
HOSPITALIZATION.FRINGE BENEFITS	96,863.47	87,690.57	49,909.12
Total Item 9060			
HOSPITALIZATION	<u>96,863.47</u>	<u>87,690.57</u>	<u>49,909.12</u>
Item 9061			
DENTAL INSURANCE			
E.9061,800			
DENTAL INSURANCE.FRINGE BENEFITS	4,877.94	327.66	0.00
Total Item 9061			
DENTAL INSURANCE	<u>4,877.94</u>	<u>327.66</u>	<u>0.00</u>
Item 9062			
OTHER POST EMPLOYMENT BENEFITS			



Date Prepared: 09/29/2020 04:27 PM
 Report Date: 09/29/2020
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Budget Preparation Publication

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 Prepared By: JGANLEY

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund E BLUE HILL GOLF COURSE			
Item 9062 OTHER POST EMPLOYMENT BENEFITS			
E.9062.800 OTHER POST EMPLOYMENT BENEFITS.FRINGE BENEFITS	(75,878.00)	50,803.00	0.00
Total Item 9062 OTHER POST EMPLOYMENT BENEFITS	<u>(75,878.00)</u>	<u>50,803.00</u>	<u>0.00</u>
Item 9710 SERIAL BOND DEBT SERVICE			
E.9710.700 SERIAL BOND DEBT SERVICE.BOND INTEREST	25,446.79	25,988.89	12,384.33
Total Item 9710 SERIAL BOND DEBT SERVICE	<u>25,446.79</u>	<u>25,988.89</u>	<u>12,384.33</u>
Total Fund E BLUE HILL GOLF COURSE	<u>2,121,105.85</u>	<u>2,220,079.98</u>	<u>1,212,717.62</u>

Broadacres Golf Course
Revenue:

Date Prepared: 09/29/2020 04:34 PM

Report Date: 09/29/2020

Account Table: BUD REV

Alt. Sort Table:

TOWN OF ORANGETOWN
Budget Preparation Publication

Fiscal Year: 2020 Period From: 1 To: 8

BUD4050 1,0

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Prepared By: JGANLEY

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund ER			
BROADACRES GOLF COURSE			
Item 2050			
GOLF COURSE			
ER,2050,011			
GOLF COURSE, GREENSFEES..	393,594.68	432,510.00	521,525.96
Item 2051			
CART RENTAL			
ER,2051,012			
CART RENTAL.	94,595.73	102,190.87	68,279.89
Item 2401			
INTEREST EARNINGS			
ER,2401			
INTEREST EARNINGS	578.51	1,581.81	550.41
Item 2770			
OTHER UNCLASSIFIED REVENUE			
ER,2770			
OTHER UNCLASSIFIED REVENUE	8,761.86	10,802.13	11,246.01
Item 5031			
INTERFUND TRANSFERS			
ER,5031			
INTERFUND TRANSFERS	2,378,868.00	50,000.00	75,000.00
Total Fund ER			
BROADACRES GOLF COURSE	2,876,398.78	597,084.81	676,602.27

Expenses:

Date Prepared: 09/29/2020 04:27 PM
Report Date: 09/29/2020
Account Table: EXP BUD
Alt. Sort Table:

TOWN OF ORANGETOWN
Budget Preparation Publication

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Prepared By: JGANLEY

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund ER BROADACRES GOLF COURSE			
Item 1380 FISCAL AGENT FEES			
ER,1380,457 FISCAL AGENT FEES,CONTRACTS W/OUTSIDE VENDORS	48,921.00	0.00	0.00
Total Item 1380 FISCAL AGENT FEES	<u>48,921.00</u>	<u>0.00</u>	<u>0.00</u>
Item 1989 UNCLASSIFIED			
ER,1989,200 UNCLASSIFIED,CAPITAL OUTLAY	28,215.00	28,215.00	0.00
ER,1989,478 UNCLASSIFIED.INTERFUND CHARGES FOR SERVICES	14,559.65	16,074.00	0.00
Total Item 1989 UNCLASSIFIED	<u>42,774.65</u>	<u>44,289.00</u>	<u>0.00</u>
Item 7251 BROADACRES GOLF COURSE			
ER,7251,444 BROADACRES GOLF COURSE.RENTAL OF EQUIPMENT	27,685.12	25,387.60	15,842.40
ER,7251,452 BROADACRES GOLF COURSE.EQUIPMENT REPAIRS	228.00	300.00	0.00
ER,7251,455 BROADACRES GOLF COURSE.UTILITIES	11,235.96	14,472.68	4,815.91
ER,7251,457 BROADACRES GOLF COURSE.CONTRACTS W/OUTSIDE VENDORS	609,171.68	589,724.93	488,364.65
ER,7251,471 BROADACRES GOLF COURSE.TELEPHONE	1,296.60	703.70	(50.83)
ER,7251,473 BROADACRES GOLF COURSE.WATER	0.00	1,785.00	0.00
Total Item 7251 BROADACRES GOLF COURSE	<u>649,617.36</u>	<u>632,373.91</u>	<u>508,972.13</u>
Item 9010 RETIREMENT			
ER,9010,800 RETIREMENT,FRINGE BENEFITS	4,797.00	4,847.00	0.00
Total Item 9010 RETIREMENT	<u>4,797.00</u>	<u>4,847.00</u>	<u>0.00</u>

