

REQUEST FOR PROPOSAL

RFP#2021-010

GOLF COURSE MAINTENANCE SERVICES

CITY OF LAUDERHILL



CORPORATE HEADQUARTERS

INTERNATIONAL GOLF MAINTENANCE

5385 GATEWAY BLVD. #12, LAKELAND, FL 33811

(800) 413-5500 (407) 589-7200 FAX: (863) 373-8810

www.igminc.net ● <http://blog.igminc.net>

Boston ● Las Vegas ● Phoenix ● Tampa ● Virginia Beach

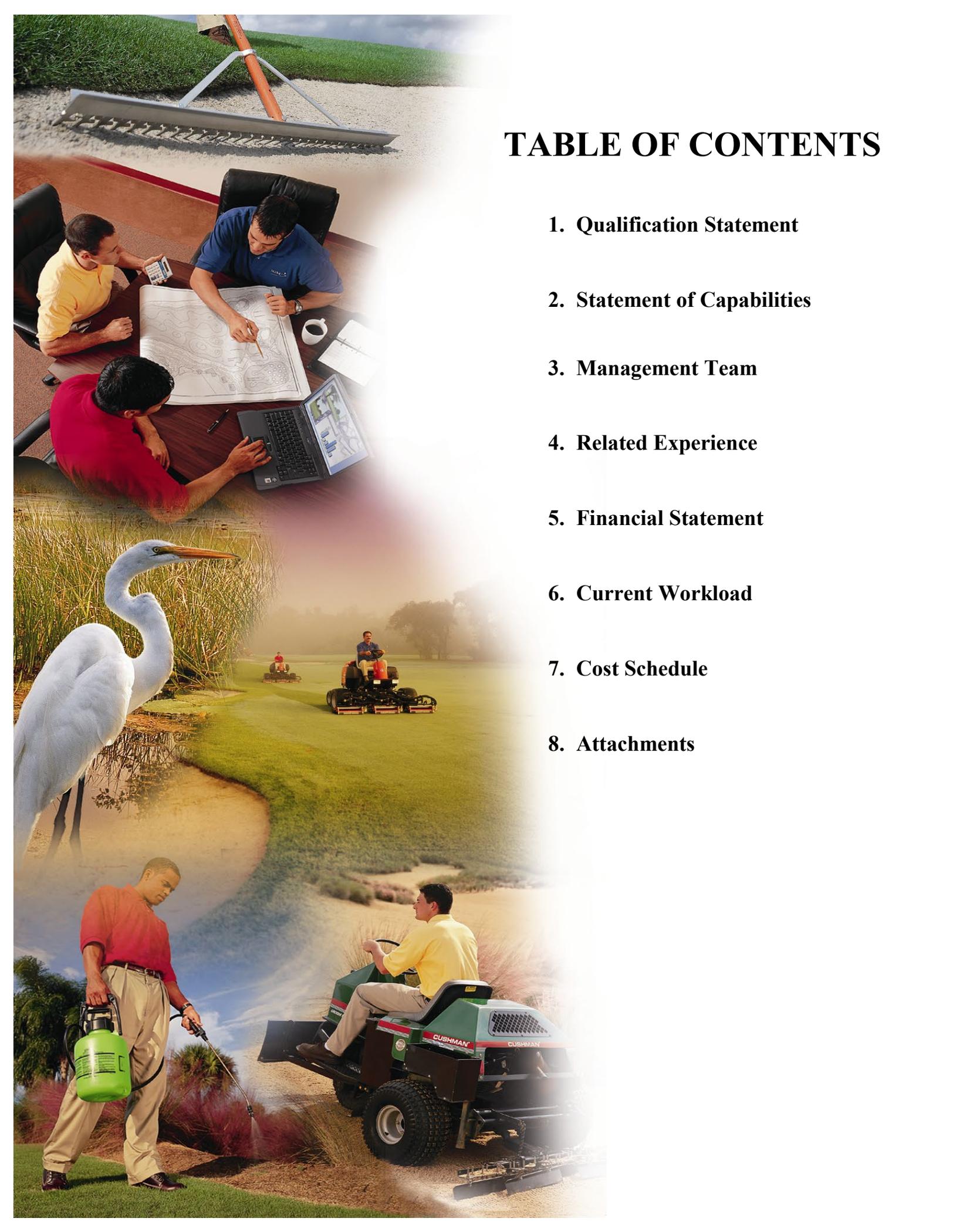


TABLE OF CONTENTS

1. **Qualification Statement**
2. **Statement of Capabilities**
3. **Management Team**
4. **Related Experience**
5. **Financial Statement**
6. **Current Workload**
7. **Cost Schedule**
8. **Attachments**



IGM

A Meadowbrook Company

QUALIFICATION STATEMENT

PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

IGM INC.

5385 GATEWAY BLVD. #12

LAKELAND, FL 33811

Contact Person's Name and Title: GREG A. PLOTNER EXECUTIVE VP

PROPOSER'S Telephone and Fax Number: 407-589-7200 / 866-373-8810

PROPOSER'S License Number: _____
(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: 59-3489578

Number of years your organization has been in business, in this type of work: 27

Names and titles of all officers, partners or individuals doing business under trade name:

RON JACKSON CEO / PRESIDENT

ERIC BURK CFO / SECRETARY

GREG A. PLOTNER EXECUTIVE VP

The business is a: Sole Proprietorship Partnership Corporation

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A

Have you ever failed to complete work awarded to you. If so, when, where and why?

NO

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

YES

Will you subcontract any part of this WORK? If so, give details including a list of each subcontractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

NO

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

N/A.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

N/A.

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

N/A.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

N/A.



