

10/16/2024

REQUEST FOR PROPOSALS TAC 863B

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on the ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS FORM** of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

Change 1:

Was

EVENT	DATE
RFP Issue Date	09/20/2024
Pre-Proposal Conference <i>Virtual – Microsoft Teams</i>	10/10/2024 at 10 a.m.
Deadline for Questions <i>Submit to assigned buyer via email.</i>	10/14/2024 <i>10 Days prior to RFP due date</i>
Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	10/23/2024

Changed to

EVENT	DATE
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Pre-Proposal Conference <i>Virtual – Microsoft Teams</i>	10/10/2024 at 10 a.m.
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Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	11/06/2024

Question 1.

Who is responsible for the equipment repair costs?

Answer 1.

The Operator.

Question 2.

Is there currently any profit-sharing arrangement between the current vendor and the city?

Answer 2.

No.

Question 3.

What do the golf courses consider their off-season?

Answer 3.

Typically December and January.

Question 4.

Is there a history or specific known condition driving the \$16 Million aggregate pollution insurance requirement?

Answer 4.

No.

Question 5.

What is the status of the bunker project at Page Belcher, which was to be completed by November 2024?

Answer 5.

Contract has been awarded and work is expected to start within next few weeks and be completed over the winter.

Question 6.

Has the City defined the length of the contract for operations?

Answer 6.

Please see page 21 City of Tulsa General Contract Terms introductory paragraph. The contract term and possibility for renewal is outlined there.

Question 7.

Who is responsible for leasing the golf carts, and how much time is left on the current lease?

Answer 7.

The Operator is responsible for leasing the golf carts. Lease for carts at Page Belcher expires August 2025. Lease for carts at Mohawk expires August 2026.

Question 8.

If there are any existing leases for golf cars or maintenance equipment, can those payment amounts be provided?

Answer 8.

Payment at Page Belcher is \$14,323/month (6 months/year). Payment at Mohawk is \$9,228/month (6 months/year).

Question 9.

Is the management company responsible for covering the leased/owned golf carts and the City owned golf course maintenance equipment?

Answer 9.

Maintenance is paid by the Course, insurance is included with P&C insurance and required by the leasing company.

Question 10.

How many golf carts does Page and Mohawk have at each golf courses?

Answer 10.

Page Belcher: 140 DR2A AFI Golf Cars, 2-YU2A BISTRODLX Golf Cars, 1-YU1A RANGE PICKER.

Mohawk Park: 90 DR2A AFI Golf Cars, 1-YU2A BISTRODLX Golf Cars, 1-YU1A RANGE PICKER.

Question 11.

Is the management company expected to fund capital improvements or does the City of Tulsa?

Answer 11.

No, the Operator is not expected to fund capital improvements.

Question 12.

What portion of the \$10 Million in capital funding identified in the RFP remains available for use at the clubs?

Answer 12.

All funds have been earmarked for various projects at the Courses.

Question 13.

The RFP makes mention of the potential for well water or effluent water at Page Belcher to replace city water as the primary water source for irrigation at Page Belcher. Cost considerations aside, does the City specifically prefer a primary water source for Page Belcher?

Answer 13.

No. The search for alternatives is because of the high cost of irrigation. We do not have a preferred option at this time.

Question 14.

Are detailed financials available for both golf courses?

Answer 14.

Yes. The information provided by the Department will be published as a second addendum.

Request for Proposal

TAC 863B

Professional Services for: GOLF COURSE MANAGEMENT SERVICES

Department: PARKS, CULTURE AND RECREATION

NIGP Commodity Code(s): 988-31 GOLF COURSE MANAGEMENT AND OPERATION

RFP Schedule

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Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	10/23/2024

If You have any questions or need additional information, contact the Assigned Buyer:

Samantha J. Toothaker, Project Buyer | stoothaker@cityoftulsa.org
*All questions should be emailed with **RFP TAC 863B** in the subject line.*

Submit proposals (sealed) to:

Office of the City Clerk
 City of Tulsa
 175 E. 2ND St.
 Suite 260
 Tulsa, OK 74103



CITY OF
Tulsa
 A New Kind of Energy™

I. OVERVIEW AND GOALS:

With this Request for Proposal (“RFP”), the City of Tulsa, a municipal corporation (“City”) is seeking to secure professional services from a qualified golf course management firm (“Respondent”) to manage, operate, and maintain all golf courses owned by the City.

We enthusiastically look forward to receiving Your proposal.

II. TIMELINE:

The schedule below provides estimated dates for the RFP and contracting process. The City of Tulsa may adjust this schedule as needed.

EVENT	DATE
RFP Issue Date	09/20/2024
Pre-Proposal Conference	10/09/2024 10 am
Site Visits	10/03/2024 1-5 pm 10/04/2024 8 am -12 pm
Deadline for Questions	10/14/2024
PROPOSAL DUE DATE	10/23/2024
Begin proposal evaluations	10/24/2024
Interviews with Respondents (anticipated)	10/28/2024
Award RFP to selected Respondent	11/07/2024
Contract negotiations with selected Respondent begin (anticipated)	11/08/2024
Execute contract (anticipated)	12/04/2024
Begin service delivery (anticipated)	01/01/2025

III. BACKGROUND:

The City owns four eighteen-hole golf courses. Page Belcher Golf Course (Belcher), located at 6666 S. Union Avenue, has two courses, Olde Page and Stone Creek. Mohawk Golf Course (Mohawk), located at 5323 E. 41st Street North, also has two courses, Woodbine and Pecan Valley.

Page Belcher

Page Belcher Golf Course is a 36-hole championship public golf course that was initially built in 1977 in Tulsa, Oklahoma. Belcher is primarily surrounded by a residential subdivision. Many of the golf course fairways have homes adjacent to them. The terrain is rolling and heavily treed primarily with native Oak trees in the roughs and non-play areas. The site features an all-grass practice range, putting green, and short-game area. Belcher is located in the southwest area of the City with good access from the City's expressway system and State Highway 75. There is also a large shopping mall and many new businesses located approximately ½ mile southeast of the Page Belcher site. The Belcher courses water is supplied by a City line. Due to closures of courses in Bixby, Glenpool, Okmulgee and Sapulpa, Page Belcher is ideally suited to serve not only the Tulsa metro area but the entire I-75 corridor south 60 miles to Henryetta.