Date Prepared: 09/29/2020 04:27 PM
Report Date: 09/29/2020
Account Table: EXP BUD

TOWN OF ORANGETOWN
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Prepared By: JGANLEY

All Sort Table:

Fiscal Year: 2020 Period From: 1 To: 8

Account Description	2018 Actual	2019 Actual	2020 Actual Per 1-8
Fund ER BROADACRES GOLF COURSE			
Item 9010 RETIREMENT			
	4,797.00	4,847.00	0.00
Item 9060 HOSPITALIZATION			
ER,9060,800 HOSPITALIZATION,FRINGE BENEFITS	23,907.09	22,948.85	14,855.08
Total Item 9060 HOSPITALIZATION	<u>23,907.09</u>	<u>22,948.85</u>	<u>14,855.08</u>
Item 9062 OTHER POST EMPLOYMENT BENEFITS			
ER,9062,800 OTHER POST EMPLOYMENT BENEFITS,FRINGE BENEFITS	(41,850.00)	29,809.00	0.00
Total Item 9062 OTHER POST EMPLOYMENT BENEFITS	<u>(41,850.00)</u>	<u>29,809.00</u>	<u>0.00</u>
Item 9710 SERIAL BOND DEBT SERVICE			
ER,9710,700 SERIAL BOND DEBT SERVICE,BOND INTEREST	56,421.00	0.00	0.00
Total Item 9710 SERIAL BOND DEBT SERVICE	<u>56,421.00</u>	<u>0.00</u>	<u>0.00</u>
Total Fund ER BROADACRES GOLF COURSE	<u>784,588.10</u>	<u>734,267.76</u>	<u>523,827.21</u>

Schedule B

TOWN-OWNED KITCHEN EQUIPMENT, MACHINERY, FIXTURES, APPLIANCES AND UTENSILS

All air-conditioning, heating and HVAC equipment, fixtures and machinery.

<u>QUANTITY</u>	<u>ITEM CODE¹</u>	<u>DESCRIPTION</u>
8	----	High Back Bar Stools
8	----	No Back Bar Stools
6	----	36" Square Café Tables
4	----	36" Fold out Café Tables
3	----	6" Café Rectangle Tables
44	----	Café Chairs
4	----	8' Oval Banquet Tables
6	----	6' Oval Banquet Tables
1	----	4' Round Banquet Table
139	----	Banquet Chairs
2	----	<i>Textron/EZ Go</i> "CarryAll" snack/concession carts
3	----	Canopies
2	----	Portable Barbecues
N/A	----	Phone System
N/A	----	Smoke, Fire & Burglar Alarm System
N/A	----	Mansion Back Bar Ice Bin & 3 Compartment Angled Table

¹ As per *Vanzo Wholesale Food Equipment, Inc.*, Middletown, NY.

<u>QUANTITY</u>	<u>ITEM CODE</u>	<u>DESCRIPTION</u>
1	2HP Low System	2 HP low temp indoor condensing unit with matching evaporator for walk in box with controls, drier sight glass, temp control, time clock
1	1R	1 door stainless front upright refrigerator, with casters, 110 volt single phase, aluminum interior, with epoxy coated shelves
1	1F	1 door self contained upright freezer, stainless steel front, aluminum interior, on casters with epoxy coated shelves
1	HF-4G-LP-BS	Triumph hot food table, LP Gas, 62.375" long, 4 12" x 20" food wells with 3 setting controls on each, pilot indicator opening, stainless steel top, 8" x 1" thick poly cutting board, stainless steel cabinet base with open bottom shelf on operators side, 14,000 BTUs gas
1	TSS-1-P	18" x 18" single compartment stainless steel prep sink, NSF approved, overall size 21 1/2" x 21" x 45" high, with basket strainer
1	14-812	Royal Encore, 8" center faucets with 8" spouts
1	CPT67	67 1/4" x 35 1/2" pizza prep table, 19" poly work board, 2 doors self contained with refrigerated backbar, 5" swivel casters, stainless steel front, New NSF 7 approval
2	DBO12X48	12" x 48" double overshef, side mount to table
2	GRA-36	36" standard watt, 575 heat lamp, 12 volt
1	SW72	72" worktop refrigerator, self contained unit with 3 doors, stainless steel top
1	HSF	Stainless steel handsink, complete with strainer basket and faucet, wall mount with bracket, NSF approved
1	TSA-3-D1	3 compartment sink with double drainboards, NSF approved, overall size to be 90" x 24"