STATEMENT OF CAPABILITIES

Statement of Qualifications

March 23, 2021

Kentrea White
City of Lauderdale – Purchasing Division
5581 W. Oakland Park Blvd. Suite 421
Lauderhill, FL 33313

Dear Kentrea,

Please accept the following response to your Request for Proposal for Golf Course Maintenance Services RFP #2021-010 at the Lauderdale Municipal Golf Course. We are extremely proud of the relationship that IGM has developed over the past years with the City of Lauderdale. We believe this makes us uniquely qualified to continue to be your golf course maintenance partner.

Since we are headquartered in Florida, we have a tremendous amount of resources in the South Florida area. As you have seen over the years we have worked on your course, we can bring efficiencies as well as the ability to address any specific turf maintenance needs as they arise. Another benefit of having the IGM team onboard at your facility is that our Regional Manager, Chris Garrett, lives in South Florida and provides oversight of IGM's maintenance operations to courses in your area. He works directly with the golf course staff at your facility and would ensure playing conditions exceed your expectations.

Our proposal is based on a full-time dedicated golf course staff and supported by part time employees as needed in order to accomplish all required maintenance tasks outlined with the RFP. An equipment technician would visit the property as needed to provide support in the care of the maintenance equipment.

I will be your point of contact should you need any additional information. Please feel free to contact me if there is anything else that I can assist you with in making your decision. Thanks for allowing IGM to present our response to your proposal, and I look forward to hearing from you soon.

Regards,

Greg A. Plotner CGCS, Executive Vice President
5385 Gateway Blvd. Suite 12
Lakeland, FL 33811
Phone: 407-589-7200
Cell: 813-230-2837
Email: gregp@igminc.net



MANAGEMENT TEAM

Team Overview

International Golf Maintenance, Inc. (IGM) has developed the knowledge and techniques to not only meet, but also exceed our customers' expectations. IGM's dedication to customer satisfaction is the cornerstone of the company's vision for its management team and employees.

IGM's team comprises highly qualified and trained professionals, all with many years of experience in all facets of the golf industry. Committed to the highest degree of maintenance standards and practices, our management team is empowered to make decisions and support our customers.

IGM MANAGEMENT TEAM

Our team members are our #1 asset. Our management team consists of top corporate staff, led by President and CEO, Ron E. Jackson and CFO, Eric Burk. An unmatched administrative, accounting, HR, and IT staff supports all IGM operations.

Open communication between IGM and the client course is vital. Should a problem arise at the Club that needs immediate attention, IGM wants to be informed, so we can act quickly to rectify the situation.

The management team responsible for operations is as follows:



Greg A. Plotner, CGCS, Executive Vice President, has more than 30 years' experience in turf grass management, golf course construction and renovation, and comprehensive agronomic support. A Certified Golf Course Superintendent, he joined IGM in 1996 and was promoted to his current role in 2009, overseeing operations of all IGM business units and business development. Greg earned a Bachelor of Science degree in plant and soil science from Southern Illinois University and achieved certification as a golf course superintendent in 1991. He is a past-president of the Florida and Florida West Coast Golf Course Superintendents Associations.

Steve Gano is the Vice President of Operations for IGM. He graduated with President's Honors from the University of Florida with a Bachelor of Science degree in agriculture, with an emphasis on turfgrass management. Since 2002, Steve has been responsible for developing operating budgets, capital improvement plans, and strategic business plans for IGM. He works with regional managers to oversee day-to-day operations and quality control reporting, as well as having developed and implemented a training program for new team members.



Team Overview

Chris Garrett, IGM’s Regional Golf Course Superintendent is a member in good standing of the Golf Course Superintendent’s Association of America and the Florida Golf Course Superintendent’s Association. He has been a certified pesticide applicator using IPM (Integrated Pest Management) for over 15 years. Chris joined IGM in 2017 and now assists Superintendents on the East Coast of Florida. Chris attended Horry-Georgetown where he was enrolled in the golf course management program. He previously worked at The Sanctuary Golf Club in Beaufort, South Carolina, where he spent 18 years and gained valuable golf maintenance experience before moving to Florida.

KEY PERSONNEL AT THE CLUB

Golf Course Superintendent

The Superintendent organizes and directs operations at the Club. The director of maintenance is responsible for all agronomic and landscape maintenance practices performed at the Club. The director of maintenance is responsible for record keeping and personnel management. This individual is responsible for all day-to-day operations at the course as well as training and safety. Open communication is essential for success, so the IGM superintendent shall be easily contacted at all times by two-way radio, cell phone, and email. This ensures both IGM and the Club that the superintendent will be able to respond quickly to any emergency.



Dr. Ron Duncan training IGM team members

Weekly Services		Hours Per Service	Weekly Frequency		37 Weeks		15 Weeks	
			In Season	Out of Season	Total	Total		
Greens	Mowing	6	7	4	1554	360		
	Rolling	12	1	0	444	0		
Tees	Mowing	9	3	1	999	135		
	Range Tee Mowing	2	3	1	222	30		
	Divot Repair	1.5	1	1	55.5	22.5		
Col & App	Mowing	6	4	1	888	90		
Fairways	Mowing	24	3	1	2664	360		
Rough	Mowing	60	1	0.5	2220	450		
	Mow Surrounds	58	1	0.5	2146	435		
	Mowing (2 nd)	60	1	0	1080	0		
	Mow Surrounds (2 nd)	58	1	0	1044	0		
Ponds	Clean	6	1	1	222	90		
	Mow lake edges	8	1	0.5	296	60		
String Trim		42	1	0.5	1554	315		
Range	Mowing	5.5	1	1	203.5	82.5		
	Mow Targets	1.5	1	1	55.5	22.5		
Bunkers	Raking	8.5	7	7	2201.5	892.5		
	Mow/Trim Edges	12	1	0.5	444	90		
Course Set-Up (Cups, Markers)		5.5	7	7	1424.5	577.5		
Rodent control		6	3	1	666	90		
Sweep/Blow/Vacuum Debris		8	0.25	4	74	480		
Watermen		6	7	0	1554	0		

An example of IGM's labor planner

Equipment Technician

The IGM equipment technician is responsible for the daily service and repair of the golf course maintenance equipment fleet. This position is one of the most critical for any golf course operation, as the equipment must be in safe operating condition at all times for use on the course. Also, the equipment technician is typically responsible for shop cleanliness and organization.

