



Request for Proposal

Management / Operation of Blue Hill Golf Course

Pearl River, New York

Town of Orangetown

Rockland County

Aric T. Gorton, Superintendent of Parks and Recreation

Date: June 1, 2015

RFP Response Due: Tuesday, July 14, 2015, 11:00 AM

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

Notice is hereby given that proposals for A License to Manage, Operate and Maintain the Blue Hill Golf Course, including one, two or all of the three parts of the business: the Pro Shop, Golf Course Maintenance and the Food and Beverage Operation, located in Pearl River, NY, will be received by the Town Clerk of the Town of Orangetown at the Orangetown Town Hall, 26 Orangeburg Road, Orangeburg, NY 10962, until Tuesday, July 14th, 2015 at 11:00 A. M., at which time and place they will be publicly opened and read aloud.

The purpose shall be for a license to manage, operate and maintain the Blue Hill Golf Course including one or more of the three parts of the business, the Pro Shop, Course Maintenance and the Food and Beverage Operations, in accordance with the specifications as contained in the proposal designated.

The Town of Orangetown officially distributes bidding documents from the Town Clerk's Office. Copies of bidding documents obtained from any other source are not considered official copies. Only those Proposers who obtain bidding 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 informality or reject any or all proposals if deemed to not be in the best interests of the Town.

Consistent with federal mandates, Requests for Proposals are solicited from any and all parties, including, but not limited to, minority businesses and enterprises operated and conducted by women.

This Request for Proposals (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 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 "A Proposal for a License to Manage, Operate and Maintain the Blue Hill Golf Course" 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 June 1, 2015

Charlotte Madigan, Town Clerk, Of the Town of Orangetown

26 Orangeburg Road, Orangeburg, NY 10962

Tel. (845) 359-5100, ext. 2263



1.0 GENERAL INFORMATION FOR BIDDERS

1.1 Purpose and Intent

This Request for Proposal (RFP) is issued by the Town of Orangetown. The Town seeks to enter into one or more three

(3) year Agreements with private individuals or entities to manage, maintain and operate the Pro Shop, Golf Course and/or the Food and Beverage Operation at the Blue Hill Golf Course in Pearl River, Rockland County, New York. The Town is seeking bidders that have experience and knowledge in operating golf courses and related facilities, is financially stable and shows strength in customer service commitment and employee performance. The winning bidder(s) will enter into a three (3) year agreement(s) with the Town, commencing on January 1, 2016 and expiring December 31, 2018 and will have the potential to renew the agreement for an additional two year term expiring December 31, 2020. As consideration for entering the agreement, the successful bidder will pay, or 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 bidder(s) will have daily control of the golf course property including the clubhouse, and/or restaurant and/or maintenance buildings and will be responsible for its full time operation as well as its physical and commercial development.

All bidders shall submit as part of their bid proposal an Operational Management Plan; bidders also must propose a fixed annual fee payable to, or by, the Town in monthly payments. The winning bidder(s) will be the qualified, experienced bidder(s) 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 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

Bid or proposal documents are available at the Town Clerk's Office at 26 Orangeburg Road, Orangetown, NY 10962. To download in a portable document format, (.PDF) file on the Town of Orangetown web page under "Topics of Interest". You may view and print these files using Adobe Acrobat software.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE TOWN CLERK (see contact information on the bottom of the legal notice) TO DETERMINE IF ADDENDA



WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL. THE TOWN CLERK WILL MAKE EVERY EFFORT TO SEND ADDENDA TO BIDDERS.

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 their proposal delivered to Charlotte Madigan, Town Clerk, Town of Orangetown, 26 Orangeburg Road, Orangeburg, New York, 10962 for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, 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.

Proposal 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 winning bidder shall meet with members of the Town within seven days of the selection of the successful bidder. The winning bidder should be prepared to assume full operation of the Golf Course Property by January 1, 2016.

1.2.4 Questions and Inquiries

Each proposer shall examine all Requests for Proposal 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 bidders, receiving this RFP. Questions may be submitted in writing only, via mail or fax, to the Town Clerk's Office at the following address:

Charlotte Madigan
Town Clerk
Town of Orangetown
26 Orangeburg Road
Orangeburg, New York 10962
Fax 845-359-5126

1.2.5 Deadline for Clarification Requests

Thursday, June 25th at 3:00PM shall be the deadline to submit all inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal. This deadline has been established to maintain fair treatment for all potential bidders 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.

Bidders 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 Town Clerk 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 License Proposal".

1.2.8 Legal Name

Proposals shall clearly indicate the legal name, address, e-mail and telephone number of the proposer (company, firm, 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 forty five (45) days of the date of the opening of the proposals.

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 to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which 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 agreement that is in the best interest 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 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 will be truthful. If a proposer is determined to be untruthful in its proposal or any related presentation, such proposer may be disqualified from further consideration regarding this Request for Proposals. 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 Request for Proposals 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 in connection with this proposal:

- 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 that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into;
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. Excepting bona fide employees ;
- f. Proposer certifies that there has been no consultation, communication or agreement with any officer, elected official or employee of the Town of Orangetown, other that the Town Clerk, in connection with the proposal submitted for this RFP.

1.2.14 Lobbying

After the issuance of any Request for Proposals, 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 Request for Proposal with any officer, elected official or employee of the Town of Orangetown other that the Town Clerk, Charlotte Madigan. This prohibition begins with the issuance of any Request for Proposals and ends upon an award of the final contact; when all solicitations have been rejected; or when the request has been cancelled.

1.2.15 Equal Employment Opportunity

The Town of Orangetown, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the regulations of the 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 contract entered into pursuant to the advertisement, women or minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

1.2.16 Americans with Disabilities Act

The Town of Orangetown, NY does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the Town's functions including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal 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 hereby 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 bidders.

