



**OPERATION OF GOLF PROGRAMS AT THE LAUDERHILL GOLF  
COURSE**

**RFP 2025-025**

**Issued for the  
Department of Parks and Recreation**

**Visit us on the web at**

**[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)**

**Advertise Dates: March 30, 2025 and April 6, 2025**

**Opens: April 21, 2025**

**Date Issued: March 31, 2025**

## NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN that the CITY OF LAUDERHILL is seeking sealed proposals for the following work as specified:

### OPERATION OF GOLF PROGRAMS AT THE LAUDERHILL GOLF COURSE RFP 2025-025

The CITY OF LAUDERHILL will be accepting sealed proposals up until 10:45 AM, **April 21, 2025** via IonWave <https://lauderhill.ionwave.net> / **Proposals received after 10:45 AM will not be considered and will be returned unopened.**

Proposals will be ranked on a combined qualification and pricing for proposal **RFP 2025-025 OPERATION OF GOLF PROGRAMS AT THE LAUDERHILL GOLF COURSE A Contract(s) will be awarded to the highest ranked Contractor as described in the Instruction to Contractors.** The Contract is a non-exclusive agreement for a three (3) year term with two (2) one- year extensions based on funding availability and the sole discretion of the City.

All Contractors must register online with the City of Lauderhill. The direct link is: [www.colvender.com](http://www.colvender.com).

The RFP Documents may be examined and obtained on and after, **March 31, 2025**, from IonWave. Vendors who obtain solicitation documents from sources other than IonWave are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Purchasing Department via IonWave.

Responsible questions regarding this RFP offering may be sent via IonWave question tab. The last date to submit questions is **ten days before the due date**. Questions after this date will not be answered.

The Public Entity Crimes Affidavit, Foreign Entity Laws Affidavit, and the Anti-Human Trafficking Affidavit must be completed and submitted as part of the proposal.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the interest of the citizens of the City of Lauderhill. **The winning participant is required to enter into a contract with the City of Lauderhill.**

CITY OF LAUDERHILL, FLORIDA



Kentrea L. Dykes  
**Purchasing and Contracts Manager**

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## STATEMENT OF NON- PARTICIPATION

**Proposal NO.: RFP 2025-025**

### OPERATION OF GOLF PROGRAMS AT THE LAUDERHILL GOLF COURSE

Note: If you do not intend to submit a bid/proposal on this item/service, complete this form and upload it to IonWave:

We/I do not wish to participate in this proposal for the following reason:

Specifications proprietary

- ☐ Cannot supply at this time
- ☐ We do not carry this item
- ☐ We do not provide this service
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirements
- ☐

Other

Please keep us on your bid list for future projects \_\_\_\_\_yes \_\_\_\_\_no

Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

## **SPECIAL INSTRUCTIONS TO CONTRACTORS**

### **SECTION 1 – DEFINITIONS**

Whenever the following terms appear in the proposal, the intent and meaning shall be interpreted as follows:

- 1.1 City:** The City of Lauderhill, Florida.
- 1.2 Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Contractor.
- 1.3 Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.
- 1.4 Evaluation/Selection Committee:** City staff and/or outside consultants assigned to evaluate the submitted proposals.
- 1.5 Contractor:** Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Contractor shall mean the same thing as the Bidder.
- 1.6 Proposal:** Shall refer to any term used interchangeably with Bid while retaining the same meaning.
- 1.7 Purchasing Office:** The Purchasing Division-Department of Finance and Information Technology of the City of Lauderhill.
- 1.8 "Provider", "Bidder", "Contractor", or "Successful Contractor" or "Consultant":** The Contractor receiving an award as a result of this Request for Proposal. Said terms may be used interchangeably while retaining the same meaning.
- 1.9 Qualifications/Proposal, Proposals:** Shall refer to any Offer(s) submitted in response to this Request for Proposal.
- 1.10 Request for Proposal, RFP", or Proposal:** This Request for Proposal including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.

**1.11 Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Contractor, who contract with the Successful Contractor to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Contractor.

**1.12 Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Contractor in accordance with the Scope of Work, and the Terms and Conditions of this RFP.

## **SECTION 2: I SCOPE OF SERVICES**

### **I. NATURE OF PROPOSALS:**

A. The City of Lauderhill invites qualified individuals or firms to submit proposals for operating golf programs for children and adults at the Lauderhill Golf Course, located at 4141 NW 16th Street, Lauderhill, FL 33313. These programs will be collectively referred to as "PROGRAMMING." The City of Lauderhill will be referred to as "CITY." The minimum program content for the offered programming is outlined herein.

### **III. GENERAL REQUIREMENTS:**

A. Provide a statement of qualifications and experience for delivering these services. Contractors must demonstrate their competence and provide evidence of the necessary staff and financial resources to design, develop, and operate the proposed programming. Expertise of staff members should be highlighted, particularly during presentations.