The first course built at Belcher was Olde Page. It opened for play in 1977. This course is 6,826 yards playing to a par of 71 with a course rating of 72.5 and a slope of 127. It features rolling terrain, subtle contours and was selected to host the 1988 U.S. Women's Public Links Championship. The greens on Olde Page were rebuilt in 2006. At that time, they were sodded with L-93 Bentgrass. A complete irrigation system was installed, as well as a Flowtronex PSI, Inc. Pump Station. The architect for the renovation was Randy Heckenkemper. In the summer of 2010, the Bentgrass was removed from the greens and Champion Ultradwarf Bermuda was installed.

Belcher's Stone Creek course opened in 1987 and was immediately named one of the best new courses in the U.S. by Golf Digest. It is 6,547 yards, plays to a par of 71 and has a maximum slope and course rating of 132 and 72.2 respectively. The greens were rebuilt in 2003, planted with L93 Bentgrass, and a Toro irrigation system was installed as part of the renovation. Course shaping, new water features, and cart path replacement were also included. Heckenkemper was the architect for this renovation as well. In May of 2012, Stone Creek's greens were converted to Champion Ultradwarf Bermuda.

Stone Creek underwent drastic improvement in 2022-23 with tree trimming, tree removal, grading, sodding, and other turf grass improvements. A bunker project is slated for the fall of 2024 and a new greens nursery will be added. Future improvements include funds for improving the existing irrigation system and possibly switching from City water to a gray water source to limit annual water budgets.

Some of the other improvements that have been funded in the past were rebuilding the cart paths on Olde Page, restroom renovations, new maintenance building, three new tee shelters, new parking lot, and an addition to the club house. Renovation of Stone Creek started in October of 2002 and the grand reopening was held in July of 2003. More than two million dollars was spent on the renovation of Stone Creek that consisted of rebuilding of all greens, new concrete cart paths, new sand traps, new ponds, and renovation of the food service areas. Olde Page was similarly renovated in 2004.

Facility

The Page Belcher Golf Course consists of:

- An all-grass practice range, putting green and short-game area.
- Clubhouse that offers a Golf Shop and Grill Room, and restrooms that are approximately 8,300 sq ft.
- Parking includes 200+ spaces.
- Golf Course Maintenance facility, which is 5,900 sq ft.
- Cart Barn for Golf cart storage which is 1,050 sq ft.
- Two restroom facilities are located throughout the golf course.
- Four pedestrian bridges

All information is deemed reliable but not guaranteed.

Mohawk

The two 18-hole Mohawk courses are located only a few minutes northeast of downtown, in the City's 2,800 acre Mohawk Park. The nationally recognized Tulsa Zoo and Living Museum, Oxley Nature Center, and numerous picnic areas together with the golf facilities make up the park.

Having first opened in the 1930s, Mohawk is older than Belcher and somewhat flatter. A number of the holes are located in the flood plain of creeks which traverse the site.

Woodbine was built in 1927 with some routing input from revered course architect Perry Maxwell but also contributions from others including fellow Oklahoma Golf Hall of Fame designer Floyd Farley. The Woodbine course takes advantage of the site's ancient trees, bluff lines and water features. It is one of the most pleasant and interesting settings for golf in the state. Woodbine's 18-hole course is 6,845 yards with a slope of 122 and course rating of 72.8. It features mature oak and pecan trees with few water hazards and generous fairways with large greens.

Pecan Valley was constructed in 1952 and features an 18-hole course that is 5,688 yards in length with tight driving areas, more mature trees, and water coming into play often. It was originally about the same length as Woodbine, but the 17th and 18th holes were eliminated when a clubhouse and driving range were built to serve the First Tee of Tulsa program. Southern Hills Country Club (SHCC) raised the money for this project which added new greens, irrigation, and a Teaching Center. The goal was to make golf more accessible and to introduce the game to children of all diversities and social strata. The program is provided for and managed by SHCC. The other nine at Pecan Valley is considered one of the most unique and fun courses in the state, winding amid huge trees, lagoons, and ponds.

Renovations for both Mohawk courses were completed in 2010 which included improvements to the short-order food service area at the Clubhouse. The irrigation booster pump station, which distributes water from the park's lagoon system rather than using City water, was also rebuilt. All of the greens are now covered in Champion Ultradwarf Bermuda. A new pump station was installed in 2024 and approximately four million in irrigation system repairs are expected to be completed in the next few years. This includes tree trimming and other turf grass upgrades. Water for both courses is supplied by lagoons and Lake Yahola. A back-up source is a 6 inch City water main that requires quick couplers.

Some of the improvements that have been completed over the years include clubhouse renovation (including new air conditioning), new restrooms on the course, fairway drainage, regrading, complete resodding, irrigation, and cart path replacement. New fund improvements made in the fall of 2003 were a complete remodel of the food service area, new tee boxes, renovation of some of the existing tee boxes, and a new chemical storage building.

Facility

The Mohawk Golf Course consists of:

- Home of the First Tee youth development Facility.
- Clubhouse that offers a Golf Shop and Grill Room, and restrooms that are approximately 11,745 sq ft.
- Driving range, a practice putting green, and short game area.
- Parking includes 200+ spaces.
- Three golf course maintenance facilities.
- Cart house for golf cart storage which is 5,302.70 sq ft.
- Two restroom facilities are located throughout the courses.
- A shelter and two non-operable restrooms originally built by the WPA and CCC.
- Six pedestrian bridges

All information is deemed reliable but not guaranteed.