Greensmen

The IGM greensmen at the course will be fully trained in the safe operation of all types of golf course and landscape maintenance equipment. A mix of full and part-time team members, they are responsible for the daily care and set-up of the golf course. Additionally, they are trained to show the utmost respect and courtesy to golfers they encounter while performing their various maintenance tasks.

THE IGM TEAM PHILOSOPHY

PEOPLE

IGM's foremost resource to provide the highest-quality golf course conditions is our PEOPLE! IGM personnel will possess the following traits:

- Professional
- Friendly
- Tactful
- Communicative
- Helpful

Team members will be introduced to the game of golf and understand the terminology appropriate for use at a golf club. Personnel will be in an approved uniform which is clean and well-kept. IGM personnel will be encouraged to smile, make eye-contact, address members and guests by their sir name, i.e. Mr. Mrs. Ms. etc., and in general project a positive attitude. And, most importantly, they will be encouraged and empowered to always find a win-win outcome in any situation.

RECOGNITION

Team members not only want to be compensated fairly, they want to be valued and recognized for their work. IGM management personnel are trained to recognize and evaluate team members on a day to day basis. During this interaction, the Team members are informed of short and long-term goals for the Club and operation, and they are encouraged to share their ideas for improving quality and efficiency. IGM believes in giving timely, sincere and meaningful praise to employees for a job well done. This alone reinforces the behaviors we would like to see from our maintenance teams.

Team Overview

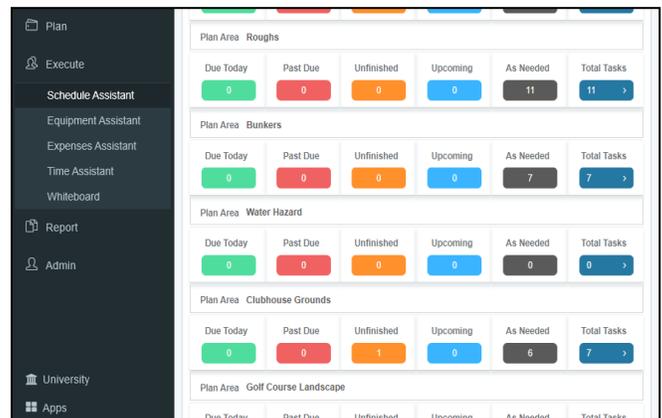
Formal employee recognition programs vary from facility to facility. Most often, employees are recognized internally at the maintenance facility during periodic meetings in front of the staff. Some formats include: Employee of the Month, Employee of the Season, and Employee of the Year. Each facility competes annually for Safety Excellence awards. Some IGM maintenance operations take part in the Club employee recognition program to maintain a seamless bond between IGM's maintenance department and the remainder of the Club.

SCHEDULING

IGM has been utilizing flexible work schedules since its inception over 20 years ago. This is one of the first ways we found to be more efficient than our competitors. Depending on weather, shotgun starts and full tee sheets, IGM carves out routines and work hours to be most efficient with the least impact on member and guest play. This has been instrumental in IGM's ability to maximize productivity.

USE OF TECHNOLOGY

IGM is a leader in the use of technology to create and execute the complex plans required to ensure that no detail is overlooked. IGM utilizes unique management software that allows us to collect and analyze data about the operation and identify opportunities for improvement and build a history for each asset under our care. Regular communication of our activities helps to provide assurance to our customers that we are performing the tasks needed to care for their asset.



The screenshot displays a software interface for task management. On the left is a dark sidebar with navigation options: Plan, Execute, Schedule Assistant, Equipment Assistant, Expenses Assistant, Time Assistant, Whiteboard, Report, Admin, University, and Apps. The main area shows a list of 'Plan Area' categories with corresponding task status metrics:

Plan Area	Due Today	Past Due	Unfinished	Upcoming	As Needed	Total Tasks
Roughs	0	0	0	0	11	11
Bunkers	0	0	0	0	7	7
Water Hazard	0	0	0	0	0	0
Clubhouse Grounds	0	0	1	0	6	7
Golf Course Landscape	0	0	0	0	0	0

The software platform allows for a customizable asset inventory to be completed. Each asset can be documented and repairs tracked as well as replacement forecasted. Items like turf equipment have reminders when service is due. The data that is then available makes for more informed replacement decisions and reduces emergency repairs.

SAFETY

Safety is everyone's responsibility. It is the desire of IGM to help provide a safe working environment. The Company is committed to safety for all employees, and has taken steps to protect its team members from injury on the job. To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities. The need also exists for recognizing that *no job is so important and no order is so urgent that we cannot take time to perform our work safely.*

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. All IGM employees shall observe the following safety rules at all times:

1. We follow the established **safe job procedures**. We only perform the jobs we have been assigned and properly instructed to perform.