B. Submit a list of three (3) business-related references for firms where services similar to those outlined have been provided. References must include valid contact information (phone numbers or email) and be available for direct communication.

C. Provide promotional materials (documents, flyers, brochures, advertisements) detailing the items offered to participants, as well as the daily and weekly activities, events, or performances to be held.

### **MINIMUM REQUIRED PROGRAMMING:**

1. Organize, schedule, and manage 3-6 golf tournaments. Tournament registration will be processed through Lauderhill CiviRec. The golf pro will receive an 80/20% split of tournament registrations per the contract, with a minimum of eight (8) to ten (10) golf tournaments conducted.
2. Organize, schedule, and manage at least one (1) nine-hole golf league.
3. Organize, schedule, and manage Empowerment Camps.
4. **Advertising:** In accordance with the Parks and Recreation Division and the Administration Marketing approval process, the Contractor is required to promote the golf course and its amenities at least twice a month throughout the contract term. This includes developing and executing marketing strategies, managing social media campaigns, running promotions, and disseminating any relevant public information.

D. Provide an outline detailing staffing needs, expected operational hours, planned activities, programs, special events, a sample menu of lessons with

associated fees, and a schedule of any merchandise for sale, including proposed prices.

E. Provide the minimum qualifications, including education and experience, required for program employees/volunteers. Supervisors and staff/volunteers must have First Aid and CPR training.

F. List the guidelines used to screen staff for hiring purposes. All adult staff and volunteers must complete the City-required background screening through an approved vendor.

G. Provide an emergency plan for severe weather, accidents, missing children, illness, and other unplanned emergencies. The plan should include necessary forms, such as accident reports, field trip consent, and emergency release forms.

H. Indicate the adult-to-child supervision ratio to be maintained.

I. Provide a narrative on transportation arrangements for transporting participants between the Lauderhill Golf Course and any other site. If needed, with at least two weeks' notice, the contractor may request coordination of transportation services through the City's transportation department, subject to additional fees as determined by the department.

J. Provide a comprehensive, itemized rate schedule for the programs offered, including all participation fees.

K. Specify the fees the contractor will pay to the City for use of the Lauderhill Golf Course. A contractual 80/20 revenue split will be evaluated based on the contractor's proposed specialty programs and special events. All program registrations must be processed through the Lauderhill CivicRec system.

L. Agree to the terms and guidelines as outlined in Exhibit A.

#### **IV. SPECIAL CONDITIONS:**

A. The contractor shall have access to the Lauderhill Golf Course, located at 4141 NW 16th St., Lauderhill, FL 33313, for conducting the specified PROGRAMMING.

B. It is understood that the provided facilities will be used in their current "as-is" condition.

C. The contractor shall conduct business in a professional and courteous manner to the satisfaction of the Parks and Recreation Department Director or their designee.



- D. The contractor must provide qualified personnel for all scheduled activities.
- E. The contractor shall provide each participant with a fee schedule that clearly outlines the services offered and their corresponding costs. No additional annual or registration fees, beyond the program fee, shall be charged to participants.
- A. The contractor must demonstrate the ability to work with children in providing wholesome, enjoyable leisure activities that address various sports, arts, education, and special interests appropriate for the age group served.
- B. The contractor is responsible for supplying all necessary materials, including but not limited to golf clubs, golf balls, tees, practice equipment, and any other related equipment needed to conduct the programming.
- C. The contractor must provide verification of Florida Department of Law Enforcement background screenings for all employees and volunteers involved in operating the specified programming, in addition to the required background screenings by the City. All background checks will be at the contractor's expense.
- D. The contractor must comply with the Drug-Free Workplace Act and the Americans with Disabilities Act.
- E. The contractor must submit a monthly invoice by no later than the 5th of each month.
- F. The contractor is responsible for cleaning up any trash or debris generated from operations, ensuring it is placed in the onsite trash receptacles or in heavy-duty trash bags (provided by the City) and placed near the onsite trash receptacles or in any available onsite dumpsters.
- G. The contractor is responsible for paying for any damage to City property, equipment, or facilities caused by the operation of the programming, including but not limited to materials and labor costs.

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### **SECTION 3: QUALIFICATIONS**

Proposals will be considered from qualified firms or individuals with experience in similar projects. The firm must have an adequate number of qualified staff in relevant disciplines to complete the work on time and in compliance with applicable State of Florida statutes and standards.

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## **SECTION 4: TERM OF CONTRACT**

4.1 The City anticipates awarding a three (3) year contract, with the option to renew for two (2) additional one-year terms, to the contractor submitting the best overall proposal based on the City's evaluation criteria outlined in Section 7. The City reserves the right, at its sole discretion, to award or not award a contract for services at the Lauderhill Golf Course. Failure to complete the work or meet deadlines may result in the termination of any future obligations by the City to the contractor.