IV. SCOPE OF WORK:

The City is seeking an Operator to manage the golf course and golf-related facilities, as well as food and beverage services, who will provide the highest quality golf programs to the public. The quality of service and performance that can be expected of the prospective Operator will be the key criterion in the selection of the Operator. The selected Operator will be expected to maximize the public use of the course without compromising the quality of service or maintenance.

The golf course Operator will be responsible for providing the following services at the two Municipal Golf Course facilities, Mohawk Golf Course and Page Belcher Golf Course.

- A.** Managing all golf course operations, including but not limited to: pro shop operations, starter and marshal services, food and beverage, banquet, tournaments, instruction, and special events.
- B.** Maintaining clubhouse landscape and hardscape.
- C.** Implementing Capital Improvement Projects including additional investments beyond City’s funding (see Section V. Capital Improvement Projects).
- D.** Employing a PGA/LPGA Class “A” Professional (or equivalent) on the premises for a minimum of 40 hours per week.
- E.** Utilizing required equipment to maintain all turf and landscape areas according to maintenance specifications.

- F.** Maintaining course landscape and hardscape with best practices of environmental stewardship as a top priority. This would include but is not limited to fairways, bunkers, greens, paths, fences, shrubs, and surrounding habitat (see Section VII. Environmental Stewardship).
- G.** Provide snack/food and beverage concessionaire services to players.
- H.** At least one employee must be a Certified Food Safety Manager and all other employees involved in the preparation, storage, or service of food in a food facility must obtain a Food Handler Card, pursuant to Oklahoma Law.
- I.** Obtain on-sale liquor license and City of Tulsa Business license and maintain all rules and regulations regarding this licensure.
- J.** Purchasing of merchandise for the pro shop, and maintenance and replacement (as necessary) of furnishings, equipment, and fixtures for all buildings.
- K.** Provide golf carts as well as pull carts for public rental.
- L.** Maintaining and developing golf instruction programs, with special emphasis on the development of junior golf instruction programs, as well as First Tee, with an emphasis on diversity, equity, and inclusion, as well as other efforts to attract new golfers of all ages.
- M.** Maintaining a positive working relationship with community groups, such as the Chamber of Commerce, Tulsa Sports Commission, First Tee, and the City of Tulsa Park Board.
- N.** Maintaining and establishing leagues, tournaments, in-house golf clubs, golf course policy manuals, and a junior golf program.
- O.** Maintaining all golf course related buildings and facilities, including, but not limited to the Clubhouse, Pro Shop, cart barns, golf course restrooms, Point of Sale systems, alarms, phones, irrigation, communication systems, maintenance buildings, and related storage areas.
- P.** Collecting and paying all fees and taxes.
- Q.** Maintaining records and finances in a manner that will allow the City to audit accounting procedures, internal controls, records, supporting documents and any additional documents/practices throughout the duration of this agreement. (See Section VIII. Financial Management)
- R.** Effectively and aggressively marketing the course.

The City appreciates the fact that many current Golf Course employees are residents of the City of Tulsa. Therefore, to encourage local employment, the City requires that the selected Operator, without guarantee of employment, interview all current employees for potential positions.

V. CAPITAL IMPROVEMENT PROJECTS

Over the past several years, a total of \$10 million in capital improvements at the two courses have been funded. This includes \$8 million in Improve Our Tulsa CIP funds, \$1 million in ARPA funds and \$1 million in private contributions.

Some of the work has already been completed, including extensive tree removal and resodding at Page Belcher, and the purchase of a new irrigation pump station for Mohawk.

PAGE BELCHER

Additional funded and planned capital improvements at Page Belcher include:

Bunker work: All bunkers will be reshaped and rebuilt with new internal drainage and a polymer liner. Surrounding grades will be adjusted to increase bunker visibility and enhance player strategy. Accumulated built-up material on bunker edges will be removed, hauled to out of play areas and disposed of. Unnecessary and redundant bunkering will be removed and replaced with strategic swales and mounding. New sand will be placed on bunker bottoms and compacted to a depth of 6" (4" on faces) in each bunker. New sod will be installed on all bunker faces and surrounds. Bunker renovation will occur September through November 2024.

42 bunkers rebuilt
10 bunkers eliminated
150,000+ sq. ft. sod installed

Irrigation: In order to reduce irrigation costs, \$4 million has been allocated to provide a non-potable water source. Several options are being explored (effluent connection, wells, etc.); the new Operator will be a part of this assessment and decision-making.

MOHAWK

The following capital improvements have been funded and are planned to be completed at Mohawk at the City's expense:

Although Mohawk sources free water from the park's lagoon, its irrigation system has deteriorated significantly and is in a significant state of disrepair, leading to increasingly poor course quality. An irrigation assessment and engineering design master plan currently is underway. The City has \$4 million allocated to repair the irrigation. As a first step, a new pump station was installed in February 2024. A master plan also is in progress to explore reducing the impact of flooding and a new storm water out flow structure will be installed in the fall of 2024.

The successful Respondent should have the capability to conduct their own assessment and suggest improvements at both Mohawk courses. Any proposed capital improvements should focus on overall course appearance and playability, improve the gross business, and net operating income, and increase the operating efficiency of the overall business. Therefore, the Respondent is requested to list the items believed to accomplish these goals, along with the estimated cost, timeline of construction or implementation, and the source of funds required for the capital improvements. The City could potentially partner in the proposed capital improvements dependent upon the structure of the proposed agreement.

VI. OTHER ASSETS AND INFORMATION

The City currently provides \$123,000.00 annually for short-term capital purchases which are primarily equipment. These assets are for golf course use but remain property of the City.

- Appendix A is a list of current staffing positions and head counts provided by the current operator.
- Appendix B is the most recent available financial summary data.
- Appendix C is a list of City-owned equipment that is included with the properties.