Team Overview

2. We are a **Drugfree Workplace**. **No alcohol or drugs** will be used on the job at any time. All injured employees will be tested.
3. **We wear the protective equipment** required for the job.
4. We expect our teams to report unsafe acts or unsafe conditions without delay.
5. **We report all job accidents the same day** the accident happens. We report all accidents immediately whether anyone is hurt or not. In cases of injury, we get first aid as soon as possible.
6. We keep all mechanical safeguards in operation.
7. We do not allow machinery to operate unattended.
8. **HORSEPLAY**, such as scuffling, practical jokes, or throwing articles at each other is not tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so.
10. **MACHINE MASTER SWITCHES ARE TO BE TAGGED OR LOCKED OPEN, WHEN MAJOR REPAIR, OILING AND GREASING OR MAINTENANCE IS BEING PERFORMED.**
11. **The covers on SWITCH BOXES AND FUSE STATIONS ARE TO BE KEPT CLOSED AT ALL TIMES.**
12. All employees are requested to **WALK-NOT RUN-WHILE THEY ARE WITHIN** the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
15. Only those individuals who have been properly trained will administer first aid.
16. The use of any tools, machinery or equipment for the personal use of any employee shall not be permitted on company property.
17. Only qualified maintenance persons authorized by supervisors are permitted to repair machinery and equipment.
18. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc. shall be used whenever the operation or job requires them.
19. Good housekeeping should be maintained at all times throughout the work area.
20. Flammable solvents are to be kept in approved containers and are used only when needed.
21. **Wear seat belts at all times** in company vehicles or when driving your own vehicle on company business.
22. Ask your supervisor when you need additional equipment or instruction **to get the job done safely.**

MONTHLY SAFETY MEETINGS

IGM has developed a complete, comprehensive and administers ongoing safety education and training on subjects specific to our industry. Safety meetings are conducted at every facility, each month with attendance mandatory and recorded. Below is an example of a safety meeting outline...

April – Cart Safety

Carts come in many sizes and styles and are used by workers in many industries. While carts and the reasons we use them vary, they have some common hazards and safety issues to consider.

Hazards associated with carts include using the wrong type for the job or the wrong size of cart for the worker (ergonomics). They can be hazardous when used in congested work areas and in areas of poor housekeeping. They can cause injury to the handler who has had inadequate training. And, carts can cause the handler injury if the cart has not been properly maintained. All of these hazards require extra effort by the handler that may cause accidents that can result in sprains and strains, crush injuries, and fractures.

Make sure that the cart has the design and capacity for the job tasks. Some carts have open sides or spring loaded bottoms that assist the handler with loading and unloading. Carts should have enough room to store necessary supplies and equipment. Use carts for the intended purpose; reckless horseplay can lead to injuries. Unless the cart was designed to carry people, don't allow passengers.

The floor or ground surface determines the best wheel type for the cart. Generally, larger and harder wheels are easier and require less force to push. Steel wheels are the easiest, followed by hard rubber, and plastic; soft rubber wheels are the hardest to push. For tight spaces and crowded work conditions, four swivel wheels or casters add maneuverability. For pushing long distances, two swivel wheels and two straight wheels ease movement.

Carts need a wheel-locking mechanism to park them. Take care where you park your cart; don't block walkways, exits or doorways. A braking system adds additional control on slopes and ramps.

Handles should be located at the rear of the cart and at the proper height for pushing. It is easier on your back to push than to pull. Lean in the direction in which you are going and use your arms and legs (not your back) for leverage. If you must pull a cart, keep the cart at your side to avoid twisting your back.

Don't overload the cart; you won't see where you are going and it may overload the wheels. Don't attempt to carry extra items while you are pushing the cart; when pushing, keep both hands on the cart handle. Inspect your cart each time you use it; it should be properly functioning and in good repair. Wheel bearings require periodic inspections and maintenance and damaged wheels should be replaced.

With proper training, use, and maintenance, carts can help you keep rollin' on the job.

TRAINING

An example taken out of IGM's proprietary training manual...

GREENS MOWING

PROCEDURE:

1. Know the assigned machine, proper route, pre-determined mowing pattern and other specific instructions prior to leaving the job board. Check schedule for mowing patterns daily.
2. Memorize and follow the equipment maintenance, care and operation guidelines.
3. Avoid rough terrain while transporting machine from hole to hole.
4. Approach green from rear if possible.
5. Carefully check green for any foreign objects before mowing.
6. **NEVER** walk on or mow any turf area with frost on it.
7. Leave mower idling on green slope with parking brake engaged and remove flag stick. Roll flag around stick to prevent it from touching wet grass and being stained.
8. Repair ball marks prior to mowing.
9. Lower and lift reels upon entering the green surface to prevent scalping of collar.
10. Make sure all reels are engaged while mowing.
11. Check for any type of leaks after your first pass and when you leave. (Hydraulic oil, gas or grease).
12. If a leak is discovered, remove mower from grass as soon as possible and report it to a supervisor immediately.
13. Stay alert and scan green continuously for possible leaks and foreign objects.
14. **REMEMBER:** If there is a problem with a reel, **NEVER** check it with machine running! Turn off and visually examine. Do not attempt to dislodge a foreign object.
15. Make a straight line and cut toward an object on the horizon. Look straight ahead and use your peripheral vision on the lines below which will allow you to mow straight lines.
16. Overlap mower passes appropriate distance to avoid skips and maintain uniform width.
17. **DO NOT** make sharp turns anytime, anywhere. **No "BURN TURNS"**. Make a "LIGHT BULB" to avoid turf damage.