<u>QUANTITY</u>	<u>ITEM CODE</u>	<u>DESCRIPTION</u>
1	18' x 7' x 7'6" Combo	Combination walk in cooler/freezer. Overall size to be nominal (18' x 7' x 7'6" high), actual to be 17'6" x 6'10" x 7'9" walk in, with floor, aluminum interior and exterior, 3 personnel doors, one on cooler end hinged left, one in between freezer and cooler hinged left, and one at freezer end hinged right
1	XSDR-48	48" right hand soiled dishtable with 20" x 20" sink built in, stainless steel
1	PreRinse Basket	Pre Rinse basket to fit into pre-rinse sink on soiled dishtable with rack slides and strainer holes, stainless steel
1	17-108K	Heavy duty Krowne Royal pre-rinse faucet for 8" oc wall mount sink
1	XCDL-48	48" clean dishwasher table, stainless steel left hand side.
1	18-53C	3 Compartment sink with double drainboards, stainless steel, with faucet, drains and overflows included, NSF approved
2	1880	Ice chest for bars, 18" x 24" wide stainless steel, NSF approved with drain, removable bottle racks included.
1	BC48-BG	48" bottle beer cooler, self contained unit, black exterior, stainless top and doors, galvanized interior
1	D2712	Drop in ice bin, insulated, 27" x 20" x 10" deep, cut out is 25 1/4" x 18 1/4", stainless steel with lid
1	28-1419	1 compartment drop in sink, with faucet and drain, 10 x 14 x 10 bowl, cutout size to be 11" x 17"
1	BBC79	Back bar cooler, for wines and beer, self contained, 79" x 29" x 36 3/4"
1	BBC50	50" back bar refrigerator, black exterior, with 2 pull open doors, 50" wide x 27" deep x 36 3/4" high, self contained R-134a Refrigerant

<u>QUANTITY</u>	<u>ITEM CODE</u>	<u>DESCRIPTION</u>
1	M60XR	Master series boiler, deck type, gas, ceramic radiant deck, with upper finishing oven, standard oven base with piezo start ignition, 1 ¼" front manifold gas line, stainless steel with black sides, 120,000 BTUs
2	SLG-40 LP	40 lb. heavy duty floor model fryer, with easy clean double burners, high efficiency machines, 90,000 BTUs, stainless steel tank
1	S-6-26 NAT	6 burner range with full size oven, stainless steel exterior, with stainless steel backguard and shelf, 22,000 BTU open burners, center pilot light, 30,000 BTU even heat oven burner, porcelainized interior with one oven rack, 150° to 500° oven thermostat, with pressure regulator, medium level ranges
1	436D	Range 36", with 6 33,000 BTU burners, 27" deep standard oven base, stainless front, sides and backsplash with shelf top of the line extra heavy duty with 45,000 BTU oven
1	BS-RX	Infra red salamander to go over US Range 36" wide, heavy duty gas, 30,000 BTUs medium level
1	ERB18	18" radiant style charbroiler – counter model - gas
1	BCO-G2	Cyclone convection oven, full size, double deck unit, 60 minute timer, 2 speed fan, S/S independent doors with double thermopane, S/S front, top and sides
1	GRILLS	36" Thermoteck counter grill, manual gas controls
1	1HPMedTempPack	1 HP indoor condensing unit package with matching evaporator, controls, sight glass, drier, temp controls, etc.
2	EQS-3036	30" x 36" equipment stand, stainless top with galvanized undershelf for above grill either one
1	SW48-8	48" lowboy refrigerator salad prep table with 8 pans and the rest flat counter top, with 2 doors, self contained refrigerator

<u>QUANTITY</u>	<u>ITEM CODE</u>	<u>DESCRIPTION</u>
1	SINKS	Specialty hand wash sink, narrower than normal, with faucet and bracket
1	AOR36	36" check holder with marbles
3	AOR24	24" check holders with marbles

