



REVISED REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT



REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

The intent of this RFP is to use the competitive bid process to select an agent to manage, operate, and improve our municipal golf course.

Proposals marked “RFP-Gold Mountain Golf Course Operations Management” must be received by

5:00 PM on Monday July 1st, 2019:

Melinda Monroe
Contracts Administrator
City of Bremerton
345 6th Street, Suite 100
Bremerton, WA 98337

Any proposals received after the scheduled closing time for receipt will be rejected. The point of contact for this project is Melinda Monroe at Melinda.monroe@ci.bremerton.wa.us or (360) 473-5306 Clarifying questions are encouraged.

The RFP is posted on the City website at www.BremertonWA.gov and hard copies can be obtained from the City of Bremerton, Finance Office.

CITY OF BREMERTON
FINANCE DEPARTMENT

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

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REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

1. OVERVIEW

The City of Bremerton invites the submittal of written proposals from qualified firms interested in providing Golf Course Operations Management at Gold Mountain Golf Course, 7263 W Belfair Valley Rd, Bremerton, WA 98337. Firms with the highest scoring proposal submissions will be invited to submit for a formal interview. The purpose of this proposal is to select a qualified manager of the Golf Course and Event Center. The Manager will be responsible for the Operations and management services for the Golf Course and its current servicing centers. Responsibilities include sales and marketing of the facilities to host Course events, special events, catering and banquet services within the premises and extension premises, and management of the day-to-day operations of the Golf Course.

City of Bremerton

The City of Bremerton ("City") is located on the Kitsap Peninsula in Washington State. The population is approximately 41,000, making it the largest city on the Kitsap Peninsula. Bremerton is a 65-mile drive from Seattle or can be accessed from Downtown Seattle by two ferries: a 60-minute ferry that carries both vehicles and walk-on passengers, and a 28-minute passenger only ferry. Bremerton is home to Puget Sound Naval Shipyard, the Bremerton Annex of Naval Base Kitsap, and Gold Mountain Golf Club.

Gold Mountain Golf Club

Gold Mountain Golf Club is owned by the City of Bremerton and has been operated and managed by a third party vendor since 2002. In addition to its two 18-hole golf courses (the championship Olympic Course and the Cascade Course), Gold Mountain Golf club has a driving range, short game practice range and putting greens, full service restaurant and bar, pro-shop, and an event and meeting space for weddings and corporate events with capacity to host 300 guests. The Olympic Course has been ranked in the Top 10 Municipal Golf Courses in America and has seen a growth in the number of tournaments and events that are held on the course. Gold Mountain Golf Club is located at 7263 West Belfair Valley Road, Bremerton, WA 98312.

Overview of Services

The City desires to enter into a management services contract with an experienced golf course operator who would assume the management and operational responsibilities for all golf course club operations, including professional staff, pro-shop, lessons, restaurant, meeting and events, driving range, as well as all of the grounds and facility maintenance. The city will continue to own the buildings, real property, as well as fixed assets, equipment, accessories and miscellaneous items listed in Appendix G. Currently, the power golf carts are managed by Yamaha Motor Corporation and includes 120 two-person fleet carts, 3 beverage carts and 4 four-passenger carts. The maintenance and rentals are managed in coordination with the Golf Course Operator and the City Parks department.

The proposed agreement is expected to have an initial term of Three (3) years with the potential, at the City's option, to renew the agreement for additional terms.

1.1 FINANCIAL HISTORY

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Gold Mountain Golf Club averaged over 75,000 rounds of golf and \$4.2 million of revenue per year during the past five years. Below is a five-year summary of Gold Mountain Golf Club's rounds of golf and revenue:

Description	2014	2015	2016	2017	2018	5-Year Average
Rounds of golf	75,190	79,754	74,898	72,755	73,194	75,158
Revenue:						
Golf	\$2,598,847	\$2,785,922	\$2,811,591	\$2,817,462	\$2,892,531	\$2,781,271
Food	535,202	634,489	608,553	692,504	842,174	662,584
Beverage	294,050	341,322	366,989	380,191	443,230	365,156
Golf shop	455,233	444,472	374,754	400,137	420,118	418,943
Total revenue	\$3,883,332	\$4,206,204	\$4,161,887	\$4,290,294	\$4,598,053	\$4,227,954

The Club's overall cost of sales has averaged 41 percent during the past five years, as summarized below:

Description	2014	2015	2016	2017	2018	5-Year Average
Cost of sales:						
Food	\$ 201,633	\$ 202,470	\$ 203,392	\$ 190,998	\$ 225,591	30.9%
Beverage	91,270	95,415	101,634	99,037	112,354	27.4%
Golf shop	308,943	310,815	274,951	279,009	265,773	68.7%
Total cost of sales	\$ 601,846	\$ 608,699	\$ 579,977	\$ 569,044	\$ 603,718	41.0%

2. OBJECTIVES & SCOPE OF WORK

2.1 Objective. The City of Bremerton is seeking to have Gold Mountain Golf Course operated in a professional manner to achieve the following business goals:

- The development of a strategic business plan defining the goals of the facility while under management
- Serve the Residents and guest Golfers of the City of Bremerton with a notable golf experience
- Provide professional and friendly Customer Service
- Provision of quality Merchandise, golf lessons, and food operations
- Maintenance of the course, buildings, and infrastructure in a manner consistent with the existing quality standard maintenance plan
- Development of Short and Long-Term Marketing Plan

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- Optimization of Gross Revenue by balancing revenue per available tee time and rounds played
- Cost Efficiencies are highlight in annual reporting

2.2 The City's expectations for the operations management of the Gold Mountain Golf Course include, the development of an operations plan that address oversight of (at a minimum) the following elements:

- 1) Customer service including transportation services
- 2) Food and beverage services
- 3) Scheduling
- 4) Marketing Plan Sales Teams
- 5) Security
- 6) Maintenance of golf courses, golf club, equipment, and Food and Beverage equipment
- 7) Management & Operations of: golf courses, golf club, equipment, and Food and Beverage
- 8) Golf Carts are currently leased and shall be maintained under the terms and conditions of this lease.

2.3 Scope of Work

The Vendor shall provide management and operational oversight to the following areas:

- Business management and Marketing of the Golf Course
- Management and maintenance of the Golf course for daily golfers, golf tournaments, and membership usage. Maintenance shall mean compliance with the prescribed maintenance course standards.
- Management of the auxiliary services that the Golf Course offers: Catering, Meetings, Weddings.
- Carry appropriate level of insurance to ensure risk management of all provided services.

The City of Bremerton is seeking proposals from qualified firms (Proposer) to provide management and operations of all facets of the Gold Mountain Golf Course for three years commencing January 1, 2020, through December 31, 2023 with two, (2) year renewal options. A ten-year option from January 1, 2020, through December 31, 2030, is available as mutually agreed. The Management Company (a/k/a Contractor) will supervise all play on the course — tee time reservations, driving range, lessons, starting, etc., including retail operations. The contractor would also provide all grounds, building maintenance services and all on site equipment maintenance and repair at the golf course on both play and non-play areas; including all landscape features, trees and irrigation systems, consistent with maintenance practices at a high-end, municipal golf course, providing quality golf experiences. The contractor may also be responsible for overseeing and managing the renovation of the golf course on behalf of the City. To the extent that the management company has previous experience in undertaking renovations through a division of their firm or managing the process by preparing the requisite construction documents, coordinating the proposals received with the City's Parks Department and managing the renovation process, such professional experience will be viewed as extremely positive in the RFP review process. All renovation work to be undertaken will be the result of an additional Request for Proposal specifying the scope of services to be undertaken. Additional work remains to be completed in all areas mentioned.

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3. PROPOSAL RESPONSE CONTENT AND FORMAT SUBMISSION REQUIREMENTS

3.1 This section is intended to provide a summary for the qualified Vendor as to the content of the Proposal response to this RFP. The Proposal should be complete, specific and provide sufficient details to allow comparative analysis. All information requested is considered key content and should be included as part of the qualified Vendor's submitted Proposal.