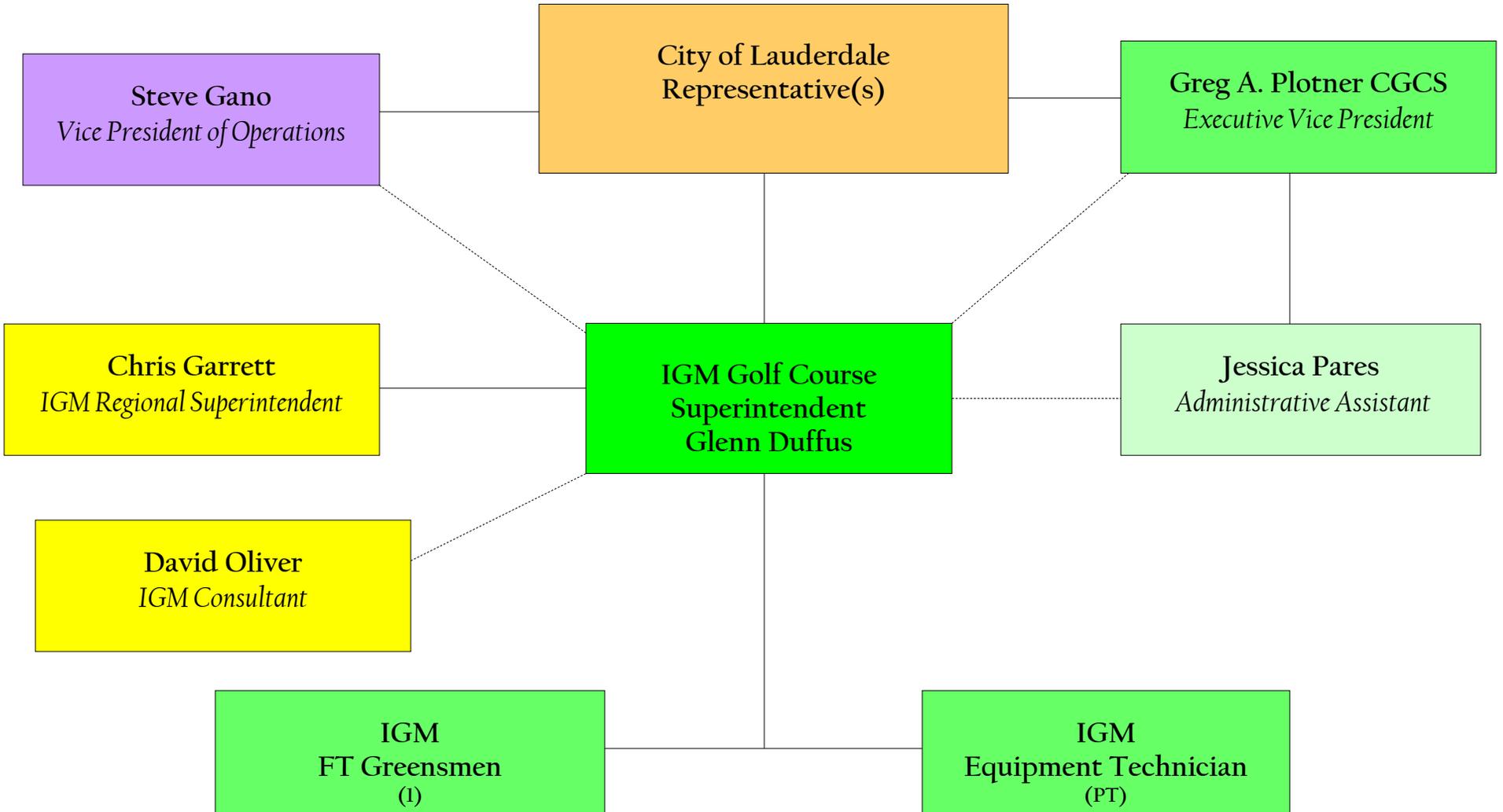
Team Overview

18. Empty baskets when $\frac{1}{2}$ to $\frac{3}{4}$ full, and empty baskets before mowing perimeter (clean-up) pass.
19. **DO NOT** dump baskets in swales, landscaped areas or highly visible areas. Scatter clippings thoroughly or dump in designated area.
20. Keep rollers free of excessive grass or debris.
21. If there is fertilizer on the greens, mow without baskets unless otherwise instructed.
22. After checking for damage, clean stick and flag and insert flag pole into cup (wipe off and shake flag to clean).
23. Clean up any clippings left on mowing surface and dew whip the edges if not mown.
24. Make sure reels are disengaged when mowing is complete.
25. Avoid high speed transport, especially in rough areas. These are delicate machines; treat them with care.



After task is complete, clean, re-fuel equipment and replace equipment to its designated area. Report any maintenance issues to a Supervisor or the Equipment Technician. Obtain next assignment from a supervisor or job board.

LOCAL MANAGEMENT FLOW CHART CITY OF LAUDERDALE





IGM RELATED EXPERIENCE

References

Property: Chicopee Country Club

Location: 1290 Burnett Road
Chicopee, MA 01020

Contact: Mike O'Neill
Director of Golf
413.594.9295
moneill@chicopeema.gov



Designed by Geoffrey Cornish in 1965, Chicopee Country Club features rolling terrain, tree-lined fairways and fast, sloping greens. Through the years, this picturesque golf course has received accolades from publications such as Golf Digest, USA Today, and the New England Journal of Golf magazines. It has been touted as being among the best public courses in Massachusetts and has been named as one of New England's top 100 golf courses.

The City chose to partner with IGM for maintenance services in 2013 to control costs, to help re-establish the course's reputation and to assist with a \$1.8 million dollar irrigation renovation project.