SCHEDULE C INVENTORY OF MAINTENANCE EQUIPMENT

Blue Hill Golf Course

Item Description	Purchase Date	Condition	Model #	Serial #	Plate #
Sears Work Benches x2	1978	Fair			
Steel Shelves x6	1976	Good			
Rockwell Bench Grinder	1976	Fair			
Ford 4400 Tractor (Bucket)	1972	Fair	4400	C3L3011	D 40240
Bench Vise - Morgan		Good	145		
Jacobsen Rogers Seeder- PTO	1970	Fair	548		
Trailer	1969	Poor			
Acetylene B Tank	1980	Poor			
Oxy- Acetylene Tanks	1980	Poor			
Rogers Hyd. Crane 1/2 Ton	1978	Good	HP-1/2	786-18832	
Western Workbench	1979	Good	19931		
Se-Cu All 2x4 Cabinet Paint	1990	Good			
Salsco Blower 8 HP	1988	Good	22-01	195422-40	
Goosen Sweeper	1996	Good	TV02	240	
Tufco Metermatic	1996	Good	6968696	85423	
Jacobsen GK4 Greensmower	1996	Good	GKIV 7848	62266 2001	
Toro Ozmac System 6 Cont.	1995	Excellent	OZ-MAC		
BT Pallet Jack	1995	Good			
Karcher Pressure Washer	1998	Excellent	600 Ci	35858	
Lely HR PTO Spreader	1998	Excellent	HR	10311-2519	
Air Comp Professional	1998	Excellent	VT619502AJ	L12-1-97-02632	
Astro 2 1/2 Ton Floop Jack	1998	Excellent	AM 250 CX	870152	
Safety Fuel Cabinet 43x18x65	1998	Excellent	Arrow Star	VB66042	
Ford Tractor 3415	1997	Excellent	AX413A	OX22682	
Booket New Holland	2001	Excellent	16LA	4L352004	
Bradco Hoe	2001	Excellent	609	S-8609x-23563	
New Holland Tractor	2001	Excellent	TC40S	G507602	

Foley Rotary Blade Grinder	2000	Excellent	377	99K377-0598
Toro Workman	2000	Excellent	7301	200002401
John Deere Trap Rake	2000	Excellent	1200A	TC1200A100917
Arc Welder Miller Thunderbolt 225	2000	Excellent		
John Deere Aercore 1500	1999	Excellent	1500	MO1500X02526
Blec Seeder		Good	US2483	96
John Deere Bunker Rake 1200	2004	Excellent	1200A	TC1200A140521
Folley Accupro Bedknifer Grinder	2004	Excellent	6700902	40867001371

Jackson Tee Mower	2004	Excellent	68589	6228903237
Jacobesen Mowing Unit	2004	Excellent	68688	6858900003823
Jacobesen Mowing Unit	2004	Excellent	68688	6858900005575
Jacobesen Mowing Unit	2004	Excellent	68688	6858900005576
GM3100	2004	Excellent	GM3100	230001564
Units	2004			240001851
Units	2004			240000468
Units	2004			240000492
Toro Workman	2002	Excellent	7212	220000336
Buffalo Turbine	2002	Excellent	KB	7717
Toro Greens Mower 3100	2002	Excellent	3100	4356
York Rake	2001	New	RW	9880
3 Units Jake 22 Eclipse	2011	New		
Club Car Gold Cary	2011	Refurbished		PRO707-727103
Jake 322 Eclipse Diesel Hybrid	2011	New	62805	6280502128
Jake 322 Eclipse Diesel Hybrid	2011	New	62805	6280502134
Air Compressor Ingersol Rand	2011	New	555	BO55406
Therrien 3 Point Hitch Blower	2010	New	TSI	TSI-451
Toro MDX Workman	2010	New	07273 MDX	310000568
Kubota Tractor M6040	2010	New	M6040	21024
Agri-Metal 772 VA020M	2009	New	31798	STF00003304
Jacobsen LF 3400 Fairway Mower	2009	New	67971	6797101786
Toro Workman 3200 Truckster	2008	New	320	280000121
			WGT007361	
Wellder Thunderbold	2007	New		903642

Toro GR3150 Greensmower	2007	New	GR3150	26001695
Toro Workman 2110	2005	New	2110	240000481
Foley 652 Accu-Master Grinder	2005	New	6520910	40I65201026
LF-550 2WD	2012	New	67978	6797801765
Verti-Core II Aerator	2012	New	VCII	A120210
LF 3400 Fairway Mower Jacobsen	2014	Used	LF3400	JTXU678683172 s/n
Jacobsen Tee Mower GK IV Plus	2014	New	62379	6237907677
Smithco Spray Star	2014	New	2000	200G128

Broadacres Golf Course

Mowers

Make	Model/Description	Year	Condition
Jac Greens Kind IV Plus	60 in. cut	2005	Fair

Top Dressers

Make	Model/Description	Year	Condition
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Trucksters

Make	Model/Description	Year	Condition
Toro	Workman 3200	1997	Fair
Toro	Workman 2110	2004	Fair

Sprayers

Make	Model/Description	Year	Condition
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Leaf Blower

Make	Model/Description	Year	Condition
Agri Metal	Tractor Mount Pto	1994	Fair
Buffalo Turbine	Truckster Mount	2003	Fair