1.2.19 Key Dates Summary

- a. Mandatory Site Visit and Information Conference: Tuesday, June 23rd, 2015, starting at 9:00AM.
- b. Deadline for clarification requests: Thursday, June 25th, 2015, 3:00PM.
- c. Proposal due date: Tuesday, July 14th, 2015, 11:00AM
- d. Proposer interviews: Within forty five (45) days of the opening of the proposals.
- e. Selection of Proposer: Not less than sixty (60) calendar days from the date of the opening of the proposals. The bid proposal must be firm for at least ninety (90) days or however long the Town takes to award a contract.

1.2.20 Definitions

The following definitions shall be part of any 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
- e. "The Agreement" shall mean the written agreement resulting from this Request for Proposals executed by the Town of Orangetown and the winning bidder.
- f. "Contract" shall have the same meaning as "Agreement".
- g. Bidder shall mean an individual or company that submits a bid proposal in response to this Request for Proposals.
- h. "Successful bidder" shall mean the "Bidder" that is selected by the Town for negotiation and award of a contract.
- i. Operational Plan shall mean a detailed business plan submitted by each bidder in response to this Request for Proposals for operating, managing and developing the Blue Hill Golf Course Property in accordance with the Town's goal.

2.0 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 susceptible of being selected for award 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, a joint venture, 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 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 health reasons, or must have never 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. 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 selected 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 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 Proposal.
- c. Provide an explanation of the business entity which you represent. Specify the business entity which would be bound by a contract, should your firm be selected; 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 partnerships to 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; Title
 3. Area of expertise, individual's roles and duties in providing services:
 4. Office address
 5. Email address
 6. Telephone number
 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 their Proposal. This ownership disclosure shall be included, whether such ownership occurs by the proposer 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 business entity explained, 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 course operation and maintenance, as proposed in this proposal to the Town of Orangetown. The Town's Finance Department will report their 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 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 and awarded contract (if so provide details in attachment).
- m. Disclose whether 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 attachment).
- n. Disclose whether 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 attachment).

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

- a. Tabs are required to identify each item defined 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 course 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 management and maintenance agreement. The Town further encourages the successful Proposer to actively recruit qualified personnel that are residents of the Town of Orangetown.
 - d. The Town will reserve the right to set minimum requirements concerning criminal records of employees which may work with children.
 - e. Identify any operational areas you intend to use subcontractors. Identify the services and roles that each subcontractor would 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 demonstration of your business entities 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 or 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 explicitly describing the commencement and duration of such variances.
 - k. Submit a list of equipment to be provided by your firm exclusively at your firm's expense for this contract undertaking. Provide a statement detailing the source from where the equipment will be made available (i.e. existing inventory, new purchases, transfer from other firm or service locations, etc.). The Town will be open to discussing acquisition of required equipment from the Town where relevant.
 - l. Submit a detailed Quality Assurance statement to demonstrate 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 course users and be compatible and complimentary to the Town's mission for our patrons.
 - n. Describe your firm's plan or proposal 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 this public golf course 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 contract, the Town will be seeking to identify the proposal(s) which provide the Highest and Best solution to operate and maintain the golf course including operations, food and beverage service, management and maintenance services at Blue Hill Golf Course 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 facilities properly and make ongoing improvements. The availability of investment capital 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 susceptible of being selected for award.

3.2 In-Person Review of Proposers and Proposals

In-person reviews may be conducted with responsible proposers who are deemed reasonable susceptible of being selected for award, for the purposes of assuring full understanding of:

- a. Conformance to the solicitation requirement
- 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 their 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 an 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 an agreement if competing proposals are deemed to provide better overall terms and benefits for the golf course and the Town.

The selection of a proposer for negotiation shall not be construed as vesting any contractual or other rights of any nature in the proposer.

3.4 Award

Award is subject to the successful negotiation of an agreement covering both services and payment to the Town, and the vote of the Town Board of Orangetown to approve and authorize execution of an agreement. The Town reserves the right, but is not obligated, to request and require a formal presentation of its services to the Town board of Orangetown at a date and time to be determined.

4.0 NEGOTIATION OF THE AGREEMENT

4.1 General

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an 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 of all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the Town upon termination or completion of the engagement.
- d. The proposer is hereby 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.

4.2 Agreement

The selected proposer shall be required to negotiate an agreement in a form and with provisions acceptable to the Town of Orangetown.

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

- a. Accept the recommended award and approve the execution of an agreement
- b. Reject the recommended award and direct further negotiations
- 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 contract negotiations be unsuccessful and a contract 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 Pro Shop, Maintenance of the Golf Course and the Restaurant, located in Pearl River, Rockland County, New York.

The Town of Orangetown expects that this Request for Proposals will result in an award of one or more contracts to operate, manage and maintain the Blue Hill Golf Course Pro Shop, Golf Course and Restaurant.

Blue Hill is a 27-hole municipal golf course, 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. The course was reconfigured by Frank Duane and has been maintained and operated by the Town to this day. An additional 9 holes, designed by Stephen Kay were added in 1995.

The 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.

5.2 Structures and Facilities

There are four (4) buildings on the 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 and is in good condition. The first floor that houses the Pro Shop, Toilet and Locker Rooms were recently renovated and are in excellent condition. The second floor of the Clubhouse is mostly an open area that was intended to be a teaching facility. Attached to the clubhouse is the cart garage. There are 108 carts stored in this area, 60 gas 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. Partial repair of the lots is scheduled for 2015. The restaurant has been renovated over the past three years and is in good condition. New flooring, ceilings, furniture and equipment has been added during the renovation. The HVAC system is in need of replacement .

5.3 Irrigation System

The irrigation system is in good condition and has been maintained by the Town's employees with help from an outside vendor. It has a Toro Control System and may need replacement by 2018.

5.4 Water Usage

The Town has an agreement with United Water for one million gallons of water per year, free of charge. Any usage above the agreement will be at the cost of the operator. The courses water bills for 2012 and 2013 are shown on the attached Schedule A.

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 utilities) and taxes, if applicable. The cost of utilities for 2012 and 2013 are shown on the attached Schedule A.