4.2 Programming will commence the day following the execution of the Contract Agreement.

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## **SECTION 5: INQUIRIES/AVAILABILITY**

5.1 Inquiries regarding proposal submittals should be made in writing and directed to the IonWave question tab.

5.2 **Important:** Any contact with City personnel other than the Purchasing Manager or designated representative regarding this Request for Proposal (RFP) may result in disqualification from the selection process.

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## **SECTION 6: SUBMITTAL INFORMATION: How, When & Where**

6.1 Contractors should submit their proposals in a sealed envelope, clearly marked with the contractor's name and the RFP number (RFP 2025-025), with the following details:

- **RFP No.:** 2025-025
- **RFP Name:** Operation of Golf Programs at the Lauderhill Golf Course
- **Due Date/Time:** April 21, 2025, at 10:45 AM

6.2 All proposals must be submitted via the IonWave portal.

6.3 Proposals must be signed by an authorized officer of the proposing firm, who has the legal authority to enter into a contractual agreement on behalf of the contractor. Submission of a proposal will be considered an offer to perform the required services.

**SECTION 7:**  
**EVALUATION METHODOLOGY**  
***Evaluation Criteria:***

A contract will be awarded to the contractor whose proposal is deemed by the City to be in its best interests and most closely meets the project specifications and evaluation criteria. Factors considered in the evaluation will include, but are not limited to:

<b>Evaluation Category</b>	<b>Max Points</b>
Professional Experience of Vendor and Staff/Volunteers	30
Past Performance	15
Firm Approach to Projects and/or Events	25
References	10
Charge to the City	10
Local Vendor	10

The City may request additional information from contractors, who must comply with such requests. The City reserves the right to award the contract to the contractor that best serves the City's interests. The City also reserves the right to accept or reject any proposal, as well as waive any minor irregularities or variations in the bidding process.

An evaluation and selection committee, consisting of City staff and additional consultants if necessary, will review the proposals. The committee may recommend the top-ranked firms for oral presentations. Proposals will be evaluated based on the contractor's demonstrated proficiency in performing similar work, as outlined in the Scope of Services and other requirements.

**SECTION 8:**  
**SELECTION PROCEDURE**

8.1 A Selection/Negotiation Committee, appointed by the City, will be responsible for selecting and ranking the most qualified firms. The Selection Committee may, at its sole discretion, request additional or clarifying information from any responder. While the Committee may request such information to address incomplete responses, it is not obligated to do so. The absence or occurrence of such a request will not be grounds for objections from any responder. Proprietary information from competing responders will not be disclosed to the public or to competitors prior to the award, in accordance with Public Records Law (Chapter 119, Florida Statutes).

8.2 The City may request the firms to make a presentation of their qualifications and methodology to staff and/or the City Commission.

8.3 The City reserves the right to award the contract to a single contractor, divide the award among multiple contractors, or not make an award at all.

8.4 No award shall be considered final until all parties have fully executed the agreement. Until the fully executed agreement is returned to the contractor by the City, the award is considered conditional. The City reserves the right to revoke any award at any time prior to the execution of the contract, without penalty or obligation, even if an award has been publicly announced. Contractors should not rely on any announcement of awards, and the City is not estopped from revoking an award at any time.

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## **SECTION 9: REJECTION CRITERIA**

9.1 Proposals may be deemed non-responsive if any of the following criteria exist (this list is not exhaustive):

9.2 Failure to properly complete all questions and instructions in the Qualifications Package.

9.3 Failure to follow the instructions, order, and matrixes in the Proposal Package.

9.4 The proposal is found to contain false, misleading, or concealed information.

9.5 The City does not receive the RFP package before the submission deadline.

9.6 The firm is not licensed with the Florida Secretary of State to do business in Florida. A State of Florida Certificate of Status for the firm must be submitted.

9.7 Failure to submit executed Non-Collusive and/or Drug-Free Workplace Affidavits with the response.

9.8 If required, the proposal/bid bond or fidelity bond is not included in the RFP package.

9.9 The proposal signature page and certification are not properly executed.

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## **SECTION 10: WAIVERS**

The City reserves the right, at its sole discretion, to reject any and all proposals, accept any proposal or combination of proposals, or waive any minor irregularities

or technicalities in the proposals received. Additionally, the City may, at its discretion, request a re-proposal if it determines that doing so would best serve the public interest.

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## **SECTION 11: INSURANCE REQUIREMENTS**

11.1 The contractor must provide proof of insurance coverage as outlined below. Insurance must remain in force for the entire duration of the contract. The City must be added as an "additional insured" under the General Liability Insurance policy. This must be explicitly stated in the insurance certificate's description section, even if there is a check-off box on the certificate. Any costs for adding the City as an additional insured will be the contractor's responsibility.