Assorted Equipment

Make	Model/Description	Year	Condition
John Deere	1070 Tractor	1996	Fair
Lely	Fertilizer Spreader	1995	Fair
Smithco	Sand Trap Rake	2008	Fair
Trailer	Greens Mower Transp	2010	Fair

END OF REQUEST FOR PROPOSALS



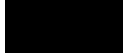
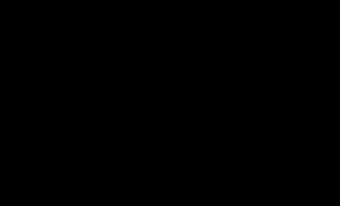

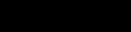
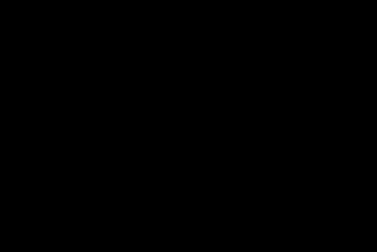


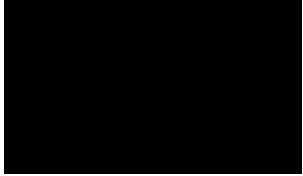


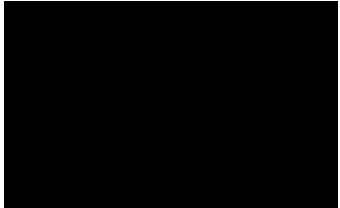

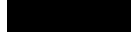
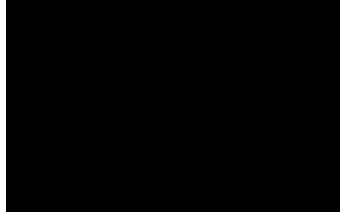


CERTIFICATION OF ELIGIBLES




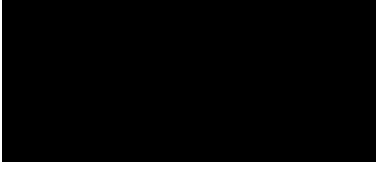


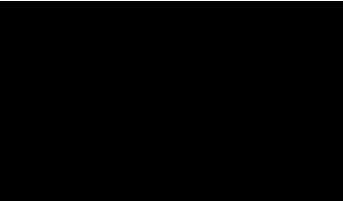


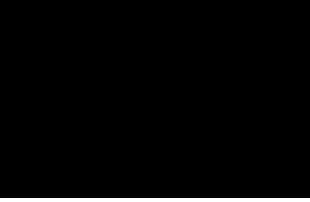





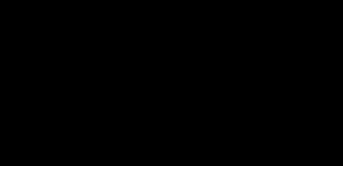

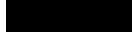
<p style="text-align: center;">LORI GRUEBEL COMMISSIONER OF PERSONNEL</p> <hr/> <p>PT1 RECEIVED _____</p> <p>DATE CHANGE FORM RECEIVED _____</p> <p>ROSTER ENTRY MADE _____</p> <p>VET CR RECORDED _____ EL LIST ANNOTATED _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE</p> <p><input type="checkbox"/> This Certification Not Used Because _____</p> <p>_____</p> <p><input type="checkbox"/> Request Name of More Eligibles</p> <p><input type="checkbox"/> No Additional Names Now Required</p> <p>Appointing Authority Must Sign and Date this Form on or before 11/21/2020 and return on or before 12/21/2020</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
<p>TO: MS. TERESA KENNY, SUPERVISOR</p> <p>Dept/Agency: TOWN OF ORANGETOWN / TOWN OF ORANGETOWN</p>	<p>FROM: Rockland County Department of Personnel 50 Sanatorium Road, Building A Pomona, NY 10970</p>

TITLE: POLICE OFFICER	LOCATION: TOWN OF ORANGETOWN	EXAM NUMBER/PUBLIC NO: 69-233/ 16097
NUMBER OF CANDIDATES ON CERT: 14	POSITIONS: 1 / NOMN / F	DATE OF CERTIFICATION: 09/23/2020

<RESIDENT LIST>
 COMPLETE CURRENT NOMINATING RESIDENTIAL LIST.
 RESTRICTED - LACKS MEDICAL, PSYCHOLOGICAL AND FINGERPRINT CLEARANCE.
 NOT ELIGIBLE FOR APPOINTMENT UNTIL MEDICAL AND PSYCHOLOGICAL EXAMINATIONS ARE TAKEN AND PASSED AND FINGERPRINT CLEARANCE IS GRANTED.
 X-QUALIFIED ON PHYSICAL AGILITY EXAMINATION.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE
1.	TURI, RYAN(X) 						
2.	HOLIHAN, CHRISTOPHER(X) 						