The bidders 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 any possible future expense stream. Accordingly, the approximate expense figures serve as a guide for bidders 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, Worker's Compensation, Social Security, payroll taxes, benefits or other employment related compensation for any and all employees necessary for the operation of the golf course is solely the responsibility of the successful proposer.
- d. Provide excellent service to all customers that continually exceed expectations along with a written customer services protocol plan.

- e. Maintain the Town provided equipment and systems, including irrigation, to the manufacturer's standards over the term of the license. Maintain the golf course (mowing, seeding, sodding, irrigation, fertilizing, and pest control), buildings and golf course entrance on Blue Hill Road.

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 is not to be accepted
- 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 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 resod a full turf cover. Divots shall be filled in by hand topdressing 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.

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.
- c. All debris from aerifying and verticutting the fairways shall be cleaned up on any one hole in 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 will 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 are to be raked six (6) times a week.
- b. All sand bunkers shall be edged and trimmed a minimum of twice (2) per year.
- B. Minor re-sanding of bunkers shall be done as needed when base material shows through finish layer.
- C. 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.

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 resist stress and disease damage.
- b. Spraying and fertilizing will be done 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 will be observed. Best Management Practices will 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.

5.6.10 Irrigation System

- a. Irrigation repairs will be done 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 SHOP

Collection of all fees for golf, motorized carts, membership permits, MGA memberships and tournaments associated with the Blue Hill Golf Course seasonal programs and coordination with Town Parks Department in administration of membership permits where verification of residency is required.

The successful bidder will be expected to staff the Pro Shop to collect all golf related fees as mentioned above, provide starters and marshal's, 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 bidder 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 bidder 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 Parks and Recreation.

Reservation System: The Golf Trac reservation program by Vermont Systems, as mentioned in Section 5 shall be available to the successful bidder for use in booking and scheduling tee times, registering sales and maintaining schedules. The use of the system is not a requirement, However, it is expected that the vendor will provide a system that is equal or better should the vendor choose a new system.

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

Personnel: The successful bidder 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.

7.0 SCOPE OF SERVICES FOR FOOD SERVICE MANAGEMENT

The restaurant/ bar/ Player's Club/catering facility 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 agreement.

The successful bidder shall maintain customer service as a top priority. The successful bidder 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 bidder shall provide the following typical daily food 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)

A sample menu with price list shall be provided with the proposal.

7.1 Licenses

The successful bidder must obtain a valid liquor license in compliance with the rules and regulations of the New York State Liquor Authority.

The successful bidder 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 golf course. The successful bidder must demonstrate a minimum of three (3) years of food service management in an equivalent restaurant/bar operation. The successful bidder must provide all necessary staffing to prepare and provide the menu listed and who shall adhere to current 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 bidder at its sole cost and expense. A copy of the inventory of equipment is attached to this RFP as Schedule B. The successful bidder 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. Such units shall remain the property of the Town.

The successful bidder 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 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 contract commences operation and during the term of the contract, all said equipment, etc., shall be kept clean, fully operational and show no signs of visual or structural damage. The successful bidder shall empty 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 bidder shall provide adequate staffing, who shall be recruited with Orangetown residents being given a preference in hiring. The successful bidder 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 course.

The successful bidder shall, during said operating periods of time, 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 Blue Hill Golf Course.

7.5 Limitations

The successful bidder shall have the exclusive right to sell food and beverages and operate food and beverage concessions within the boundaries of the Blue Hill golf Course. The successful bidder shall be required to furnish any and all additional facilities to provide food and beverage on the golf course outside of the main facility. The successful bidder shall be required to operate food and beverage carts on the Blue Hill Golf Course at their own expense.

7.6 Hours of Operation

The contract for the restaurant shall remain in effect for twelve months during each and every year of the term of the contract. The restaurant shall remain open seven (7) days a week, provided that the golf course is open from March 1 through November 30th, 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 premises may be open or closed at the discretion of the successful bidder.

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

The successful bidder 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 restaurant shall provide food and beverage concession services to golfers, tournament groups, outings and visitors of the golf course during all 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 P.M., that involve twenty-one (21) or more patrons, must utilize valet parking. This includes, but is not limited to, weddings, bar mitzvahs, lunches, brunches, etc. The valet parking lot shall be Lot C.

The area currently identified as the Player's Club 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 Blue Hill Mansion Dining Room may be used for public dining or for private parties, separately or in conjunction with the area currently identified as the Player's Club.

The second floor area at the Blue Hill Mansion 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 bidder shall be solely responsible for the maintenance of the Golf Course Property and buildings, structures and improvements, thereon, including structural repairs, the installation and repair of all utility systems and the cost of all utility and communication services. The successful bidder shall deliver the Golf Course Property to the Town upon expiration or termination of the Agreement in at least as good condition as it was delivered at the commencement of the term.

The successful bidder further agrees to clean and maintain in a sanitary, neat and attractive condition, all facilities operated under the contract, including, but not limited to, all restrooms, locker rooms, Pro Shop, cart barn, maintenance buildings, starter shacks and restaurant facilities, at its sole cost and expense.

The successful bidder agrees to remove and dispose of litter and refuse from the golf course premises. All refuse shall be stored in containers properly screened from view from the grounds adjacent to the premises, so that the said grounds surrounding the premises shall, including the Restaurant, Pro Shop, Locker Rooms and Maintenance Building at all times, be in a clean, neat, attractive and orderly condition. Lessee further agrees to broom sweep the porches and all entranceways to the premises 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 bidder 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 premises, but the Town will not be responsible for any damages caused by its inability or failure to remove snow or ice. The successful bidder shall be responsible to remove all snow and ice from all sidewalks, walkways, entrances and porches appurtenant to the premises, and to apply as necessary, salt and or sand to all areas.