3.2 Proposals shall be prepared in accordance with the following requirements:

Proposal should be limited to no more than 30 pages. Please use Attachment A and Attachment B. The proposal must contain:

- A Letter of Transmittal
- At least three (3) examples of your operations management success. Please include the number of employees, names of employees and any applicable licenses held. Please use Attachment A for submission.
- At least 1 reference from municipal client that are using your company for like services. Provide list of business experiences in Seattle West Sound Region.
- A summary of key staff and their experience and qualifications that would interface with the City for sales, implementation, and support.
- Recommended operations plan for the Gold Mountain Golf Course. Sample Financial plan based on request price schedule and project fee please use Attachment B Price Schedule and Project Fee (please use Attachment B Price Schedule and Project Fee)
- Financial Capacity: Provide 3 years of independent audit financial statements

3.4 PRICE SCHEDULE AND PROJECT FEE

The successful qualified Vendor will provide a list of rates for services and the administrative markups, the margin on expenses.

Offer form – Attachment B

The offer form in Attachment B must be filled out completely for submittal to be considered

3.5 INSTRUCTIONS TO PROPOSERS

Send all Proposals to:

Melinda Monroe

Contracts Administrator

City of Bremerton

345 6th Street, Suite 100

Bremerton, Washington 98337

A. All Proposals must be in a sealed envelope and clearly marked in the lower left-hand corner:
"RFP-Golf Course Operations."

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B. All Proposals must be received by 5:00 pm July 1st, 2019 No faxed, e-mailed or telephone Proposals will be accepted. Questions may be sent by email to

Melinda.Monroe@ci.bremerton.us and must be received by 5:00 pm on June 10, 2019.

C. Submissions should include all Appendices, Receipt of Addenda, and must meet responsible bidder mandates per RCW 39.04.010 and 39.04.350.

D. The City will notify the selected Vendor by approximately August 12th, 2019.

4. PROPOSAL EVALUATIONS AND SELECTION – TOTAL POINTS _180_____

4.1 After an initial review and evaluation of all the Proposals, the City may, at its option, conduct interviews with one or more highest ranking qualified Vendor(s). This will provide the City an opportunity to meet the qualified Vendor and ask questions regarding the contents of their Proposal and will score the interviews accordingly. Alternatively, if in its sole discretion, the City determines there is a clear leading qualified Vendor, the City retains the right to bypass the interview process and proceed directly to award. The selection decision and final ranking will be based on the combined RFP proposal and interview scores. The selected firm from the RFP process will be invited to enter into the contract negotiations with the City. The Scope of Work is a draft and may be revised during the selection and negotiation process. If the City is unable to finalize a contract with the first ranked firm, the City may either enter into negotiations and a contract with the next ranked firm or cancel the procurement. All submittals will be evaluated in accordance with the criteria established herein.

The City will review all Proposals for compliance with the mandatory criteria identified. Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet the mandatory criteria will then be assessed and evaluated against the evaluation criteria identified in this section.

The City may not necessarily accept the lowest priced of any Proposal and may, in its sole discretion, accept any Proposal and may waive any minor informality or irregularity in Proposals received.

The intent is to enter in a Contract with the qualified firm with the highest scoring Proposal. Notwithstanding the foregoing, the City reserves the right to award the Contract to the qualified firm other than the one with the most points, if, in the City's opinion, another Proposal offers the best value for the products and/or services requested, taking into consideration the evaluation criteria of the RFP.

The City reserves the right to request clarification of the Proposals without becoming obligated to offer the same opportunity to any other qualified firms. The evaluation team may consider such clarifications in evaluating Proposal. A request for clarification will not entitle a qualified firm to revise, resubmit, alter or amend its Proposal.

For the purposes of Proposal evaluation, the evaluation team may take into account any or all of the information received from qualified firms under or pursuant to the RFP Documents, the City's knowledge of, and past experience.

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Any award of a Contract will be subject to reference checks, which are satisfactory in the sole opinion of the City. The City will not enter into any Contract with a qualified Vendor whose references are found to be unsatisfactory.

4.2 EXPERIENCE and CAPABILITIES _80 POINTS

Evaluation of experience includes company background; years in business; municipal experience; Staff Plan and organizational structure; financial stability of proposer; and Services to be provided.

The City will evaluate the Event Management experience with requirements as relates to the management agreement.

Submittal requirements: Provide a narrative of your company background and years of experience; Sample Financial plan based on request price schedule and project fee please use Attachment B; a narrative of your marketing and management approach with outcomes referencing the facilities managed in Attachment A; Provide 3 years of independent audit financial statements – 40 points; Use table in Attachment A to provide requested information – 40 points

4.3 SERVICES AND MAINTENANCE EXPERIENCE _30 POINTS

The City will evaluate the servicing and maintenance of facilities equivalent to the Gold Mountain Golf Course, restaurant, and event space experience with the requirements as relates to the management agreement.

Submittal requirements: Please provide a narrative outlining your experience managing and servicing the Golf Courses listed in Attachment A. Please provide the annual expense and replacement costs associated with each. Outline the maintenance standards that you have used with each course.

4.4 INTERVIEW PROCESS – 30 POINTS

After an initial review and evaluation of all the Proposals, the City may, at its option, conduct interviews with one or more highest ranking qualified Vendor(s). This will provide the City an opportunity to meet the qualified Vendor and ask questions regarding the contents of their Proposal and will score the interviews accordingly. Alternatively, if in its sole discretion, the City determines there is a clear leading qualified Vendor, the City retains the right to bypass the interview process and proceed directly to award.

4.5 REFERENCE CHECK – 40 POINTS

Any award of a Contract will be subject to reference checks, which are satisfactory in the sole opinion of the City. The City will not enter into any Contract with a qualified Vendor whose references are found to be unsatisfactory. At least 1 reference from municipal client that are using your company for like services. Provide list of business experiences in Seattle West Sound Region

5. GENERAL CONDITIONS

5.1 The City reserves the right to reject any and all Proposals, to waive any informality, to request interviews of Vendor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.

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5.2 The Vendor shall guarantee its offer to perform the services and the total price of the Proposal for a period of not less than 120 days from the deadline for submission of Proposals.

5.3 The City reserves the right to accept all or part of any Proposal, and to negotiate a Contract for services and cost with the selected Vendor. All costs incurred in the development of proposals and the selection process will be assumed by the proposers. In no event will the City be required to offer any modified terms to any other Proposer prior to entering into a Contract with a Proposer, and the City shall incur no liability to any Proposer as a result of such negotiations or modifications. It is the intent of the City to ensure that it has flexibility to arrive at a mutually acceptable Contract.

5.4 The Vendor shall provide all necessary personnel, materials and equipment to perform and complete all work under this Proposal.

5.5 The City intends to recommend award of a Contract to the City Council for the requested services within two (2) months of receipt of the Proposals. The Vendor shall be prepared to commence work immediately upon execution of a Contract with the City.

5.6 Unless otherwise stated, invoices are to be submitted to the Bremerton Financial Services Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, total amount(s) due, and amounts previously paid. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service and City acceptance of such work and receipt of invoice, whichever is later.

5.7 Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

5.8 Notification of the parties shall be considered to have been constructively received when it is mailed or delivered in hand to the parties as stated in the contract.

5.9 Proposal shall also mean quotation, bid, offer, qualification/experience statement and any other submittal to the City in response to this RFP. Proposers shall also mean vendors, proposers, bidders, contractor, or any person or firm responding to this RFP.

5.10 This RFP and all contracts entered into by the City of Bremerton shall be governed by the Laws of the State of Washington. Any disputes shall be resolved in Kitsap County Superior Court or via alternative dispute resolution within Kitsap County, in the State of Washington.

5.11 All technical inquiries and clarifications related to this Request for Proposal are to be directed, in writing, to the Contracts Administrator.

5.12 By submitting a Proposal, the qualified Vendor warrants that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen or perceived (in the City's sole and unfettered discretion) to create a conflict of interest. Proposer has agreed by submitted in the proposal to these terms and signed Appendix C -Proposers Certifications.

5.13 The City is not bound to accept any Proposal and reserves the right in its sole and absolute discretion to postpone, invalidate or cancel this RFP at any time for any reason. Further and without

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limiting the foregoing, the City will not be bound to accept the lowest priced Proposal and reserves the right to accept or reject any Proposal in whole or in part, to discuss with any qualified Vendor different or additional items and terms other than those described in this RFP or received in any Proposal, or to amend or modify any term of this RFP.

The City may issue a new RFP or take other actions, as appropriate, if considered in the best interests of the City.