VII. ENVIRONMENTAL STEWARDSHIP

Environmental Stewardship best practices are to be employed with regard to maintaining the courses' landscape and hardscape elements. This includes but is not limited to; water conservation, water quality management, supporting and working with government and regulatory agencies that govern the maintenance and preservation of creeks and waterways, healthy playing surfaces, and allowing wildlife habitats to continue to thrive including the local streams, trees, and other native species. In addition, it is expected that the Respondent will follow high industry practices and any applicable policies or ordinances related to Integrated Pest Management and tree care.

VIII. FINANCIAL MANAGEMENT

The Operator shall keep and maintain all required financial records in accordance with City policy and procedures while utilizing accounting procedures compatible with the City's financial system. The City will consider alternative procedures and reports proposed by the prospective Operator, provided they include adequate internal controls, compliance with State laws and City regulations, and the safeguarding of City assets.

The City reserves the right to designate its own employee or contracted representatives who shall have the right to audit the Operator's accounting procedures, internal controls of the Operator's financial systems, and to examine any cost, revenue, payment, claim, other records or supporting documentation resulting from any items set forth in this Agreement. Any such audit(s) shall be undertaken by the City or its representative(s) at reasonable times and in conformance with generally accepted auditing standards.

The right to audit shall extend during the length of this Agreement and for a period of four (4) years, or longer if required by law. Operator agrees to retain all necessary records and documentation for the entire length of this audit period. Internal controls on the receipt and recording of all cash receipts, and all other operational financial and accounting controls and procedures are subject to the approval of the City. At a minimum, the internal control of cash shall include an electronic cash register Point of Sale ("IBS or comparable") with an auditable daily tape, daily reconciliation of the cash deposit and sales, issuance of a physical dated receipt to every client, a daily activity report listing number of rounds, total collections, buckets of balls sold and a monthly summary report. The monthly summary report shall be submitted within fifteen (15) days of each month. An annual financial statement (prepared by a CPA) detailing all income and expenses shall be submitted within thirty (30) days of the closing of the Lease Year.

IX. DELIVERABLES

A. Financial Reporting

1. Monthly Summary Report by site. Due by the fifteenth of the following month.
2. Annual Financial Statement by site. Due within 30 days of the closing of the Lease Year.
3. Proposed budget for the upcoming Fiscal Year, submitted by January 31st annually. It is understood that the Operator may use a Calendar Year. In that instance, a fiscal year budget must still be presented for consideration as part of the City’s budget process.

X. PERFORMANCE METRICS AND CONTRACT MANAGEMENT:

Performance Metrics

The following performance metrics highlight key priorities that will be analyzed with the awarded Respondent collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to City of Tulsa. The City looks forward to working with awarded Respondent to agree on important performance metrics during contract negotiations. These and other performance metrics may result in performance incentive fees as negotiated with the successful Respondent and the City prior to the finalization of an agreement between both parties. Such metrics may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility
Quality of Course Maintenance	Visual Inspection	Quarterly	City
Total Rounds Played		Monthly	Operator
Total Revenue		Monthly	Operator
Total Net Proceeds		Monthly	Operator
Rounds Played Growth		Monthly	Operator
Revenue Growth		Monthly	Operator
New Player Growth & Development		Monthly	Operator
User Satisfaction Survey Results	TBD	TBD	Operator

Contract Performance Monitoring

As part of the City of Tulsa’s commitment to becoming more outcomes-oriented, we seek to actively and regularly collaborate with awarded Respondents to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. During the regular meetings that occur throughout the term of the contract, it is anticipated that the following topics will be regularly discussed:

- Current status of performance metrics
- Topics of interest or concern to the Operator

- Discussion and troubleshooting of challenges
- Review of activities on the horizon
- Review of budget and spending year-to-date

XI. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

- A. Proposals must be received by **5:00 p.m. on Wednesday, October 23, 2024, Central Daylight Time**. Please place proposals in a sealed envelope or box clearly labeled "**RFP TAC 863B, GOLF COURSE MANAGEMENT SERVICES**".

Proposals received late will be returned unopened.

- B. Interested Respondents should submit:
One (1) unbound original, seven (7) bound copies of the proposal and one (1) digital copy (CD or USB drive).

- C. Proposals shall be sealed and delivered to:

Deputy City Clerk
City of Tulsa
175 E. 2nd St.
Suite 260
Tulsa, OK 74103

- D. All interested Respondents (Sellers) are required to register with the Buyer in order to receive updates, addenda or any additional information required. You can learn more about the registration process on the following website:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/>.

The City is not responsible for any failure to register.

- E. **Pre-Proposal Meeting**

A mandatory pre-bid meeting is scheduled for October 9th, 2024, at 10 a.m. to be held virtually via Microsoft Teams. Interested Respondents may attend a site visit on October 3rd or October 4th to view the properties. Attendance at the pre-bid meeting is required in order to submit a Proposal.

- F. Inquiries or questions to the Buyer requesting clarification regarding the Request for Proposal must be made via e-mail and must be received prior to the end of the business day on **Monday, October 14, 2024**.

Samantha J. Toothaker, Project Buyer
stoothaker@cityoftulsa.org

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only minor clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

G. Proposals will be opened on the morning after the due date, at 8:30am, at the:

Standards, Specifications, and Awards Committee Meeting
175 East 2nd Street, 2nd Floor
City Council Chamber

XII. RESPONSE QUESTIONS AND PROPOSAL REQUIREMENTS

To be considered, interested Respondents should submit or address the following questions or information requests:

A. OPERATIONS

- Identify Respondent, key personnel, intended roles and responsibilities for the operation of the golf courses. Include employee classifications by site and whether the positions are full time or part time.
- List intended business organization type such as sole proprietor, partnership, corporation, or joint venture.
- Describe Respondent's overall operating management philosophy and plan.
- Describe Respondent's previous golf course management experience including environmental stewardship practices.
- List current courses under management by Respondent. Include operating budget, financial statements and references for each course managed.