Upon the expiration, revocation or termination of the agreement or upon the operators surrendering or vacating of possession / occupancy, shall return the premises, and all the Town owned equipment, machinery, fixtures, appliances and utensils in the same or better condition as when the operator first entered into occupancy, except for normal wear and tear and any renovations or alterations made to the premises with the Town's approval. The successful bidder shall be solely responsible for maintaining, 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(s). Therefore, the bidder(s) 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 bidder will have the Golf Course Property operational within a reasonable time after January 1, 2016. It should be noted that Blue Hill closes for the season when the course is unplayable and it is possible that there will be an expectation that it be open on or about January 1.
- b. The bidder 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. 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 and functions will be implemented for the course maintenance, Pro Shop and Restaurant, however, the bidder should not be limited by the services described and is encouraged to expand upon, supplement or add other service areas where the bidder has expertise that may benefit the Town:

- a. Maintenance of the golf course. 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 course.
- b. Managing play. Your approach to managing the pace of play on the course including tee times reservations, starting, marshalling, etc.
- c. Management of group play.
- d. Staffing of the golf courses, including the Pro Shop and Restaurant. The proposal must include recommended numbers of staff by job description, (management, supervision, labor and specialized or skilled personnel) by function (Pro Shop, course maintenance, food service) and by season. The Pro Shop and Restaurant 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 bidder 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 bidder 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 Plan. The bidder's narrative further should be designed to convince the Town that its Plan is viable and that the bidder's general approach to understanding and fulfilling 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 successful bidder shall be responsible for providing and maintaining all equipment and golf carts, necessary for the successful management and operation of the course. The Town and the successful bidder acknowledge that the successful bidder may in the ordinary course of its business enter into leases for equipment used for the operation of the business at the Golf Course. The successful bidder shall provide the Town with at least five (5) business days prior written notice of the material terms and conditions of any such equipment leases prior to entering into same.

The current fleet consists of sixty (60) gas carts, forty-eight (48) electric carts and three player assistant carts. The current agreement for the golf cart lease expires at the end of the 2017 season. The incoming power to the charging stations restricts the number of electric carts. All carts at Blue Hill are stored indoors.

10.2 Town Responsibilities

The Town will perform scheduled on-site reviews of the maintenance, food service operations and guest service programs. Meetings will be scheduled with the successful bidder to review performance of services.

The Town will authorize the successful proposer to use all Town owned golf facilities at Blue Hill Golf Course including the golf course, maintenance buildings, clubhouse and restaurant.

11.0 ADDITIONAL INFORMATION

The Town will require the following concepts to be part of the negotiated 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 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 lessee 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 lessee during the term of the agreement.
- c. Written and fully executed amendments required. No change to the terms of the agreement shall be enforceable or effected unless the change has been presented in writing, considered by the Town and a written addendum to the 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 bidder in performance of this agreement.

Termination of this contract by the Town of Orangetown shall be automatic and irrevocable upon such action by the successful bidder.

- e. Indemnification: The successful proposer agrees to hold harmless, assume legal liability and defend the Town and each of their 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 and its officers, employees or agents in connection with the 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 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 deposit shall be held by the Town in an interest bearing account for the term of the agreement as security against damage by the successful bidder to the premises and / or equipment of the Town. It will be returned with interest and less any appropriate deduction, at the Town's sole discretion, at the end of the term of agreement. The security deposit is not intended as a substitute for any monthly payment due to the Town.
 - 1. Said security is to be retained by the Town to insure proposer's total compliance with, and full and complete adherence to, the Agreement. Should the proposer fail to comply with each and every term, covenant, provision, promise, agreement and condition herein contained, said proposer agrees, and hereby 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 shall be required to adhere to current edition of the New York State Labor Law, Art. 9., Section 230.
- h. Insurance: The proposer shall not enter into or upon, or take possession or occupancy of the Premises until it has obtained all insurance policies and endorsements required under this proposal 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 proposer shall procure and maintain, during the Term of the 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 proposer shall procure and maintain during the Term of the Contract such general liability and property damage insurance as shall protect proposer and the 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 Agreement. The coverage amounts of such insurance shall be as follows:

- k. 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.
- l. Automobile and Truck Insurance. In the same amounts as required under the general Liability Insurance coverage.
- m. 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 Leased or Licensed 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 proposer, 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 proposer or otherwise, or for damages to any property, whether belonging to the proposer or others, occurring during, or resulting from, the performance or operation of the Agreement. The proposer shall properly guard against all injuries, loss and property damages. The proposer 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 proposer's performance, operation, carrying out, execution or conducting any aspect of the Agreement, or associated activities or business, whether by violation of statute, law, ordinance, regulation, order or decree or common law liability. The proposer shall, from the commencement of the term of the Agreement until completion, termination, revocation, cancellation or expiration thereof, maintain General Liability Insurance in the amounts hereinbefore stated for the protection of the proposer 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.
- n. The proposer 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 written notice to the Town Attorney, Town of Orangetown, 26 Orangeburg Road, Orangeburg, New York, 10962".
- o. 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 proposer in writing of same, proposer 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 proposer to procure, furnish, deliver and maintain such insurance policies as above provided, the Agreement may, if such policy or policies are not secured within ten (10) days after written notice to cure is given to proposer, 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 proposer to the Town, securing the faithful performance of the proposer under, and its compliance with, the Agreement, shall thereupon be retained by the Town as liquidated damages. Failure of

proposer to procure and / or maintain any required insurance policies shall not relieve proposer from any responsibility or liability under the Agreement, nor shall the insurance requirements be construed to conflict with the obligations of proposer concerning defense and indemnification. All required insurance policies must be in full force and effect and continued so during the Term of the Agreement.

- p. The total amount of insurance coverage set forth herein may be increased by the Town during the term of this Agreement, or any renewal option term hereof, if reasonably deemed 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 agreement. If the firm is selected by the Town the undersigned certifies that he/she will negotiate in good faith to establish limited contract rights to operate, manage and maintain specified Town Facilities and to provide the selected services as may be determined by the Town which are detailed in this RFP.