11.2 The City must be notified at least ten (10) days prior to the cancellation or modification of any stipulated insurance. In the event that the insurer cannot accommodate this notice requirement, it is the contractor's responsibility to provide the required notice in writing by registered mail, return receipt requested, to the Procurement Services Department.

11.3 The contractor's insurance must be provided by an A.M. Best's "A- "rated or better insurance company, authorized to issue policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance that preclude coverage for work covered by this RFP shall be deemed unacceptable and will be considered a breach of contract.

11.4 The contractor must provide Workers' Compensation insurance for any firm performing work on behalf of the City, unless exemptions apply under Florida Statutes. For more information, contact the Department of Financial Services, Workers' Compensation Division, at (850) 413-1601 or visit <http://www.fldfs.com>.

11.5 **Commercial General Liability Insurance** – covering premises operations, products/completed operations, independent contractors, and contractual liability.

- **Limits:** \$1,000,000 combined single limit for bodily injury and property damage.
- Coverage should include:
  - Liability assumed by the contractor under the indemnity provision.
  - Coverage for premises/operations.
  - Personal and advertising injury liability.
  - Products/completed operations.
  - Broad form contractual liability.

**Automobile Liability Insurance** – covering all owned, hired, and non-owned vehicles used by the contractor in performing the work.

**Limits:**

- Bodily injury: \$500,000 per person, \$500,000 per occurrence.
- Property damage: \$100,000 per occurrence.

### **Professional Liability (Errors & Omissions) Insurance**

- **Limits:** \$2,000,000 per occurrence.
- Coverage should include:
  - Liability assumed by the contractor under the indemnity provision.
  - Coverage for premises/operations.
  - Products/completed operations.
  - Broad form contractual liability.

### **11.8 Workers' Compensation & Employer's Liability Insurance**

- **Limits:**
  - Worker's Compensation: Statutory.
  - Employer's Liability: \$100,000 per accident.
  - Disease: \$500,000 policy limit, \$100,000 per employee.

11.9 A current copy of the contractor's Certificate of Insurance must be included with the proposal.

11.10 If awarded the contract, the contractor must provide a certificate naming the City as an "additional insured" under the General Liability Insurance policy.

11.11 The certificate holder should be addressed as follows:

#### **City of Lauderhill**

Purchasing Department  
5581 West Oakland Park Blvd.  
Lauderhill, FL 33313

## **SECTION 12: GENERAL CONDITIONS**

### **12.1 VENUE:**

All contracts shall be governed by the laws of the State of Florida, with venue in Broward County, Florida.

### **12.2 EXPENSES:**

Neither the City nor its representatives shall be liable for any expenses incurred by the Contractor in preparing a response to this RFP. All expenses are the sole responsibility of the Contractor. Submittals should be prepared to provide a straightforward and concise description of the respondent's qualifications and ability to meet the RFP requirements.

### **12.3 INTERPRETATIONS:**

Contractors must carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City in writing before the proposal opening. Failure to do so will result in the Contractor accepting any subsequent decisions made by the City. Questions regarding the intent or meaning of the documents must be submitted in writing to the City at least fourteen (14) days before the proposal opening. All inquiries should be directed to the Purchasing Manager. Oral interpretations or changes to the proposal will not be binding. Any interpretation or changes will be made in writing through an Addendum, which will be provided to all Contractors. Contractors must acknowledge receipt of all addenda on the Proposal Form.

### **12.4 PUBLIC ENTITY CRIMES:**

In accordance with F.S. 287.133, a person or affiliate convicted of a public entity crime may not submit a proposal or enter into a contract with a public entity for goods, services, construction, or repair for a period of 36 months from the date of being placed on the convicted vendor list.

### **12.5 BONDING:**

The Contractor must procure and maintain, for the life of the contract, a Fidelity Bond with limits of \$25,000 covering all employees working within any City facility. Proof of the bond must be provided to the City.

### **12.6 ASSIGNMENT:**

Any purchase order or contract issued as a result of this RFP, and any related funds, are not assignable in whole or part.

### **12.7 INDEMNIFICATION:**

The Contractor agrees to protect, defend, indemnify, and hold harmless the City, its employees, representatives, and elected officials from all claims, liabilities, attorney's fees, and court costs resulting from any negligence, recklessness, or intentional wrongful conduct by the Contractor, its employees, or agents in

connection with this Agreement. The Contractor is not required to indemnify the City for acts or omissions solely caused by the City's negligence.

**12.8 PROPOSALS TO REMAIN OPEN:**

All proposals will remain open for the number of days specified in the special provisions, or if no such number is specified, for ninety (90) days after the proposal opening date. The City may, at its discretion, release any proposal prior to this period.