5.14 The RFP Documents are not intended to constitute, or be interpreted as, a call for tenders, and the submission of a Proposal is not intended to create any contractual or other legal obligations or duties whatsoever owed to any qualified Vendor by the City, including any obligation or duty to accept or reject a Proposal, to enter into negotiations or decline to enter into or continue negotiations, or to award or not award a Contract. Without restricting the generality of the foregoing, no contractual relations shall exist between the City and any qualified Vendor until the execution of a Contract with that qualified Vendor.

5.15 Public Disclosure: All Proposals, including attachments and any documentation, submitted to and accepted by the City in response to this RFP become the property of the City and are subject to the disclosure provisions of the Washington Public Records Act. Submittals shall become property of the City and considered public documents under applicable Washington State laws. All documentation provided to the City may be subject to disclosure in accordance with Washington State public disclosure laws

5.16 Contractor Responsibility. It is the Contractor responsibility to examine all specifications and conditions thoroughly and comply fully with specifications and all attached terms and conditions. Contractors must comply with all Federal, State, and City laws, ordinances and rules, and meet any and all registration requirements where required for Contractors as set forth in the Washington Revised Statutes

5.17 Protest. Protest Procedures are contained in Appendix D

5.18 Right to Cancel. The City of Bremerton reserves the right to cancel or reissue all or part of this solicitation at any time, as allowed by law, without obligation or liability.

5.19 Expansion. Expansion of scope of this contract may occur when in the opinion of the City of Bremerton Finance and Legal Departments the circumstances meet the following criteria: (a) It could not be separately bid; (b) The change is for a reasonable purpose; (c) The change was not reasonably known to either the City of Bremerton or Contractors at time of bid or else was mentioned as a possibility in the bid (such as a change in regulation or other law); (d) The change is not significant enough to reasonably regard it as an independent body of work; (e) The change could not have attracted a different field of competition; and (f) And the change does not vary the essential identity or main purpose of the contract. Agreement to such a contract modification must be mutual. Only the City of Bremerton Finance and Legal departments have the authority to make such agreements on behalf of the City of Bremerton. No other City department has the authority to make such written notices. Written formal notices will document all expansions. The City shall make this determination, and may make exceptions for immaterial changes, emergency or sole source conditions, or for other situations as required in the opinion of the City of Bremerton Legal Department.

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Note that certain changes are not considered an expansion of scope, including an increase in quantities ordered, the exercise of options and alternates in the bid, or ordering of work originally identified within the originating solicitation. Approval of such changes will be by written order issued by the Procurement Coordinator.

5.20 Trial Period and Right to Award to Next Highest Scoring Contractor A ninety-day (90) trial period shall apply to contract(s) awarded as a result of this solicitation. During the trial period, the Contractor(s) must perform in accordance with all terms and conditions of the contract. Failure to perform during this trial period may result in the immediate cancellation of the contract. In the event of dispute or discrepancy as to the acceptability of product or service, the City's decision shall prevail. The City agrees to pay only for authorized work up to the date of termination. If termination of the contract occurs within the trial period, the City reserves the option to award the contract to the next highest responsive Contractor by mutual agreement with such Contractor. Any new award will be for the remainder of the contract and will be subject to this trial period.

5.21 Site Security and Safety. While on City's premises, Contractor, its agents, employees, or Subcontractors shall conform with all physical, fire, safety or other security regulations.

5.22 Incorporation of RFP and Proposal in Contract. This RFP and the Contractor's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the City of Bremerton), shall be binding and incorporated by reference in the City's contract with the Contractor.

5.23 CITY OF BREMERTON NON-LIABILITY. It should be noted that all the material, exhibits, and data presented in this RFP and supplemental information is general in nature and shall not be deemed as representations or inducements to which the City is bound. Proposers are advised to conduct independent evaluations of all factual, financial, and legal matters upon which their Proposal is based. The City shall not be liable for Proposer's reliance on any information contained in this RFP. The firm shall protect indemnify and save harmless the City, the City's officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the City's and its officers, officials, employees and agents from any claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever, arising out of or as a result of any negligent, tortuous or deliberate act, error or omission on the part of the contractor or other whose services are engaged by the contractor or anyone employed or controlled by either of them in the performance of the work provided for in this contract.

6. TIME SCHEDULE

6.1 The City will use the following approximate timetable, which should result in a purchase by September 30, 2019 or earlier.

Issue RFP: Tuesday June 4th, 2019

Questions due to the Contracts Administrator by 5:00 pm on June 11th, 2019. Email is preferred to Melinda. Monroe @ci.bremerton.wa.us

Deadline for Submittal of Proposals: 5:00 pm – July 1st, 2019

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Interviews (if necessary): Week of July 22nd, 2019

Notifications by August 12, 2019

Approved by Council: August 28, 2019

Contract Signed: September 30, 2019

Operational Transition Begins: November 1, 2019

Section 7: APPENDICES AND ATTACHMENTS

Appendix A –Place holder

Appendix B—Golf Course and Facilities Map, Capacity Chart and Floor Plan

Appendix C – Maintenance Standards

Appendix D - Proposers Certifications

Appendix E -- Protest Procedures

Appendix F – Profit and Loss Summary 2014 through 2018

Appendix G – Asset Inventory – 2019

Attachment A: Experience and Capability Table

Attachment B: Price Schedule and offer form

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APPENDIX B: GOLF COURSE AND FACILITIES MAP, CAPACITY CHART AND FLOOR PLAN



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APPENDIX B: GOLF COURSE AND FACILITIES MAP, CAPACITY CHART AND FLOOR PLAN

OLYMPIC GOLF COURSE

Opened in 1996, is fully bluegrass and was designed by Architect, John Harbottle III. Its course record is 65 and has hosted 2015 NCAA Men's Regional Championship, 2011 US Junior Amateur Championship, and 2008 NCAA Men's West Regional Golf Championship. The course has lots of mounting with large collection areas around every green.

CASCADE GOLF COURSE

Opened in 1971, is a POA annual course and was designed by Ken Tyson. Its course record is 63 men and 64 Women. Gold Mountain was selected by USGA to host the 2021 US Amateur Four-Ball

Event and Meeting Rooms:

Grand Patio

Seats up to 175 with 180-degree views of the Olympic Course

Gold Room

Seats up to 175 for dinner with a dance floor or up to 225 for a cocktail style reception. The Gold Room opens to the Grand Patio for an indoor to outdoor celebration.

Cascade Room

Seats up to 30 guests includes cocktail-style reception

Olympic Room and Terrace

The Olympic Room and Terrace are booked together and can accommodate up to 175 guests for a seated dinner with a dance floor, or up to 225 guests for a cocktail-style reception.

Wedding in the Woods

The Wedding in the Woods ceremony space seats up to 250 guests.

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APPENDIX C – MAINTENANCE STANDARDS

The following are the parameters of the maintenance practices and programs for the Cascade and Olympic Courses.

A. Maximum Mowing heights

Cutting Height Settings	Summer	Winter
Tees	½"	½"
Fairways	½"	½"
Roughs	1 1/4"	1-1/4"
Collars	½"	½"
Greens	125"	150"

B. Mowing Standards

Frequency per Week	Summer	Winter
Tees	2	As Needed
Fairways	3	As Needed
Roughs	2	As Needed
Collars	3	As Needed
Greens	7	As Needed

C. Bunkers Raked

Frequency per Week	Summer	Winter
	3	As Needed

D. Aerification

Greens and Aprons

All Greens aerification will be coordinated with the pro staff to mitigate impact to tournaments and special events, and timed to maximize revenues

Spring Aerification will be performed with a minimum 5/8" hollow tines

Fall Aerification will be performed with a minimum 5/8" hollow tines

Trees, Fairways and Green Surrounds

These areas will be aerified a minimum of once per year with ¾" hollow tines

E. Regular Maintenance Practices

Light sand top-dressing of the greens will be done monthly during the growing season.

Cup Location and tee markers will be changed daily during the growing season

Fairway divots will be filled with sand and seed monthly

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Divots on tees will be filled with sand and seed daily

Divots on driving range tee will be filled with sand and see a minimum of 4 days per week

Both courses will be kept free of storm blow-down and branches. Encroaching brush and Scotch broom will be cut back yearly.