Signature:

Date:

Name and Title of Above Signer:

Sworn to before me this _____ day of _____, 2015.

Schedule A

Date Prepared: 11/20/2014 04:06 PM

Report Date: 11/20/2014

Account Table: EXP BUD

Alt. Sort Table:

TOWN OF ORANGETOWN Budget Preparation Report

BUD4010 1.0

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Prepared By: JBENCKI

Fiscal Year: 2015 Period From: 1 To: 12

Account	Description	Original	Adjusted	Final	2014	2015	2015	2015	2015	Variance To	
	2012	2013	2014	2014	2014	2015	2015	2015	2015		
	Actual	Actual	Budget	Budget	Current Projection Actual Per 1-12	REQUEST Stage	SUPERVISOR Stage	PRELIM Stage	ADOPTED Stage	ADOPTED Stage	
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	7,000.00	0.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00%
Total Item 1320	INDEPENDENT AUDIT										
	7,000.00	7,000.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00%
Item 1910	UNALLOCATED INSURANCE										
E.1910.043	UNALLOCATED INSURANCE, INSURANCE RISK, INSURANCE										
	67,000.00	45,000.00	45,000.00	45,000.00	0.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00%
Total Item 1910	UNALLOCATED INSURANCE										
	67,000.00	45,000.00	45,000.00	45,000.00	0.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00%
Item 1980	MCT MOBILITY TAX										
E.1980.457	MCT MOBILITY TAX, CONTRACTS W/OUTSIDE VENDORS										
	3,372.09	3,185.49	3,300.00	3,300.00	0.00	2,979.66	3,300.00	3,432.00	3,432.00	3,432.00	4.00%
Total Item 1980	MCT MOBILITY TAX										
	3,372.09	3,185.49	3,300.00	3,300.00	0.00	2,979.66	3,300.00	3,432.00	3,432.00	3,432.00	4.00%
Item 1989	UNCLASSIFIED										
E.1989.200	UNCLASSIFIED, CAPITAL OUTLAY										
	397,537.00	397,526.00	0.00	0.00	0.00	0.00					0.00%
E.1989.478	UNCLASSIFIED, INTERFUND CHARGES FOR SERVICES										
	176,686.00	170,000.00	170,000.00	170,000.00	0.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	0.00%
Total Item 1989	UNCLASSIFIED										
	574,223.00	567,526.00	170,000.00	170,000.00	0.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	0.00%
Item 7250	BLUE HILL GOLF COURSE										
E.7250.011	BLUE HILL GOLF COURSE, PERMANENT STAFF										
	662,544.48	741,728.50	707,324.00	707,324.00	0.00	628,625.07	752,264.00	752,264.00	752,264.00	752,264.00	6.35%
E.7250.012	BLUE HILL GOLF COURSE, TIME & ONE HALF										
	23,846.40	5,529.05	5,000.00	5,000.00	0.00	750.46	5,500.00	5,000.00	5,000.00	5,000.00	0.00%
E.7250.013	BLUE HILL GOLF COURSE, SEASONAL & PART TIME										
	255,056.90	213,272.01	300,000.00	300,000.00	0.00	218,671.95	300,000.00	260,000.00	260,000.00	260,000.00	-13.33%
E.7250.020	BLUE HILL GOLF COURSE, DOUBLE TIME										
	22,739.39	10,439.61	5,000.00	5,000.00	0.00	3,158.82	10,000.00	5,000.00	5,000.00	5,000.00	0.00%
E.7250.200	BLUE HILL GOLF COURSE, CAPITAL OUTLAY										
	1,799.56	0.00	26,000.00	26,000.00	0.00	32,968.93	78,000.00	12,000.00	12,000.00	12,000.00	-53.84%

