



**Fremont County Conservation Board**

# **REQUEST FOR PROPOSALS**

**Fremont County Golf Course Pro Shop Lease**

**Issue Date: Friday, November 5, 2021**

**Response Deadline: Monday, November 29, 2021, at 3:00 p.m. CST**

**Questions shall be directed to Fremont County Conservation Board  
President Sherry Gilbert at [gilbert.sherry@siriusllc.com](mailto:gilbert.sherry@siriusllc.com)**



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Request for Proposals  
Fremont County Golf Course Pro Shop Lease**

**Introduction:** Fremont County, Iowa, through the Fremont County Conservation Board, owns and operates the Fremont County Golf Course located at 2281 U.S. Highway 275 south of Sidney, Iowa. The Course is a 9-hole course featuring 3,205 yards of golf from the longest tees for a par of 36. The men's course rating is 69.4 and the women's course rating is 71.6 with a slope rating of 122 on grass. USGA rules govern all play except as modified by local and tournament rules.

**Project Scope:** The Fremont County Conservation Board hereby requests sealed bid proposals for the lease and regular operation of the Fremont County Golf Course Clubhouse Pro Shop (hereinafter the "Pro Shop") beginning February 1, 2022, through January 31, 2025.

**Scope of Work:** The successful proposal will provide for the continued provision of as many of the following services as possible:

- Lease, operate, and maintain the Pro Shop, Golf Course, and Driving Range during all hours suitable for regular golf operation, as determined by the Fremont County Conservation Board, daily from April 1 through November 1 of each year of the term of the Project Scope.
- Hire, train, equip, maintain, and schedule adequate number of employees to ensure the continuous and successful operation described above.
- Provide, maintain, and employ a fleet of no less than eighteen (18) golf carts for rental use by golfers and customers.
- Provide and sell golf-related merchandise, including, but not limited to, golf equipment, apparel, and accessories.
- Provide, sell, and serve food and beverages.
- Maintain all equipment associated with operation of the Golf Course and Pro Shop, including, but not limited to, ice machine, coolers, heating and air conditioning, and electrical systems.
- Maintain a clean and well-kept Pro Shop, interior and exterior.

**Bidder Responsibilities:** The successful bidder will ensure compliance with the following requirements:

- Bidder shall be responsible for tracking, filing, and paying any and all sales taxes and associated documentation required and made necessary by the operations described in Scope of Work above.
- Bidder shall be responsible for all employee wages, expenses, federal and state withholdings, and any required insurance, licensure, certification, and permits for any and all employees.
- Bidder shall be responsible for obtaining and maintaining all required licenses, permits, and insurance for foodservice and alcohol sales, including but not limited to, liquor license, food inspection permit, dramshop insurance, and liability insurance.
- Bidder shall be responsible for purchase, stocking, and maintenance of any and all supplies, equipment, merchandise, food, and beverages necessary for the operation and services described in Scope of Work above.

**Proposal Submittal and Response Deadline:** Proposals should consist of a bound document including a cover letter. The submittal is limited to twenty (20) single-sided letter-sized pages with all pages consecutively numbered. Tabs or dividers are acceptable as needed and will not count towards the page limit. Each proposal submittal shall consist of three (3) copies of the proposal sealed in a secure envelope. All proposals shall be marked as a sealed bid and are due prior to the Response Deadline – no later than 3:00 p.m. central standard time on Monday, November 29, 2021 – at the following location:

**Fremont County Auditor’s Office  
ATTN: Fremont County Conservation Board  
Fremont County Courthouse  
506 Filmore Street  
Sidney, Iowa 51652**

**Cover Letter:** Bidders shall provide a cover letter that describes their interest in working with the Fremont County Conservation Board. Said letter should summarize the content of the proposal and identify the contact person for questions during the selection process as well as such person’s telephone number, email, and postal address.

**Proposal Format:** Bidders shall prepare their proposals using the following format and including the following information:

1. Organization, Management, and Qualifications: Identify the legal entity making the proposal that would enter into the formal written agreement with Fremont County and the Fremont County Conservation Board if selected including the legal entity name, office address, legal business type (sole proprietorship, partnership, limited liability company, corporation, etc.), and the name and title of the individual authorized to discuss, negotiate, and enter into an agreement with Fremont County and the Fremont County Conservation Board.

2. Capability, Capacity, and Experience: Describe, in substantial detail, your capability and capacity to satisfactorily and successfully provide the services described in Scope of Work above and to continue to do so throughout the entire duration of the term of this project as described in the Project Scope. Provide information to show current and past experiences and success in similar projects, knowledge of such business operation, and references who can attest to your workmanship, experience, knowledge, and capabilities. Include name, phone number, email, and postal address for all references.
3. Approach to Accomplishing Scope of Work: Describe, in substantial detail, your plan and approach to successfully and continually accomplishing as many service items described in the Scope of Work as possible.
4. Proposed Lease Amount and Fee Schedule: Describe, in substantial detail, your proposed structure and amounts of rent paid to Fremont County for use of the Golf Course and Pro Shop and of prices charged for services provided under the Scope of Work.
5. License, Permit, Certification, and Insurance: Provide proof of any and all licenses, permits, certifications, and insurance coverage required by the Project Scope and Scope of Work, and/or proof of the ability to obtain and maintain any and all such licenses, permits, certifications, and insurance coverage.

**Proposal Opening, Selection Process, and Evaluation Criteria:** The Fremont County Conservation Board shall open and consider all timely, qualifying sealed bid proposals in a public meeting on Wednesday, December 1, 2021, at 5:00 p.m. CST at the Fremont County Golf Course, 2281 U.S. Highway 275, Sidney, Iowa 51652. All timely, qualifying bid proposals will be reviewed and evaluated using the following criteria:

<b>Scoring Criteria</b>	<b>Maximum Points</b>
Format and Presentation of Bid Proposal	5
Organization, Management, and Qualifications	5
Capability, Capacity, and Experience	35
Approach to Accomplishing Scope of Work	35
Fee Schedule	10
License, Permit, Certification, and Insurance	10
<b>TOTAL</b>	<b>100</b>

Any proposal submitted without meeting the expressed requirements of this RFP or submitted after the Response Deadline will be rejected. The Fremont County Conservation Board will review all submitted proposals and select the highest ranked, responsive, and responsible bidder. Fremont County and the Fremont County Conservation Board reserve the right to seek a negotiated fee schedule or to make no formal selection at the end of this RFP process. All expenses associated with proposals and responses to this RFP are the responsibility of the bidder. All questions about this RFP are preferred in writing with submittal to Fremont County Conservation Board President, Sherry Gilbert, at [gilbert.sherry@siriusllc.com](mailto:gilbert.sherry@siriusllc.com).

**End of RFP Document.**