Cart paths and bunkers will be edged a minimum of once per year

All restrooms will be cleaned and sanitized daily

Clubhouse lawns and landscaping will be maintained regularly

Parking lot an entry road will be kept clean and debris free

F. Equipment Maintenance

- a. Regularly scheduled maintenance will be performed on all equipment to minimize costly repairs and equipment down time.
- b. All repairs and parts will be documented to help identify problem equipment and determine cost effectiveness of repair vs. replacement
- c. All cutting unit blades will be sharpened regularly to ensure a precise clean cut in order to keep the turf healthy and the playing surface smooth.

G. Irrigation

- a. Manager will maintain the irrigation system in accordance with Section 6 01. Owner will contract with and manage (in a manner consistent with Manager's operation of the Club Facilities in accordance with the Agreement) an outside agent for preventive maintenance of the irrigation pump stations on both the Olympic course and the Cascade Course Manager will work with Owner's Water Resource Manager to coordinate water usage and water pressure concerns.

H. Chemical Use

- a. Manager will work closely with the Water Resource Division of Owner in the use of chemicals and their application. A list of all pesticides and other chemicals must be maintained by the manager including the SDS information sheets, dates and time applied, the person who applied the chemical and other information that may be required by OSHA, WISHA, Department of labor and Industry, EPA and any other city, county, state, or federal agency that would have enforcement authority.

I. Fertilization

- a. Manager will set up a fertilization program for the Club Facilities and work closely with the Director of Parks and Recreation to determine a yearly budget for fertilizer.

J. Tree Removal

- a. Hazardous trees will be removed by manager's maintenance crew as required for safety. Manager will work with Owner's Forestry Manager for the removal of any trees that are not related to safety.

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APPENDIX D – PROPOSERS CERTIFICATIONS

The undersigned ("Proposer") declares that he/she has read the RFP and has authority to submit the following Proposal. The Proposer understands that, in addition to this Certifications Form, the RFP and Proposer's documents submitted in response to the Cities' RFP constitute parts of the Proposal and are incorporated herein by reference. Proposer acknowledges that addenda numbers _____ through _____ have been reviewed and considered as part of this Proposal.

The undersigned agrees that this Proposal will remain valid and that the City may accept this proposal until _____[date]_____

The undersigned declares, under penalty of perjury under the laws of the state of Washington, that the following statements are true and correct:

1. The undersigned person's firm, association or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with the project for which this Proposal is submitted.
2. No gratuity, fee or item of value has been offered to any City employee, official or agent in connection with this RFP.
3. The undersigned knows of no direct or indirect financial interest that conflicts with the services to be performed under this RFP.
4. By signing this Certification, the undersigned business organization is deemed to have signed and agreed that they are in compliance with all State and Federal equal employment opportunity regulations and laws.
5. By signing this Certification, the undersigned business organization is deemed to have signed and agreed to the provisions of this declaration and authorized the signature below.
6. In preparing this Proposal, the Proposer has not been assisted by any current or former employee of the City whose duties relate now or have related in the past to this Proposal, or who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Proposal. Any exceptions to these assurances are described in full on a separate page and attached to this Certifications Form.

Proposer hereby designates the person to contact for additional information about the Proposal:

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

Appendix D: Proposers Certifications

Name: _____ Telephone No: _____

E-Mail Address: _____

Address: _____

City, State, Zip: _____

Dated this _____ day of _____, 2019.

Authorized Signature: _____

Title: _____

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

APPENDIX E - PROTEST PROCEDURES

I. General Procedures.

Protesting bidder submits notice in writing of its protest no later than two full business days following bid opening. Intermediate Saturdays, Sundays, and legal holidays are not counted.

Only proposers who submitted a response can protest

Protests are limited to bid opening evaluation and bid responses

Protests regarding acceptance and opening of proposals must be within 24 hours of opening

Protests regarding evaluation of proposals may be made following award

The City of Bremerton follows Bid Protest procedures as outlined in RCW 39.04.105

II. City of Bremerton Procedures.

These protest procedures are included in this solicitation or request (for convenience, the "RFP") to provide a prompt, fair and equitable administrative remedy to all proposers and prospective proposers (for convenience "Proposers") regarding alleged substantive errors or omissions in the RFP or regarding any decision by the City to award the contract, to declare a SOP non-responsive, or to find a Proposer not responsible.

B. Timing

Any Proposer showing a substantial economic interest in the contract to be awarded under this RFP may PROTEST to the City only in accordance with the procedures set forth below.

C. Protests Based on the Form or Content of the Invitation/Request Documents: Any Protest based on the form or content of the RFP documents included with the RFP or any addendum (including, but not limited to, any terms, requirements and/or restrictions therein) must be filed with the City as soon as practicable at 345 6th Street, STE 100, Bremerton, WA 98337, Attention: Contracts Administrator Finance Office within two (2) business days after Bid opening. The transmittal envelope must clearly identify the RFP number on its face and be labeled as a "Protest."

D. Other Protests: Protests based on any other circumstances must be filed with the City at 345 6th Street, STE 100, Bremerton, WA 98337 Attention: Contracts Administrator Finance Office, within two (2) business days after Bid opening. The transmittal envelope must clearly identify the RFP number on the face of this document and be labeled as a "Protest." No protest will be considered by the City if all SOPs are rejected or if the protest is received after the award of the Contract.

E. Contents of Protest

To be considered, a Protest shall be in writing and shall include: (1) the name, street address, fax number and email address of the aggrieved party; (2) the RFP title and number under which the Protest is submitted; (3) the economic interest of the aggrieved party in the contract to be awarded under the RFP; (4) a detailed description of the specific grounds for the Protest and any supplemental legal and/or factual documentation; and (5) the specific ruling or relief requested. In the event the protesting party asserts the responsibility of any other Proposer as a ground for Protest, it must address in detail the specific criteria identified in the particular RFP.

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS

MANAGEMENT **APPENDIX E - PROTEST PROCEDURES**

F. Computation of Time In computing any period of time prescribed by this procedure, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included. The term “business day” shall mean any day on which the City of Bremerton is open for regularly conducted business. Any document received after the close of regular business hours (8:00 a.m. to 5:00 p.m.) shall be deemed received the following business day.

G. Acknowledgement

By offering a submittal in response to this RFP, the Proposer acknowledges that it has reviewed and acquainted itself with the protest procedures herein and agrees to be bound by such procedures as a condition of offering a submittal.

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

APPENDIX F – FIVE-YEAR PROFIT AND LOSS SUMMARY

Description	2014	2015	2016	2017	2018	5-Year Average
Rounds of golf	75,190	79,754	74,898	72,755	73,194	75,158
Revenue:						
Golf	\$2,598,847	\$2,785,922	\$2,811,591	\$2,817,462	\$2,892,531	\$2,781,271
Food	535,202	634,489	608,553	692,504	842,174	662,584
Beverage	294,050	341,322	366,989	380,191	443,230	365,156
Golf shop	455,233	444,472	374,754	400,137	420,118	418,943
Total revenue	\$3,883,332	\$4,206,204	\$4,161,887	\$4,290,294	\$4,598,053	\$4,227,954
Cost of sales:						
Food	\$ 201,633	\$ 202,470	\$ 203,392	\$ 190,998	\$ 225,591	30.9%
Beverage	91,270	95,415	101,634	99,037	112,354	27.4%
Golf shop	308,943	310,815	274,951	279,009	265,773	68.7%
Total cost of sales	\$ 601,846	\$ 608,699	\$ 579,977	\$ 569,044	\$ 603,718	41.0%
Direct expenses:						
Golf shop payroll and related	64,556	59,864	33,146	26,247	22,886	9.9%
Food and beverage payroll and related	381,937	426,707	436,160	445,086	483,981	42.3%
Golf payroll and related	328,227	370,132	355,132	340,813	351,406	12.6%
Golf shop operating expenses	17,355	1,311	948	1,900	1,870	1.1%
Golf operating expenses	177,392	206,961	142,902	151,342	161,457	6.0%
Food and beverage operating expenses	56,089	69,697	79,355	61,166	63,541	6.4%
Total direct expenses	1,025,556	1,134,671	1,047,644	1,026,554	1,085,141	25.2%
Undistributed operating expenses:						
General and administrative	306,917	327,495	366,849	426,295	449,950	375,501
Sales and marketing	89,660	112,608	110,245	115,594	119,685	109,558
Golf course operations and maintenance	846,894	938,786	954,500	919,989	1,029,670	937,968
Repairs and maintenance	78,813	77,789	67,846	87,736	78,846	78,206
Utilities	214,622	145,279	109,590	112,193	122,677	140,872
Total undistributed operating expenses	1,536,906	1,601,957	1,609,030	1,661,807	1,800,828	1,642,106
Fixed expenses:						
Property and other taxes	26,209	8,130	19,479	24,743	25,811	20,874
Insurance	27,816	33,329	31,646	31,678	33,632	31,620
Base management fee	198,685	206,765	207,193	214,515	229,903	211,412
Less: replacement reserves	119,639	124,444	123,522	128,709	137,942	126,851
Total fixed expenses	372,348	372,668	381,840	399,645	427,288	390,758
Operating income	\$ 346,676	\$ 488,209	\$ 543,396	\$ 633,244	\$ 681,078	\$ 538,521