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Account	Description	Original 2014 Budget	Adjusted 2014 Budget	Final Current Projection	2014 Actual Per 1-12	2015 REQUEST Stage	2015 SUPERVISOR Stage	2015 PRELIM Stage	2015 ADOPTED Stage	Variance To ADOPTED Stage	
Fund E	BLUE HILL GOLF COURSE										
Item 7250	BLUE HILL GOLF COURSE										
E.7250.300	BLUE HILL GOLF COURSE.CAPITAL FACILITIES										
		0.00	17,202.82	28,000.00	28,000.00	0.00	0.00	210,000.00	60,000.00	60,000.00	114.28%
E.7250.407	BLUE HILL GOLF COURSE.ADVERTISING										
		26,930.31	21,711.00	5,000.00	5,000.00	0.00	4,500.00	5,000.00	5,000.00	5,000.00	0.00%
E.7250.440.01	BLUE HILL GOLF COURSE.OFFICE SUPPLIES & PRINT										
		4,050.42	2,131.26	4,500.00	4,500.00	0.00	2,103.27	3,500.00	3,500.00	3,500.00	-22.22%
E.7250.441	BLUE HILL GOLF COURSE.SCHOOLS & CONFERENCES										
		1,125.00	920.00	1,250.00	1,250.00	0.00	905.00	1,250.00	1,250.00	1,250.00	0.00%
E.7250.442	BLUE HILL GOLF COURSE.POSTAGE										
		0.00	31.39	0.00	0.00	0.00					0.00%
E.7250.443	BLUE HILL GOLF COURSE.MAINTENANCE AGREEMENTS										
		6,006.00	8,228.00	5,000.00	5,000.00	0.00	5,163.00	8,000.00	6,500.00	6,500.00	30.00%
E.7250.444	BLUE HILL GOLF COURSE.RENTAL OF EQUIPMENT										
		83,154.00	81,864.00	75,000.00	75,000.00	0.00	83,592.00	80,000.00	80,000.00	80,000.00	6.66%
E.7250.446	BLUE HILL GOLF COURSE.MTCE AND HOUSEKEEPING SUPPLIES										
		4,345.56	2,765.09	5,000.00	5,000.00	0.00	1,001.67	4,000.00	4,000.00	4,000.00	-20.00%
E.7250.447	BLUE HILL GOLF COURSE.VEHICLE OPERATION AND REPAIR										
		74,472.40	105,325.51	75,000.00	75,000.00	0.00	65,436.05	85,000.00	75,000.00	75,000.00	0.00%
E.7250.449	BLUE HILL GOLF COURSE.CHEMICALS										
		103,107.97	101,128.97	122,000.00	122,000.00	0.00	104,541.08	120,000.00	120,000.00	120,000.00	-1.63%
E.7250.452	BLUE HILL GOLF COURSE.EQUIPMENT REPAIRS										
		5,850.61	8,935.48	8,000.00	8,000.00	0.00	12,523.00	9,000.00	8,000.00	8,000.00	0.00%
E.7250.453	BLUE HILL GOLF COURSE.PAINTING AND BUILDING REPAIRS										
		6,038.65	10,481.18	12,000.00	15,251.62	0.00	13,838.33	15,000.00	12,000.00	12,000.00	0.00%
E.7250.455	BLUE HILL GOLF COURSE.UTILITIES										
		48,208.29	48,997.84	45,000.00	45,000.00	0.00	51,232.44	50,000.00	48,000.00	48,000.00	6.66%
E.7250.457	BLUE HILL GOLF COURSE.CONTRACTS W/OUTSIDE VENDORS										
		297,922.58	290,227.97	310,000.00	310,000.00	0.00	241,821.08	315,000.00	300,000.00	300,000.00	-3.22%
E.7250.460	BLUE HILL GOLF COURSE.LANDSCAPING										
		59,197.35	35,962.93	65,000.00	65,000.00	0.00	34,387.85	65,000.00	55,000.00	55,000.00	-15.38%
E.7250.462	BLUE HILL GOLF COURSE.GASOLINE AND DIESEL FUEL										
		36,654.76	35,045.83	33,000.00	33,000.00	0.00	26,155.81	35,000.00	32,000.00	32,000.00	-3.03%
E.7250.465	BLUE HILL GOLF COURSE.UNIFORMS										
		3,531.47	2,621.10	5,000.00	5,000.00	0.00	4,165.08	5,000.00	4,000.00	4,000.00	-20.00%
E.7250.471	BLUE HILL GOLF COURSE.TELEPHONE										
		5,739.71	3,726.94	5,000.00	5,000.00	0.00	3,178.18	4,000.00	4,000.00	4,000.00	-20.00%
E.7250.473	BLUE HILL GOLF COURSE.WATER										
		6,604.71	7,168.69	12,000.00	12,000.00	0.00	6,731.60	12,000.00	6,000.00	6,000.00	-50.00%

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Account	Description	Original	Adjusted	Final	2014	2015	2015	2015	2015	Variance To
	2012	2013	2014	2014	2014	2015	2015	2015	2015	
	Actual	Actual	Budget	Budget	Current	REQUEST	SUPERVISOR	PRELIM	ADOPTED	ADOPTED
					Projection	Actual	Stage	Stage	Stage	Stage
					Per 1-12					Stage
Fund E	BLUE HILL GOLF COURSE									
Item 7250	BLUE HILL GOLF COURSE									
Total Item 7250	BLUE HILL GOLF COURSE									
	1,738,926.52	1,755,445.17	1,859,074.00	1,862,325.62	0.00	1,545,450.67	2,172,514.00	1,858,514.00	1,858,514.00	-0.03%
Item 9010	RETIREMENT									
E.9010.800	RETIREMENT.FRINGE BENEFITS									
	104,449.33	184,411.73	145,000.00	145,000.00	0.00	53,389.60	221,294.00	122,407.00	161,922.00	11.67%
Total Item 9010	RETIREMENT									
	104,449.33	184,411.73	145,000.00	145,000.00	0.00	53,389.60	221,294.00	122,407.00	161,922.00	11.67%
Item 9030	SS / MEDICARE									
E.9030.800	SS / MEDICARE.FRINGE BENEFITS									
	75,876.18	71,677.61	90,000.00	90,000.00	0.00	67,047.31	93,600.00	93,600.00	93,600.00	4.00%
Total Item 9030	SS / MEDICARE									
	75,876.18	71,677.61	90,000.00	90,000.00	0.00	67,047.31	93,600.00	93,600.00	93,600.00	4.00%
Item 9040	WORKERS COMPENSATION									
E.9040.800	WORKERS COMPENSATION.FRINGE BENEFITS									
	31,200.00	20,000.00	20,000.00	20,000.00	0.00	20,000.00	25,000.00	25,000.00	25,000.00	25.00%
Total Item 9040	WORKERS COMPENSATION									
	31,200.00	20,000.00	20,000.00	20,000.00	0.00	20,000.00	25,000.00	25,000.00	25,000.00	25.00%
Item 9050	UNEMPLOYMENT INSURANCE									
E.9050.800	UNEMPLOYMENT INSURANCE.FRINGE BENEFITS									
	80,861.27	59,624.77	70,000.00	70,000.00	0.00	31,143.48	70,000.00	70,000.00	70,000.00	0.00%
Total Item 9050	UNEMPLOYMENT INSURANCE									
	80,861.27	59,624.77	70,000.00	70,000.00	0.00	31,143.48	70,000.00	70,000.00	70,000.00	0.00%
Item 9060	HOSPITALIZATION									
E.9060.800	HOSPITALIZATION.FRINGE BENEFITS									
	167,495.52	164,862.09	200,000.00	200,000.00	0.00	154,658.94	220,000.00	220,000.00	220,000.00	10.00%
Total Item 9060	HOSPITALIZATION									
	167,495.52	164,862.09	200,000.00	200,000.00	0.00	154,658.94	220,000.00	220,000.00	220,000.00	10.00%
Item 9061	DENTAL INSURANCE									