3.	KALAF, BRENDAN(X) 						
4.	GIANNETTA, LAWRENCE(X) 						
5.	DUGGAN, ANDREW(X) 						
6.	COHEN, KELLY(X) 						
7.	PARNOW, PATRICK(X) 						
8.	VERDICCHIO, ANTHONY(X) 						

9.	FOGARTY, JEREMY(X) 						
10.	WALSH, MEGHAN(X) 						
11.	PFEIFER, JAKE(X) 						
12.	SHINE, KELLY(X) 						
13.	KILBRIDE, GARRETT(X) 						
14.	ALMEIDA, RICARDO(X) 						

Final rating includes any veteran or disabled credits shown
READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

A handwritten signature in black ink, appearing to read "L. M. Smith", is positioned above a horizontal line.

Issuing Agency Signature

Appointing Authority Signature



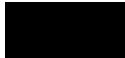
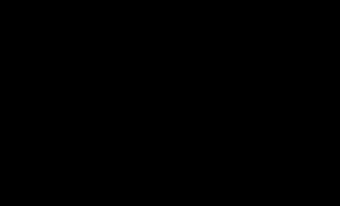

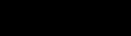
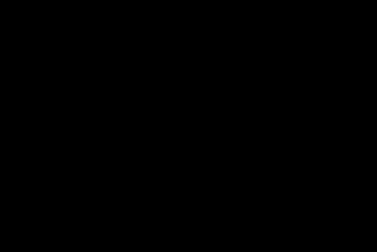

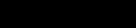
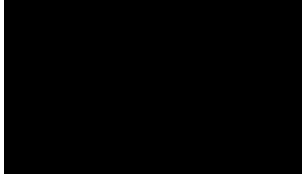


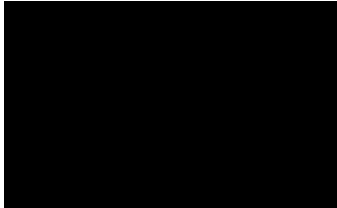

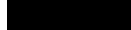
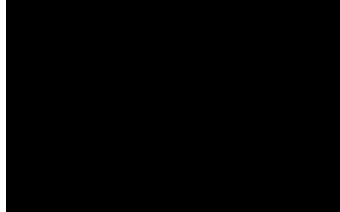


CERTIFICATION OF ELIGIBLES

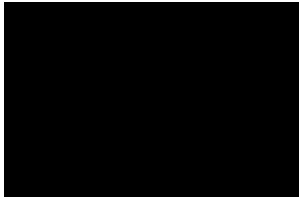


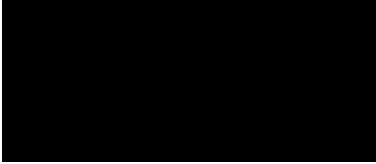

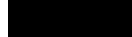
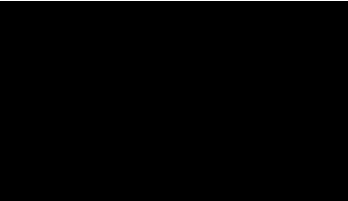


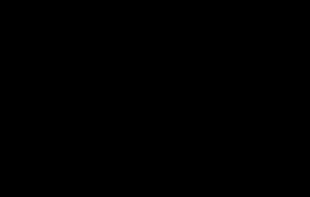


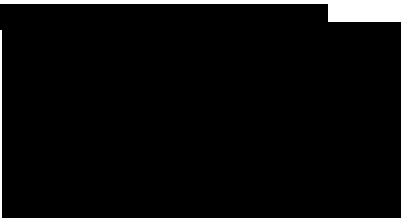


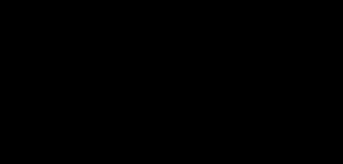

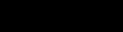
<p style="text-align: center;">LORI GRUEBEL COMMISSIONER OF PERSONNEL</p> <hr/> <p>PT1 RECEIVED _____</p> <p>DATE CHANGE FORM RECEIVED _____</p> <p>ROSTER ENTRY MADE _____</p> <p>VET CR RECORDED _____ EL LIST ANNOTATED _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE</p> <p><input type="checkbox"/> This Certification Not Used Because _____</p> <p>_____</p> <p><input type="checkbox"/> Request Name of More Eligibles</p> <p><input type="checkbox"/> No Additional Names Now Required</p> <p>Appointing Authority Must Sign and Date this Form on or before 11/21/2020 and return on or before 12/21/2020</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
<p>TO: MS. TERESA KENNY, SUPERVISOR</p> <p>Dept/Agency: TOWN OF ORANGETOWN / TOWN OF ORANGETOWN</p>	<p>FROM: Rockland County Department of Personnel 50 Sanatorium Road, Building A Pomona, NY 10970</p>