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
7812	8 Blade Cutting Unit	John Deere	550 tiller	SHOP	1	good
6632	Aerator	Toro	9500	SHOP	1	poor
95	Aerator	Toro	ProCore 648	SHOP	1	New
97	Aerator	Toro	ProCore 648	SHOP	1	New
7159	Aerator, Tow	Planetair	HD50	SHOP	1	good
7814	Aerifier	Verti-Drain		SHOP	1	good
8666	Articulated Mower	Asticulator	X Series	SHOP	1	poor
6319	Backhoe/Loader	John Deere	310C	SHOP	1	Fair
8665	Blower, Debris	Toro	44520	SHOP	1	good
7604	Boom Sprayer	McGregor	150 Combo	SHOP	1	poor
7783	Bunker Rake	John Deere		SHOP	1	scrap
8380	Bunker Rake	John Deere	1200A	SHOP	1	fair
7181	Core Harvester	Jacobson		SHOP	1	good
8656	Core Harvester		890009A	SHOP	1	good
	Core Harvester			SHOP	1	good
8608	Dump Truck	Chevrolet	1 Ton	SHOP	1	Poor
1475	Fairway Mower	Jacobson		SHOP	1	fair
3314	Fairway Mower	Jacobson	LF3400	SHOP	1	fair
3315	Fairway Mower	Jacobson	LF3400	SHOP	1	fair
	Fairway Mower	Toro	Groundsmaster 3500-D	SHOP	1	good
	Fairway Mower	Toro	Groundsmaster 3500-D	SHOP	1	good
	Fairway Mower	Toro	Reelmaster 5410	SHOP	1	good
	Fairway Mower	Toro	Reelmaster 5410	SHOP	1	good
	Fairway Mower	Toro	Groundsmaster 3500-D	SHOP	1	fair
8667	Fork Lift	Clarke	6000 lb.	SHOP	1	poor
7605	Front Rotary Mower	Cushman	898-810	SHOP	1	poor
	Generator	Honda	EB 5000X	SHOP	1	good
7600	Greens Aerator	Toro	9110	SHOP	1	poor
6143	Greens Mower	Toro	Greensmaster 3000	SHOP	1	fair
6477	Greens Mower	Jacobson	22" Greens Mower	SHOP	1	poor
7696	Greens Mower	Toro	Greenmaster 3100	SHOP	1	poor
8682	Greens Mower	Toro	Greensmaster 3100	SHOP	1	fair
	Greens Mower	Jacobson	22" Greens Mower	SHOP	1	fair
	Greens Mower	Toro	Greensmaster 3150	SHOP	1	good
	Greens Mower	Toro	Greensmaster 3150	SHOP	1	good
	Greens Mower	Toro	Greensmaster 3150	SHOP	1	good
	Greens Mower	Toro	Greensmaster 3150	SHOP	1	good
	Greens Mower	Toro	Greensmaster 3150	SHOP	1	good
8681	Greens Rollers	Turflite	Vibrating Rollers	SHOP	1	poor
8403	Grinder	Angle Master	2000	SHOP	1	fair
8032	Grinding Wheel-Reel Grinder	Foley	Accu-Master	SHOP	1	fair
7446	Lift and Table	Trion	4500	SHOP	1	good
7080	Loader	John Deere	400X	SHOP	1	good
8662	Maintenance Building			SHOP	1	fair
8378	Mechanical Greens Brush	Broyhill	GreensKeeper 1258T	SHOP	1	poor
8654	Paving and Maint. Facility			SHOP	1	
8264	Pesticide Storage	LK 1024		SHOP	1	
8653	Phone Line			SHOP	1	
	Pickup Truck	Ford	Ranger	SHOP	1	poor
8365	Reel Mower	John Deere	220	SHOP	1	good
8366	Reel Mower	John Deere	220	SHOP	1	good
8367	Reel Mower	John Deere	220	SHOP	1	good
8741	Rotary Gang Mower	Lastec	LT 721XR	SHOP	1	fair
8615	Rotary Mower	Toro	Sidewinder 3500D	SHOP	1	poor
852	Rough Mower	Toro	Reelmaster	SHOP	1	poor
1476	Spinkler Controllers (21)	Toro	E-OSMAC	SHOP	1	
8359	Spray Unit	Toro	1100	SHOP	1	poor
3163	Sprayer	Smithco	7805	SHOP	1	not used
	Sprayer	Toro	Multipro 1250	SHOP	1	poor
8668	Sweeper	Goossen	Versa Vac	SHOP	1	poor
8389	Tires, Floatation	Goodyear	Softac	SHOP	1	
6146	Top Dresser	Turfco	Mete-r-Matic II	SHOP	1	
8742	Top Dresser	Turfco	SP 1530	SHOP	1	good
8937	Top Dresser	Toro	topdresser 2300	SHOP	1	good
8938	Top Dresser	Lely	L1250	SHOP	1	good
5241	Tractor	Kubota	L28500 T-7	SHOP	1	fair
7079	Tractor	John Deere	4520	SHOP	1	good
8389	Tractor	John Deere	5300 4WD	SHOP	1	
8405	Tractor	Kubota	L2900GST	SHOP	1	scrap