B. FINANCIALS

- Provide Respondent's most recently audited financial statement. If unavailable, provide sufficient financial information to establish Respondent's financial capability to undertake management responsibilities for the courses.
- Provide a pro forma outline for the first five years that summarizes expected expenses and revenues. **Clearly delineate any contributions that would be expected from the City beyond funds that have already been committed.** This should include any additional operational subsidy, additional capital costs, and or any additional services support expenses.
- Provide a detailed list of capital improvements and the amount the Respondent would commit to with their own funds.
- Identify potential additional resources and capital costs to be invested in the facilities and operations.
- Proposals must include a food and beverage service plan including projected costs and revenues. Describe the food and beverage to be provided.

C. MARKETING

- Provide a marketing plan with budget figures for the first three years of course operations.
- Describe previous marketing efforts and give examples of successful marketing plans developed, implemented, and the subsequent results.
- Describe Respondent's merchandising philosophy and provide a merchandising plan.

- Describe how Respondent plans to grow the City’s market share among existing Tulsa area golfers and how they intend to reach the non-traditional golfers of all ages and demographic backgrounds.
- Describe any other revenue increasing strategies that may be implemented such as soliciting sponsorships, private donations, grants, fundraising events, capital campaign or other approaches designed to supplement course revenue and further improve the facilities or programs.

D. DISCLOSURE

- Provide statement regarding involvement in litigation, arbitration, or mediation pertaining to any claims filed by the Respondent’s entity or against the Respondent’s entity.

X. EVALUATION OF PROPOSALS:

The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the selected Respondent(s).

All Bids will be evaluated using the following criteria:

Category	Total Points
Qualifications and Experience	25
Quality of Overall Operations Plan	25
Pricing and Cost Proposal	25
Staff Capacity and Oversight	8
Service Delivery and Timeline	7
Project Management and Reporting	5
Player Growth and Outreach Plan	5
Total Points Available	100

The City of Tulsa also reserves the right to evaluate based on the full list of eligible criteria listed in [Title 6, Chapter 4](#) of the Tulsa Revised Ordinances (TRO): https://library.municode.com/ok/tulsa/codes/code_of_ordinances.

XI. MISCELLANEOUS

- The City expects to enter into a written Agreement (the “Agreement”) with the chosen Respondent(s) that shall incorporate this RFP and your proposal. Further, Respondent(s) will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement if one is awarded to you.
- All data included in this RFP, as well as any attachments, are proprietary to the City.

- C. The City notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- D. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination. They shall also comply with the Americans with Disabilities Act (ADA).
- E. The use of the City's name in any way as a potential customer or contractual partner is strictly prohibited except as authorized in writing by the City.
- F. The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.

The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Oklahoma Open Records Act, see the link here:

<https://oklahoma.gov/libraries/law-legislative-reference/library-laws-and-regulations/statutes-and-rules--open-record-act.html>

The City shall not be under any obligation to return any materials submitted in response to this RFP request.

- H. The City shall not infringe upon any intellectual property right of any Respondent but reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Responses containing your proprietary data shall be safeguarded with the same degree of protection as the City's own proprietary data. All such proprietary data contained in your proposal must be clearly identified.
- I. The City also notifies all Respondents that the City has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the City's Objectives.
- J. Although it is the City's intent to choose only the most qualified Respondents, the City reserves the right to choose any number of qualified finalists for interview and/or for final selection. At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the proposal.
- K. **Authorized Agents.** Parts of the Bid (Affidavit, Exhibit A) must be signed by an "**Authorized Agent.**" An Authorized Agent means an agent who is legally authorized to bind the Seller under the law of the state in which the Seller is legally organized. Entities organized in states other than Oklahoma must follow the law of the state in which they are organized. For instance, under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:

- **Corporations** – the president, board chair or board vice chair (or the vice president if the corporation was formed in Oklahoma) can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent Certificate of Secretary indicating the authority is still valid and was in full force and effect on the date of the signature.
- **General Partnerships** – any partner can sign to bind all partners.
- **Limited Partnerships** – the general partner must sign.
- **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
- **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
- **Limited Liability Company (LLC)** – any manager of the LLC elected by the members of the LLC, or any member signing as manager of the LLC. All other signers will need a Consent of Members signed by all the Members of the LLC authorizing their signature on or up to 30 days before the date of their signature

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RESPONDENT INFORMATION SHEET

Respondent's Legal Name: _____
(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

State of Organization: _____

Respondent's Type of Legal Entity: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____ |

Respondent's Address: _____
Street City State Zip Code

Respondent's Website Address: _____

Sales Contact:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

Contact for Legal Notice:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

How did you learn about this business opportunity with the City of Tulsa?

- Email from Assigned Buyer
- City of Tulsa Website
- Tulsa World posting
- Purchasing search engine
- Industry colleague
- Other: [Click or tap here to enter text.](#)

EXHIBIT A
Price Sheet Summary

Respondent's Legal Name: _____
(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

Please present a Management Fee Schedule for each year's services. It is presumed that this fee is included in the Operating Costs in the Respondent's Pro Forma.

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

Year 4: \$ _____

Year 5: \$ _____

5-YEAR TOTAL \$ _____

By signing here, I affirm that these prices are my formal offer and agree to the inclusion of City of Tulsa's general contract terms and conditions as listed in this RFP in any contract with the City of Tulsa.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT B **Insurance Requirements**

Operator shall be the named insured under all policies with an authorized insurance company licensed to do business in Oklahoma and shall secure prior to the Effective Date of this Agreement and shall keep in force at all times during the term of this agreement the following insurance:

Commercial General Liability

Limits of at least:

\$1,000,000 Per Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products – Completed Operations Aggregate

- Coverage shall be provided by a standard form Commercial General Liability Policy covering bodily injury, property damage including loss of use, and personal injury.
- Respondent agrees to waive its rights of recovery against the City. Waiver of Subrogation in favor of City shall be added to the policy.
- Contractual liability coverage shall be on a broad form basis and shall not be amended by any limiting endorsements.