TITLE: POLICE OFFICER	LOCATION: TOWN OF ORANGETOWN	EXAM NUMBER/PUBLIC NO: 69-233/ 16097
NUMBER OF CANDIDATES ON CERT: 14	POSITIONS: 1 / NOMN / F	DATE OF CERTIFICATION: 09/23/2020

<RESIDENT LIST>
 COMPLETE CURRENT NOMINATING RESIDENTIAL LIST.
 RESTRICTED - LACKS MEDICAL, PSYCHOLOGICAL AND FINGERPRINT CLEARANCE.
 NOT ELIGIBLE FOR APPOINTMENT UNTIL MEDICAL AND PSYCHOLOGICAL EXAMINATIONS ARE TAKEN AND PASSED AND FINGERPRINT CLEARANCE IS GRANTED.
 X-QUALIFIED ON PHYSICAL AGILITY EXAMINATION.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE
1.	TURI, RYAN(X) 						
2.	HOLIHAN, CHRISTOPHER(X) 						

3.	KALAF, BRENDAN(X) 						
4.	GIANNETTA, LAWRENCE(X) 						
5.	DUGGAN, ANDREW(X) 						
6.	COHEN, KELLY(X) 						
7.	PARNOW, PATRICK(X) 						
8.	VERDICCHIO, ANTHONY(X) 						

9.	FOGARTY, JEREMY(X) 						
10.	WALSH, MEGHAN(X) 						
11.	PFEIFER, JAKE(X) 						
12.	SHINE, KELLY(X) 						
13.	KILBRIDE, GARRETT(X) 						
14.	ALMEIDA, RICARDO(X) 						

Final rating includes any veteran or disabled credits shown
READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

A handwritten signature in black ink, appearing to read "L. Smith", is positioned above a horizontal line.

Issuing Agency Signature

Appointing Authority Signature

CERTIFICATION OF ELIGIBLES



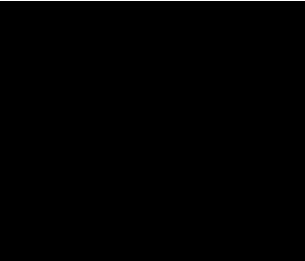

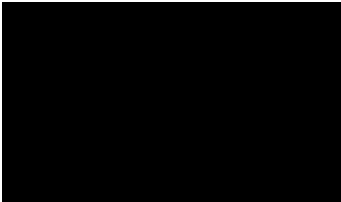

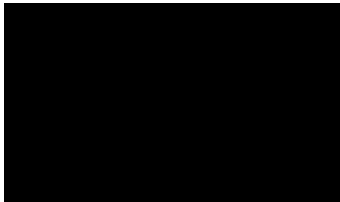

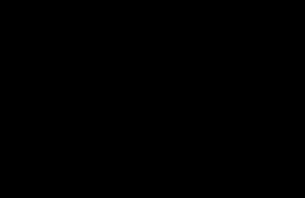



<p style="text-align: center;">LORI GRUEBEL COMMISSIONER OF PERSONNEL</p> <hr/> <p>PT1 RECEIVED _____</p> <p>DATE CHANGE FORM RECEIVED _____</p> <p>ROSTER ENTRY MADE _____</p> <p>VET CR RECORDED _____ EL LIST ANNOTATED _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE</p> <p><input type="checkbox"/> This Certification Not Used Because _____</p> <p>_____</p> <p><input type="checkbox"/> Request Name of More Eligibles</p> <p><input type="checkbox"/> No Additional Names Now Required</p> <p>Appointing Authority Must Sign and Date this Form on or before 11/19/2020 and return on or before 12/19/2020</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
<p>TO: TERESA KENNY, SUPERVISOR</p> <p>Dept/Agency: TOWN OF ORANGETOWN / TOWN OF ORANGETOWN</p>	<p>FROM: Rockland County Department of Personnel 50 Sanatorium Road, Building A Pomona, NY 10970</p>

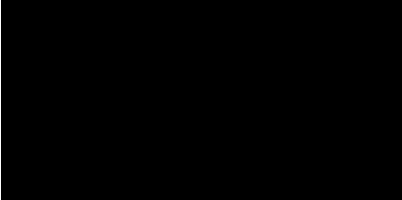

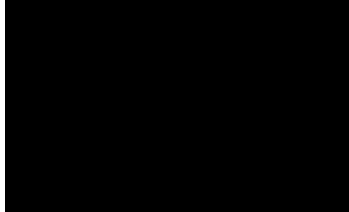

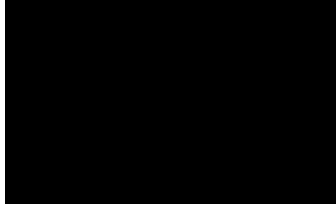

TITLE: POLICE RADIO DISPATCHER (CAD)	LOCATION: TOWN OF ORANGETOWN	EXAM NUMBER/PUBLIC NO: 65-590/ 19007
NUMBER OF CANDIDATES ON CERT: 11	POSITIONS: 1 / NOMN / F	DATE OF CERTIFICATION: 09/21/2020

<RESIDENT LIST>
COMPLETE CURRENT NOMINATING ELIGIBLE LIST.