**12.9 ANNUAL APPROPRIATION:**

Any contract issued is conditional upon the City appropriating funding to implement the contract.

**12.10 EMPLOYEES:**

The Contractor's employees are under its sole direction and are not considered employees or agents of the City. The Contractor must provide competent employees, and the City may request the removal of any employee or subcontractor deemed careless, incompetent, insubordinate, or otherwise objectionable at no cost to the City or increase in the contract price. The Contractor is responsible for the actions and omissions of its employees, regardless of whether those actions go beyond the normal scope of employment.

**12.11 ADDITIONAL TERMS AND CONDITIONS:**

No additional terms and conditions included with the proposal response will be evaluated or considered unless agreed to in writing by the City. The conditions in these proposal documents are the only applicable terms, and the Contractor's signature on the proposal form attests to this agreement.

**12.12 DELETION/OVERSIGHT/MISSTATEMENT:**

Any deletion, oversight, or misstatement of the specifications does not release the Contractor from the responsibility of supplying complete and fully operational units, along with all necessary components for unrestricted operation, as determined by the City.

**12.13 WITHDRAWAL OF AN OFFER:**

An offer is irrevocable unless withdrawn according to the procedures outlined. A proposal may be withdrawn only by written communication delivered to the Purchasing Office prior to the closing date and time. The Contractor's representative must present certification that he or she is an authorized representative of the firm at the time of withdrawal. A proposal may also be withdrawn after 180 calendar days from the closing date if it is done before the recommendation for award, with a letter on company letterhead signed by an authorized agent of the Contractor.

**12.14 DISCOUNTS:**

All discounts (prompt payment or overall for awarding all proposed items) will be considered in evaluating the lowest "net" cost to the City.



**12.15 SIGNATURE REQUIRED:**

All proposals must include the company name and be signed by a company officer or employee authorized to bind the company by their signature.

**12.16 SIGNED PROPOSAL CONSIDERED AN OFFER:**

The signed proposal is considered an offer, which will be accepted upon approval and award by the City Commission, subject to the conditions in the Commission's approval. If the Contractor defaults after acceptance, the City may take appropriate action, including legal action for damages or specific performance.

**12.17 DEFAULT PROVISIONS:**

Any costs or expenses incurred by the City as a result of the Contractor's default will be deducted from any amounts owed to the Contractor. The Contractor will be responsible for reimbursing the City for all costs incurred due to the default.

**12.18 RESERVATIONS FOR REJECTIONS AND AWARD:**

The City reserves the right to accept or reject any or all proposals or parts of proposals, waive irregularities, and request re-proposals. The City also reserves the right to award the contract on the basis of items that best serve its interests, including the option to split the order or combine proposals.

**12.19 LAWS AND REGULATIONS:**

All applicable laws and regulations of the Federal Government, State of Florida, and City ordinances will apply to any resulting proposal award.

**12.20 TAXES:**

The City is exempt from state and federal taxes. Exemption certificates will be provided upon request (excluding construction or remodeling projects).

**12.21 CONFLICT OF INSTRUCTIONS:**

In case of a conflict between the general conditions and specific conditions in the proposal, the specific conditions will take precedence.

**12.22 RETENTION OF RECORDS AND RIGHT TO ACCESS CLAUSE:**

The successful Contractor must preserve all financial, supporting, and statistical records pertinent to the contract for five (5) years after the contract's termination. If an audit is initiated and unresolved, records must be retained until the audit findings are resolved. All proposal documents are subject to Florida's Public Records Law.

**12.23 FACILITIES:**

The City reserves the right to inspect the Contractor's equipment prior to awarding the agreement. The City may also consider any history of violations of environmental regulations in determining the Contractor's responsibility and may declare the Contractor not responsible if such violations are deemed significant.

**12.24 ANTI-COLLUSION STATEMENT:**

By submitting a proposal, the Contractor affirms that it has no prior understanding, agreement, or connection with any other person, business, or corporation submitting a proposal for the same materials, supplies, or equipment. This proposal is made in good faith, without collusion or fraud.

**12.25 PRICES TO BE FIRM:**

The Contractor certifies that the prices, terms, and conditions in the proposal will be firm for 90 days from the proposal opening date, unless otherwise specified by the City. No escalation clauses will be accepted unless specified by the City. Proposals may not be withdrawn before the 90-day period expires.

## **SECTION 13: SUBMITTAL PACKAGE**

Please submit the following information as part of your firm's Qualifications Package. Ensure that the sections are completed exactly as outlined, including proper numbering and tabbing. The City will evaluate and rank your firm based on the information provided here, along with any other materials required by the City.

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### ***TAB #1 – Contractor's Qualification Statement (Attachment "A")***

Insert the completed Contractor's Qualification Statement here.