Status: Municipal - 18 Holes

Contract: 2013 - Present

Acreage: Greens: 3
Tees: 4
Fairways: 22
Rough: 30
Common Area: 2



PERFORMANCE REFERENCE VERIFICATION SURVEY FORM

Reference for: IGM
Agency Name: Chicopee Country Club
Agency Contract: Mike O'Neill
Contact E-mail: moneill@chicopee.ma.gov
Contact Phone #: 413-594-9295

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. 3
2. Rate the competency and accessibility of the personnel performing the work. 3
3. Rate the Contractor's success at keeping you updated and informed of problems and issues. 3
4. Rate the Contractor's knowledge of procedures required by regulatory agencies. 3
5. Rate the Contractor's ability to meet deadlines. 3
6. Rate the Contractor's ability to complete punch list items. 3
7. Rate the Contractor's concern for "green" cost saving programs. 3
8. Rate the Contractor's commitment to safety. 3
9. Rate the level of comfort and confidence you had in the contractor during the project. 3
10. Rate the overall performance of the contractor. 3

Additional comments:

Vendor Name: Michael O'Neill Title: Director of Golf
(Please print - Person completing survey)

Signature: [Signature] Date: 3/3/21
(Person completing survey)

Reference verified by City Employee: Michael O'Neill Date: 3/3/21

PLEASE SEND FORM DIRECTLY TO: PURCHASING@LAUDERHILL-FL.GOV

References

Property: Indian Hills Golf Club
Location: 1600 S 3rd Street
Fort Pierce, FL 34950
Contact: Danny Visconti,
Dir of Golf
772.465.8110
dvisconti@cityoffortpierce.com



The 6,555 yard layout is enjoyed by long-time patrons and newcomers alike. This challenging, yet friendly, course features expansive tee surfaces, wide fairways, continuous concrete cart paths and Tif-eagle greens. There are 72 sand bunkers that dot the landscape and add to the challenge for tee shots and approaches. In addition, Indian Hills offers a 320-yard practice range as well a short game practice area and green.

IGM was hired in 2017 due to the success of the contractual relationship IGM has had with Indian River County for over twenty years. After a seamless transition, IGM has managed to improve the health of the turf as well as the appearance of the property. Locals and their guests have noted a remarkable turnaround within the first few seasons.



Status: Municipal - 18 Holes
Contract: 10.01.17 - Present
Acreage: Greens: 3
Tees: 4
Fairways: 26
Rough: 54
Practice Area: 5



PERFORMANCE REFERENCE VERIFICATION SURVEY FORM

Reference for: IGM
Agency Name: INDIAN HILLS GC
Agency Contract: DANNY VISCONTI
Contact E-mail: DVISCONTI@CITYOFFORTPIERCE.COM
Contact Phone #: 772-465-8110

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. 3
2. Rate the competency and accessibility of the personnel performing the work. 3
3. Rate the Contractor's success at keeping you updated and informed of problems and issues. 3
4. Rate the Contractor's knowledge of procedures required by regulatory agencies. 3
5. Rate the Contractor's ability to meet deadlines. 3
6. Rate the Contractor's ability to complete punch list items. 3
7. Rate the Contractor's concern for "green" cost saving programs. 3
8. Rate the Contractor's commitment to safety. 3
9. Rate the level of comfort and confidence you had in the contractor during the project. 3
10. Rate the overall performance of the contractor. 3

Additional comments:

Vendor Name: INDIAN HILLS GC Title: GM
(Please print Person completing survey)

Signature: [Signature] Date: 2/28/21
(Person completing survey)

Reference verified by City Employee: DANNY VISCONTI Date: 2/28/21

PLEASE SEND FORM DIRECTLY TO: PURCHASING@LAUDERHILL-FL.GOV

References

Property: The Ledges Golf Club
Location: 18 Mulligan Drive
South Hadley, MA 01075
Contact: Jennifer Wolowicz,
Assistant Administrator
Phone: 413.538.5017



Just north of Springfield, Massachusetts, The Ledges is an 18-hole championship course that opened for play August 2001. Designed by architect Howard Maurer, Ledges is a mix of tree-lined parkland and open links-type holes. The Ledges is a par 72 course and plays to 6,500-yards from the tips.

IGM was hired following a steady decline in conditions under the care of a landscape maintenance firm. IGM brought tried and proven maintenance programs which included environmentally friendly practices geared toward reducing chemical and fertilizer input. Now, the course is known for its first rate conditions and is a must-play course in the Pioneer Valley.



Status: Municipal - 18 Holes
Contract: 03.01.05 - Present
Acreage: Greens: 4
Tees: 4
Fairways: 30
Rough: 44
Common Area: 1.5



PERFORMANCE REFERENCE VERIFICATION SURVEY FORM

Reference for: IGM
Agency Name: Ledges Golf Club
Agency Contract: Mike Fontaine
Contact E-mail: mfontaine@ledgesgc.com
Contact Phone #: 413 522-7818

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. 3
2. Rate the competency and accessibility of the personnel performing the work. 3
3. Rate the Contractor's success at keeping you updated and informed of problems and issues. 3
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7. Rate the Contractor's concern for "green" cost saving programs. 3
8. Rate the Contractor's commitment to safety. 3
9. Rate the level of comfort and confidence you had in the contractor during the project. 3
10. Rate the overall performance of the contractor. 3

Additional comments:

We feel that IGM is part of our Team here at Ledges G.C.

Vendor Name: Michael Fontaine Title: GM
(Please print – Person completing survey)

Signature: [Signature] Date: 3-1-21
(Person completing survey)

Reference verified by City Employee: _____ Date: _____

PLEASE SEND FORM DIRECTLY TO: PURCHASING@LAUDERHILL-FL.GOV

References

Property: Sandridge Golf Club

Location: 5300 73rd St
Vero Beach, FL 32967

Contact: Bela Nagy
Director of Golf
561.770.5003
bnagy@ircgov.com



Sandridge Golf Club is owned and operated by Indian River County and offers two 18 - hole championship layouts designed by Ron Garl. The Dunes course opened in April 1987, and the Lakes course debuted in December 1992. The island green fourteenth is a memorable feature of the Lakes course which is in contrast to the rolling hills of the Dunes course as it winds around a native ridge that runs up the East Coast of Florida that was once used for mining operations.

IGM has partnered with the County for over twenty years! IGM has completed a number of improvement projects including a greens renovation project that has been very well received by the golfing community.