RESTRICTED - LACKS CLEARANCE ON THE PRACTICAL PORTION(S). NOT ELIGIBLE FOR APPOINTMENT UNLESS NOMINATED BY APPOINTING AUTHORITY AND NOT UNTIL PRACTICAL TEST(S) ARE TAKEN AND PASSED OR ARE WAIVED FOR EACH CANDIDATE.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE
1.	KING, JAMES 		0.00 /0.00				
2.	ZELENKA, JASON 		0.00 /0.00				

3.	CHANIN, ERIC 		0.00 /0.00				
4.	ALBIN. DANIEL 		0.00 /0.00				
5.	MERCURIO, JENI-ANN 		0.00 /0.00				
6.	WETZEL, CHRISTINE 		0.00 /0.00				
7.	NOTARO, PAMELA 		0.00 /0.00				
8.	WHITE. ROBERT 		0.00 /0.00				

9.	TCHERTKOFF, ALEXANDER 		0.00 /0.00				
10.	BRADY, MEGAN 		0.00 /0.00				
11.	LARKIN, WILLIAM 		0.00 /0.00				

Final rating includes any veteran or disabled credits shown
READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM



Issuing Agency Signature

Appointing Authority Signature

WARRANT

Warrant Reference	Warrant #	Amount
Approved for payment in the amount of		
	091820	\$ 21,903.08
	092320	\$ 72,414.08
	092520	\$ 3,133.66
	100620	\$ 1,216,924.11
	Total	\$ 1,314,374.93

The above listed claims are approved and ordered paid from the appropriations indicated.

APPROVAL FOR PAYMENT

AUDITING BOARD

Councilman Gerald Bottari

Councilman Paul Valentine

Councilman Thomas Diviny

Councilman Denis Troy

Supervisor Teresa M. Kenny

**TOWN OF ORANGETOWN
FINANCE OFFICE MEMORANDUM**

TO: THE TOWN BOARD
FROM: JEFF BENCIK, *DIRECTOR OF FINANCE*
SUBJECT: AUDIT MEMO
DATE: 10/1/2020
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 10/6/2020 consists of 4 warrants for a total of \$1,314,374.93.

The first warrant had 8 vouchers for \$21,903 and was for 207c benefits.

The second warrant had 43 vouchers for \$72,414 and was for utilities.

The third warrant had 1 vouchers for \$3,133 and was for Highway printing.

The fourth warrant had 128 vouchers for \$1,216,924 and had the following items of interest.

1. Applied golf (p3) - \$126,250 for Blue Hill contract.
2. Applied golf (p3) - \$59,500 for Broadacres contract.
3. Atlantic Salt (p4) - \$42,660 for Highway salt purchases.
4. Canon Solutions (p7) - \$30,813 for DEME Scanner/Printer (Bonded).
5. Corsi Tires (p9) - \$9,170 for Highway tires.
6. Cotter, Michael (p10) - \$7,700 for Building fees.
7. CSEA Employee Benefit Fund (p11) - \$29,975 for CSEA dental benefits.
8. Fanshawe (p14) - \$54,643 for Sewer equipment (bonded).
9. Gorman Brothers, Inc. (p19) - \$362,856 for Highway resurfacing (bonded).
10. Graphic Services Bureau (p19) - \$11,498 for printing School tax bills.
11. JCI Jones Chemicals, Inc. (p24) - \$12,878 for Sewer chemicals.
12. Piermont Senior Citizens Club (p28) - \$17,200 for program reimbursements.
13. Ruscon Truck Services (p34) - \$8,204 for Highway equipment repairs.
14. Shannon Chemical corp. (p34) - \$16,485 for Sewer chemicals.

15. Slack Chemical corp. (p36) - \$16,682 for Sewer chemicals.
16. Snap-On Tools (p36) - \$7,422 for Highway tools.
17. State Comptroller (p38) - \$22,303 for Justice Fines.
18. Tilcon NY (p40) - \$276,982 for Highway materials.
19. Zarin & Steinmetz (p43) - \$7,389 for Land use counsel.

Please feel free to contact me with any questions or comments.

Thank you.

Jeffrey W. Bencik, CFA

845-359-5100 x2204