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### ***TAB #2 – Statement of Capabilities***

Provide a statement explaining why your firm is best suited to deliver the required services. Highlight your firm's qualifications, experience, and unique advantages that position you to effectively meet the project needs.

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### ***TAB #3 – Management Team***

Submit an outline of the management team that will oversee the project. This should include the organizational structure, administrative operations, key personnel, and their respective areas of responsibility.

Additionally, describe your firm's approach to management, including the responsibilities of:

- Management and staff personnel performing work for this contract.
- Methodologies used to ensure timely service, customer satisfaction, complaint resolution, and effective employee performance and training.

Also, describe any challenges encountered with previous clients and how your firm addressed them. Please limit this to **three (3) pages**, including an organizational chart.

For each proposed project manager, provide details for **five (5) relevant projects/contracts** similar to this one, including:

- Client name, address, and phone number.
- Licensing and certifications for each team member.
- Whether your firm was the primary contractor or a subcontractor.
- A description of the contract's objectives, accomplishments, and challenges.
- Contract start and end dates.

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#### ***TAB #4 – Specific Related Experience of the Firm***

Provide information for the last five (5) contracts held that are comparable to this project. For each contract, include the following:

- Client name, address, and phone number.
- Principal/Project Manager in charge, along with relevant certifications.
- Whether your firm was the primary contractor or a subcontractor.
- A description of the contract, objectives, accomplishments, challenges, and resolutions.
- Contract start and end dates.

Include the management team members listed in **Tab #3** who managed these projects.

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#### ***TAB #5 – General Requirements***

Provide a tabbed format with all the requested information related to the general requirements and scope of work outlined in this solicitation.

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#### ***TAB #6 – Current Workload***

For the Contractor and all major subcontractors/partners (list separately), provide the following details for each ongoing project:

- Project name and description.
- Total value of the project to your firm.
- Remaining fees to be paid to your firm.
- Contract period and duration.
- Number of professional staffs assigned.
- Percentage of completion.
- Brief project description.

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#### ***TAB #7 – Cost Schedule***

Submit your cost schedule in this section.

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#### ***TAB #8 – Attachments***

Provide the following attachments:

- Contractor's Qualifications Statement (Attachment "A")
  - Non-Collusive Affidavit (Attachment "B")
  - Cost Schedule (Attachment "C")
  - Confirmation of Drug-Free Workplace (Attachment "D")
  - Signature Page (Attachment "E")
  - Acknowledgment of Addendums (Attachment "F")
  - Certificate of Insurance and Licenses
- 

Ensure that all sections are properly tabbed and organized to facilitate a thorough review of your submittal package.

**Attachment A**  
**Contractor's Qualifications Statement**

The Contractor must provide the following information. Failure to do so may result in the bid being deemed non-responsive and rejected. Additional sheets may be attached if necessary.

**1. Contractor's Name and Principal Address:**

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**2. Contact Person's Name and Title:**

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**3. Contractor's Telephone and Fax Numbers:**

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. Contractor's License Number:**

(Please attach certificate of competency and/or state registration.)

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**5. Contractor's Federal Identification Number:**

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**6. Number of Years in Business in this Type of Work:**

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**7. Names and Titles of All Officers, Partners, or Individuals Doing Business Under Trade Name:**

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**8. Type of Business:**

- Sole Proprietorship ☐
- Partnership ☐
- Corporation ☐

9. **Surety Company Information:**

(Name, address, and telephone number of the Surety Company and agent providing the required bonds on this contract.)

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10. **Failure to Complete Work:**

Have you ever failed to complete work awarded to you? If yes, please provide details (when, where, and why):

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11. **Site Inspection and Plan for Performance:**

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

- o Yes ☐
- o No ☐

12. **Subcontracting Information:**

Will you subcontract any part of this work? If yes, please provide a list of subcontractors who will perform work exceeding 10% of the contract amount, along with the scope of work each subcontractor will perform:

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13. **Subcontractor Approval:**

The list of subcontractors may not be amended after the award of the contract without prior written approval from the Contract Administrator, which shall not be unreasonably withheld.

14. **Bankruptcy Filings:**

Please list and describe any bankruptcy petitions (voluntary or involuntary) filed by or against the Contractor, its parent or subsidiaries, or predecessor organizations in the last five (5) years, including the disposition of each petition:

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15. **Bond Claims:**

Please list and describe all successful bond claims made to your surety(ies) in the last five (5) years, including claims against the bond of the Contractor and its predecessor organizations:

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16. **Claims, Arbitrations, Hearings, and Lawsuits:**

Please list all claims, arbitrations, administrative hearings, and lawsuits involving the Contractor or its predecessor organizations in the last five (5) years, including case names, case identification numbers, project names, and a description of the dispute:

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17. **Criminal Proceedings:**

Please list and describe any criminal proceedings or hearings concerning business-related offenses in which the Contractor, its principal officers, or predecessor organizations were defendants:

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18. **Convictions, Debarments, or Suspensions:**

Has the Contractor, its principal officers, or predecessor organizations been convicted of a public entity crime, debarred, or suspended from bidding by any government in the last five (5) years? If so, please provide details:

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**Acknowledgment:**

The Contractor acknowledges and understands that the information provided in response to this Qualification Statement will be relied upon by the City in awarding the contract. The Contractor warrants that this information is true, and any omissions or misstatements that materially affect the Contractor's qualifications to perform under the contract may result in rejection of the bid or cancellation/termination of the contract after award.