Automobile Liability

Limits of at least:

\$2,000,000 Combined Single Limit (CSL) Per Occurrence

- Coverage shall apply to all Owned, Hired, and Non-Owned Autos operated by awarded proposer, agents, and employees in connection with the project, whether owned by the awarded proposer, the City, or otherwise.
- Waiver of Subrogation in favor of the City.

Workers Compensation

Limits of at least:

Statutory coverage for the state of Oklahoma

- Waiver of Subrogation in favor of the City

Umbrella / Excess Coverage and Professional Liability

Umbrella / Excess Limits of at least:

\$2,000,000 Per Occurrence

\$4,000,000 Aggregate

- Policy shall provide liability coverage in excess of the specified Workers Compensation/Employers Liability, Commercial General Liability, and Auto Liability.
- Coverage shall be on a per location / per project basis.
- Coverage shall be on a Primary and non-Contributory basis including completed operations.
- Waiver of subrogation in favor of City Tulsa

Crime, Theft and Forgery

Limits of at least:

\$1,000,000 Per Occurrence

\$5,000,000 Combined Single Limit

Maximum Deductible of \$10,000

Pollution Legal Liability

Limits of at least:

- \$2,000,000 Per Incident
- \$16,000,000 Aggregate

Liquor Liability

Limit of at least:

- \$2,000,000 General Aggregate

Operator shall at all times during the term of this Agreement maintain workers' compensation insurance with an authorized insurance company licensed to do business in Oklahoma, or through CompSource Oklahoma, insuring its employees in amounts equal to or greater than required under law.

Operator shall provide the City with current valid original certificates of insurance prior to commencement of this agreement and annually prior to policy renewals evidencing compliance with this Section.

Operator shall provide the City with a minimum of thirty (30) days prior written notice of policy cancellations. It is solely the Operator's responsibility to provide notice to the City, should any required insurance be cancelled or non-renewed. Failure of the Operator to provide all insurance requirements, or to provide notice, shall not relieve the Operator of its obligation under this contract.

Financial Security

Any and all companies providing insurance required by the contract/agreement must meet the minimum financial security requirements as set below. Companies providing insurance must have a current:

- Best's Rating not less than A (Excellent), and
- Best's Financial Size Category not less than Class VII (\$50M-\$100M)
- The Rating for each company must be indicated on the Certificate of Insurance

Performance Bond

The Operator shall provide to the City a surety and performance bond in the amount of one million dollars (\$1,000,000.00) to protect the City against loss due to the inability or refusal of Operator to perform under the management agreement.

Permits and Licenses

The Operator shall be responsible for determining and securing, at his/her expense, any and all licenses and permits that are required by any statute, ordinance, rule, or regulation of any regulatory body having jurisdiction in any manner connected with providing operations and maintenance of the facility. Such fees shall be included in and are part of the total proposal cost.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ► _____

Printed Name: _____

Title: _____

Date: _____

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City of Tulsa General Contract Terms

It is anticipated that the City of Tulsa will enter into an Agreement with the selected Respondent (“Seller”) for an initial term ending five (5) years from the date of its execution by the City’s Mayor, with one (1) five-year renewal available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City’s needs and to City’s annual appropriation of sufficient funds in City’s fiscal year (July 1st to June 30th) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense, or liability arising from or related to this Agreement, including any attorneys’ fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials, or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents, trademarks, or copyrights.
4. **General Liability and Indemnification.** Seller shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Seller must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Seller or Seller’s subcontractors under the scope of this Agreement.
5. **Liens.** Pursuant to City’s Charter (Art. XII, §5), no lien of any kind shall exist against any property of City.
6. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City’s compliance with its statutory requirements there under.
7. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state, and local laws. Seller is responsible for any costs of such compliance. Seller shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Seller certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists, or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller shall retain all records related

to this Agreement for the duration of the contract term and a period of four years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records begins before the end of the four year period, the records shall be maintained for four years from the date that all issues arising out of the action are resolved or until the end of the four year retention period, whichever is later.

9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions, or modifications that may be required under this Agreement unless such terms, revisions, or modifications have been reduced to writing and signed by both parties. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
12. **Equal Employment Opportunity.** Seller shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

Appendix A Staffing Details

Page Belcher			
Position	Type	In-Season Count	Off-Season Count
General Manager	Full time, Salaried	1	1
Assistant General Manager	Full time, Salaried	1	1
Head Professional	Full time, Salaried	1	1
Sales Coordinator	Full time, Hourly	1	1
Attendants	Part time, Hourly	6 to 8	2 to 4
Outside staff	Part time, Hourly	10 to 12	4 to 6
Food and Beverage Manager	Full time, Hourly (shared across both facilities)	1	1
Food and Beverage Servers/Beverage Cart	Part time, Hourly	6 to 8	2
Superintendent	Full time, Salaried	1	1
Assistant Superintendents	Full time, Hourly	2	2
Mechanic	Full time, Hourly	1	1
Maintenance Crew	Part time, Hourly	up to 18	5 to 7
Mohawk Park			
Position	Type	In-Season Count	Off-Season Count
Assistant Professional	Full time, Hourly	1	
Attendants	Part time, Hourly	4 to 6	1 to 2
Outside staff	Part time, Hourly	8 to 10	2 to 3
Food and Beverage Servers/Beverage Cart	Part time, Hourly	4 to 6	2 to 3
Superintendent	Full time, Salaried	1	1
Assistant Superintendent	Full time, Hourly	1	1
Mechanic	Full time, Hourly	1	1
Maintenance Crew	Part time, Hourly	12 to 14	7

Appendix B Financial Summary

Revenue from greens fees and guest services is retained by the City. The current golf course management firm collects the fees for the City, and deposits them into the city golf operations account each day.