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
8611	Tractor	John Deere	4600 4WD	SHOP	1	poor
6214	Trencher	Ditchwitch		SHOP	1	good
8368	Trim Mower	John Deere	2653	SHOP	1	poor
8369	Trim Mower	John Deere	2653	SHOP	1	poor
7594	Tri-plex Greens Mower	Toro	GM 3000	SHOP	1	scrap
7778	Tri-plex Mower	John Deere	2653	SHOP	1	fair
7780	Tri-plex Mower	Toro	3100	SHOP	1	
8353	Tri-plex Mower	Toro	3100	SHOP	1	
8354	Tri-plex Mower	Toro	3100	SHOP	1	
8405	Turf Tires			SHOP	1	
6573	Utility Tractor	John Deere	870	SHOP	1	poor
8360	Utility Vehicle	Cushman	898632STER	SHOP	1	fair
8387	Utility Vehicle	Cushman	4 Truckster	SHOP	1	fair
8617	Utility Vehicle	Cushman	Truckster Turf Truck 4W	SHOP	1	good
8657	Utility Vehicle	Club Car	Carry-All	SHOP	1	fair
8669	Utility Vehicle	Club Car	Carry-All II Gas PU	SHOP	1	fair
	Utility Vehicle	EZGo	MPT	SHOP	1	fair
	Utility Vehicle	EZGo	MPT	SHOP	1	fair
8361	Utility Vehicle (Carryall)	Club Car	Carry-All II	SHOP	1	fair
8362	Utility Vehicle (Carryall)	Club Car	Carry-All II	SHOP	1	poor
8363	Utility Vehicle (Carryall)	Club Car	Carry-All II	SHOP	1	poor
1999	Verticutter System	Truflne	THATCH AWAY	SHOP	1	good
7780	Vibrating Roller	Turflne	TS 3T	SHOP	1	poor
1	Shelving	Lowes		Shoe Room	1	New
2	Step Ladder	Lowes		Shoe Room	1	Used
3	KP Signs	Hornugs		Shoe Room	31	New
4	Starter Boxes	Home Made		Shoe Room	2	Used
5	Custom Fit Irons Display			Pro Shop	6	New
6	Slot Wall w/ Metal Liners			Pro Shop	6	New
7	Slot Wall w/o Metal Liners			Pro Shop	6	New
8	Two sided Metal Wood Rack			Pro Shop	2	New
9	Check-in Counter			Pro Shop	1	Used
10	Retail Sales Golf Ball Rack			Pro Shop	1	Used
11	Scorecard Holder			Pro Shop	1	Used
12	Megaphone	. Radioshack 32-2038		Pro Shop	1	Used
13	Launch Monitor (Driver)			Pro Shop	1	Used
14	Air Horns			Pro Shop	5	New
15	Putter/Wedge Racks			Pro Shop	2	New
16	Clothing Nesting Table			Pro Shop	1	Used
17	4 Way Clothing Rack (S)			Pro.Shop	3	New
18	4 Set Rack			Pro Shop	1	Used
19	Hat Rack (Top)			Pro Shop	1	Used
20	Hat Rack (Bottom)			Pro Shop	1	Used
21	Wood Mirror			Pro Shop	1	Used
22	Shoe Chair			Pro Shop	1	Used
23	Paper Cutter	Swingline		Pro Shop	1	Used
24	In-Window Display Pieces			Pro Shop	1	New
25	Wood Box Ball Display			Pro Shop	4	New
26	2 Drawer Wood File Cabinet			Pro Shop	1	New
27	Sunglasses Rack			Pro Shop	1	Used
28	Hanger Holder			Pro Shop	1	Used
29	TV w/ Hanger			Pro Shop	1	New
30	Rolling Rack (Clothes)			Pro Shop	1	Used
31	Slot Wall-Metal Hangers	.		Pro Shop	53	New
32	Rickshaw Pull Carts			Pro Shop	21	New
33	4 Way Clothing Rack (L)	Procraft (ME 104cs)		Merch Room	2	New
34	Merchandise Storage Rack	Lowes (edsall 72")		Merch Room	4	New
35	Merchandise Room Desk			Merch Room	1	New
36	Grip Changing Desk			Merch Room	1	New
37	Metal Clothes Hangers			Merch Room	350	New
38	Steamer			Merch Room	1	New
39	4 Way Clothing Rack (S)	ME 102 cs		Merch Room	1	Used
40	Shelving	Lowes		Merch Room	39	New
41	Manequin w/stand			Merch Room	2	New
42	Metal Shoe Table			Merch Room	1	New
43	Metal Hat Rack for Slotwall			Merch Room	12	New
44	Acrylic 7x5.5 Holder (Slot)			Merch Room	12	New
45	Acrylic Slotwall Hanger 3,5x2.5			Merch Room	28	New
46	Acrylic 5.5x7 Stand Holder			Merch Room	13	New

GOLD MOUNTAIN GOLF COURSE

FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
47	Acrylic 5.5x11 Stand Holder			Merch Room	9	New
48	Acrylic 7x5.5 Sign Holder Chrome			Merch Room	1	New
49	Metal Basket for Slotwall (Huge)			Merch Room	1	New
50	Slot Wall - Single Hat Holder			Merch Room	4	New
51	Slot Wall - Waterfall w/balls Chrome			Merch Room	11	New
52	Slot Wall - Straight Face 12" Hanger			Merch Room	10	New
53	Slot Wall - 10" Hanger			Merch Room	129	New
54	Slot Wall - 6" Hanger			Merch Room	5	New
55	Slot Wall - Chrome Hooks (S)			Merch Room	4	New
56	Slot Wall - 12" Hanger			Merch Room	2	New
57	American Retail Supply Co. Stc	702031		Merch Room	10	New
58	Slot Wall - Straight Face 16" Hanger			Merch Room	7	New
59	Slot Wall - Hanger Slanted up Holds Slot Wall --22" Waterfall w/balls (Gold)			Merch Room	6	New
61	Slot Wall - Str Face 17" Hanger (Gold)			Merch Room	5	New
62	Slot Wall - Wood Iron Display	Procraft (Top & Btm)		Merch Room	14	New
63	Desk	Kitsap Office Supply		Merch Office	1	New
64	Couch	Kitsap Office Supply		Merch Office	1	New
65	Lamp Table	Kitsap Office Supply		Merch Office	1	New
66	File Cabinet			Merch Office	1	New
67	Chair			Merch Office	1	New
68	4 Way Clothing Rack (S)			Merch Office	1	Used
69	Shelving	Lowes		Merch Office	6	New
70	Room Dividers (Rolling)	Hankinson		Restaurant	7	New
71	Check-in Counter			Restaurant	1	New
72	Podium			Restaurant	1	New
73	Projector (Boxlight)	Boxlight?		Restaurant	1	New
74	Signs (Standing)			Restaurant	2	New
75	TVw/ Hanger			Restaurant	1	New
76	Projector Screen			Restaurant	1	New
77	Window Treatments			Restaurant	1	New
78	Glass Display Counter (Cabinet)			Lobby	1	New
79	Trophy Case w/Cabinets			Lobby	1	New
80	Automated Teller Machine (ATM)			Lobby	1	New
81	High Chairs			Lobby	6	New
82	Booster Seats (Chairs)			Lobby	5	New
83	Couches			Lobby	2	New
84	Table (Glass)			Lobby	1	New
85	Coffee Stations (Rolling Metal)			Bar		Used
86	Dish Pit Storage Rack			Bar		Used
87	TV w/ Hanger			Bar		Used
88	Serving Trays			Bar		Used
89	Sandwich Board			F&B Mngr Office	1	New
90	Desk (Wood)	Office Depot		F&B Mngr Office	1	New
91	Cork Board	Quartet		F&B Mngr Office	2	New
92	Office Chairs	Kitsap Office Supply		F&B Mngr Office	2	New
93	Desk (Half Round)			F&B Mngr Office	1	Used
94	Easle	Quartet		F&B Mngr Office	4	Used
95	File Cabinet (4 Drawer, Metal)	Hon		F&B Mngr Office	4	New
96	Safe (Small)	Office Depot		F&B Mngr Office	1	Used
97	Radios w/ Charger	Motorolla		F&B Mngr Office	5	New
98	File Cabinet (High Black)	Office Depot		F&B Mngr Office	2	New
99	Desk (Glass-F&B Manager)			F&B Mngr Office	1	Used
100	Desk (Decorative Wooden)			F&B Mngr Office	1	Used
101	Paper Cutter	GBC		F&B Mngr Office	1	Used
102	Cabinet (Supply)	Rubbermaid		Men's Restroom	1	Used
103	Janitorial Supplies			Men's Restroom	1	Used
104	Chair			Men's Restroom	1	New
105	Chair			Wmns's Restr'm	1	New
106	Couch			Wmns's Restr'm	1	New
107	Rug			Wmns's Restr'm	1	New
108	Bench (Wicker)			Wmns's Restr'm	1	New
109	Desk (Wood)	Kitsap Office Supply		Dir. Golf/Pro Office	2	New
110	File Cabinet (Wood 2-Drawer)	Office Depot		Dir. Golf/Pro Office	2	New
111	Bookshelves (Wood, Tall)	Kitsap Office Supply		Dir. Golf/Pro Office	2	New
112	Chairs (Desk)	Kitsap Office Supply		Dir. Golf/Pro Office	2	New
113	File Cabinet (4 Drawer, Metal)			2nd Floor Storage	1	New
114	Cabinet (Metal Supply)			2nd Floor Storage	1	New
115	Shelving	Lowes		2nd Floor Storage	27.75	New
116	Supplies			2nd Floor Storage	1	New