Status: Municipal - 36 Holes

Contract: 10.01.96 - Present

Acreage: Greens: 5.5
Tees: 6.5
Fairways: 63
Rough: 80
Common Area: 5



PERFORMANCE REFERENCE VERIFICATION SURVEY FORM

Reference for: IGM
Agency Name: Sandridge Golf Club
Agency Contract: Bela Nagy
Contact E-mail: bnagy@ircgov.com
Contact Phone #: 772-713-6249

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. 3
2. Rate the competency and accessibility of the personnel performing the work. 3
3. Rate the Contractor's success at keeping you updated and informed of problems and issues. 3
4. Rate the Contractor's knowledge of procedures required by regulatory agencies. 3
5. Rate the Contractor's ability to meet deadlines. 3
6. Rate the Contractor's ability to complete punch list items. 3
7. Rate the Contractor's concern for "green" cost saving programs. 3
8. Rate the Contractor's commitment to safety. 3
9. Rate the level of comfort and confidence you had in the contractor during the project. 3
10. Rate the overall performance of the contractor. 3

Additional comments:

IGM has done an outstanding job and has elevated the stature of Sandridge Golf Club.

Vendor Name: Bela Nagy
(Please print - Person completing survey)

Title: Director of Golf

Signature: [Signature]
(Person completing survey)

Date: 3-3-21

Reference verified by City Employee: _____ Date: _____

PLEASE SEND FORM DIRECTLY TO: PURCHASING@LAUDERHILL-FL.GOV

References

Property: Sebastian Golf Club
Location: 101 East Airport Dr
Sebastian, FL 32958
Contact: Greg Gardner
Director of Golf
772.589.6801
ggardner@cityofsebastian.org



The 18-hole "Sebastian" course at the Sebastian Municipal Golf Course facility in Sebastian, Florida features 6,717 yards of golf from the longest tees for a par of 72. Designed by Charles Ankrum and opened in 1981, the course has been a central part in the community ever since.

Through a multi-faceted approach, IGM developed maintenance programs and practices that not only improved daily course conditions but did so within the strict guidelines of the St. John's Water Management District. IGM has successfully managed a green's reconstruction project on budget and on time.

In 2014, IGM was awarded a new 10-year contract to continue serving the City of Sebastian!



Status: Municipal - 18 Holes
Contract: 10.01.2009 - Present
Acreage: Greens: 2.5
Tees: 2.5
Fairways: 13.5
Rough: 40
Common Area: 3



PERFORMANCE REFERENCE VERIFICATION SURVEY FORM

Reference for: IGM
Agency Name: Sebastian Municipal GC/City of Sebastian, FL
Agency Contract: Greg Gardner, PGA
Contact E-mail: ggardner@cityofsebastian.org
Contact Phone #: 772-388-4406

Please rate your experience with the vendor. The completed questionnaire form must be attached with your response. Thank you.

Please use the following rating scale to answer the questions:

Ratings: 1 Poor 2 Good 3 Exceptional 4 Not Applicable

1. Rate the level of commitment of the Contractor when performing the work. 3
2. Rate the competency and accessibility of the personnel performing the work. 3
3. Rate the Contractor's success at keeping you updated and informed of problems and issues. 3
4. Rate the Contractor's knowledge of procedures required by regulatory agencies. 3
5. Rate the Contractor's ability to meet deadlines. 3
6. Rate the Contractor's ability to complete punch list items. 3
7. Rate the Contractor's concern for "green" cost saving programs. 4
8. Rate the Contractor's commitment to safety. 3
9. Rate the level of comfort and confidence you had in the contractor during the project. 3
10. Rate the overall performance of the contractor. 3

Additional comments:

Vendor Name: Greg Gardner, PGA Title: Director of Golf
(Please print – Person completing survey)

Signature: [Signature] Date: 3/2/2021
(Person completing survey)

Reference verified by City Employee: _____ Date: _____



IGM

A Meadowbrook Company

FINANCIAL STATEMENT



IGM CURRENT WORKLOAD

Current Workload

Kentrea White
City of Lauderdale – Purchasing Division
5581 W. Oakland Park Blvd. Suite 421
Lauderhill, FL 33313

Kentrea,

Please refer to Section #4 entitled Related Experience which details a few of our current customers.

If there is a need to see our entire work portfolio, it can be sent to the City under separate cover as it is proprietary information.

Thanks for your understanding.

Regards,

Greg A. Plotner CGCS, Executive Vice President
5385 Gateway Blvd. Suite 12
Lakeland, FL 33811
Phone: 407-589-7200
Cell: 813-230-2837
Email: gregp@igminc.net



IGM

A Meadowbrook Company

COST SCHEDULE

Contract Information	Description
Contract Price w Equipment	171,484.00
Utilitites	Provided by City
Management Fee	Built into base contract price
Consumer Price Index	Adjusted annually
Invoicing/Payment	Monthly billing - Net / 10 days
Equipment / Irrigation	Description
Maintenance Facility	IGM to use facility and storage areas
Equipment	IGM responsibility
Equipment Maintenance and Repair	IGM responsibility
Irrigation Maintenance and Repair	IGM responsibility - NTE \$1,200
Pump Station Repairs	City responsibility
Controller Repairs	City responsibility
Employees	Description
Hiring of Staff	IGM responsibility
Rountine Background Checks	Upon hire and there after - Included
Employee Benefits	Provided for all IGM employees
Personal Protective Equipment	Provided for all IGM employees
Employee Training Program	Included
Job Safety Inspection Program	Included
Activity Reports (Quality, Field)	Included
Fertility Program	Description
Tifdwarf greens	All foliar and granular products included
Tees, fairways, roughs	All granular and liquid products included
Fertilization/Insecticide/Herbicide Applicators Training	Included
Soil Testing	Included