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Account	Description	Original	Adjusted	Final	2014	2015	2015	2015	2015	Variance To	
	2012	2013	2014	2014	2014	2015	2015	2015	2015	2015	
	Actual	Actual	Budget	Budget	Current	REQUEST	SUPERVISOR	PRELIM	ADOPTED	ADOPTED	
					Projection	Actual	Stage	Stage	Stage	Stage	
						Per 1-12					
Fund E	BLUE HILL GOLF COURSE										
Item 9061	DENTAL INSURANCE										
E.9061.800	DENTAL INSURANCE,FRINGE BENEFITS										
	13,565.25	16,565.27	16,500.00	16,500.00	0.00	14,872.50	16,500.00	16,500.00	16,500.00	16,500.00	0.00%
Total Item 9061											
DENTAL INSURANCE	13,565.25	16,565.27	16,500.00	16,500.00	0.00	14,872.50	16,500.00	16,500.00	16,500.00	16,500.00	0.00%
Item 9062	OTHER POST EMPLOYMENT BENEFITS										
E.9062.800	OTHER POST EMPLOYMENT BENEFITS,FRINGE BENEFITS										
	239,238.00	243,487.00	0.00	0.00	0.00	0.00					0.00%
Total Item 9062											
OTHER POST EMPLOYMENT BENEFITS	239,238.00	243,487.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 9710	SERIAL BOND DEBT SERVICE										
E.9710.600	SERIAL BOND DEBT SERVICE,BOND PRINCIPAL										
	0.00	0.00	405,000.00	405,000.00	0.00	405,000.00	210,000.00	216,222.00	216,222.00	216,222.00	-46.61%
E.9710.700	SERIAL BOND DEBT SERVICE,BOND INTEREST										
	66,409.17	49,169.18	16,144.00	16,144.00	0.00	37,823.63	6,300.00	7,530.00	7,530.00	7,530.00	-53.35%
Total Item 9710											
SERIAL BOND DEBT SERVICE	66,409.17	49,169.18	421,144.00	421,144.00	0.00	442,823.63	216,300.00	223,752.00	223,752.00	223,752.00	-46.87%
Total Fund E											
BLUE HILL GOLF COURSE	3,169,616.33	3,187,954.31	3,047,018.00	3,050,269.62	0.00	2,554,165.79	3,260,508.00	2,855,205.00	2,894,720.00	2,894,720.00	-5.00%

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	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	IHPMedTempPack	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	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	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

Item Description:	Purchase Date:	Condition:	Condition Change:	Model #:	Serial #:
Sears Work Benches x2	1978	Fair			
Steel Shelves x6	1976	Good			
Rockwell Bench Grinder	1976	Fair		23-612	66-202-17
Grader Box	1975	Good			
Rogers Blower PTO	1975	Poor		40	820475
Ford 4110 Tractor (Gas)	1973	Poor		4110	C391 998
Ford 4400 Tractor (Bucket)	1972	Fair		4400	C3L3011
Bench Vise - Morgan		Good		145	
Ryan Renovaire (Tow Behind)	1971	Fair		R 96-2	1573
Jacobsen/Rogers Seeder-Walk	1970	Fair		524100	50156
Jacobsen Rogers Seeder - PTO	1970	Fair		548	16353
Trailer	1969	Poor			
Cushman Runabout Truckster	1989	Fair		898531-8910	KUNH2221 KLO97870
Dolphin Super Soper	1987	Good			
Homelite Trash Pump	1987	Fair		111-DP3-3	1306-1996
National 84 Triplex Mower	1986	Poor		84	
GMC Sierra Dump Truck	1986	Fair		3500	1GDHC34M
Toro Greensmaster #3	1985	Fair			
Jacobsen F 10 Tractor	1985	Good			
Blade Grinder Rotary	1981	Good		21-A	81-5857
Ford 230-A Tractor (Diesel)	1984	Good		230A	679302
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	
Echo Hand Held Blower	1994	Good		19947	PB2400
Red Maxx Weed Trimmer	1994	Fair		301393	23L1 BC2300L
John Deere Bunker Rake 1200	1993	Good		1200	M01200G-912381
Ransome Turf Trax 420	1993	Good		420	674
Jacobsen GK (Gas)	1989	Fair		10485	62221
Jacobsen GK (Diesel)	1992	Fair		4334	62229
Troy Bilt Rotary Mower 5HP	1991	Fair		B440300983	8655R
RedMax Reciprocator	1990	Fair		910567	G2KC45
Se-Cur All 2x4 Cabinet Gas	1990	Good			

Item Description:	Purchase Date:	Condition:	Condition Change:	Model #:	Serial #:
Se-Cur All 2x4 Cabinet Paint	1990	Good			
Scotts Spreader Drop	1989	Poor			
Salsco Blower 8 HP	1988	Good		22-01	195422-40
Pro Mark Chipper	1996	Good		C107595	33302
Goosen Sweeper	1996	Good		TV02	240
Jacobsen Walk Greens 2 Cycle	1996	Good			62239-5483
Jacobsen Walk Greens 2 Cycle	1996	Good			62239-5478
National 84 Triplex Mower	1996	Good		5649	
Turfco Metermatic	1996	Good		698696	85423
Jacobsen Aerator	1996	Good		VA-24	82560-1896
Groomer	1996	Good			
Jacobsen GK4 Greensmower	1996	Good		GKIV 7848	62266 2001
Jacobsen LF23 Fairway Mower	1996	Good		LF-123	7794-1817
Cushman Attachments					
Toro Ozmac System 6 Cont.	1995	Excellent		OZ-MAC	
Scotts Rotary Spreader x2	1995	Good		SE-1	
Red Maxx Weed Trimmer	1995			412061251	23L1 BC2300DL
Red Maxx Weed Trimmer	1995			412061002	23L1 BC2300DL
BT Pallet Jack	1995	Good			
Jacobsen 1110 (Green)	1999	Excellent			840248308
John Deere Gator 6x4	1999	Excellent			W006X4X037476
Northern 15 Gallon Spot Sprayer	1998	Excellent			
Karcher Pressure Washer	1998	Excellent		600 Ci	35858
Lely HR PTO Spreader	1998	Excellent		HR	10311-2519
Jacobsen LF-128	1998	Excellent		LF-128	67818-2131
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
Stihl Chainsaw 24"	1998	Excellent		44	37033010x 11280113039
Stihl Chainsaw 16"	1998	Excellent		17	235317580
Scotts Drop Spreader	1994	Good			
Craftsman Drill Battery	1997	Excellent		973271990	
Ford Tactor 3415	1997	Excellent		AX413A	OX22682
Jacobsen Blower 40 PTO	1997	Excellent		40	50406812
Red Maxx Trimmer	1997	Excellent		763436	G23L1-D
Red Maxx Recipicator	1997	Excellent		760494	G23L17
Pacer Trash Pump	1997	Excellent		TE3TBBEBACGK	121596
Smithco Spraystar 300	1997	Excellent		33-050	3391