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
117	Light Bulbs			2nd Floor Storage	1	New
118	Cabinet (Metal)	Tennesco		Bookkeepers Of.	1	Used
119	Cabinet (4-Drawer, Metal)	Kitsap Office Supply		Bookkeepers Of.	1	New
120	Cabinet (5-Drawer, Metal)	Kitsap Office Supply		Bookkeepers Of.	1	New
121	Cabinet (2-Drawer, Metal)	Kitsap Office Supply		Bookkeepers Of.	1	Used
122	File Cabinet (2-Drawer, Wood)	Kitsap Office Supply		Bookkeepers Of.	1	Used
123	Desk (Metal)	Kitsap Office Supply		Bookkeepers Of.	1	Used
124	Printer	HP psc2410xi		Bookkeepers Of.	1	Used
125	Shredder			Bookkeepers Of.	1	New
126	Fax Machine	Brother 1270c		Bookkeepers Of.	1	Used
127	Desk (Metal)	Kitsap Office Supply		Bookkeepers Of.	1	Used
128	Desk (Wood)	Kitsap Office Supply		Bookkeepers Of.	1	Used
129	Cabinet (Metal)	Kitsap Office Supply		Bookkeepers Of.	4	New
130	Cabinet (Wood)	Kitsap Office Supply		Bookkeepers Of.	2	New
131	Bookshelf (Wood, Open File)	Kitsap Office Supply		Bookkeepers Of.	1	Used
132	Bookshelf (Black, Open File)	Kitsap Office Supply		Bookkeepers Of.	1	Used
133	Shelving Unit (Metal/Wood)	Lowes 72" Steel		Bookkeepers Of.	1	Used
134	Stapler (Big)	Swingline		Bookkeepers Of.	1	Used
135	Cash Drawers	CDR 5E415		Bookkeepers Of.	2	New
136	Paper Punch (3-Hole)	ACCOMutual 20		Bookkeepers Of.	1	Used
137	Shelving			Bookkeepers Of.	8	New
138	Paper Punch (2-Hole)	Swingline		Bookkeepers Of.	1	Used
139	Ball Tables (Wood)			2nd Floor Storage	2	New
140	A-Frame (Plastic)			2nd Floor Storage	1	Used
141	Display (Wood, Octagon)			2nd Floor Storage	1	New
142	Club Holders (Wood, Demo)	Whittek 61100		Backroom	3	New
143	Racks (Metal, Rolling)			Backroom	4	New
144	Display (Wood, Full Set)	Procraft CL 106		Backroom	3	New
145	Rack (Wood, Putter)	Procraft CL 107-48		Backroom	1	Used
146	Rack (Grey, Metal/Wood)	Lowes		Backroom	1	Used
147	Manequin			Backroom	1	New
148	Display (Sundry, Metal)			Backroom	1	New
149	Display (Sundry, Wood) ,			Backroom	1	Used
150	Microwave	Lowes		Backroom	2	Used
151	Cabinet (Rubbermaid)	Rubbermaid 7083		Backroom	1	Used
152	Desk (Metal, 4 & 5-Drawer)	Kitsap Office Supply		Backroom	1	Used
153	File Cabinet (Metal, 4 Drawer)	Kitsap Office Supply		Backroom	1	New
154	Desk (Wood)	Kitsap Office Supply		Backroom	1	New
155	Bookshelf (Open, Doublewide)	Kitsap Office Supply		Backroom	1	New
156	Flag Holders (Wood)			Backroom	18	New
157	Sandwich Board (Wood)			Backroom	3	New
158	Chalk Board			Backroom	2	New
159	Hangers (Metal/Plastic)			Backroom	340	New
160	Decorations (Seasonal)			Backroom	1	New
161	Cash Register (Cash Machine?)	Sharp XEA203		Backroom	1	New
162	Flag Holders (On Score Board)			Backroom	18	New
163	Dry Erase Board			Backroom	2	New
164	Propane Tanks			Olympic Room		Used
165	BBQ Grill			Olympic Room		Used
166	Vacuum	Dustcare DC16		Closet (Time Cloe	1	Used
167	Rug Shampooer	Bissell Preheat 2x		Closet (Time Cloe	1	Used
168	BlowerNacuum (Outside)	B&D BV 4000		Closet (Time Cloe	1	New
169	Projection Screen			Closet (Time Cloe	1	New
170	Supplies			Closet (Time Cloe	1	Used
171	Shelving			Closet (Time Clod	31	New
172	Clothes Washer			Range Laundry Rn	1	New
173	Clothes Dryer			Range Laundry Rn	1	New
174	Shelving			Range Laundry Rn	31	New
175	Pyramid Stacker	Eagle One P00355S		Range Laundry Rn	2	New
176	Pyramid Platforms	Eagle One P00355PT		Range Laundry Rn	32	New
177	Shag Bag	Eagle One		Range Laundry Rn	5	New
178	Ball Washer	EZ Picker BW-001N		Range Laundry Rn	1	Used
179	Elevator	EZ Picker BC-001		Range Laundry Rn	1	Used
180	Ball Dispenser (Range)	EZ Picker BD001/002		Range Laundry Rn	1	Used
181	Ball Baskets	Eagle One PI 8070		Range Laundry Rn	10	New
182	Mats (Range)	EZ Picker		Range	9	New
183	Range Picker (5-Gang)	EZ Picker EP-029AH		Range	1	Used
184	Cart (EZ Go)	EZ Go Workhorse		Range	1	New
185	Range Mats	EZ Picker		Teaching Room	2	Used

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
186	Storage Shed (Wood)			Teaching Room	1	Used
187	Bag Racks (Outside)			Teaching Room	3	New
188	Memorabilia (Displays)	Tourney (Husky, Ping)		Clubhouse		New
189	Barrage Balloon History Project			Clubhouse, Course	1	Used
190	Memorabilia (Displays)			Clubhouse		Used
191	Memorabilia (Displays)	US Publinks, US Junior		Clubhouse		New
192	5139/1639			KITCHEN	106	Used
193	8472			KITCHEN	148	Used
194	8480			KITCHEN	29	Used
195	3777			KITCHEN	178	Used
196	96			KITCHEN	55	Used
197	5126			KITCHEN	256	Used
198	15465			KITCHEN	208	Used
199	52160			KITCHEN	24	Used
200	3822			KITCHEN	28	Used
201	8402			KITCHEN	60	Used
202	2102			KITCHEN	47	Used
203	3705			KITCHEN	112	Used
204	5201			KITCHEN	42	Used
205	Glass Buffet Bowl (Large)			KITCHEN	20	Used
206	Glass Buffet Bowl (Small)			KITCHEN	12	Used
207	Glass Soup Cups (Small, Buffet)			KITCHEN	50	Used
208	Soup Bowls (ala Carte)			KITCHEN	27	Used
209	Soup Cups (ala Carte)			KITCHEN	25	Used
210	Cocktail Forks			KITCHEN	19	Used
211	Forks			KITCHEN	205	Used
212	Salad Forks			KITCHEN	172	Used
213	Knives			KITCHEN	303	Used
214	Teaspoons			KITCHEN	359	Used
215	Soup Spoons			KITCHEN	117	Used
216	Steak Knives			KITCHEN	96	Used
217	Banquet Plates			KITCHEN	327	Used
218	Pasta Bowls			KITCHEN	16	Used
219	Rounds (Large)			KITCHEN	29	Used
220	Rounds (Medium)			KITCHEN	32	Used
221	Rounds (Small)			KITCHEN	60	Used
222	Rounds (Appetizer)			KITCHEN	115	Used
223	Cake Plates			KITCHEN	413	Used
224	Tongs 10 in. (Stainless)			KITCHEN	14	Used
225	Tongs 12 in. (Stainless)			KITCHEN	10	Used
226	Bowl 12 qt. (Stainless)			KITCHEN	1	Used
227	Silverware Holder (4-Compartment)			KITCHEN	1	Used
228	Silverware Holder (Dish Machine)			KITCHEN	1	Used
229	Mop Bucket			KITCHEN	1	Used
230	Mop Bucket			KITCHEN	1	Used
231	Half Hotel Pans			KITCHEN	60	Used
232	Bowls (Small, Stainless)			KITCHEN	10	Used
233	Kitchen Knives 10 in. (Serrated)			KITCHEN	7	Used
234	Chef Knives 10 in.			KITCHEN	6	Used
235	Robot Coupe			KITCHEN	1	Used
236	Mandoline (Stainless)			KITCHEN	1	Used
237	Beurr Mixer (180 Watts)			KITCHEN	1	Used
238	Tri-Stone Sharpener			KITCHEN	1	Used
239	Scuffle Cups (Stainless)			KITCHEN	50	Used
240	Egg Slicer			KITCHEN	2	Used
241	Oyster Shucker			KITCHEN	2	Used
242	Measuring Scale (Oz)			KITCHEN	2	Used
243	Full Sheet Pan Screens			KITCHEN	3	Used
244	Half Sheet Pan Screens			KITCHEN	2	Used
245	Storage Containers 22 qt. (Plastic)			KITCHEN	7	Used
246	Storage Containers 12 qt. (Plastic)			KITCHEN	3	Used
247	Storage Containers 6 qt. (Plastic)			KITCHEN	10	Used
248	Storage Uds 6 & 8 qt. (Plastic)			KITCHEN	18	Used
249	Measuring Container 4 qt. (Plastic)			KITCHEN	1	Used
250	Measuring Container 2 qt. (Plastic)			KITCHEN	1	Used
251	Measuring Container 1 qt. (Plastic)			KITCHEN	1	Used
252	Measuring Cup Set (Stainless)			KITCHEN	1	Used
253	Sixth Pan 4 in. (Plastic)			KITCHEN	60	Used
254	Sixth Pan 6 in. (Plastic)			KITCHEN	14	Used