Turf Chemicals	Description
Mole Cricket/Insect Control Products	Included
Pre-emergent Products	Included
Post Emerge Products	Included
Cultural Practices	Description
Small Tyne Aeration - Greens	Included
Verticut Greens	Included
Overseeding	Perennial ryegrass and poa triv blend for greens
Topdressing Sand	Included
Divot Sand	Included
Aeration - (other than greens)	Included
Verticut/Scalp - (other than greens)	Included
Accessories/Materials	Description
Flags	Included
Standard Flagsticks	Included
Practice Flagsticks	Included
Standard Cups	Included
Practice Cups	Included
Bunker Rakes	Included
Mulch	Included
Bunker Sand	City responsibility
Disposal of Organic Debris	City responsibility



IGM

A Meadowbrook Company

ATTACHMENTS

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA

COUNTY OF POLK

GREG A. FLOWER being first duly sworn deposes and says that:

BIDDER is the REPRESENTATIVE
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

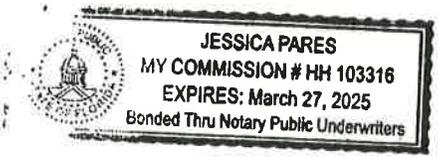
The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By G.A. Flower

Subscribed and sworn to before me this 23 day of MARCH, 2021.

[Signature]
Notary Public (Signature)

My Commission Expires: 03/27/2025



CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Vendor's Signature

SIGNATURE PAGE

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderhill, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderhill, Florida, against all persons claiming the whole or any part thereof.
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the City of Lauderhill and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderhill and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this 23 day of March, 2021

(If an individual, partnership, or non-incorporated organization)

Gloria Ocasio
Witness
Gloria Ocasio
Printed
HR Manager
Title

IGM INC.
Company
[Signature]
By
GREG A. PLOTNER
Printed Name, Title **EXECUTIVE VP**

(If a corporation, affix seal)

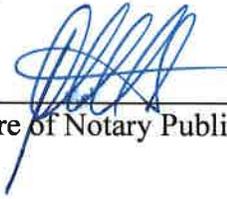
IGM INC.
Company
[Signature]
By
GREG A. PLOTNER
Printed Name, Title **EXECUTIVE VP**

Attested by Secretary

STATE OF FLORIDA

COUNTY OF POW

Sworn to and subscribed before me on this 23 day of March,
2021 by Evgen Plotner who is personally known to me or who has presented the
following type of identification: _____.



Signature of Notary Public, State of Florida



Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary
and Commission Number

ACKNOWLEDGEMENT OF ADDENDUM

**RFP 2021-010
GOLF COURSE MAINTENACE**

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

Addendum No. #1 -Dated 2-24-21

Addendum No. _____-Dated _____

Addendum No. _____-Dated _____

Name of Vendor's Service Contact: GREG A. FLOWER

Address: 5385 GATEWAY BLVD. #12
LAKELAND, FL 33811

Signature  Date 3-23-21

This page must be submitted with RFP. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.

MAYOR
Ken Thurston

VICE MAYOR
M. Margaret Bates

COMMISSIONERS
Howard Berger
Richard Campbell
Denise D. Grant

CITY OF LAUDERHILL



CITY MANAGER
Charles Faranda, CM
Desorae Giles-Smith, DCM
Kennie Hobbs, Jr., ACM

CITY ATTORNEY
Earl Hall, Esq.

CITY CLERK
Andrea M. Anderson

FINANCE
Purchasing Division

GOLF COURSE MAINTENANCE SERVICES
City of Lauderhill, Florida
RFP NUMBER: 2021-010

February 24, 2021

BID Due: March 29, 2021 @ 10:00 AM

ADDENDUM NUMBER 1

The following items are issued to add to, modify, and/or clarify the Contract Documents and Specifications. These items shall have become a part of, and have full force and effect of the Contract Documents and all costs and time involved to comply with said addendum shall be included in the Bid Price.

Description of change:

- I. Revisions to Bid Plans
- II. Revisions to Bid Specifications
- III. Responses to Bid RFI's

Question 1: Is the site visit Thursday Feb 25 mandatory?

Answer 1: No

Question 2: How is the golf course currently being maintained?

Answer 2: International Golf Maintenance, Inc

Question 3: In house or outsource?

Answer 3: outsource

Question 4: What is the contract amount and term?

Answer 4: 2 years with two 1-year extension

Question 5: Is the golf course maintenance currently done in-house

Answer 5: IGM currently holds the agreement for Golf Maintenance

Question 6: What is your current maintenance budget and how many employees are on staff.

Answer 6: Estimated Budget \$184,000.00

I/we have read the addendum/

Greg A. Plotner

March 23, 2021

Signature

Date

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of IGM INC., a corporation under the laws of the State of DELAWARE held on MARCH 10, 20 21, the following resolution was duly passed and adopted:

"RESOLVED, that GREG A. FLOTNER, as EXECUTIVE VP of the Corporation, is hereby authorized to execute the Bid Form dated MARCH 24, 20 21, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 23 day of March, 2021.

K. C. Burk
Secretary

2020 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F98000000631

Entity Name: INTERNATIONAL GOLF MAINTENANCE, INC.

Current Principal Place of Business:

5385 GATEWAY BLVD
SUITE 12
LAKELAND, FL 33811

Current Mailing Address:

5385 GATEWAY BLVD
SUITE 12
LAKELAND, FL 33811 US

FEI Number: 59-3489578

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CFO
Name BURK, K ERIC
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

Title CEO
Name JACKSON, RON E
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

Title SECRETARY
Name BURK, K ERIC
Address 5385 GATEWAY BLVD
SUITE 12
City-State-Zip: LAKELAND FL 33811

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: K ERIC BURK

SECRETARY

04/30/2020

Electronic Signature of Signing Officer/Director Detail

Date