Item Description:	Purchase Date:	Condition:	Condition Change:	Model #:	Serial #:
Jacobsen Trackster	1997	Excellent		SV3422	840193184
John Deere Trap Rake 300 A	1997	Excellent		1200A	926641
Booket New Holland	2001	Excellent		16LA	4L352004
Bradco Hoe	2001	Excellent		609	S-8609x-23563
New Holland Tractor	2001	Excellent		TC40S	G507602
Jacobsen LF 128	2001	Excellent		LF-128	67818264
Sears Hand Grinder	2001	Excellent			
Lesco Rotary Spreader	2000	Excellent			
Hannay Hose Reel	2000	Excellent		E4038-17-18LT	1269389
Hannay Hose Reel	2000	Excellent		E4038-17-18LT	1269390
Foley Rotary Blade Grinder	2000	Excellent		377	99K377-0598
Stihl Backpack	2000	Excellent		BR400	245062930
Red Maxx Trimmer	2000	Excellent		260DC	910084903
Toro Workman	2000	Excellent		7301	200002401
John Deere Aerator	2000	Excellent		800	TC800AC02
John Deere Trap Rake	2000	Excellent		1200A	TC1200A100917
Arc Welder Miller Thunderbolt 225	2000	Excellent			
Red Max Trimmer	1999	Excellent			0301 988138
Sawzal	1999	Excellent		6515-20	971B39-936
3 Ton Arbor Press	1999	Excellent			
40 Ton Press	1999	Excellent		GR400	
John Deere Aercore 1500	1999	Excellent		1500	MO1500X02526
John Deere Aerocore 800	1999	Excellent			MO800AC02018
Blec Seeder		Good		US2483	96
Golf Lift	1999	Excellent		GL-9	
Jacobsen 1110 (Orange)	1999	Excellent		1110	840237663
Jacobsen 1110 (Green)	1999	Excellent		1110	840237663
Red Maxx Backpack Blower	2004	Excellent		EB8000	40808071
John Deere Bunker Rake 1200	2004	Excellent		1200A	TC1200A140521
Folley Accupro Bedknife Grinder	2004	Excellent		6700902	40867001371
Red Maxx trimmer	2004	Excellent		319028	
Power Pruner	2004	Excellent			
Jacobsen Tee Mower	2004	Excellent		68589	6228903237
Jacobsen Mowing Unit	2004	Excellent		68688	6858900003823
Jacobsen Mowing Unit	2004	Excellent		68688	6858900005575
Jacobsen Mowing Unit	2004	Excellent		68688	6858900005576
Jacobsen Turf Cat (Tractor)	2004	Excellent		946713	94671300761
Jacobsen Turf Cat (Deck)	2004	Excellent		957241	9572410029804350

Item Description:	Purchase Date:	Condition:	Condition Change:	Model #:	Serial #:
GM3100	2004	Excellent		GM3100	230001564
Units	2004				240001851
Units	2004				240000468
Units	2004				240000492
Toro Sidewinder	2004	Excellent		3201	230000280
Smithco Spraystar 160	2003	Excellent		1017 Book JS034930	16025-493
Red Max Trimmer	2002	Excellent			21515
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
Husky Chain Saw	2011	New			501426
3 Units Jake 22 Eclipse	2011	New			
Club Car Golf Cart	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
STIHL trimmer	2010	New		FS9 OR	280510392
STIHL Pole Saw	2010	New		HT 101	280910579
Toro Groundsmower 3500D Sidewinder	2010	New		30839	310000309
RedMax Backpack Blower	2009	New		EBZ 8050	90803404
Agri-Metal 772 VA020M	2009	New		31798	STF00003304
Jacobsen LF 3400 Fairway Mower	2009	New		67971	6797101786
Jake 5111 Rotary Mower	2008	New		5111	6911607678
Toro Workman 3200 Truckster	2008	New		3200 WGT007361	280000121
Wellder Thunderbolt	2007	New			903642
Toro Sand Pro 2020 Trap Rake	2007	New		2020	08821-260000224
Toro GR3150 Greensmower	2007	New		GR3150	260001695
Red Max Back Pack Blower	2006	New		EB8000	51031278
LF 3400 Fairway Mower Jacobsen	2005	New		LF-3400	6794502024
Northstart Pump	2005	New		TLE2-800OPD	03485174D
Toro Workman 2110	2005	New		2110	240000481
Foley 652 Accu-Master Grinder	2005	New		6520910	40165201026



Item Description:	Purchase Date:	Condition:	Condition Change:	Model #:	Serial #:
LF-550 2WD	2012	New		67978	6797801765
Verti-Core II Aerator	2012	New		VCII	A120210
Red Maxx Trimmer	2012	New		BC22600	10938969
Red Maxx Back Pack Blower	2012	New		EB28500	20602253
STIHL Chainsaw	2012	New		M5250	29207333
STIHL Chainsaw	2012	New		M5290	292707583
RedMax Trimmer	2014	New			30600306
RedMax Trimmer	2014	New			30600307
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

END OF REQUEST FOR PROPOSALS