By: \_\_\_\_\_  
(Signature)



**Attachment B:  
Non-Collusive Affidavit**

**State of:** \_\_\_\_\_

**County of:** \_\_\_\_\_

I, the undersigned, being duly sworn, depose and say:

**Contractor's Name:** \_\_\_\_\_

**Position (Owner, Partner, Officer, Representative, or Agent):**  
\_\_\_\_\_

The Contractor is fully informed regarding the preparation and contents of the attached Bid and all relevant circumstances surrounding it. This Bid is genuine and not a collusive or sham Bid.

Neither the Contractor nor any of its officers, partners, agents, representatives, employees, or parties in interest have colluded, conspired, or agreed, directly or indirectly, with any other bidder or entity to submit a collusive or sham Bid. Furthermore, they have not refrained from bidding on the contract or engaged in any agreement or communication to manipulate the Bid price, overhead, profit, or any elements of the Bid, either directly or indirectly, in collaboration with any other bidder or party, in order to secure an unfair advantage.

The prices quoted in the attached Bid are fair and proper, without any influence from collusion, conspiracy, or unlawful agreements.

**Signature of Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20.

**Notary Public:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Attachment C:  
Cost Schedule**

**Operation of Golf Programs at Lauderhill Golf Course**

- **Program:** Golf Programming
- **Location:** Lauderhill Golf Course

**Program Cost per Participant:** \$ \_\_\_\_\_

**Payment to the City:**

- Percentage of Gross Program Registration Fees: \$ \_\_\_\_\_
- Storage Space Fee (see facility manager for designated space):  
\$ \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Attachment D:**  
**Confirmation of Drug-Free Workplace**

In order to maintain a drug-free workplace program, a business must:

1. Notify employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and outline actions for violations.
2. Inform employees of the dangers of drug abuse, the drug-free policy, available counseling, rehabilitation programs, and the penalties for drug-related violations.
3. Provide each employee working on the bid project with a copy of the policy and ensure compliance with its terms.
4. Require employees to notify the employer within five days of any conviction related to drug violations in the workplace.
5. Impose sanctions or require participation in a drug rehabilitation program for convicted employees.
6. Make a good faith effort to maintain a drug-free workplace.

A signed copy of the Drug-Free Workplace Policy must be attached to this document.

As the authorized signer, I certify that this firm fully complies with the above requirements.

**Contractor's Signature:** \_\_\_\_\_

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## Attachment E: Signature Page

The undersigned certifies the authority to submit this proposal and binds the named firm(s) to perform as per the agreement. By signing, the undersigned attests to the following:

1. The Contractor is financially capable and sufficiently experienced to complete the work required by the contract.
2. The facts stated in the response, including the Request for Submittals, instructions, and specifications, are true and correct.
3. The Contractor has read, understood, and agreed to all terms and conditions set forth in the RFP.
4. The Contractor warrants that all materials provided are free from security interests or liens and can be lawfully supplied to the City.
5. If selected, the firm will negotiate in good faith to establish an agreement with the City.
6. The Contractor understands that all provided information may be verified by the City and authorizes entities to answer any questions regarding this information. The Contractor indemnifies the City and any third parties from any claims arising from such verifications.

Submitted on: \_\_\_\_ day of \_\_\_\_\_, **20**.

**Witness:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

(If a Corporation, affix seal)

**By:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Attested by Secretary:** \_\_\_\_\_

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## Attachment F: Acknowledgment of Addendums

**RFP No.:** \_\_\_\_\_

**Title:** \_\_\_\_\_

The undersigned acknowledges receipt of the following addenda issued since the release of the specifications:

- **Addendum No.** \_\_\_\_\_, Dated: \_\_\_\_\_
- **Addendum No.** \_\_\_\_\_, Dated: \_\_\_\_\_
- **Addendum No.** \_\_\_\_\_, Dated: \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**EXHIBIT A**  
***Contractor's Responsibilities***