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
255	Ninth Pan 4 in. (Plastic)			KITCHEN	30	Used
256	Ninth Pan Lids (Plastic)			KITCHEN	25	Used
257	Sixth Pan Lids (Plastic)			KITCHEN	20	Used
258	Drip Cuts (Plastic)			KITCHEN	22	Used
259	Half Pan (Plastic)			KITCHEN	4	Used
260	Butane Burners			KITCHEN	5	Used
261	Rollina Pin (w/o Handle)			KITCHEN	1	Used
262	Gallon Measure (Plastic)			KITCHEN	1	Used
263	Third Pan (Plastic)			KITCHEN	4	Used
264	Douqh Scraper			KITCHEN	3	Used
265	Wedqer (Manual)			KITCHEN	1	Used
266	Meat Mallet (Alum)			KITCHEN	2	Used
267	Lids 12, 18 & 22 at. (Plastic)			KITCHEN	6	Used
268	Safetv Glove (Medium)			KITCHEN	2	Used
269	Steak Weight (Steel)			KITCHEN	2	Used
270	Floor Mat (Blue)			KITCHEN	2	Used
271	Sian ("Wet Floor")			KITCHEN	2	Used
272	Utility Trash			KITCHEN	3	Used
273				KITCHEN	4	Used
274	Trash Can (Rectangle)			KITCHEN	4	Used
275	Speed Rack			KITCHEN	1	Used
276	Plates			KITCHEN	70	Used
277	Tray (Jack Stand)			KITCHEN	4	Used
278	Serving Tray (Brown)			KITCHEN	5	Used
279	Hotel			KITCHEN	12	Used
280	Hotel			KITCHEN	4	Used
281	Metro Shelving			KITCHEN	5	Used
282	MieFewai..te			KITCHEN	4	Used
283	Microwave (Snack Shack)			KITCHEN	1	Used
284	Hand Truck			KITCHEN	1	Used
285	Chaffers			KITCHEN	10	Used
286	Misc. Banquet Utensils			KITCHEN	30	Used
1A	1 81st US APL Champ Results	Framed display		Club House	1	Good
	81st US APL Champ Sign	Wood Sign		Club House	1	Good
	2 2006 US APL Champ Flag and S	Framed display		Club House	1	Good
	3 2006 US APL Champ - Casey W	Framed photo		Club House	1	Good
	4 2006 US APL Champ - Watabu	Framed photo		Club House	1	Good
	5 2006 US APL Champ - Watabu	Framed photo		Club House	1	Good
	6 2006 US APL Champ Match Pla	Framed display		Club House	1	Good
	7 2006 US APL Player Appreciati	Framed display		Club House	1	Good
	8 2006 US APL Champ Canvas Pr	Canvas Print		Club House	1	Good
	9 64th US Junior Am Champ - Ch	Framed photos (3)		Club House	1	Good
9A	64th US Junior Am Champ - W	Wood Sign		Club House	1	Good
	10 64th US Junior AM Champ Play	Framed display		Club House	1	Good
	11 2006 US APL Champ - Anthony	Framed photo		Club House	1	Good
	12 2006 US APL Champ - Tarvik C	Framed photo		Club House	1	Good
	13 2006 US APL Champ - Sihwan I	Framed photo		Club House	1	Good
	14 2006 US APL Champ - Daniel Ir	Framed photo		Club House	1	Good
	15 2006 US APL Champ - Derek Be	Framed photo		Club House	1	Good
	16 The Bill Wright Story	Framed photo & display		Club House	1	Good
	17 John Harbottle	Framed print		Club House	1	Good
	18 Clubhouse Dedication Print	Framed print		Club House	1	Good
	19 Olympic Course #18 Rendering	Framed print		Club House	1	Good
	20 "Catch of the Day" Print	Framed print		Club House	1	Good
	21 2009 Ping/Golfweek Inv. Resul	Framed display		Club House	1	Good
	22 2009 Ping/Golfweek Inv. Resul	Framed display		Club House	1	Good
	23 2010 NCAA West Regional Cha	Framed display		Club House	1	Good
	24 2008 NCAA West Regional Cha	Framed display		Club House	1	Good
	25 2008 NCAA West Regional Par	Framed display		Club House	1	Good
	26 2008 NCAA West Regional Tea	Framed display		Club House	1	Good
	27 2008 NCAA West Regional - Rq	Framed photo		Club House	1	Good
	28 2008 NCAA West Regional - Ni	Framed photo		Club House	1	Good
	29 2011 Kikkor Golf Husky Inv.	Framed display		Club House	1	Good
	30 2008 OPUS NW Husky Inv.	Framed display		Club House	1	Good
	31 2007 Husky Inv.	Framed display		Club House	1	Good
	32 2004 OPUS NW Husky Inv.	Framed display		Club House	1	Good
	33 2003 OPUS NW Husky Inv.	Framed display		Club House	1	Good
	34 2001 OPUS NW Husky Inv.	Framed display		Club House	1	Good
	35 1998 Husky Inv.	Framed display		Club House	1	Good

GOLD MOUNTAIN GOLF COURSE
FIXED ASSETS

ASSET ID	DESCRIPTION	MFR	MODEL	Location	Quantity	CONDITION
36	2007 81st WSGA Men's Champ	Framed display		Club House	1	Good

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

ATTACHMENT A: Experience and Capability Tables

owner and external customers, how much of the total annual revenues are attributable to each one?			
What percentage of the annual revenues is attributable to Additional services such as Lessons, Food and Beverage?			
Does your company manage and operate the food and beverage operation at the Golf Course?			
Describe how and where you accommodate the banquet functions required by your guests?			
How many FTE's does your company employ at the property?			
Is your center staffed by union employees?			
Please describe the scope of your employees' involvement in the following property functions:			
Food and Beverage			
Course Management			
Pro Shop and Golf Lessons Services			
Audio Visual Support			
Sales and Marketing			
Human Resources			
Accounting			
Maintenance and Repairs			
What Sales and Catering management system to you			

REQUEST FOR PROPOSALS FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

ATTACHMENT A: Experience and Capability Tables

employ at this property?			
How is the booking process managed and the space controlled?			
How do you measure the success of your guest service experience?			
Describe your quality assurance program or its equivalent at this property			

EVENT MANAGEMENT EXPERIENCE - 10 POINTS

Please list the name and address of for at least 3 events that you managed and provide the following information for event. Provide a brief description of the event and the strengths and weaknesses of the property location where the event was held.

[illegible]

REQUEST FOR PROPOSAL FOR GOLD MOUNTAIN GOLF COURSE OPERATIONS MANAGEMENT

ATTACHMENT B: OFFER FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL RESPONSE. Presented below is the “term sheet” that the City of Bremerton seeks each respondent to complete.

City of Bremerton Conference Center Management Financial Proposal Form Three- Year Agreement: January 1, 2020 to December 31, 2023 with 2, two (2) year automatic renewal options	
Financial Compensation Base Fee	Please Specify annual fee City to Pay
Financial Compensation Incentive Fee	Please specify any incentives management company seeks based on performance

The City believes for the management and incentive fees paid, the management will act in the full faith and best financial interests of the City without further compensation for any third party who may be engaged to provide services or equipment on behalf of the Kitsap Conference Center or the City

Any compensation, rebates or discounts received by the management company from any third party for services performed on behalf of the Kitsap Conference Center shall inure to the benefit of the City of Bremerton.

ACKNOWLEDGED

Name

Company Name

Date