Table 1 – Rounds, Revenues, and Expenses				
By Year	2019	2020	2021	2022
Rounds	95601	87529	110018	107783
Revenue	\$ 2,387,452	\$ 2,243,511	\$ 2,843,260	\$ 2,821,261
Expenses	\$ 2,320,723	\$ 2,077,676	\$ 2,204,760	\$ 3,050,979

Table 2 – Utility Costs				
By Year	2019	2020	2021	2022
Electric	\$ 43,162	\$ 39,790	\$ 34,911	\$ 43,364
Gas	\$ 9,054	\$ 6,614	\$ 8,802	\$ 12,958
Water	\$ 121,802	\$ 100,821	\$ 107,073	\$ 3,105,000

Table 3 – Current Course Rates by Course				
	Walking Weekdays	Walking Weekends & Holidays	Riding Weekdays	Riding Weekends & Holidays
Belcher				
Open - 1pm	\$ 31	\$ 36	\$ 46	\$ 51
Twilight (After 1pm)	\$ 25	\$ 25	\$ 40	\$ 40
Senior (55+)	\$ 22	\$ 22	\$ 37	\$ 37
Junior (17-)	\$ 20	\$ 20	\$ 35	\$ 35
Advantage Card	\$ 26	N/A	\$ 41	N/A
Twilight Advantage Card (After 11am)	\$ 20	\$ 20	\$ 35	\$ 35
Senior Advantage Card	\$ 17	\$ 17	\$ 32	\$ 32
Mohawk				
Open - 1pm	\$ 26	\$ 30	\$ 41	\$ 45
Twilight (After 1pm)	\$ 21	\$ 21	\$ 36	\$ 36
Senior (55+)	\$ 20	\$ 20	\$ 35	\$ 35
Junior (17-)	\$ 18	\$ 18	\$ 33	\$ 33
Advantage Card	\$ 21	N/A	\$ 36	N/A
Twilight Advantage Card (After 11am)	\$ 16	\$ 16	\$ 31	\$ 31
Senior Advantage Card	\$ 15	\$ 15	\$ 30	\$ 30

Appendix C Asset List

Course	Mfg	Description/Model	Serial#	Year
Mohawk	Toro	325D	90860	1999
Mohawk	John Deere	Pro Gator	TC2030Ao35345	2000
Mohawk	Toro	Trap rake	230000277	2003
Mohawk	Toro	328D	230000406	2003
Mohawk	TurfCo	Top Dresser	D00403	2003
Mohawk	Lastec	Zero Degree Rotary Mower	4890503	2004
Mohawk	Foley	Bed Knife Grinder	40867001370	2005
Mohawk	Foley	Reel Grinder	30J63001900	2005
Mohawk	Toro	workman 3300	07362-260000220	2006
Mohawk	John Deere	Tractor 4310	LV4310H330094	2006
Mohawk	Jacobsen	GPlex III Greens Mower	FJ000886	2007
Mohawk	John Deere	Tractor 3120	LV3120H211404	2007
Mohawk	Toro	4000D Rotary Rough Mower	230000632	2008
Mohawk	Toro	Ground Master Deck mower 3500D	290000298	2009
Mohawk	Toro	Greens Aerifier	09701220000251	2011
Mohawk	Smithco	3184 300 gal sprayer	300G114	2011
Mohawk	John Deere	310 K	1T0310KXJDE25025	2013
Mohawk	Smithco	roller	T5424	2013
Mohawk	Toro	Fwy mower 5510	314000313	2014
Mohawk	Jacobsen	GreensKing IV Diesel	062379-01657	2014
Mohawk	Toro	Pro Force Blower	44538-314000230	2014
Mohawk	Toro	2040z trap rake	315000197	2015
Mohawk	Toro	multi pro 1750	41188-315000507	2015
Mohawk	Toro	4000D grounds master	315000001	2017
Mohawk	Toro	triflex 3320	318003394	2018
Mohawk	Toro	triflex 3320	403290853	2018
Mohawk	Toro	4500 - model 30881	405259184	2019
Mohawk	Toro	1200 Groundsmaster-model 31905	405572153	2019
Mohawk	Kubota	Mx6000 Hst	KBUL3CHRCK8L10839	2019
Mohawk	Buffalo Blower	Pto Blower	33105	2020
Mohawk	Timax	Snake 400	621-400-200-1026966	2021
Mohawk	Kubota	Mx6000 Hst	kbul3chr8e16754	2021
Mohawk	Cushman	1200 Hauler	3585286	2022
Mohawk	Cushman	1200 Hauler	3585287	2022
Mohawk	Cushman	1200 haul;er	3617917	2022
Mohawk	TurfCo	Widespin 1550	65831226841	2023
Mohawk	Cushman	1200 Hauler	3585288	2024

RFP TAC 863B | Golf Course Management Services | Issue Date: 09/20/2024

Course	Mfg	Description/Model	Serial#	Year
Mohawk	Cushman	Truckster	7009276	2024
Page Belcher	Toro	Mower/3500D	260000151	2003
Page Belcher	John Deere	Backhoe Tractor	P0300DX850247	1994
Page Belcher	Jacobsen	3 Pt PTO Blower	85041-02021	2002
Page Belcher	Turf-Co	Topdresser	85802D00386	2002
Page Belcher	John Deere	Heavy Duty Utility Vehicle	TC2030A053292	2003
Page Belcher	Foley	Reel Grinder	30J67001310	2005
Page Belcher	Foley	Bedknife Grinder	30563001899	2005
Page Belcher	Kubota	Tractor	40011	2004
Page Belcher	Toro	3Pt Aerifier	220000260	2004
Page Belcher	Toro 4500	Rough Mower	250000122	2005
Page Belcher	Toro	Debris Vac	26000011	2006
Page Belcher	Toro	Heavy Duty Utility Vehicle	260000107	2006
Page Belcher	Toro	Heavy Duty Utility Vehicle	270000189	2007
Page Belcher	Jacobsen	Rough Mower	6808002395	2007
Page Belcher	Smithco	Greens Roller	T2994	2009
Page Belcher	Toro	Aerifyer	310000816	2010
Page Belcher	Kubota	Tractor	30851	2011
Page Belcher	Toro	MDX Utility Cart	314000179	2014
Page Belcher	Toro	MDX Utility Cart	314000172	2014
Page Belcher	John Deere	Stump Grinder	36A140300085	2014
Page Belcher	Toro	Verticutter	230000852	2003
Page Belcher	Buffalo	Blower	16767	2011
Page Belcher	John Deere	Fairway Mower	TC7700X20101	2010
Page Belcher	Toro	5800-G Sprayer	315000240	2015
Page Belcher	Smithco	wide roller	T8614	2020
Page Belcher	Cushman	truckster 1200x	3585290	2021
Page Belcher	Toro	HD workman	408885755	2019
Page Belcher	John Deere	2653b	1TC2653TKGT095227	2016
Page Belcher	Toro	Greens Master 04530	40555268	2019
Page Belcher	Toro	Grounds Master 4500	405259034	2019
Page Belcher	Toro	Grounds Master 4500	405259182	2019
Page Belcher	Cushman	657069G01	3475763	2019
Page Belcher	Cushman	657069G01	3475785	2019
Page Belcher	Cushman	657069G01	3475758	2019
Page Belcher	Turfco	85651 Blower	20146	2019
Page Belcher	Toro	Sand Pro 08705	405691752	2019
Page Belcher	Toro	5510 - 03607	401138016	2016
Page Belcher	Toro	Greensmaster 3320 - 04530	401138337	2017
Page Belcher	Buffalo	pto blower	35060	2020