1. **Programming Services:**  
The Contractor agrees to provide programming services for the residents of Lauderhill Golf Course, in accordance with the terms set forth in RFP 2025-025, as well as any applicable future rules, regulations, and procedures for the use of the City's facilities.
2. **Professional Conduct:**  
The Contractor will conduct programming as approved by the Parks and Recreation (PAR) Director or Assistant Director, ensuring it is carried out professionally, safely, and responsibly during normal operating hours.
3. **Personnel Responsibility:**  
The Contractor is solely responsible for recruiting, compensating, and managing all necessary personnel, including instructors, counselors, officials, and coaches. The City will provide necessary maintenance for the golf course and related facilities.
4. **Staffing and Scheduling:**  
The Contractor will secure any additional staff or assistants required for the safe and effective operation of the programs. All schedules will be submitted to the PAR Director or Assistant Director for approval.
5. **Program Authorization:**  
All programming, activities, leagues, and services must be authorized by the PAR Director or Assistant Director before planning or registration begins.
6. **Certified Officials:**  
All officials must be certified as approved by the PAR Director or Assistant Director prior to the start of each league or activity.
7. **Participant Information:**  
At the close of registration, the Contractor will provide the City with a list of participants and signed release forms, including liability waivers for each participant. All program registrations must be processed through the City's CivicRec software.
8. **Purchasing Needs:**  
The Contractor will notify the City of any specific purchasing needs related to programming or supplies, at no additional cost.
9. **Maintenance and Special Requests:**  
The Contractor will provide the City with a minimum of seven (7) days' notice for any special maintenance requirements related to programming.
10. **Daily Supervision:**  
The Contractor will supervise the daily operations of all programming, ensuring at least one employee is present on-site during activities.
11. **Supervision Ratios:**  
Youth programs must maintain a supervision ratio of at least 1:12, with appropriate and continuous supervision for children aged 0-17.
12. **Facility Availability:**  
The City's facilities will be available for general public use, except during

league games or tournaments, or as otherwise authorized by the PAR Director or Assistant Director.

13. **Rule Enforcement:**

The Contractor is responsible for enforcing the rules of all leagues and programs. The City reserves the right to modify or enact additional rules as needed.

14. **Background Checks:**

All officials, coaches, volunteers, and instructors must undergo background checks at the Contractor's expense before supervising children. The City may suspend or expel any individual without recourse.

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### **Job Summary: Golf Professional (Golf Pro)**

The Golf Professional (Golf Pro) is responsible for overseeing daily golf programming and ensuring the safety of all related activities at the City of Lauderdale Golf Course. The Golf Pro will also provide leadership in developing and promoting programs, offering golf instruction, and contributing to public relations, marketing, and administrative tasks. This role includes collaborating with the Parks and Recreation Director and other staff as required.

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### **Duties and Responsibilities**

#### **Golf Course Maintenance and Operations**

- Inspect the golf course regularly to assess maintenance standards and address any issues. Serious or life-threatening issues must be reported to the PAR Director immediately.
- Develop and implement programs to encourage regular and increased use of the facility.
- Establish new events and initiatives to generate additional revenue.

#### **Instruction and Training**

- Develop and implement new programs, including special events, to ensure the longevity of golf memberships.
- Coordinate all planned activities with PAR staff.
- Provide necessary equipment for all programs and activities.
- Offer private golf lessons to members and ensure availability for community programs.

#### **Community Outreach**

- Report program operations and progress to the PAR Director and/or Assistant Director.

- Develop media relationships to promote programming and the City's mission within the community.
- Represent the City at golf shows, tournaments, and other public events.
- Serve as a liaison for community events related to golf programming.

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## Qualifications

The selected vendor must meet the following minimum qualifications:

- **Education:** High School Diploma.
- **Licensing:** Valid State of Florida Driver's License.
- **Experience:** At least five (5) years of experience in the Professional Golf Association (PGA) or Ladies Professional Golf Association (LPGA).
- **Standards of Conduct:** Adhere to the conduct standards set by the PGA/LPGA.
- **Staff and Volunteer Management:** A minimum of five (5) years managing staff and volunteers.
- **Community Engagement:** At least five (5) years of experience working with community-based organizations.
- **Background Checks:** Ability to conduct background checks on all volunteers.
- **Travel Requirements:** Ability to travel and attend training or trade show sessions.



## **Affidavit of Compliance with Anti-Human Trafficking Laws**

Pursuant to Section 787.06(13) of the Florida Statutes, the undersigned, on behalf of Entity, hereby affirms under penalty of perjury the following:

1. Entity does not engage in the use of coercion for labor or services as defined in Section 787.06, Florida Statutes, relating to "Human Trafficking."
2. The undersigned is duly authorized to execute this affidavit on behalf of the Entity, and affirms that the statements made herein are true and correct under penalty of perjury.

Dated this \_\_\_\_ day of \_\_\_\_\_, **20**\_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Entity: \_\_\_\_\_