

City Of Madelia
Request for Proposal
Golf Course Grounds Superintendent
2023-2024 Season



Chris Fischer, City Administrator
City of Madelia
116 West Main Street
Madelia, Minnesota 56062



The City of Madelia is issuing a Request for Proposal (RFP) for a Superintendent to maintain all grounds and equipment of the golf course and club house.

Contractor will deliver one (1) original RFP to the following address:

City of Madelia
Golf Course Superintendent
116 West Main
Madelia, MN 56062

Office hours are: 8:00a.m. - 5:00p.m. Monday through Thursday
8:00a.m. - 4:00p.m. Friday

Proposal Due Date and Time

3:00p.m. Friday, November 11th, 2022

Proposals received after the above cited date and time will be considered late and are not acceptable.

Please make sure the envelope or package is marked:
"Golf Course Superintendent"

Any questions regarding this RFP contact Chris Fischer at 507-642-3245

Thank you for your interest.

I. PURPOSE OF CONTRACT

The City of Madelia is seeking a Golf Course Superintendent to maintain the golf course and clubhouse grounds. This position will be a daily working Superintendent from March to November. The Superintendent will be expected to mow, trim trees, aerate, maintain sprinkling system, maintain the greens, all maintenance of equipment and other jobs as needed. This position is also responsible for managing grounds employees.

II. PROPOSAL TERMS

The City reserves the right to reject all proposals received because of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, contractors' qualifications, and capabilities to provide the specified service. The City reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the City's specifications and needs.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days (about 2 months). Failure of the successful proposer to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of this RFP an addendum will be provided. Deadlines for submission of RFPs (Request for Proposals) may be adjusted to allow for revisions. To be considered, the original proposal and amended proposal must be at the City of Madelia City Hall office on or before the date and time specified.

The prices stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed end date of the contract.

III. SCOPE OF SERVICES

The City of Madelia seeks a contractor during the months of April-November to mow, trim trees, aerate, maintain sprinkling system, maintain the greens, cart paths, all maintenance of equipment and other jobs as needed. This position is also responsible for managing grounds employees.

The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP and to comply with all the requirements and specifications. The City shall retain the right to remove any Contractor failing to meet and maintain the terms described in this RFP or failing to perform work in a workman-like manner within the demands and time constraints established by the City for the services.

Term of Contract: The initial term of this contract shall be for one (1) year commencing on March 1, 2023, and expiring February 29, 2024. The term of this agreement may be extended for a one-year period maximum, if approved and accepted in writing by both the contractor and the City prior to November 31 of the appropriate year. Contractor performance, quality of service, price, and reliability are some of the criteria that will be used as a basis for the city to exercise an

optional year. The initial agreement places no obligation on the City to renew it beyond the initial term of the contract.

Rates: Contractor agrees that rates as set forth in this contract will remain in effect through February 29, 2024.

Invoice/Payment: Contractor shall provide a monthly update of course activities to the City Administrator and Golf Commission. This monthly update should include hours worked on the course. Payment is scheduled for the 1st of each month of the year.

IV. GENERAL REQUIREMENTS

1. The City of Madelia will provide the tools, materials, and equipment necessary to perform all operations of maintaining the course.
2. The contractor shall provide their labor, supervision, services, and expertise to maintain the grounds of the Golf Course. The contractor will be required to maintain all equipment for the golf course by fixing, sharpening, routine oil changes and any other maintenance that needs to be performed. All guards and safety equipment must be operable and in use.
3. Tree trimming, removal of trees and replacement plantings should be coordinated with the City Administrator. City tree replacement policy must be followed.

V. INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under the contract whether such operation by themselves or by anyone directly or indirectly employed by them.

Prior to entering into a contractual agreement, the contractor shall furnish certificates of the following insurance to the City of Madelia:

1. Workers' Compensation: The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
2. Liability: Public Liability in the amount of \$1,000,000 per person, \$500,000 per accident and property damage in the amount of \$300,000 per accident. All such liability insurance shall apply to liability assured under these specifications. The City of Madelia shall be named as an additional insured to the extent of the operations under this contract.
3. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit. The City shall be named as an additional insured.

4. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect. The Certificate of Insurance providing evidence of coverages must include proof that Contractor has Workers' Compensation insurance for all his employees.

The certification of insurance shall be on file with City Hall prior to any work being performed. Failure to maintain insurance during this contract period will result in contract forfeiture.

All insurance Workers' compensation, Comprehensive General Liability, and/or Automobile shall be maintained at the expense of the contractor during the term of this contract.

Indemnification:

The contractor shall indemnify and hold harmless the City, its officers, and employees, from all damages, claims, suits, and actions of any description, for or resulting from injuries or damages received or sustained by any party or parties, arising out of any act, of said contractor, or his agents, in the execution of work under the contract.

VI. LICENSE REQUIREMENT

A Commercial Pesticide Applicator License is required for the term of the contract. The applicator license is required for weed control. All locations must be sprayed for dandelion control at least once a year.

VII. NEGOTIATION

After evaluating proposals, the City may enter negotiation with one contractor or multiple contractors. The primary purpose of negotiations is to maximize the City's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one contractor or multiple contractors. Negotiations will be structured to safeguard information and ensure that all bidders are treated fairly.

SIGNATURE SHEET

Signature

Contractor Name

Print Name

Contractor Address

Title

City, State Zip

Telephone Number

Fax Number

Federal Tax ID Number

Email Address

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days (about 2 months).