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Course	Mfg	Description/Model	Serial#	Year
Page Belcher	Trimax	snake	2002638	2023
Page Belcher	Kubota	MX 6000	25317	2024
Page Belcher	Dream Turf	sweep n fill III	2373	2023
Page Belcher	B&B	pull behind sprayer	220433	2020
Page Belcher	Toro	2040z trap rake	315000197	2015
Page Belcher	Toro	4000D grounds master	315000001	2017
Page Belcher	Lastec	pull behind mower	32971008	2010
Page Belcher	Lastec	pull behind mower	32951008	2010
Page Belcher	Lastec	pull behind mower	33031008	2010
Page Belcher	Adams	trailer	SD-595	2012
Page Belcher	Aerway	slicer/aerifier	KU61N	1998

SURPLUS ITEMS

Course	Mfg	Description/Model	Serial#	Year
Mohawk	Toro	Workman MD	314000772	2014
Mohawk	Toro	Workman MD	314000767	2014
Mohawk	Toro	Workman MD	314000771	2014
Mohawk	Club Cart	Carryall 232 Cart	XL1237-311767	2012
Mohawk	John Deere	2653A Triplex	TC2653D120333	2004
Mohawk	Toro	Debris Vac	250000132	2005
Mohawk	John Deere	5300 Tractor	LV5300D230526	2000
Mohawk	Hustler	Fairway Mower	09100311	2010
Mohawk	Jacobsen	Greens King IV gas	6230601776	2011
Mohawk	Jacobsen	Cushman	99000525	2002
Mohawk	Toro	workman 2110	230000351	2003
Mohawk	Jacobsen	turf truckster	9900525	2002
Mohawk	Toro	workman md	230000351	2014
Mohawk	Jacobsen	turf truckster	898644	2002
Mohawk	Toro	reelmaster 3500d	290000298	2002
Page Belcher	Club Car	utility cart	xl1237-311740	2012
Page Belcher	Club Car	utility cart	xl1237-311772	2012
Page Belcher	EZ GO	utility cart	2674136	2009
Page Belcher	EZ GO	utility cart	2674122	2009
Page Belcher	EZ GO	utility cart	2674133	2009
Page Belcher	EZ GO	utility cart	2674135	2009
Page Belcher	Toro	greens master	210001211	2001
Page Belcher	Toro	sand pro 2000	08882-30259	1998
Page Belcher	Toro	sandpro	230000139	2003
Page Belcher	Ford	tractor 3430	DD51433	1995
Page Belcher	Toro	sidewinder	230001085	2003

SURPLUS ITEMS				
Course	Mfg	Description/Model	Serial#	Year
Page Belcher	Cushman	truckster	7295	2000
Page Belcher	Toro	5500 grounds master	230000340	2003
Page Belcher	Jacobsen	AR-5	6808202000	2010
Page Belcher	Toro	heavy duty workman	270000141	2007
Page Belcher	Toro	heavy duty workman	250000125	2005
Page Belcher	Toro	multi pro 1200	260000352	2006

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RESPONDENT CHECKLIST

Use this checklist to ensure You have properly read and completed all documents listed below. This document (the RFP) contains all the following materials, which must be completed and returned to the City of Tulsa Clerk’s Office. We recommend You include this checklist with Your proposal.

Proposer’s Name: _____

RESPONDENT CHECKLIST	
RESPONDENT DOCUMENTS	INCLUDED?
Cover Letter	
Proposal Narrative (To Include Requirements listed on pages 9-10)	
Respondent Information Sheet (required form)	
Exhibit A Price Sheet Summary (required form)	
Exhibit B Insurance and Bond Requirements	
Affidavit (Non-Collusion, Interest & Claimant) (required form)	
Acknowledgement of Receipt of Addenda (required form)	
City of Tulsa General Contract Terms	
Appendix A – Staffing Details	
Appendix B – Financial Summary	
Appendix C – City’s Assets & Equipment List	
Additional Information (Optional)	

**Please Return Entire RFP Document along with Your Proposal
including Completed Required Forms**

PACKING LABEL

Top Left Corner

Your Company Name

Street Address

City, State, Zip Code

FROM

City of Tulsa - City Clerk's Office

175 East 2nd Street, Suite 260

Tulsa, OK, 74103

Respondent Submission For:

RFP TAC 863B

RFP DESCRIPTION: GOLF COURSE MANAGEMENT SERVICES

This label ensures that Your proposal will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the RFP number). Proposals must be sealed and either mailed or delivered to the City Clerk's Office. Proposals must also be received no later than 5:00 PM (CST) on date listed on the first page of the RFP.